

## Policy of UGC Post-Doctoral Fellowship

The essence of higher education is ingrained in the continuous generation of new knowledge. This is particularly relevant to enrich the capacity building of universities to spearhead education at advanced level. Post-Doctoral programme is universally acknowledged as one of the principal means of driving advanced research and thus generating highly skilled professionals in any field of human endeavor. University Grants Commission of Bangladesh (UGC) is an apex body for higher education of the country and it is already playing a vital role in teaching and training of skilled manpower. It was felt necessary to introduce a Post-Doctoral programme in UGC to encourage pragmatic and advanced level research for the country. The present policy has been prepared with the objective of expanding the Post-Doctoral programme at the UGC.

- 1. Name:** This Policy will be called as “Post-Doctoral Fellowship”.
- 2. Objective:** The main objective of the Post-Doctoral Fellowship is to promote and encourage quality higher education and research in Bangladesh.

### 3. Definitions

- “UGC” means University Grants Commission of Bangladesh ;
- “Full Commission” means Full Commission of UGC ;
- “Chairman” means the Chairman of UGC ;
- “University” means public and private university in Bangladesh ;
- “Evaluation Committee” means a committee duly constituted by the UGC for the purpose as detailed in the Policy ;
- “Research Support & Publication (RSP)” means Research Support and Publication Division of UGC ;
- “Faculty” means any teacher of any public or private university and Govt. university colleges ;
- “Institution” means any institution, recognized by the UGC academic, training or research ;
- “Department”, in general, means the department to which the Fellow is attached for the study & research ;
- “Supervisor” means any competent person to supervise the Post-Doctoral research ;
- “Final Report” means the Post-Doctoral final report ;

### 4. Importance of Policy

Any other Policy than this related to Post-Doctoral Fellowship will be considered as void.

### 5. Basic Information

- The Fellowship: Post-Doctoral Fellowship.
- Number of the Fellowship : A maximum of 10 (Ten) Fellowships will be offered in one academic year.
- Duration of Fellowship : The tenure of the Fellowship will be 01 (one) year, effective from the date of joining the programme.

- d. Fellowship Amount: The monthly allowance will be Tk. 50,000.00 (Fifty thousand) for each Fellow.
- e.
  - i. Permissible Research expenses: A maximum of Tk. 10,000.00 (Ten thousand) may be allocated for the preparation of the Report. This will be paid upon the submission of the Final Report and the corresponding vouchers of the expenses.
  - ii. A maximum of Tk. 20,000.00 (Twenty thousand) may be allocated for procurement of raw materials and data collections. This may be paid upon the submission of the final report, along with relevant vouchers for the expenses.

## 6. Requisite Qualifications

An applicant for nomination into the Post-Doctoral Fellowship programme is required to fulfill the following requirements:

- i. The applicant must have a Ph.D degree from a recognized university.
- ii. Post-Doctoral Fellowship is a full time job, and the Fellows must obtain study leave/deputation from his/her respective university/institution.
- iii. The applicant must be a regular faculty of a Public, Private university or Govt. University-College in Bangladesh.
- iv. For the candidate from Private University, it must have permanent campus.
- v. While applying for a Fellowship, the applicant must mention the name of the university/research institute, where he/she wishes to carry out research work, and also the name of the Professor/Scientist under whose supervision the work will be carried out. Further, a detailed research plan, clearly stating the rationale of the work, the objectives, methodology and significance, duly approved by the proposed supervisor(s) must be submitted along with the application.
- vi. The candidate should be preferably less than 50 years of age on the date of application.

## 7. Selection Procedure for Post Doctoral Fellowship

- i. An applicant for nomination into the Post-Doctoral Fellowship should apply in a prescribed form “Annexure-1” (obtainable from the office of the Director, RSP/UGC website).
- ii. The application must be sent through proper channel of the university/institute, along with recommendation from the proposed supervisor.
- iii. Applicant should submit an undertaking “Annexure-2” with his/her application.
- iv. 01 (One) copy (both soft and hard) of a ‘Research Proposal’ containing the Title, Background, Rational, Specific Objectives, Methodology and References approved by the supervisor should accompany the application.
- v. Ethical requirements must be met to the level as acceptable to the ‘Ethical Review Committee’ of UGC (if required).
- vi. The Fellow may carry out his/her research work in a research institute under the joint supervision of a university Professor and a Senior Scientist of the research institute.
- vii. Director (RSP), on receiving recommended application, shall place it to the Evaluation Committee formed by the UGC.
- viii. If recommended by the Evaluation Committee for award, the Director (RSP) shall forward the application to the Chairman of the UGC along with the recommendations of the Evaluation Committee for final approval.

ix.

- a. If the research proposal is approved, the applicant for the Post-Doctoral Programme shall register as a Post-Doctoral Fellow of UGC.
    - b. The tenure of the Post-Doctoral Fellowship will be 1(One) year. However, in exceptional case, the tenure may be extended up-to maximum of 2(Two) years on recommendation of the Evaluation Committee.
  - x. A Post-Doctoral Fellow shall perform research under the guidance of a supervisor in the university recognized by the UGC and must submit a 6-monthly report of his/her work to the Director (RSP) through the supervisor. However, he/she may carry out part of his/her time of research work in another institution in the country if necessary.
  - xi. Recommendation from the Evaluation Committee is a pre-requisite for any major change in research topic. The application for a change should be recommended by the supervisor. Once approved by the Evaluation Committee, the changes can only be approved by the Evaluation Committee of UGC.
- 8. **Supervisor :** Supervisor must be a Professor who have adequate research experience in the respective discipline.
- 9. **The research must satisfy the following requirements:**
  - i. At least 01 (One) year research under the supervisor as recognized by the Evaluation Committee must be completed.
  - ii. The research must be an original piece of work and it must have a distinct contribution to the advancement of knowledge.
  - iii. In the research protocol, it must be certified by the supervisor through a statement that the research work contains the results of the candidate's own research under his/her supervision. The Fellow must also state that no part of the research work has been used or will be used for the partial fulfillment of any other degree.
  - iv. In case of unsatisfactory progress as determined by the Evaluation Committee, the fellowship may be discontinued and ask the Fellow to refund the fellowship allowance already paid by UGC.
- 10. Each Member of the Evaluation Committee will be paid an honorarium of Tk. 5,000.00 (Taka five thousand only) .
- 11. During the tenure of the Fellowship, the Fellow is not allowed to take up any other paid employment including working under another project involving financial benefit.
- 12. It is expected that the Fellow will publish the research findings in peer-reviewed journal or as peer-reviewed book/monograph. The support of the UGC must be duly acknowledged and a copy of such publications must be submitted to the UGC.
- 13. The Fellowship allowance will be disbursed to the Registrar of the respective University in three installments, the first after submission of the joining letter and second after submission of the half-yearly progress report by the Fellow, and the last after approved final report.
- 14. The monthly Fellowship allowance will be paid to the Fellow as a crossed cheque by the Registrar every four month against a bill endorsed by the supervisor.
- 15. The permissible research expenses will be paid to the Fellow directly by the UGC upon submission of a bill with necessary vouchers countersigned by the supervisor.

16. If a Fellow discontinues his/her Fellowship without completing the tenure, he/she will have to pay back the money received as Fellowship.
17. The Supervisor will receive an honorarium of Tk. 15,000.00 (Fifteen thousand) upon acceptance of the final report.

**18. Final Report & Evaluation**

After completion of the Fellowship program, the Fellow will submit a detailed report of the research output, duly forwarded by the supervisor. The report will be evaluated by a three-member committee headed by a UGC member. The Fellow will have to revise the report, if required, as per recommendations of the committee.

19. Any amendment of this policy or any clause, addendum, addition, deletion, alteration of any clause will entirely entitled up to the Commission. Besides, explanation of any clause or word will only be admissible to Commission.

(Professor Kazi Shahidullah )  
Chairman  
University Grants Commission of Bangladesh

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Approved by the 149<sup>th</sup> University Grants Commission meeting on 28-03-2018.



## Terms and Conditions for UGC Post-Doctoral Fellowship

- 1. Objective:** The main objective of the Post-Doctoral Fellowship is to promote and encourage quality higher education and research in Bangladesh.
- 2. Eligibility:**
  - (a) The candidate must be a faculty of a Public or Private university and Government university college in Bangladesh and he/she must have a PhD degree.
  - (b) Private university must have own permanent campus.
- 3. Age Limit:** The candidate should be preferably less than 50 years of age on the date of application.
- 4. Tenure of Fellowship and its number**  
The tenure of the Fellowship will be 1(one) year, effective from the date of joining the programme.
- 5. Fellowship amount**  
The monthly allowance will be Tk. 50,000.00 (Fifty thousand) for each Fellow.
- 6. Permissible Research expenses**
  - (a) A maximum amount of Tk 10,000.00 (Ten thousand) may be allocated for the preparation of the report. This will be paid upon submission of the final report and the corresponding vouchers of the expenses.
  - (b) A maximum amount of Tk 20,000.00 (Twenty thousand) may be allocated for procurement of raw materials and data collections. This may be paid upon submission of the final report, along with relevant vouchers for the expenses.
- 7. Conditions**
  - (a) Post-Doctoral Fellowship is a full-time job, and the Fellows must obtain study leave/deputation from their respective university.
  - (b) The Fellow will pursue his/her research under the supervision of a senior Professor of the university in which the Fellow will work.
  - (c) The Fellow may carry out his/her research work in a research institute or under the joint supervision of a university Professor and a Senior Scientist of the research institute.
  - (d) While applying for a Fellowship, the applicant must mention the name of the university/research institute, where he/she wishes to carry out research work, and also the name of the professor/scientist under whose supervision the work will be carried out. Further, a detailed research plan, clearly stating the rationale of the work, the objectives, methodology and significance, duly approved by the proposed supervisor(s) must be submitted.

- (e) After completion of the Fellowship program, the Fellow will submit a detailed report of the research output, duly forwarded by the supervisor. The report will be evaluated by a three-member Committee headed by a UGC member. The Fellow will have to revise the report, if required, as per recommendations of the Committee.
- (f) During the tenure of the Fellowship, the Fellow is not allowed to take up any other paid employment including working under another project involving financial benefit.
- (g) It is expected that the Fellow will publish the research findings in peer-reviewed journal or as peer-reviewed book/monograph. The support of the UGC must be acknowledged and a copy of such publications must be submitted to the UGC.
- (h) The monthly allowance will be disbursed to the Registrar of the University in 3 (three) installments. Last installment will be paid after approval of Final Report by the UGC Authority.
- (i) The allowance will be paid to the Fellow as a crossed cheque by the Registrar every 4 (Four) month against a bill endorsed by the supervisor.
- (j) The permissible research expenses will be paid to the Fellow directly by the UGC upon submission of a bill with necessary vouchers countersigned by the supervisor.
- (k) A Fellow will be allowed a maximum period of one month with full Fellowship to carry out his research work in another university in the country or for attending/participating in conferences. No additional financial support will be given for such visits.
- (l) If a Fellow discontinues his/her Fellowship without completing the tenure, he/she will have to pay back the money received against on Fellowship.

I accept the above terms and conditions.

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**Signature of the Fellow**

**Designation :**

**Department :**

**University :**

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**Signature of Registrar where the Fellow**

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**Signature of the Supervisor**

**Intends to carry out his/her research.**