



PhD Admission Guidelines

Academic Session: 2025-2026

PhD Application and Admission Procedure

▪ Procedure for Application

(1). Following an advertisement/notification by Comilla University, eligible candidates can apply by filling out the appropriate PhD admission forms available at the university's website (www.cou.ac.bd) or from the concerned department. Candidates from foreign countries can apply for any program following the same process. The grade equivalency of examinations of foreign candidates will be assessed according to the guidelines of the University Grants Commission (UGC) of Bangladesh. Decisions made by the university authority regarding the application of foreign candidates will be final.

(2) PhD candidates are advised to search a potential supervisor of the concerned department with specialization (If any) and communicate with in person. Completed application form with the recommendations of his/her proposed supervisor along with all required documents has to be submitted to the respective department in person or by post within the specified deadline. All submitted documents must be properly attested, and the payment receipt of the non-refundable application fee must be included in application documents. Candidates are advised to ensure the correct and completeness of their applications, as incomplete or incorrect submissions will be rejected.

- ❖ Required documents to be attached along with application
 - i. Attested Transcript/Mark-sheets and certificates of all examinations.
 - ii. Eight (08) copies doctoral research proposal/synopsis (following the prescribed guidelines) with title signed by the candidate and supervisor.
 - iii. A candidate, who is in service, has to submit at least two year's study leave document from his/her authority at the time of joining to the program.
 - iv. Passport size photograph (300*300 pixel).
 - v. One recommendation letter from a renowned academician as referee.

(3) The candidate will also have to submit a doctoral research proposal/synopsis of about 2000-2500 words on the proposed field of research along with the application.

(4) The Committee for Higher Studies (CHS) of the department shall recommend admission, approve the proposed field of study and name one supervisor and if necessary, co-supervisor(s) and shall sent by the Chairman of the department to the Higher Education Cell through Dean.

(5) Appropriate authority of the university will review all applications and publish the final list of selected candidates on the university website (www.cou.ac.bd). Successful applicants will receive notification through both a public notice on the university website/ SMS sent to the mobile number provided in their application.

▪ Duration of the Program:

A candidate for PhD program shall be required to be registered as a full-time research student for at least two years. The thesis must be completed within 6 (six) years from the date of registration. But the minimum duration to submit the thesis is 3 (three) years from the date of registration. The registration should be renewed each year paying session fees and other charges. (1+1) years extension may be allowed with special consideration only for submission of dissertation. Such renewals of registration will be processed through Committee of Higher Studies (CHS), Board of Advance Studies and Research (BASR) and Academic Council.

▪ Program Structure

The Degree of Doctor of Philosophy (PhD) shall be awarded by the university on the basis of (a) course work, (b) presentation of seminar(s), (c) submission of a thesis on an approved topic, (d) defense of the thesis, and (e) at least two research publications (one in Scopus or Web of Science indexed journal and another in peer reviewed journal).

➤ Course Structure and Examinations

- (i) A candidate for Ph.D shall be required to complete minimum 15 credit courses in the first year (first and second semesters). However, the time may be extended for one more year on the recommendation of the supervisor and the Committee for Higher Studies (CHS) of the department concerned. If the student fails to complete the course work within two academic years, the admission shall automatically stand cancelled.
- (ii) The minimum pass marks in each course work and viva-voce are 55% (Grade B-) / GPA 2.75 on the scale of 4.00 separately. The standard Grading system as prescribed by Bangladesh University Grants Commission (UGC) shall be followed in calculating the GPA.
- (iii) After successful completion of course work, a candidate will proceed on to research work through final doctoral research proposal presentation (If any). Any change or modification of the title of the thesis must be completed within six months of the publication of course work examination result with the approval of the CHS, BASR (subject to holding BASR meeting) and be reported to Academic Council. During the research work candidate requires to make minimum 2 (two) presentations of seminar(s).
- (iv) The research work should be completed and the dissertation will be submitted within two years of the publication of results of the course work examination. The time may be extended twice, each time for one more year with the approval of the Supervisor, the CHS and BAS (subject to holding BAS meeting) and be reported to Academic Council. For every year of extension, student(s) shall pay the session fee and other charges.

Note: Candidates are strongly advised to read carefully the **“Rules and Regulations of Doctoral Program of Comilla University”** available in the concern department and Higher Education Cell of Comilla University

Time-Line for PhD Admission

SL.	Activities	Time-Line
1.	Primary application deadline	23.10.2025
2.	The candidate/s recommended by the Higher Studies Committee (HSC) and signed by Head of Department will be sent to Higher Education Cell (HEC) through Dean of the concerned faculty within the date. .	06.11.2025
3.	Recommended candidates for PhD admission will be sent to the Board of Advanced Studies and Research (BASR) for primary approval within date.	09.11.2025
4	BASR will evaluate and recommend the eligible candidates for PhD admission to Academic Council (AC) of Comilla University within date.	10.11.2025
5.	Academic Council will take necessary action in this regard within date.	25.11.2025
6.	Higher Education Cell will publish (after final approval of academic council) final selected candidates for PhD admission within date.	27.11.2025
7.	Last date of PhD admission to the concerned department.	11.12.2025
8.	Commencement of coursework for PhD program	15 December 2025