E-GUIDELINES: PHD/MPHIL COURSE WORK (ONLINE)

After the Documents Verification and Joining formalities of the research scholars (of 2019-2020) are over, URP will announce/notify the date from which the Departments can commence their Course work.

DRC will form a Doctoral Scrutiny Committee (DSC) and recommend for PhD Course Work to each student and forward the signed and dated **Form No. AU/URP: 2A** through respective Dean to URP, to get the approval from the Chairperson, BRS. **Form No. AU/URP: 2A** may be sent by email or the original hard copy may be submitted to URP. However, once normalcy returns, all the Departments must submit the original **Form No. AU/URP: 2A** to URP.

The Departments will commence the course work online, following UGC guidelines.

Structure & Codes of Course Work
With effect from session 2019-20, the structure of the course work and course codes are amended to accommodate a 2 credit course on Research & Publication Ethics (RPE) (as per D.O. No. F.1-1/2018(Journal/CARE) dated December, 2019) for both MPhil and PhD course, as adopted in the 7th Academic Council Meeting dated 30.08.2020.

Existing Course Work Structure (AU Reg. 2017)	New Course Work Structure (AU Reg. 2017)
1. Research Methodology-4 Credit 2. Soft Skill - 2 Credit 3. Subject Paper-I - 4 Credit 4. Subject Paper-II - 4 Credit	1. Research Methodology - 4 Credit 2. Research and Publication Ethics - 2 Credit 3. Literature Review, Report and Seminar Presentation - 4 Credits 4. Subject Paper- 4 Credit (1, 2, 3 are compulsory papers & common for all departments without any change of title)

Note:
1. Research Methodology syllabus will include relevant computer applications.
2. Existing syllabus of Soft Skill may be incorporated in papers Research Methodology and Literature Review, Report and Seminar Presentation, as required.
3. Research and Publication Ethics (RPE) will be taken up by each Department individually (as per resolutions taken in BRS meeting of 11th June, 2020)
4. Refer to **Annexure** for the detailed course coverage of RPE, as given by UGC.

Existing Course Code (AU Reg. 2017)			New Course Code (AU Reg. 2017)		
Course Code	**Course Title**	**Credit**	**Course Code**	**Course Title**	**Credit**
RM601	Research Methodology	04	**PHD/RM-01**	Research Methodology	04
SS602	Soft Skill	02	**PHD/RPE-02**	Research and Publication Ethics	02
_ _ 603	Subject Paper-I	04	**PHD/LR-03**	Literature Review, Report and Seminar Presentation	04
_ _ 604	Subject Paper-II	04	**PHD/SP-04**	Subject Paper (….)	04

Note:
1. PHD/RM-01, PHD/RPE-02, PHD/LR-03 - compulsory papers and common for all depts.
2. Subject Paper (…….), where …… will be the Title of Elective Paper/ Advanced Paper/ Special Paper.
3. PHD/ will be replaced by MPHIL/ for the MPhil course codes.
4. As per UGC-2016 MPhil/PhD Regulations, all guidelines related to Course Work is same for MPhil and PhD, and therefore, Course work structure and Course Code will be same for both the programmes.

Examinations on Course Work
Examinations can be done in any format as per the requirements of the paper, eg, MCQ, long questions, presentations, report submission, etc. But, the examination should be on camera and timed like any normal examination. The documents related to examinations should be preserved properly.

Marks Submission (2019-20 onwards)
Marks obtained by the students should be filled in **Form No. AU/URP: 2B**, duly approved by the concerned Dean and submitted to URP for onward transmission to the Controller of Examination (CoE) for Grade Card of PhD Course Work. All soft copies of the documents (signed with date) should be preserved for submitting as hard copies to URP when situation normalises.

Exemption from course-work
A candidate who has a two-year MPhil degree from any university will be required to apply for waiver from course work. He/she should submit application form (**Form No. AU/URP: 2C**) to the Convener, DRC along with the following self-attested with date scanned documents:
i)   Course work grade card and certificate
ii) MPhil Certificate and
iii) A certificate from the competent authority of the university stating that the selection to the MPhil course made through a written test and/viva-voce and that a full paper of Research Methodology of at least one semester duration was taught in the MPhil course.

The recommendation of DRC, duly approved by the concerned Dean will be submitted to URP, to get the approval from the Chairperson, BRS. (Contact URP (phdataliah@gmail.com) for **Form No. AU/URP: 2C**)

Course Work for Students other than Session 2019-20

All pending course work classes and examinations should be completed as early as possible through online/offline/ a blended mode. Examination process remains the same as given above for 2019-20 onwards batches.

Marks Submission (previous to 2019-20)
Departments are requested to follow the format of **Form No. AU/URP: 2B** and modify for marks submission as per courses assigned to their scholars, according to the existing, pre-amended course structure and course code. The copy of marks obtained by the students should be filled in, duly approved by the concerned Dean and submitted to URP for onward transmission to the Controller of Examination (CoE) for Grade Card of PhD Course Work. All soft copies of the documents (signed with date) should be preserved for submitting as hard copies to URP when situation normalises.

प्रो. रजनीश जैन
सचिव
Prof. Rajnish Jain
Secretary

ज्ञान-विज्ञान विमुक्तये

सत्यमेव जयते

D.O.No.F.1-1/2018(Journal/CARE)   December, 2019

Respected Sir/Madam,

University Grants Commission in its 543rd meeting held on 9th August, 2019 approved two Credit Courses for awareness about publication ethics and publication misconducts entitled **"Research and Publication Ethics (RPE)"** to be made compulsory for all Ph.D. students for pre-registration course work (**attached as Annexure**).

In view of the above, you are requested to ensure that the above two Credit courses may be made compulsory for all Ph.D. students for pre-registration course work undertaken in your University from the forthcoming academic session.

With regards,

Yours sincerely,

(Rajnish Jain)

TO THE VICE-CHANCELLORS OF ALL UNIVERSITIES

Course Title:

- **Research and Publication Ethics (RPE)-**Course for awareness about the publication ethics and publication misconducts.

Course Level:

- 2 Credit course (30 hrs.)

Eligibility:

- M.Phil., Ph.D. students and interested faculty members (It will be made available to post graduate students at later date)

Fees:

- As per University Rules

Faculty:

- Interdisciplinary Studies

Qualifications of faculty members of the course:

- Ph.D. in relevant subject areas having more than 10 years' of teaching experience

About the course

Course Code: CPE- RPE

Overview
- This course has total 6 units focusing on basics of philosophy of science and ethics, research integrity, publication ethics. Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, h-index, Impact Factor, etc.) and plagiarism tools will be introduced in this course.

Pedagogy:

- Class room teaching, guest lectures, group discussions, and practical sessions.

Evaluation

- Continuous assessment will be done through tutorials, assignments, quizzes, and group discussions. Weightage will be given for active participation. Final written examination will be conducted at the end of the course.

Course structure

- The course comprises of six modules listed in table below. Each module has 4-5 units.

Modules	Unit title	Teaching hours
Theory		
RPE 01	Philosophy and Ethics	4
RPE 02	Scientific Conduct	4
RPE 03	Publication Ethics	7
Practice		
RPE 04	Open Access Publishing	4
RPE 05	Publication Misconduct	4
RPE 06	Databases and Research Metrics	7
	Total	**30**

Syllabus in detail

THEORY

- ### RPE 01: PHILOSOPHY AND ETHICS (3 hrs.)

  1. Introduction to philosophy: definition, nature and scope, concept, branches
  2. Ethics: definition, moral philosophy, nature of moral judgements and reactions

- ### RPE 02: SCIENTIFICCONDUCT (5hrs.)

  1. Ethics with respect to science and research
  2. Intellectual honesty and research integrity
  3. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
  4. Redundant publications: duplicate and overlapping publications, salami slicing
  5. Selective reporting and misrepresentation of data

- ### RPE 03: PUBLICATION ETHICS (7 hrs.)

  1. Publication ethics: definition, introduction and importance
  2. Best practices / standards setting initiatives and guidelines: COPE, WAME, etc.
  3. Conflicts of interest
  4. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types
  5. Violation of publication ethics, authorship and contributorship
  6. Identification of publication misconduct, complaints and appeals
  7. Predatory publishers and journals

PRACTICE

- ### RPE 04: OPEN ACCESS PUBLISHING(4 hrs.)

1. Open access publications and initiatives
2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU
4. Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

- **RPE 05: PUBLICATION MISCONDUCT (4hrs.)**

   A. Group Discussions (2 hrs.)

   1. Subject specific ethical issues, FFP, authorship
   2. Conflicts of interest
   3. Complaints and appeals: examples and fraud from India and abroad

   B. Software tools (2 hrs.)

   Use of plagiarism software like Turnitin, Urkund and other open source software tools

- **RPE 06: DATABASES AND RESEARCH METRICS (7hrs.)**

   A. Databases (4 hrs.)
   1. Indexing databases
   2. Citation databases: Web of Science, Scopus, etc.

   B. Research Metrics (3 hrs.)
   1. Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score
   2. Metrics: h-index, g index, i10 index, altmetrics

References

Bird, A. (2006). *Philosophy of Science*. Routledge.

MacIntyre, Alasdair (1967) *A Short History of Ethics*. London.

P. Chaddah, (2018) Ethics in Competitive Research: Do not get scooped; do not get plagiarized, ISBN:978-9387480865

National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition*. National Academies Press.

Resnik, D. B. (2011). What is ethics in research & why is it important. *National Institute of Environmental Health Sciences*, 1–10. Retrieved from https://www.niehs.nih.gov/research/resources/bioethics/whatis/index.cfm

Beall, J. (2012). Predatory publishers are corrupting open access. Nature, 489(7415), 179–179. https://doi.org/10.1038/489179a

Indian National Science Academy (INSA), Ethics in Science Education, Research and Governance(2019), ISBN:978-81-939482-1-7. http://www.insaindia.res.in/pdf/Ethics_Book.pdf

Aliah University

Recommendation of Course Work and Formation of Doctoral Scrutiny Committee (DSC)
(To be filled-in block letters by the Department)

1. Department enrolled in: _____

2. Name in full : _____

3. Enrollment No: _____ Date of Enrollment: _____

4. Category (Full-time/Part-time) _____

5. Course Work Exempted: Yes/ No (If 'Yes, **Form No. AU/URP: 2C** to be submitted by Candidate)

6. Details of Course Work assigned, if 'No' to exemption of course work:

Course Code	Course Title	Credit
PHD/RM-01	Research Methodology	04
PHD/RPE-02	Research and Publication Ethics	02
PHD/LR-03	Literature Review, Report and Seminar Presentation	04
PHD/SP-04	Subject Paper (………………………………………………………..)	04

7. Place(s) where the research will be carried out:

(a) Dept./Centre/School _____

(b) Partly (in the case of sponsored scholar/ collaborative work)

at _____

located at _____

8. Broad area of research work _____

9. Name of Supervisor and Designation: _____

10. No. of PhD student already enrolled (as Supervisor _____ & Co-supervisor) & _____

11. **Details of DSC of the Candidate**:

Sl. No.	Name	Designation	Role
1			Chairperson (Ex-Officio)
2			Convener (Supervisor)
3			Member (Convener of DRC)
4			Subject Expert
5			Subject Expert
6	(Co-Supervisor) if & when allocated		Member (Invited)

_____
Convener, DRC

Department Seal

_____
Chairperson, DRC

FOR APPROVAL OF THE CHAIRPERSON, BOARD OF RESEARCH STUDIES (BRS)

_____
Dean
Faculty of S&T / H&L

_____
Coordinator /
Jt. Coordinator, URP

_____
Chairperson, BRS

Aliah University

Submission of Marks of Course Work to the Controller of Examination

Department: ……………………………………………………………………………………………..

Course work started on: ……… /………… / ………… (dd/mm/yyyy)

Academic session: ………………………

Examination held on: ……………………………

No. of enrolled students: ………………..

No. of students completed course work: ………………

Completion of course work within: One Semester/ Two Semesters   (Please √)

Comments (if any):

PhD/MPhil Structure of Course Work Assigned:

Course Code	Course Title	Credit
PHD/RM-01	Research Methodology	04
PHD/RPE-02	Research and Publication Ethics	02
PHD/LR-03	Literature Review, Report and Seminar Presentation	04
PHD/SP-04	Subject Paper (…………………………………………)	04

Convener, DRC	Departmental Seal	**Chairperson, DRC**

Forwarded by-		
Dean of S&T / H&L	**Coordinator / Jt.Coordinator, URP**	**Controller of Examination**

Enclosed: Subject wise Results Tabulation Sheet

Copy to URP: Submit one set of photocopy for documentation in URP

PhD/MPhil Course Work Examination

Examination held on ……… /………… / ………… (dd/mm/yyyy)

Academic Session: ………………………….

Course Code: PHD/RM-01   **Credit:** 04

Course Title: Research Methodology   **F.M.:**

Sl. No.	Name of the Candidates (Please strike out blank rows after the last entry)	Enrollment No. & Date of Enrollment	Marks Obtained (……..)	% of Marks Obtained

_____   _____   _____
     Examiner   **Convener, DRC**   **Chairperson, DRC**

PhD/MPhil Course Work Examination

Examination held on ……… /………… / ………… (dd/mm/yyyy)

Academic Session: ………………………….

Course Code: PHD/RPE-02   **Credit:** 02

Course Title: Research and Publication Ethics   **F.M.:**

Sl. No.	Name of the Candidates (Please strike out blank rows after the last entry)	Enrollment No. & Date of Enrollment	Marks Obtained (……..)	% of Marks Obtained

_____   _____   _____

     Examiner   **Convener, DRC**   **Chairperson, DRC**

PhD/MPhil Course Work Examination

Examination held on ……… /………… / ………… (dd/mm/yyyy)

Academic Session: ………………………….

Course Code: PHD/LR-03   **Credit:** 04

Course Title: Literature Review, Report and Seminar Presentation   **F.M.:**

Sl. No.	Name of the Candidates (Please strike out blank rows after the last entry)	Enrollment No. & Date of Enrollment	Marks Obtained (……..)	% of Marks Obtained

_____   _____   _____

Examiner   **Convener, DRC**   **Chairperson, DRC**

PhD/MPhil Course Work Examination

Examination held on ……… /………… / ………… (dd/mm/yyyy)

Academic Session: ………………………….

Course Code: PHD/SP-04   **Credit:** 04

                                                                                       F.M.:

Sl. No.	Name of the Candidates (Please strike out blank rows after the last entry/add another page, if reqd)	Enrollment No. & Date of Enrollment	Course Title	Marks Obtained (……..)	% of Marks Obtained
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		
			Subject Paper ( )		

_____   _____   _____

       Examiner   **Convener, DRC**   **Chairperson, DRC**