Prospectus of
PhD Program

ENTRANCE EXAMINATION 2018

B. P. Koirala Institute of Health Sciences
Dharan, Nepal
**BPKIHS OFFICE HOURS**

Sunday – Thursday : 8:00 am to 5:00 pm*
Friday : 8:00 am to 1:00 pm
Saturday : Holiday

* 8.00 to 4.00 pm in Mangsir, Poush and Magh of Bikram Sambat (Mid Nov to Mid Feb)
* 1:00 pm to 2:00 pm lunch break

_No official transaction will be entertained after the office hours._

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**Contact us**
The Entrance Examination Committee
B. P. Koirala Institute of Health Sciences, Dharan, Nepal

**Telephone No. (Direct Line): 00977-25-530735**
Telephone No. : 00977-25-525555, 521017 (Ext. 4017, 5278, 5433, 2278)
Fax No.: 00977-25-532155, 528757
Contact Office in Kathmandu: 00977-1-4372263
Website: www.bpkihs.edu, entrance.bpkihs.edu
E-mail: office.academics@bpkihs.edu

**Note:**

1. Please read the prospectus and instructions carefully before filling the forms. Examination fees once paid will not be refunded.
2. If the photograph and signature uploaded along with the online application is not of the specified size and format, the form will be rejected.
3. Admission will be made purely based on merit of Entrance Examination and Counseling. We do not have any management quota.
4. It is mandatory for shortlisted candidates to appear in the counseling for final selection.
5. We have no agents/middlemen inside and outside the Institute for securing seats. Beware of persons claiming to provide seats by any means, whatsoever.
What attracts students and faculty at BPKIHS?

BPKIHS Academics
- BPKIHS is a leading Health Sciences University of Nepal. It is known around the globe by virtue of its innovative curricula. Every year BPKIHS gets substantial number of candidates to enroll in its academic programs.
- Its educational philosophy was conceptualized by eminent medical educationists from Nepal, India & various international communities including WHO.

International and National Perspectives of BPKIHS
- There are substantial number of Indian students studying in the institute. Indian nationals do not require any visa to enter Nepal.
- BPKIHS is an international university in a true sense. Students from the Netherlands, Australia, Belgium, Switzerland, Norway, Germany, USA, Canada and other countries visit the institute regularly for their electives and clerkship.

BPKIHS curricula are the most innovative in this region of the globe.
- The BPKIHS curricula provide optimum exposure from primary to tertiary health care system services and the training prepares them to work efficiently both within and outside the country, in urban and rural areas, and in tropical and subtropical region.
- Training/learning is partially interdisciplinary involving students of Medical, Dental, Nursing and other allied health sciences.

Research Perspective
- BPKIHS is a leading scientific institute in Nepal.
- Amongst the other medical institutes of Nepal, the faculty members at BPKIHS publish maximum number of scientific articles in national and international reputed periodicals and journals. It has made BPKIHS well known worldwide in the field of biomedical and educational research.
- BPKIHS has its own scientific journal ‘Journal of B. P. Koirala Institute of Health Sciences’ (JBPKIHS).
**Geographic Location, Climate, Weather and Environment**

- BPKIHS is situated in Dharan - one of the cleanest cities of Nepal, an environment-friendly city surrounded by greenery. It has electricity supply round the clock even during the load-shedding hours. In addition, there are hill stations situated at half-an-hour to three-hour drive for recreation. Dharan enjoys comfortable weather round the year, which is its most unique and enjoyable feature in this region.

**BPKIHS graduates**

- The graduates of BPKIHS are welcomed worldwide. A substantial number of MBBS and BDS graduates go to pursue higher level training in the USA, UK, Australia and Canada. Our graduates perform well in Postgraduate Entrance Exams in Nepal, India and abroad. They are well known around the globe for their quality health service and education.
- BPKIHS graduates get attractive placements in emerging health/medical institute of Nepal and across the globe.

**Social accountability**

- It has also adopted the principle of “Social Accountability” in general.

**Facilities within the campus**

- The campus has sufficient playgrounds (for football, cricket, basketball, golf course, tennis court, badminton etc.).
- There are shops, canteens, post office, restaurants, banks and ATMs within the BPKIHS premises.

**Please note**

- Please read this prospectus carefully before submission of application.
- Once admitted to any of the Post Graduate (PG) courses, please keep this prospectus till you complete your course.
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1. INTRODUCTION

B.P. Koirala Institute of Health Sciences (BPKIHS) was established on January 18, 1993 and subsequently upgraded to an autonomous Health Sciences University on October 28, 1998 with a mandate to work towards developing socially responsible and competent health workforce, providing health care and engaging in health research. The Institute is located in eastern Nepal and it has extended its continued health services through teaching district concept to Primary Health Care Centers, District Hospitals and Zonal Hospitals in eight districts of the region. This University is aptly named after Bishweshwar Prasad Koirala, Nepal's visionary leader in social uplifting and a firm believer of national integration.

This Institute is envisaged as one of the most successful examples of Nepal-India co-operation. The Health Ministers of the two countries signed the Indo-Nepal agreement for collaborative development of BPKIHS on the Hindu auspicious day of Mahashivaratri (March 10, 1994).

BPKIHS has a vision of a self-governing, self-reliant international Health Sciences University aiming at attracting students and teachers from all over the world to its constantly innovative educational programs. BPKIHS has also been envisioned by the Nepalese Parliament as a center of national importance to produce skilled manpower in health sector to meet the country's needs and also to function as a center of excellence in the field of tropical and infectious diseases.

BPKIHS has subspecialty, postgraduate and undergraduate programs. It has four colleges: Medical, Dental, Nursing and Public Health. Its Central Teaching Hospital has 763 beds and well established major clinical and basic sciences departments.

The MBBS program of BPKIHS started in 1994, is recognized by Medical Council of Nepal, India and Sri-Lanka. It is listed in the World Directory of Medical Schools published by the WHO.

The Institute started BDS program in 1999, which is recognized by the Nepal Medical Council. The duration of both BDS and MBBS Program is 4½ years followed by a year of Compulsory Community Oriented Residential Rotating Internship, which is mandatory and to be
completed successfully at BPKIHS and its Teaching District Hospitals.
This feature is new and unique in this part of the world.

**Postgraduate programs (MD/MS and MSc)** were started in 1999. All the MD/MS, MSc and MPH degree are recognized by respective councils of Nepal and several MD/MS degrees (Anesthesiology, Dermatology and Venereology, Orthopedics, Pediatrics, Surgery, Radiology, Psychiatry, Otorhinolaryngology, Medicine, Pharmacology and Gynaecology & Obstetrics) are recognized by Medical Council of India (MCI) as well. MSc in basic sciences are available in Human Anatomy, Human Physiology, Medical Biochemistry and Medical Microbiology.

**BSc Nursing program** was started in 1996. This program is well recognized within and outside the country. All the nursing degrees are recognized by Nepal Nursing Council. There are separate college complexes for both BDS and Nursing programs in the BPKIHS campus.

The **School of Public Health** was established in 2005 and it is running a two-year **MPH program**. The **MSc Nursing Program** is running in Community Health Nursing, Psychiatry Nursing, Maternal Health Nursing, Child Health Nursing and Medical Surgical Nursing.

**MDS Program** has been running since 2011 in Conservative Dentistry & Endodontics, Periodontology & Oral Implantology, Pedodontics & Preventive Dentistry and Prosthodontics. From 2014, MDS program has been started in Oral Medicine & Radiology, Public Health Dentistry, Oral Pathology and Orthodontics.

The allied health sciences course running at present is **BSc MIT**. In addition, BPKIHS organizes short-term academic programs/refresher courses for national and international students, doctors and faculty members. Continuing medical education on various aspects of health is a culture of BPKIHS.

**PhD** in different disciplines have been started from 2011. In the year 2013, the Institute started several new courses/programs as follows:

A. **DM/MCh courses** have been started in the following subjects:
• DM Cardiology
• DM Gastroenterology and Hepatology
• DM Pulmonary, Critical care and Sleep Medicine
• DM Neonatology
• MCh Urology
• MCh GI Surgery

B. Fellowship in Emergency Medicine

C. MD in Hospital Administration (MDHA)

This University, aiming as a center of excellence in patient care, teaching, and research in health sector follows an integrated and holistic approach in academics and services.

Situated in Dharan at the foothills having an area of about 700 acres, the University has a clean pollution free environment, and water and electricity supply round the clock. The institute is committed to its social responsibility and accountability. Candidates from disadvantaged groups are given opportunities for admission in most of the academic programs.

The Institute has innovative approaches of community-based training of students and providing services to the local people through the concept of Teaching District Hospitals (learning by doing at community level). Accordingly, students of various programs visit and/or are posted to the health institutions under faculty/specialist supervision where on one hand they get opportunity to learn in the community set-up; and on the other hand, the local health institutions get regular qualified health workforce to provide the quality services by a BPKIHS team of faculty/specialist and interns.
2. VISION, MISSION AND GOALS OF BPKIHS

Vision

BPKIHS has been visualized as

- A self-governing, self-reliant International Health Sciences University attracting students and teachers from all over the world to its constantly innovative educational programs.
- A national center for providing quality health services from tertiary to primary, and developing replicable and sustainable models of integrated health systems sensitive to the needs of both the individuals and the community living in urban as well as rural areas.
- A prestigious center for biomedical and health system research, and as a center of excellence for tropical and infectious diseases.
- A complete health development project through its teaching districts, which will catalyze an environment-friendly human development initiative resulting in enhancement in the quality of life of the people of Nepal and those working in BPKIHS to ensure a high level of commitment to excellence and dedication to service.

Mission

The main mission of BPKIHS is to improve the health status of the people of Nepal by providing holistic health care through training of compassionate, caring, communicative and socially accountable health workforce acting as agents of change and through advancement in research and innovation in service as well as education to ensure healthy individuals and families by collaborating with all stakeholders.

Goals

Educational Goals

In terms of achieving the educational goals of the Institute, both the present curricula and future educational programmes are to be need-based, integrated, community-oriented and partially problem-solving in line with innovative medical education programmes epitomized in the Edinburgh Declaration of 1988. These are the basic tenets on which BPKIHS curricula are based.

In the area of service delivery, this Institute is committed to provide services not only to those coming to its teaching hospital but also to those who are not able to do so. The Institute does this by reaching out to the community that cannot reach the Institute. It is not only reaching out to
the sick in the community but is committed to the active promotion of positive health and through it, improvement in the status of the community health that will serve as a measure of attainment of our service goals. The faculty at BPKIHS is expected to monitor health indicators such as Infant mortality rate, crude birth rate, crude death rate, blindness, deafness and disability rates etc. on an ongoing basis much in the same way as we monitor our individual patients in terms of established clinical parameters.

Research goals

In the field of research, high priority is accorded to the areas requiring greater attention to solve the existing and emerging health problems threatening the well-being of large population groups using multi-disciplinary, integrated and problem-solving approach. Greater emphasis is placed on research which will lead to application of available knowledge for the benefit of large number of people.

3. PhD PROGRAM AT BPKIHS

INSTITUTIONAL GOAL OF PhD PROGRAM

1. To produce scientists in health/medical sciences.
2. To contribute to the (health/medical) science through in-depth research ultimately contributing to the development of the country.

BROAD AIMS OF THE PhD PROGRAM

These are to provide
1. in-depth knowledge of research methodology, and adequate working knowledge of statistical software,
2. adequate knowledge of indexing (Index Medicus, Pubmed, etc) and searching relevant health/medical literature,
3. adequate knowledge of writing research proposals and scientific papers,
4. adequate knowledge of the principles and techniques applied/performed in his/her research works
5. exposure to peer-reviewing and editing of a research paper (critical analysis),
6. exposure to conducting scientific program/workshop/conference in a team, and,
7. exposure to essential principles of correspondence and management of scientific gatherings.

**SPECIFIC OBJECTIVES OF THE PROGRAM**

After completion of PhD, the candidate will be able to
1. develop expertise in the field of his/her research,
2. develop skills on creating teaching modules of research methodology with expertise on use of relevant statistical software,
3. organize teaching schedule/module on how to search essential information from international indexed database, e., Index Medicus, Pubmed etc. and searching medical/health related authentic/scientific information,
4. write good research proposals, scientific papers, thesis, and develop presentation skills,
5. use the opportunities of disseminating research finding in national and international scientific meetings and enrich herself/himself with additional knowledge interacting with other scientists/researchers,
6. be familiar with peer-reviewing process and editing of a research paper,
7. be familiar with conducting scientific programs (congress/conference/symposia/seminar/workshop/CME in a team, and
8. be familiar with essential principles of correspondence and management of scientific gatherings.

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### 4. SUBJECTS AND NUMBER OF SEATS AVAILABLE

<table>
<thead>
<tr>
<th>Disciplines</th>
<th>Available research fields</th>
<th>Available Seats</th>
<th>Summary of Eligibility</th>
<th>Seat Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Biochemistry</td>
<td>Endocrine Biochemistry and Micronutrients</td>
<td>2</td>
<td>MD or MSc in Medical/Clinical Biochemistry</td>
<td></td>
</tr>
<tr>
<td>Medical Microbiology</td>
<td>Antimicrobial resistance Vector bone diseases</td>
<td>2</td>
<td>MD or MSc in Medical/Clinical Microbiology</td>
<td>Open</td>
</tr>
<tr>
<td>Basic &amp; Clinical Physiology</td>
<td>Basic &amp; applied neuroscience and cardiovascular &amp; exercise physiology</td>
<td>2</td>
<td>MD or MSc in Basic &amp; Clinical Physiology</td>
<td></td>
</tr>
</tbody>
</table>
5. DESIGNATION OF THE DEGREE
The PhD degree awarded by BPKIHS will be designated as "found
qualified for the degree of Doctor of Philosophy in concerned faculty of
health sciences", e.g., PhD done by a candidate with MD/MS/MSc in any
field of medical sciences will be written as PhD in the title of the thesis.

6. ELIGIBILITY CRITERIA
The minimum criteria for PhD entrance exam will be a postgraduate
degree (MD or MSc or their respective equivalents) from a recognized
university/ board with at least 50% marks or equivalent. In general, the
age limit for enrolment for PhD program will be 45 years.

Note: The candidate themselves should be responsible for the research
cost. s/he may search for research support from UGC, BPKIHS research
grant, NHRC etc.)

7. HOW TO APPLY
1. Candidate must submit his/her application online ONLY. There is
   no provision for manual submission of application. Please read
   the prospectus carefully before proceeding to apply.

   Procedure for Online Application
   - Instructions to submit online application is available on the
     institute’s website: bpkhs.edu, entrance.bpkhs.edu Follow the
     link provided on home page. Please read the instructions
carefully before filling the online application forms.
   - Scanned copies of all the essential certificates/documents (as
     mentioned in Page No. 10 Serial No. 6), photo & signature must
     be uploaded along with the application as and where
     necessary. The full signature of the selected candidate’s will be
     verified at the time of entrance examination and admission. A
     photograph and digital thumbprint of the candidate will be
     taken during the entrance examination for verification of
     his/her identity and for keeping institutional record.
   - Attach scan copy of bank voucher/SWIFT transfer receipt of Rs.
     5,000 for Nepalese National and US$85 or equivalent
     Nepali/Indian currency, for an International candidate, as
     instructed in the online application form. The application must
     reach by 27th May (Sunday) 2018.
However, forms can be submitted with late processing fee of Rs. 2,000/- (US$30 for international candidate or equivalent Nepali/Indian currency) extra from the 28th May 2018 till 3rd June (Sunday) 2018. No application received thereafter shall be entertained on any ground whatsoever.

Once the form has been submitted, it will be scrutinized and the status of the application will be intimated after 7 days.

Candidates must bring and deposit the original bank voucher/SWIFT transfer receipt at the time of Entrance Examination to be eligible to enter the Examination center.

Admit card will be electronically issued/can be downloaded after 19th June 2018 following verification of the uploaded certificates/bank voucher/SWIFT transfer and the application form.

2. The mode of payment for applying for the Entrance Examination is as follows
   i. The fee should be deposited in favor of “B. P. Koirala Institute of Health Sciences, Dharan”

       OR

       A SWIFT transfer should be made in favor of “B. P. Koirala Institute of Health Sciences, Dharan” in any one of the banks mentioned below.

   ii. The Name and Registration ID of the candidate should be clearly mentioned in the Bank Voucher or SWIFT transfer document.

   iii. The fees can be deposited at any of the following banks

<table>
<thead>
<tr>
<th>SN</th>
<th>Name of the Bank</th>
<th>A/C No.</th>
<th>SWIFT Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Standard Chartered Bank Nepal, Biratnagar</td>
<td>01-0256021-38</td>
<td>SCBLNPKA</td>
</tr>
<tr>
<td>2.</td>
<td>NIC Asia Bank Limited, Dharan</td>
<td>2303014805524004</td>
<td>NICENPKA</td>
</tr>
<tr>
<td>3.</td>
<td>Nepal SBI Bank Limited, Dharan</td>
<td>19035240100023</td>
<td>NSBINPKA</td>
</tr>
</tbody>
</table>

Note: Amount deposited in accounts other than the above mentioned accounts will not be valid.

The above accounts are only for the purpose of Entrance Examinations and not for the payment of fees following admission.
3. Please go through the prospectus carefully before filling in the forms.

4. Enter date of birth according to the English (Gregorian) calendar.

5. The institute does not take any responsibility for delay or incomplete submission of application.

6. **Documents to be uploaded for completion of application form**
   a. Scanned copies of original certificates and marks sheets of MD/MS/M.Sc or their respective equivalents.
   b. For medical/ dental graduates, scanned copies of their council registration certificates.
   c. Any candidate who has been working under Ministry of Health and Population must submit 'No Objection Letter' from the Ministry of Health & Population at the time of application. Likewise, candidates working in other Public Institutions should also submit "No Objection Letter" from their current institution/employer. No other letters will be entertained.
   d. No objection letter for candidate working in any institution.
   e. Document of sponsorship for the sponsored candidate (if applicable).
   f. Certified copy of citizenship (both sides)/valid identity document/ passport.
   g. Two reference letters out of which one should be from the last institute in which the candidate attended/worked.

7. **Instructions for Photograph**
   i) One recent passport size colored photograph, taken after 27th April 2018, with light background is required.
   ii) Black & white / Polaroid photographs are NOT acceptable.
   iii) The photograph must be snapped holding an A4 size placard with the name of candidate and the date of photograph taken printed on it. **In case name and date are printed on the photograph after taking it, the application will be rejected.**
   iv) The name and date on the photograph should be legible.
NOTE: Candidate must upload photograph, signature and other required documents. Do not make any mistake while uploading these documents. The scanned copy of photograph, signature and other required documents should be in JPEG or JPG file format.

Candidate must upload soft copy/digital copy of passport size photograph and save it as "Photograph Name". The size of the photograph must be between 200 to 500 KB.

a. Photograph must show the face and both ears clearly.
b. Photograph should not have cap, goggles or anything that does not show the face clearly.
c. Originality of the photograph should not be altered.
d. Any application received with photograph submitted other than above will be rejected.
e. Low quality photo with poor resolution will be rejected.

8. Instructions for Signature

a) Draw a rectangle of 2"x1" on a blank white paper.
b) Put your signature with a black pen almost filling the rectangle.
c) Scan that paper, crop signature area and save it as your name.
d) Keep the size of signature between 100 to 200 KB.

Example:
9. Incomplete application forms will **NOT** be accepted. Application with all required enclosures must be submitted within the stipulated date and time.

10. **No recommendations except the above-mentioned documents** should be submitted with the application form. Any attempt on the part of the candidate to influence the process of admission directly or indirectly will be treated as a disqualification. All entries and signature of the applicant’s should be made in proper places.

11. In case any document/certificate required to be submitted along with the application form is not enclosed, the application will be summarily rejected.

12. In all disputes pertaining to the conducting of the examination, selection and admission and/or any relevant issues, the decision of the Entrance Examination Committee, B.P. Koirala Institute of Health Sciences shall be final.

13. **Date of Entrance Examination**
   Entrance Examination for PhD will be held at **2:30 pm on 23rd June 2018, (Saturday) at B.P. Koirala Institute of Health Sciences, Dharan, Nepal.** Venue will be indicated in the Admit Card.

Candidates shall not be allowed to enter the examination hall unless he/she holds an Admit Card issued by BPKIHS along with proof of photo identity (Passport/Citizenship/Voter ID Card/Driving License) issued by the government authority and original bank voucher/SWIFT transfer document.

<table>
<thead>
<tr>
<th>Entrance Examination/Counseling Fee</th>
<th>Rs. 5,000/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of application form</td>
<td>27th April, Friday to 27th May 2018, Sunday</td>
</tr>
<tr>
<td>Last date of normal submission (without late fee)</td>
<td>27th May 2018, Sunday</td>
</tr>
<tr>
<td>Date of submission of form with late processing charge</td>
<td>From 27th May till 3rd June 2018, Sunday</td>
</tr>
<tr>
<td>Late processing charge (including examination fee)</td>
<td>NPR 7,000/- for Nepalese candidates and US$115 for international candidates</td>
</tr>
</tbody>
</table>
**Issue of electronic admit card**

from 19th June 2018 onwards

**Entrance Exam Date & Time**

23rd June 2018 (Saturday)

**Departmental Interview**

25th June 2018 (Monday)

**B. SELECTION PROCESS**

The selection of the candidates will have two steps.

**Step I (written test):** A written test of 100 marks (1½ hours) will be on two domains: concerned discipline and research methodology as given below:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Part I: Concerned discipline</th>
<th>Part II: Research Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCQ (single best response)</td>
<td>30 marks</td>
<td>70 marks</td>
</tr>
</tbody>
</table>

Securing at least 50% marks in the step I examination is mandatory to be eligible for next step of entrance examination, i.e., the departmental interview in the concerned department.

**Date of written test: 9:30 am, June 23, 2018, Venue: BPKIHS**

**Step II (Interview in the concerned department):** The successful candidate(s) on written test will be called for interview on a date fixed by Entrance Examination Committee in consultation with the head of the concerned department. A synopsis (pre PhD proposal) presentation should be made. The Departmental Research Committee (DRC) will consist of 2 subject experts and the Rector or Dean must be present in the interview.

**Marking in step II** (Departmental Interview = 50 marks): This step of examination will evaluate the candidate in terms of his/her understanding of the subject of his/her masters level and field of his/her research interest (20), and its scientific and/or immediate clinical relevance (20), and his/her publication (10). For principal authorship - 2.5 marks per original article published in indexed/peer reviewed journal and one mark for indexed co-authorship or other publications.

**Date of Departmental Interview: 9:00 am, June 25, 2018.**

**Venue: BPKIHS**
In case of tie between/among candidates after step I and step II examinations: The candidate younger in age will be given higher position in the merit list. In case of age tie, the candidate securing higher marks in Research Methodology section of MCQ will get higher position. There will be only one merit list though there are different categories of candidates.

a. Medical Fitness Examination
It does not carry any marks but being medically fit for further studies is a must. The selected candidate shall have to undergo medical fitness examination by a Medical Board set up by the Institute. In case of need for further investigation, the Board may refer the candidate to other institutions. In this case, all the expenses must be borne by the candidate. If, in the assessment of the Medical Board, a candidate is found medically unfit for admission to the course, he/she will not be admitted, and the decision of the Board shall be final. In that case, in his/her place, the name of the candidate next on the merit-based waiting list will be announced for admission.

9. ADMISSION DATES AND PROCESS
The admission procedure of the eligible candidate will be as mentioned below. Admission will be taken only in the office hours.

- Candidate selected through the first step written test must appear in the step II examination in the concerned department for interview on at 9:00, June 25th, 2018.
- Wait-listed candidates as decided through the step II interview will be offered seats as per vacancy and waiting-order in the respective category. Vacancies available will be put up on the Notice Board of BPKhHS, Dharan and on website entrance.bpkihs.edu in merit order & should take admission by 2nd July, 2018.

All announcements will be put up on the Institute webpage: www.bpkihs.edu. Prospective candidates are requested to check the notice boards or visit the webpage frequently.

10. REGISTRATION
1. Registration: Registration of successful candidate for the PhD course
2. Re-Registration: on elapse of date of submission (i.e. after 6 years)
11. DURATION OF THE COURSE OR PROGRAM

The duration of the course will be the period from the registration to thesis submission. The minimum duration of registration (thesis submission) for PhD will be three years and the maximum - five years from the date of admission. Under exceptional circumstances, maximum duration for submission of thesis may be relaxed by one year. The candidate has to renew admission to extend registration duration in case of failure to submit thesis within the specified period.

12. FEE STRUCTURE

Annual fees are same for open and sponsored categories.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Amount in NPR</th>
<th>Payment frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Admission</td>
<td>12000.00</td>
<td>One time</td>
</tr>
<tr>
<td>2.</td>
<td>Library fee</td>
<td>10000.00</td>
<td>Per year</td>
</tr>
<tr>
<td>3.</td>
<td>Laboratory fee, if applicable</td>
<td>10000.00</td>
<td>Per year</td>
</tr>
<tr>
<td>4.</td>
<td>Student Welfare fund</td>
<td>4000.00</td>
<td>Per year</td>
</tr>
<tr>
<td>5.</td>
<td>Annual tuition fee</td>
<td>150000.00</td>
<td>Per year</td>
</tr>
<tr>
<td>6.</td>
<td>Health Insurance</td>
<td>1600.00</td>
<td>Per year</td>
</tr>
<tr>
<td>7.</td>
<td>Life Insurance</td>
<td>2500.00</td>
<td>Per year</td>
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<td>8.</td>
<td>Deposit Refundable</td>
<td>20000.00</td>
<td>One time</td>
</tr>
<tr>
<td>9.</td>
<td>Thesis evaluation fee</td>
<td>25000.00</td>
<td>One time</td>
</tr>
<tr>
<td>10.</td>
<td>Six-monthly progress evaluation fee</td>
<td>14000.00</td>
<td>One time</td>
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<td>11.</td>
<td>Examination (thesis defending) fee</td>
<td>40000.00</td>
<td>One time</td>
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<td>Total</td>
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<tr>
<td></td>
<td>Re-examination (thesis re-defending) fee</td>
<td>40000.00</td>
<td>Per attempt</td>
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Additional rules on fees and charges

1. The Senate – the governing body of the university – may review the fees and expenses.
2. For three years from the date of registration, tuition and hostel fees can be paid in three equal installments, the first being paid at the time of admission, and second and third at intervals not exceeding four months thereafter. All other fees should be paid at the time of
admission. The last date of payment of fees must be strictly adhered to. No extension is possible unless an exceptional case by prior approval from the Registrar not extending a period of 15 days from the last date with payment of fine Rs. 100/- per day from the second and third installment. For further delay after extended period, following fine imposed is: Rs. 150/- per day for all categories except international, & Rs. 500/- per day for international. For further default, the Registrar’s decision will be final.

3. Payment of fees is according to institute’s rules. However, from the 4th year onwards: payment has to be done on 3 month-installment basis (two installments in 6 months) depending on the progress made by the candidate on his/her thesis work.

4. Students not paying fees on time will not be allowed to defend his/her thesis.

5. Health insurance is compulsory. The premium may vary each year.

6. The student who is required to appear in the re-examination/ public defense of thesis has to pay examination fee as mentioned above.

7. Hostel accommodation depends on availability.

**13. CANCELLATION OF ADMISSION/LEAVING THE COURSE**

The candidates must deposit the required original certificates at the time of admission.

1. After completing the admission process, if a candidate wishes to cancel his/her admission before the start of the course, he/she will be refunded the fees after deducting 50% from the first installment. The deposit will be refunded.

2. After the start of the course, if a candidate wishes to cancel his/her admission within 30 days, he/she will be not be refunded the fees paid for the first installment. The deposit will be refunded.

3. Candidates who want to leave the course after 30 days from the date of admission will not be refunded the fees paid for the first installment. He will have to pay additional Rs one lakh as penalty to get back the deposited certificates. The deposit will be refunded.
**14. DATE OF JOINING**

Date: 2 September, 2018.

After EEC approves the joining of the candidate in concerned departments, he/she shall be familiarized with the research projects being conducted in the department. The candidate can choose guide if options are available in the field of his/her research interest in the department and make a proposal of the research work within three months of his/her admission. He/she shall present the proposal in the department and subsequently in the DC meeting for approval of the PhD thesis protocol.

**15. FORMATION OF DOCTORAL COMMITTEE**

After the presentation of the research proposal by the candidate in the department, the guide shall convene a meeting of departmental faculty members to recommend a panel of Doctoral Committee members.

The DC will be constituted as follows:

- Guide - Chairperson
- Head of the concerned department - member
- Two co-guides (one from concerned or closely related discipline) - members
- Other faculty members eligible to be guide recommended by the chief-guide - member(s)

The DC will have at least five members, and maximum seven members. The number of co-guides should not exceed four.

**16. CHANGING RESEARCH PROJECT/GUIDE(S)**

This may be permitted to a candidate if it is recommended by the DC of the candidate and approved by the Rector. Such changes shall be allowed preferably within the first six months of registration but under no circumstances later than one year after the date of registration.

**17. SUBMISSION OF THESIS PROTOCOL**

a) After the DC constitution has been endorsed by the Rector, the candidate will prepare a detailed thesis protocol (introduction, review of literature, rationale of the study; clearly formulated hypothesis and objectives; and detailed materials and methods).
The methods should also contain clear experimental design. An advice of a competent biostatistician/ experienced faculty in research could be sought for the purpose.

b) The research protocol will be presented to the DC and approved by it within 6 months of registration. The faculty of the concerned department will assist in finalizing the thesis protocol for presentation in front of the DC. It should be further endorsed by the Dean. The Dean may grant extension of another two 6 months (one year) for submission of thesis protocol. The registration of PhD for those candidates who do not submit the thesis protocol within one and half years of registration will stand cancelled.

c) The protocol will be submitted to the Institutional Review Committee, BPKIHS for ethical clearance. Finally, the Doctoral Committee shall approve the upgraded thesis protocol and send it to the Dean, (Academics). The DC will evaluate progress of candidate’s thesis at about 6-month interval and give permission to write thesis. The DC meeting reports will be sent to the Dean, Faculty of Medicine for endorsement and record.

18. ASSESSMENT OF PhD THESIS WORK OF THE CANDIDATES

a) The progress of the candidate’s research work will be assessed at every six months by the DC and its report will be submitted to the Dean, (Academics) through the guide forwarded by the department head.

b) The first manuscript for publication should be submitted within 1½ years after admission date.

c) The Dean (Academics) will convey the assessment report in writing to the candidate.

d) If within 1.5 years of the registration the DC reports that the candidate is incapable of continuing the work of desired standard, the Dean will send a warning memo to the candidate giving the last chance to improve his/her work within next six months. If even at the end of this extended period, the work of the candidate is still unsatisfactory, his/her registration will be cancelled.
19. THESIS SUBMISSION AND EXAMINATION (PUBLIC DEFENDING/VIVA VOCE EXAM)

a) No thesis can be submitted without approval of the DC. For getting thesis writing permission, the DC should be convinced that the objectives and or hypothesis of the thesis have been completed. Writing status should usually be reached by 2.5 to 3 years of candidate’s registration, i.e., 5th or 6th DC meeting (when DC meetings are held every 6 months). Complete work will be presented by the candidate to the DC. If work done by the candidate is complete and satisfactory, the DC will approve the work and a brief resume of the work done with writing permission will be sent to the Dean, Academics.

b) Each candidate for the award of degree of Doctor of Philosophy will submit four copies of his/her thesis after completion of prescribed minimum period (3 years) but before the maximum period (5 years). The thesis will be certified by the guide, co-guide(s) that the work done was genuine and under their direct supervision and the concerned head of the department will forward to Dean, (Academics).

c) The maximum duration of thesis submission for PhD candidate can be extended up to 1 year by the Dean on approval of the DC members of the candidate.

20. BOARD OF EXAMINERS

a) The guide in consultation with the DC will submit a panel of examiners to the Exam Section about 6 months prior to expected submission of PhD thesis. The panel will include eight potential examiners (four from Nepal and four from abroad), based on their published work in the closely related field of study undertaken by the candidate. Eight potential examiners will serve as a pool of examiners. Out of eight, two will serve as board of external examiners, and two as internal examiners. The Exam Section will appoint two internal examiners, on the consultation with guide. The guide will serve as chairperson of the Board of Examiners. Ordinarily, one of the co-guides of the thesis will be the second internal examiner.
b) The Rector on the recommendation of Dean, Examinations will endorse the board of four examiners for assessment of the thesis. Among other three examiners, one should preferably be from abroad who may or may not be physically present in the process of the PhD thesis defending but must send his/her comments to the guide. These comments could be disclosed to other examiners. They should be put to the candidate during the process of his/her thesis defending.

c) The thesis is sent to the panels of four examiners. If the reports from all the external examiners are not received within two months, a gentle reminder will be sent to them. If the report is not received in another 1 month, a copy of the thesis is sent to another examiner from the approved panel.

d) After the thesis has been approved by the external and internal examiners, a public defense of the thesis will be held followed by questions answer session to judge the general proficiency of the candidate in the subject(s) allied to the candidate's field of work.

e) In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by second examiner, it will be considered as unanimously approved.

f) If the thesis is rejected by two or more examiners, it will stand rejected. Then it will not be referred to any other examiner. The reason of rejection (comments/questions) will be conveyed to the candidate who shall be asked to rewrite the thesis and submit within next 6 months.

g) If two or more examiners recommend re-submission of the thesis after modifications, it will be done within a maximum period of six months from the date of notification to the candidate.

h) The candidate will be entitled to appear at the defending of thesis/viva voce examination only after the thesis is unanimously approved by the Board of Examiners organized for the thesis evaluation.
i) There must be a public defense of the thesis by the candidate. The topic, date, time, and venue (e.g., auditorium) of the defense of thesis will be announced by Examination Section well in advance so that the health/medical fraternity and public interested in the topic of the thesis can participate in the thesis defense. First, the candidate presents his/her thesis work in about 45 – 60 min. Any person present in the venue can ask questions. The entire defense process is coordinated by the guide (chairperson). After this, the candidate and the examiners sit in a separate room for confidential and detail evaluation of the candidate’s work.

j) At the viva voce examination, the candidate’s general proficiency in the subjects allied to the field of his/her study will also be evaluated. The Board of Examiners will take into consideration the view and criticism if any, of the faculty members and others participating in the public defense of thesis. However, the Board of Examiners will assess (success or failure) the candidate will primarily based on quality of his/her work.

k) In the event of non-availability of one of the external examiners who examined the thesis, another examiner from the panel of eight can be called for the viva voce examination on the recommendation of the guide.

21. DECLARATION OF THE RESULT OF THE PhD COMPLETION

The candidate will be declared eligible for the award of the Degree of Doctor of Philosophy (PhD) only on the unanimous recommendations of the members of the Board of Examiners at the public defense and viva voce examination.

In case the examiners are not satisfied with the performance of the candidate in the above examination, the candidate will be required to reappear for another viva voce examination after a period of six months.

Publication of at least two original articles based on thesis work in Indexed international or peer-reviewed national scientific journal during PhD work is mandatory.
22. CONTRACT
Contract and other bond etc. will be as per the rules of the Institute. The PhD student must strictly adhere to the student Code of Conduct as per the rules and regulations.

Original academic certificates of all students will be kept in the Institute and will be given back to the concerned individual only after completion of the first year.

23. DUTIES AND RESPONSIBILITIES
The PhD students shall work in all three areas namely service, research and teaching/learning under supervision as per the rules and regulations of BPKIHS. In addition, he/she is required to attend classes or other duties as stipulated in the curriculum.

24. LEAVE RULES & REPETITION OF THE COURSE
- During the entire 3-academic years, a PhD student will be entitled to a maximum of 90 days leave (30 days per year). No other leaves are applicable. Maximum of 15 days leave at one time is ordinarily permissible.
- If there is a leave for
  - more than 30 days in a year, but less than 6 months the student must repeat the course for 6 months
  - more than 6 months and less than one year: there will be repetition of one year.
- If he/she is absent for more than 30 days without prior approval, his/her admission will be cancelled.
- However, during the entire period of 3 years, the Dean (Faculty of Medicine) can condone 10 days of absence, if there is a genuine reason.

Repeating student shall pay fees as follows:
1. Tuition Fee: 15% of the total tuition fee of the repeating period.
2. All other fees: 100% as mentioned in the prospectus

25. ACCOMMODATION
Accommodation will not be provided for PhD students.
26. CENTRAL LIBRARY
The Central Library is well-equipped and resourceful maintaining relevant collection of medical books, electronic journals and other resources. It is providing services for 15 hours a day from 8:00 am to 11:00 pm (Sunday – Thursday). On Fridays, it opens from 8:00 am to 1:00 pm and on Saturdays, from 8:00 am to 6:00 pm except on public holidays. The essential international and Indian medical journals are being subscribed to the Central Library annually. Apart from these resources, approximately 14000 titles of biomedical health sciences free full text e-journals, books, Cochrane and essential databases are accessible from WHO/HINARI. The Annual Reviews on various disciplines are also made freely available to the users. The Electronic Information Services (EIS) has been upgraded in library by enabling access to online resources through personal device i.e. laptop, notebook via Wi-Fi connection. Desktop computers are also installed to assist users. Each department has its own Departmental Library with essential collection of books and journals, which is updated regularly.

The library has set up its own dedicated server for searching library collections and providing free full text access to all e-resources available through HINARI, Annual Reviews, Open Access Journals. Digital Library, useful links and relevant resources are also facilitated through a single platform, E-library, which is made accessible from the IP address/URL http://elibrary.bpkihs.edu:8000 within the BPKIHS Networking/LAN Networking. In addition to these, the Library is conducting various activities to enhance the knowledge and skills of users for literature search, electronic information access and so on.

27. HEALTH INSURANCE
Candidate admitted in any of the PG courses will have to get their health insured comprehensively. They will have to renew their health insurance policy during their whole study period in BPKIHS. The PG student must make sure that they comply with the directives of the insurance policy.

28. ENTRANCE EXAMINATION COMMITTEE
The Entrance Examination Committee of the institute governs selection of candidates for admission to all academic programs. The Committee invites and receives applications, screens eligibility, rejects applications not
meeting the eligibility criteria, fixes examination date, time and its centers, conducts entrance examinations, publishes results, and recommends admission of successful candidates. The Committee also reserves the right of cancellation of admission of any candidate, if, after inquiry it is proved that the information provided by the applicant is false. The decision of the Entrance Examination Committee shall be final and binding.

**Note:**

1. **During** the examination/before/or later, if a candidate is found indulging in any unfair means, he/she shall be deemed to have used unfair practice at the examination. Such candidates would be expelled and debarred from taking the examination in future too and shall also be liable for criminal action and/or any other action deem fit by the institute.

2. The seats for all the MD/MS/MDHA and MDS program offered by B.P. Koirala Institute of Health Sciences, Dharan is based on merit in the Entrance Examination. The institute has no agents or middlemen for admissions.

3. The Entrance Committee will make all efforts to avoid mistakes while preparing and publishing results but the Committee or the Institute will not be responsible for inadvertent mistakes incurred due to human error. The Entrance Committee also reserves the right to correct mistakes if they are found at any point of time.

4. Any attempt on the part of the candidate to influence the process of admission directly or indirectly will be treated as a disqualification.
DHARAN

Dharan is a lovely town situated at the foothill of Siwalik/Chure Mountains in the Eastern Region of Nepal. This town is one of the most important industrial, economic and educational centers in the region and a gateway to the eastern hills & mountains of Nepal. Dharan has climate and vegetation a mixture of tropical and sub-tropical. It has very pleasant weather throughout the year. The summer is warm having a maximum average temperature 32°C and the winter very pleasant having a minimum average temperature 10°C.

The population of Dharan Sub metropolitan city is 1, 16,181 (Male-54599, Female-61582; Census 2068 BS) having mixed ethnicity and religion. The cultural diversity is another important aspect of Dharan.

Dharan is connected with a domestic airport in Biratnagar few km north from Indian state of Bihar, about 40 km south (1 hour drive) from Dharan. The same road continues to north connecting Bhedetar (a hill station ½ hour drive from Dharan), Dhankuta (about 52 kilometers further north), Hile and Basantapur. Dharan is easily approachable from Bagdogra Airport, Siliguri and New Jalpaiguri in West Bengal, Katihar and Jogbani in Bihar. Trip to Dhankuta, Hile and Basantapur would definitely be a remarkable one for anyone to see picturesque mountains of the Himalayan ranges. The panoramic views of the majestic mountains and the Himalayas seen from Hile & Basantapur will never be enough to anyone who loves nature.

Dharan is a heritage of Hindu and Buddhist pilgrims; there are Mosques and Churches as well. Barahakshetra, Bishnupaduka, Dantakali, Pindeshwar, Budha Subba and Panchakanya temples are the famous Hindu holy places one should not miss to visit.
Techniques for filling Name, Roll Number, Course Applied for and Answer in the Answer Sheet

B.P. Koirala Institute of Health Sciences

Dharan, Nepal

Entrance Examination for PhD

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**Important**

- Use only BLACK BALL PEN for writing/marking.
- Write Roll Number in digits in the boxes like this.
- Also mark on the corresponding number, like this.

**DATE OF EXAMINATION**

23/06/2018

**USE ONLY BLACK BALL PEN FOR MARKING**