

**ISLAMIC UNIVERSITY, BANGLADESH**  
**ORDINANCE FOR THE DEGREE OF MASTER OF PHILOSOPHY (M. Phil.)**

**1. Short Title and Commencement:**

- (1) This Ordinance shall be called “The Ordinance for the Degree of ‘Master of Philosophy (M. Phil.)’.
- (2) This ordinance shall be effective from the academic year 2017-2018

**2. Definitions:**

In this Ordinance, unless there is anything repugnant in the subject or context:

- (1) ‘**Academic Committee**’ means the Academic Committee of each department formed as per the statute of this University.
- (2) ‘**Academic Council**’ means the Academic Council of this University.
- (3) “**ASC**” means the Advanced Study Committee of each Department as formed under section 6 of this Ordinance.
- (4) ‘**Committee of Courses**’ means the Committee of Courses for under graduate and postgraduate studies in a degree-awarding Department of this University and shall be formed as per the statute of this University.
- (5) ‘**Faculty**’ means the Faculty of Theology and Islamic Studies, Faculty of Humanities and Social Sciences, Faculty of Law and Shariah, Faculty of Business Administration and Faculty of Applied Science and Technology and such other faculties as approved by the university from time to time and as suggested by the Academic Council and the Syndicate.
- (6) ‘**FC**’ means the Finance Committee of this University.
- (7) “**Institute**” means academic or research institution/s established by any act of parliament or Institute established under this University or under any other public University. Affiliated private level or non-government level institute will not mean any institute under this ordinance.
- (8) ‘**PATC**’ means the central Postgraduate Admission Test Committee as formed under section 5(2) this Ordinance.
- (9) ‘**Plagiarism**’ means intellectual theft of both published and unpublished work, an act of fraud committed knowingly or unknowingly
- (10) ‘**Private University**’ means the University(s) approved by the Ministry of Education and University Grants Commission of Bangladesh.
- (11) ‘**Published Articles**’ does not mean the articles which have yet not been published. Accepted article will not be considered as article for the purpose of this Ordinance. Online article must be reviewed by the department concerned as peer reviewed.
- (12) ‘**Relevant department**’ means the department or discipline where studied Honours or graduation.
- (13) ‘**Syndicate**’ means the Syndicate of this University.
- (14) “**Thesis**” means the (M. Phil.) research work submitted by research fellow(s) under of this ordinance.
- (15) ‘**University**’ means The Islamic University, Kushtia-Jhenaidah, Bangladesh, abbreviated as IU, Kushtia-Jhenaidah.
- (16) ‘**Vice Chancellor**’ means the Vice Chancellor of this university.
- (17) ‘**Scientists/Fellows**’ means researcher at any public University/Institute but not bellow the rank of Associate professor.
- (18) ‘**Defense**’ means the final oral presentation on dissertation/thesis organized by the relevant examination committee.

**3. Nature of Degree**

The Degree of Master of Philosophy (M. Phil.) shall be awarded by this University in recognition of successful completion of M. Phil. courses of studies and research as prescribed by the Academic Council. The terms and conditions regarding admission, examination and other matters relating to the M. Phil. Degree shall be set by this Ordinance enacted by the Academic Council and Syndicate.

#### **4. Qualification for Admission**

Candidates for admission to the courses of studies leading to M. Phil. Degree must have the following qualifications:

- (1) A candidate shall have a Master's or an equivalent degree from this University/Institute under this University or from any other public University/Institute under public University in subjects studied at Honours level. The candidate should have a strong academic record with not less than 55% marks or CGPA/GPA 3.50 (A-) out of 4 in both Bachelor with Honours and Master's degree as well as at least 55% marks or GPA 3.60 (out of 5) in both S.S.C. and H.S.C. level.
- (2) In case of a private university the candidate should have a strong academic record with not less than 60% marks or CGPA/GPA 3.75 (A) out of 4.0 in both Bachelor with Honours and Master's degree as well as at least 55% marks or GPA 3.60 (out of 5.0) in both S.S.C and H.S.C level.
- (3) A candidate who does not have an Honors Degree shall be eligible for admission to the M. Phil. programme provided that s/he has a first class or CGPA/GPA 3.60 out of 4 in the both Bachelor Degree Pass and Master's degree as well as at least 60% marks or GPA 4 (out of 5) in both S.S.C. and H.S.C. level.
- (4) A Candidate from Evening Masters progamme/any programme should have a strong academic record with not less than 60% marks or CGPA/GPA 3.75 (A) out of 4.0 in both Bachelor with Honours and Master's degree as well as at least 55% marks or GPA 3.60 (out of 5.0) in both S.S.C and H.S.C level.

#### **5. Admission Procedure**

- (1) A candidate for admission to M. Phil. programme shall apply, on notification by the University, in the prescribed form to the Registrar through the Chairperson of the Department concerned and the Dean of the relevant Faculty. The application for admission will contain a full research proposal having (i) title (ii) a short survey of the existing literature on the area of research, (iii) objective and scope of the proposed research, (iv) methodology (v) expected outcome of research and (vi) a short bibliography.
- (2) There shall be an Eligibility Test conducted by the central Postgraduate Admission Test Committee (PATC) for admission into the M. Phil. programme every year. A student who qualifies in this test shall be eligible for admission into the M. Phil. programme of this University. The qualifying mark for admission into the M. Phil. programme is 40%. Vice-Chancellor will be the Chairperson of the PATC. Other members of the Postgraduate Admission Test Committee (PATC) shall be deans of the all faculties and at least one professor from each faculty nominated by the Vice Chancellor.
- (3) The question of the admission test may be descriptive and/or MCQ type. The question shall contain the following four components<sup>1</sup>:
  - (a) Research Methodology (weightage 40%)
  - (b) Functional English/Arabic/Bangla Language (weightage 30%)
  - (c) Functional Knowledge of Computer (weightage 10%)
  - (d) Bangladesh and Global Studies (weightage 10%)
  - (e) Mathematical Reasoning (weightage 10%)
- (4) Foreign students sponsored by their respective Governments/Embassies are exempted from eligibility test. Self-financing foreign students shall be exempted from the entrance test for admission to M. Phil. programme. But they shall have to pass TOEFL/IELTS or a test in English Language for foreign M. Phil. candidates, designed by Islamic University, to prove

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<sup>1</sup> The component shall have questions testing (i) analytical ability, (ii) reasoning ability (iii) research aptitude and (iv) research related information. Each sub-component shall have equal weightage.

their competence in English Language. Foreign students shall have to participate into Bangla language course offered by this university. Foreign students will have to fulfill all requirements regarding eligibility and pay the requisite fees as applicable from time to time. It will be their responsibility to select a supervisor from the University and take written approval of the supervisor on the enrolment/admission form for doing M. Phil. Course Work.

- (5) Teachers of this University who are eligible for admission into the M. Phil. programme may submit their application at any time of the year without eligibility test.
- (6) Any change of supervisor or title of the thesis shall have to be recommended by the Advanced Study Committee (ASC). A separate prescribed form shall be used for this purpose.

## **6. Advanced Study Committee (ASC)**

- (1) There shall be an Advanced Study Committee (ASC) in each Department of the University. The Advanced Study Committee (ASC) shall be constituted by the Vice Chancellor. The committee shall have one Chairperson (of the Department or Director of the concerned Institute and at least three members as well as all professors from the concerned Department/Institute and 2 (two) external members from outside this University from relevant Department/Institute as proposed by the Board of Advanced Studies and Academic Council through the recommendation academic committee and of Faculty. Where professors are not available in the Department, the required number of professors will be included from relevant Department/Institute as proposed by the Board of Advanced Studies and Academic Council through the recommendation of Faculty.
- (2) Functions of the ASC will be as follows:
  - (a) to organize oral presentation of a successful M. Phil. student's research proposal;
  - (b) to approve the proposed field of study, title of the dissertation/thesis, the name of the supervisor(s) and recommend admission. The relevant Faculty shall also recommend admission and forward the application to the Registrar certifying that the candidate has met the conditions required for admission;
  - (c) to organize the seminar of the M. Phil. candidate(s);
  - (d) to ensure the presence of at least one external member in all M. Phil. related activities;
  - (e) to provide all ASC members with necessary documents in hard or soft format (e.g. seminar chapter[s]) at least two week prior to any meeting of the ASC.
  - (f) to notify the Departments/Institutes of the last date for registration into M. Phil. programme;
  - (g) to organize a preliminary seminar prior to dissertation/thesis defense and submission of thesis. This seminary will be attended *only* by members of the ASC.

## **7. Registration**

- (1) A successful candidate for admission to M. Phil. programme must register for the program on payment of fees approved by the Finance Committee and the Syndicate of this University.
- (2) The registration of a candidate for the M. Phil. programme shall be valid for 3 (three) years only from the date of registration. Academic Council may extend it for a maximum period of 2 (two) years on the recommendation of the supervisor(s) and the Academic Committee of the concerned Department and Faculty. A candidate, however, shall not be permitted to submit his/her dissertation/thesis before the expiry of 2 (two) years nor after the expiry 5 (five) years from the date of his/her registration.

## **8. Course of Studies**

- (1) Candidates admitted into the M. Phil. programme shall be full-time students of this University. Candidates serving in any organization/institution shall be required to take leave for the course of studies for at least one year. At the time of joining the M. Phil. programme, s/he must submit permission letter from the organization or institution. S/he, however, must submit

documents of study leave for at least one year (effective from the date of joining the program) from within one year of joining the programme.

- (2) The course work for the student admitted into the M. Phil. programme shall be designed by the Academic Committee of the relevant Department and shall be approved by Academic council through the Faculty.
- (3) A student admitted into the M. Phil. programme shall be required to complete his/her course works of 21 (twenty one) credits out of which 18 credits will be for theoretical courses and 3 credits for viva-voce by the end of the first year. Each theoretical course /viva-voce shall be of 3 credits and the examination of each theoretical course shall be of four-hour duration. Out of 18 credits there shall be compulsory nine credits (designed by the University) on:
- Research Methodology,
  - Bangladesh and Global Studies
  - Computer Literature/ICT
- and courses for the remaining nine credits shall be designed by the Academic Committee of the relevant Department.
- (4) In theoretical courses, one class hour per week for a period of 13 weeks shall be considered as one credit. The credits and weights are shown in the following table:

Type of Courses	No. of courses	Credits of each course	Marks for each course	Total Marks	Credits of each category	Total credits
Compulsory	3	3.0	100	300	3×3=9	21
Departmental	3	3.0	100	300	3×3=9	
Viva-voce	1	3.0	100	100	1×3=3	

- (5) Each theoretical course shall be evaluated as follows:
- Internal evaluation of each theoretical course:*
- (i) Tutorial/ Assignment = 10 marks
  - (ii) Class Attendance = 10 marks
  - Year-end final examination = 80 marks
- (6) The course teacher(s) shall prepare five copies of mark sheets for internal evaluation of theoretical courses. Three copies of the mark sheets are to be submitted to the Chairman of the Examination Committee, one copy to the Controller of Examinations and one copy shall be published through the notice board before the year-end final examination starts.
- (7) The course teacher shall surrender the marks and the answer scripts of tutorial examinations/assignments taken by him/her to the chairman of the Examination Committee.
- (8) The gradation of marks for class attendance of theoretical courses will be as follows:

Attendance	Marks
95% and above	10
90% to 94%	9
85% to 89%	8
80% to 84%	7
75% to 79%	6
70% to 74%	5
65% to 69%	4
60% to 64%	3
Less than 60%	0

- (9) After completion of the course work the M. Phil. student shall be required to take written and oral examinations. Course work results will be calculated by the following grading system.
- (10) The Letter Grade (LG) and the corresponding Grade Point (GP) shall be awarded as follows:

<b>Numerical Grade</b>	<b>Letter Grade</b>		<b>Grade Point</b>
80% and above	A+	(A plus)	4.00
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.50
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B minus)	2.75
50% to less than 55%	C+	(C plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D	---	2.00
Less than 40%	F	---	0

- (11) Grade Point average is the weighted average of Grade Points obtained in all courses attempted by a student (Appendix).

## **9. Course of Examination**

- (1) There shall be an Examination Committee for the evaluation of M. Phil. course work. Examination Committee will consist of four members: three internal and one external member from any other public University headed by a Chairperson recommended by the Academic Committee of the Department concerned. This committee shall have to be approved by the Academic Council through the Faculty. If Chairperson or any other member of the examination committee goes on any leave for more than 6 (six) months, the Academic Council shall appoint another member in his/her place on recommendation of the Academic Committee of the concerned Department and Faculty.
- (2) There shall be two paper-setters and two script examiners (First and second examiners) for each theory course of M. Phil. course work Examinations. The Second examiners shall be appointed from the Departments of other universities considered relevant to the subject by the Examination Committee.
- (3) The pass marks for theoretical courses and oral examination shall be letter grade C+ (GP 2.5) or 50%. If any student fails to get 40% (qualifying) marks in any theoretical course and oral examination, the marks for that course/examination will not be added while averaging the marks. Theory papers shall be examined by third examiners, if marks vary 20% and above. The third examiner will be appointed by the Vice-Chancellor on recommendation of the Examination Committee.
- (4) A student who fails to obtain qualifying marks (40%) in any course/examination shall be given one opportunity to improve that course/examination within six months after the publication of the results of course work examination.
- (5) A student who fails to take written/oral examination may be given a chance to sit that examination within 6 (six) months after the first year final examination on recommendation of the supervisor(s) and Academic Committee of the relevant Department.
- (6) The Chairman of the Examination Committee, after publication of results, shall hand over the relevant answer scripts to the Controller of Examinations and the course-wise mark sheets, average sheets and all other relevant documents to the Chairman of the Department.

## 10. Transfer to Ph. D. Programme

- (1) A candidate registered for M. Phil. programme may upgrade to Ph. D. programme on recommendation of the supervisor with retrospective registration if s/he successfully completes the first year M. Phil. course work securing letter grade A- (GPA 3.5) and has minimum 2 (two) research articles published in refereed (*i.e.* impact/index/peer-reviewed/recognized) journal as first or corresponding author related to his/her M. Phil. research topic. S/he must give at least one seminar in front of the ASC and then on the approval of the ASC an open seminar in the field of his/her research leading to Ph. D. degree. The candidate must also fulfill the requisite academic qualifications for admission into Ph. D. programme. Both seminars have to be approved by the concerned authorities. (Two seminars should not be in a day). At least three months need gap between 1<sup>st</sup> and 2<sup>nd</sup> seminars.
- (2) The candidate shall have to submit a new research proposal for the Ph. D. programme with the recommendation of the supervisor(s).
- (3) The recommendation for transfer shall be processed by the Academic Committee of the concerned Department through Faculty to the Board of Advanced Studies and Academic Council for final approval.

## 11. Supervision and Guidance

- (1) An M. Phil. candidate shall be required to perform his/her research work under the guidance of a supervisor(s) who shall be a faculty in a relevant Department of this University (if necessary, co-supervisor(s) may be chosen from other Departments of this University or other recognized Universities/Institutes under public Universities) not below the rank of Associate Professor or an expert working in a reputed research institute having a Ph. D.
- (2) Any regular professor/ associate professor of this University having a Ph. D. and at least three research articles (at least one of them in the last three years) in refereed (*i.e.* impact/index/peer-reviewed/recognized) journals may be appointed as research supervisor. However, first author and/or corresponding author of an article shall have 1 (one) full article value and second author shall have only half (0.5) article value. No other author shall get credit for that publication. Only in case of impact factor journal(s), each article/**book chapter** and also the book chapter which accepted for undergraduate or post graduate level text book) will have the value of 03 (three) articles for all authors.

A supervisor will be allowed to supervise only those research areas/fields in which s/he has published at least one research article in refereed (*i.e.* impact/index/peer-reviewed/recognized) journals in the last three years or has studied or researched those subjects at Honours/Masters/M. Phil./Ph. D./Postdoctoral level.

- (3) Only a full-time regular faculty of this University may act as a supervisor. External supervisors are not allowed. However, co-supervisor may be allowed in inter-disciplinary areas from other Departments of the same University/Institute or from other recognized university/institution with the approval of the Academic council.
- (4) Supernumerary/Emeritus Professors/Scientists/Fellows appointed by the University shall be eligible to supervise M. Phil. students, provided their appointment is for a period of not less than two years.
- (5) No faculty member shall supervise or evaluate “near relation” as specified by the examination rules of this University.
- (6) The number of research students (in M. Phil. and Ph. D. Programme) for an associate professor and professor shall not exceed 7 (seven) and 10 (ten) respectively at a time. In the case of joint supervision, the number will be counted as half for both supervisor and co-supervisor.

## 12. Dissertation/Thesis

- (1) Before submission of dissertation/thesis an M. Phil. candidate shall be required to publish at least two articles in refereed *i.e.* impact/index/peer-reviewed/recognized) journal(s) related to his/her M. Phil. topic as first author and/or corresponding author and present at least one seminar open to all within the period of his/her research study to be designed and organized by the relevant Department. The suggestion(s) and comments (if any) of the participant(s) should be clearly recorded in a written document and the thesis shall be revised accordingly before final submission. All foreign students shall also have to pass Bangla language courses offered by this University.
- (2) An M. Phil. dissertation/thesis must be a piece of original research.
- (3) It is the responsibility of the M. Phil. researcher to ensure that the thesis is free from plagiarism (as section 2.9).
- (4) Researchers should check their dissertation/thesis through plagiarism detection software. The supervisor(s) must present at the time of plagiarism check.
- (5) The member(s) of the thesis examination committee (other than supervisor[s]) are also required to do plagiarism check. If plagiarism amounts to more than 30% of total research, the quantum of punishment to be recommended by the thesis examination committee, as follows:
  - (a) the candidate may be asked to revise and re-submit the thesis;
  - (b) the dissertation/thesis may be rejected;
  - (c) the candidate's registration may be cancelled;
  - (d) the supervisor(s) may be barred from supervision for the next three to five academic years.
- (6) By the time of submission of M. Phil. dissertation/thesis, the candidate will have published at least two research papers as first author and/or corresponding author in refereed (*i.e.* impact/index/peer-reviewed/recognized) journals related to his/her M. Phil. topic.
- (7) At the time of submission of M. Phil. dissertation/thesis by the candidate, a declaration certificate will be submitted by the candidate that the thesis is a *bona fide* work of the researcher without quoting the references to the book or research paper and no portion is copied from any book or research work without proper reference.
- (8) On completion of other terms and conditions of the course and research work, the candidate shall submit draft copy of the thesis along with responds to and clarification of the seminar participants' suggestions, comments, and modification (if any) and reviewer's comments before final defense.
- (9) The dissertation/thesis submitted for the M. Phil. degree shall be written either in Bangla, English or Arabic.
- (10) On completion of the above terms and conditions of the course work and research work and seminar, the candidate shall submit 5 (five) hard copies and one soft copy (on a CD or pendrive) of his/her thesis with proper format (if there is any approved format by the concerned department or faculty) to the Controller of Examinations through the Chairman of the concerned department and shall comply with the following conditions:
  - (a) The length of the dissertation/thesis will be in maximum 50000 words.
  - (b) Abstract length will not exceed 500 words.
  - (c) The format of M. Phil dissertation/thesis will be as follows:

Title page  
Candidate's Declaration  
Supervisor's Certificate

Acknowledgements  
Abbreviations (if any)  
Contents page  
List of tables (if any)  
List of figures (if any)

- (d) Text of the dissertation/thesis (number and organization of chapters may vary depending upon subject matter/research discipline)

Introduction  
Review of Literature  
Materials and Methods  
Results  
Discussion (including Conclusion/s, Recommendation/s where applicable)  
Summary  
References/Bibliography/Literature/Works Cited  
Appendices (if any)  
Any other (reprints of published papers)

### **13. Examination of Dissertation/Thesis**

- (1) After completion of coursework, the Academic Council shall, on the recommendation of relevant Academic Committee and Faculty, appoint for every M. Phil. candidate an Examination Committee of three members one of whom shall be the (principal) supervisor of the student. One of the members of the Examination Committee other than the (principal) supervisor shall act as Chairperson of the Committee. At least one of the members of the Examination Committee shall be from any University/Research Institute other than this University. In the case of joint supervision, the principal supervisor shall be the member of the committee.
- (2) Each thesis shall be examined by all the three members of the examination committee. The examiners shall send their reports in sealed cover to the Controller of Examinations who shall send it to the Chairman of the Examination Committee.
- (3) On receipt of a unanimous opinion from the examiners that the thesis has met the required standard, the Chairman of the Examination Committee in consultation with the Controller of Examinations shall organize an oral Examination for the candidate to defend his dissertation/thesis. The Chairman of the Examination Committee shall preside over the oral Examination.
- (4) A candidate will be awarded M. Phil. degree only when three examiners' reports support awarding the degree.
- (5) In case a candidate is unable to pass viva-voce examination even though the thesis is adjudged satisfactory, the Examination Committee may recommend the candidate to the Academic Council for another oral examination after a lapse of 6 (six) months from the date of the first oral examination. No candidate shall be allowed to take the oral examination more than twice.
- (6) A thesis shall be resubmitted, if so recommended by the examiners, only once, and it shall be examined by the examiners who assessed the original thesis unless any of them are unable or unwilling to do so.

### **14. Award of Degree**

- (1) The Vice-Chancellor shall place the reports of the examiners before the Academic Council for consideration. The recommendation of the Academic Council shall be considered by the



Syndicate. The Vice-Chancellor of this University shall have power to issue provisional certificate for M. Phil. degree from the date of final defense.

- (2) The Controller of Examinations will notify the result in accordance with the decision of the Syndicate.
- (3) A letter of appreciation will be issued to the successful candidate, supervisor(s) and members of the Examination Committee by the Controller of Examinations.
- (4) If any confusion or misunderstanding arises with respect to any provision of this Ordinance, the interpretation/decision given by the Vice-Chancellor shall be deemed final.

### 15. Security and Ethics

- (1) Everyone involved in the process of M. Phil. course work, oral and thesis examination has to guard the security of the question papers, examination grades and final results. An examinee shall never try to influence examiners and any such attempt has to be immediately brought to the notice of the Controller of Examinations.
- (2) A student may never be asked a question relating to his/her religious or ethnic background that will hurt him/her.
- (3) If anyone involved in the examination process has the following as examinee he/she should immediately inform the concerned authority: (a) husband/wife, (b) son/daughter, (c) brother/sister, (d) brother/sister-in-law, (e) son/daughter-in-law, (f) nephew/niece, (g) uncle/aunt, (h) first cousins etc.

### *Appendix 1*

**The GPA will be computed as under:**

$$\Sigma (\text{Credit} \times \text{Grade Points})$$

$$\text{GPA} = \frac{\text{-----}}{\text{Total Credits}}$$

**Example:**

Course No.	No. of Credits	Grade Awarded	Corresponding Grade Point	Points Secured
	Col. 1	Col. 2	Col. 3	Col. 4 (Col. 1 × Col. 3)
Theory – 611	3.0	A	3.75	11.25
Theory – 612	3.0	B+	3.25	09.75
Theory – 613	3.0	F	0	0
Viva-Voce	1.0	A	3.75	03.75
<b>Total</b>	<b>10.00</b>			<b>24.75</b>


## Appendix 2

The Researcher would be required to adhere to the following standards for submission of M. Phil. dissertation/thesis:

**Paper:** A4 size paper

**Printing:** A high-quality laser printer should be used, preferably on both sides.

**Title and Inner first pages:** Sample given below

 <p style="text-align: center;">ইসলামী বিশ্ববিদ্যালয় (Established under Act.# 37 1980)</p>	<p style="text-align: center;">→</p>	<p>Monogram size = 1"×1" max<sup>m</sup></p>
<p><b>TITLE OF THE DISSERTATION/THESIS</b></p>	<p style="text-align: center;">→</p>	<p>18 pt Bold, CAP</p>
<p>A</p>	<p style="text-align: center;">→</p>	<p>14 pt CAP</p>
<p>THESIS/DISSERTATION <i>Presented to the Faculty of Theology/ Humanities and Social Sciences/ Law and Shariah/ Business Administration/ Applied Science and Technology Islamic University, Kushtia 7003 in Fulfillment of the Requirements For the Degree of</i></p>	<p style="text-align: center;">→</p>	<p>14 pt italic</p>
<p><b>MASTER OF PHILOSOPHY</b></p>	<p style="text-align: center;">→</p>	<p>14 pt Bold CAP</p>
<p><b>IN</b></p>	<p style="text-align: center;">→</p>	<p>14 pt CAP</p>
<p>NAME OF THE DEPARTMENT</p>	<p style="text-align: center;">→</p>	<p>14 pt CAP</p>
<p>by</p>	<p style="text-align: center;">→</p>	<p>14 pt</p>
<p><b>NAME OF CANDIDATE</b></p>	<p style="text-align: center;">→</p>	<p>14 pt Bold CAP</p>
<p><b>WITH REGISTRATION NO</b></p>	<p style="text-align: center;">→</p>	<p>14 pt Bold CAP</p>
<p>NAME OF THE DEPARTMENT</p>	<p style="text-align: center;">→</p>	<p>14 pt CAP</p>
<p>ISLAMIC UNIVERSITY, KUSHTIA 7003 MAY, 2017</p>	<p style="text-align: center;">→</p>	<p>14 pt CAP</p>

### Various Specifications are

Thesis title (18pt Bold, all CAP)

A THESIS presented to the Faculty of Theology and Islamic Studies/Humanities and Social Sciences/Law and Shariah/Business Administration/Applied Science and Technology, Islamic University, Kushtia-7003 in Fulfillment of the Requirements for the Degree of (14 pt)

MASTER OF PHILOSOPHY (14pt Bold)

IN (14pt Bold)

NAME OF SUBJECT (14pt Bold)  
by (12pt)  
NAME OF THE SCHOLAR (14pt Bold, all CAP)  
University Monogram size = 1"×1" max.  
NAME OF THE UNIVERSITY (14 pt CAP)  
ADDRESS (14 pt CAP)  
MONTH ..... YEAR ..... (14pt CAP)

**Thesis text:** 12 pt, for Bangla Sutonny MJ: for Arabic Akbar MT/ Times New Roman, for English: Times New Roman /Arial; line 1.5 spacing

**Headings:**

- Chapter title: 18 –24 pt size, bold
  - Main Section Headings: 14 pt size, bold.
  - Second Headings: 12 pt size, bold, cap
  - Sub headings: 12 pt size, bold, sentence case.
- Foot note:** The footnote (if any) shall be typed 1.5 spaced with Font Size 10

**Margins: Odd page:** Left- 4 cm; top, bottom and right- 2.5 cm.

**Even page:** Right- 4 cm; top, bottom and left-2.5 cm. These are necessary to allow for binding and trimming.

**Page Numbering:** All pages of the thesis shall be on the **right bottom** of the page in format (Page 1 of 100) except the preliminary pages which shall be numbered in lower case Roman Numerical (ii, iii, iv ....).

### Supervisor’s CERTIFICATE

This is to certify that this thesis entitled “..... Title of Dissertation/Thesis.....” Embodied the work carries out by --  
---Name of student) .....himself/herself under my supervision and that is worthy of consideration for the award of the M. Phil. degree.

Co-supervisor’s signature

(Name & Designation)

Supervisor’s signature

(Name & Designation)

## CANDIDATE'S DECLARATION

I, ....., certify that the work embodied in this M.Phil dissertation/thesis is my own bonafide work carried out by me under the supervision of ..... and the co-supervision of ..... from ..... to ..... at Department of ....., Islamic University, Kushtia and Department of .....(if applicable). The matter embodied in this M. Phil. dissertation/thesis has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this M. Phil. dissertation/thesis and cited as my own work. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the University.

Date: .....  
Place: Kushtia, Jhenaidah

Signature of the candidate  
(Name of the candidate)

This is to certify that the above statement made by the candidate is correct to the best of my/our knowledge.

Co-supervisor's signature  
(Name & Designation)

Supervisor's signature  
(Name & Designation)