



Ph.D. Programme
(Full Time and Part Time)

Rules and Regulations



INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED UNIVERSITY)
(Set up by Department of Commerce, Government of India)

INDIAN INSTITUTE OF FOREIGN TRADE
Rules and Regulations for Ph.D. Programme
(Full Time and Part Time)

1. About the Institute

The Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources; generating, analyzing and disseminating data; and conducting research. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy;
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, government and the student community;
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

The Institute's portfolio of long-term programmes is diverse, catering to the requirements of aspiring International Business executives and mid-career professionals alike.

2. Objectives of the Ph.D. Programme

The Ph.D. Programme of the Institute covers Doctoral research in a variety of business related areas leading to the award of Ph.D. degree. The main objectives of the Ph.D. Programme are:

- To provide facilities for higher studies and advanced research in areas relating to International Business;
- To encourage and facilitate research on contemporary issues in the field of International Business; and
- To encourage publication of research papers in academic journals, occasional papers and monographs, books and other refereed forums.

One of the primary purposes of doctoral studies is to encourage in-depth analysis and enrich knowledge in the chosen field. This includes the ability to independently apply methodologies of scientific research as well as to create new scientific knowledge. Further, the candidate should demonstrate an ability to critically analyze research findings and to understand their importance in the relevant context. Skills to undertake and to effectively communicate research results are needed in order to succeed in postgraduate studies. Thus, it is important to assume an adequate knowledge and understanding of the problems, research methodologies, historical developments, theory formulation and societal importance of the scientific disciplines which are related to the candidate's own research field.

3. Registration and Fee

All students selected for admission must register by the day of commencement of the Programme, with the payment of necessary fees. Any extension of the period of registration may be granted by the Chairperson (Research) to a student only under exceptional circumstances.

4. Duration of Ph.D. Programme

Stage	Stage of Research	Timeline
Stage I	Course Work	One year (during Semester 1 and 2)
Stage II	Confirmation of Ph.D. Candidature	After successful completion of coursework, the synopsis of the thesis is to be presented in front of IIFT Faculty committee. Once the suggestions received at the presentation are duly incorporated, the synopsis will be confirmed.
Stage III	Thesis Writing	Once the synopsis is confirmed, the doctoral research and thesis writing will commence.
Stage IV	Submission of Thesis	Before the end of FIVE years, from the date of admission
Stage V	Evaluation and Viva-Voce	Once the comments from all the external examiners are received, the Viva-Voce will be conducted.

5. Stage I: Course Work

- i. The duration of Coursework at IIFT Ph.D. programme is ONE year, spread over two semesters. While only core courses are offered during the first semester, elective courses will be introduced along with core papers during the following semester.
- ii. In the Ph.D. programme, course work is compulsory for all the participants. Following the "*Minimum Standards and Procedure for Awards of M.Phil/Ph.D. degree Regulation 2009*" issued by UGC, IIFT gives the exemption (of attendance) to the students who have done their M.Phil from the UGC/AICTE recognized University/Institutes. Exemption from the course work attendance is subject to the submission of certificate and testimonials which confirms that the candidate has attended course work during her/his M.Phil Programme. Nevertheless, even in such cases, the student will be required to clear the evaluation components.
- iii. Minimum required Grade for clearing the course work is '**B Only**'.
- iv. Minimum of **75% attendance** is also required for each course.
- v. During the Ph.D. course work stage, if the candidate is not able to attend the classes due to unavoidable circumstances, the same needs to be communicated to Programme Director (Ph.D.)/Research Division/ Chairperson (Research) within a fortnight citing the reason.
- vi. IIFT provides an option to a student for dropping a semester and attend the missed courses with the next batch. If the student is willing to do so, she/he has to apply to the Programme Director (Ph.D.)/Chairperson (Research) providing a valid reason. She/he will then be allowed to attend the course work along with the next batch as an exception after taking the due approval from Director, IIFT.
- vii. **If the course work of a candidate remains incomplete for THREE years from the date of joining of the Ph.D. programme, her / his registration for Ph.D. programme will be automatically cancelled.**
- viii. During semester one, a Faculty Mentor will be allocated for each student to help them better in their research pursuits, including selection of right electives during the second semester. The student profile will be sent to the concerned discipline group, who upon discussion will propose the name of the Mentor.

- ix. Regarding the seminar paper, the students will identify a topic of their interest in semester one and whenever necessary will consult with Programme Director (Ph.D.) on this matter for necessary clarifications. They may also discuss the research ideas with IIFT faculties working on that area for identifying focused research questions. The student may indicate his/her willingness to work under a certain faculty for the seminar paper, which will be approved by Chairperson (Research). In the first semester, the concerned faculty guide will evaluate the progress made by the student and submit their evaluation to the research division. In the second semester, a panel of IIFT faculties, as proposed by Programme Director (Ph.D.) and approved by Chairperson (Research), will evaluate the research conducted by the students through a viva. It should be strongly encouraged that the seminar papers be transformed into IIFT working papers, which will help in shaping the research skills of the students.

6. Course Structure

The Course Structure of IIFT Ph.D. Programme is as follows:

Semester	Compulsory Courses Courses	Elective (Hours)	Credit
First	<ul style="list-style-type: none"> • Foundation Course in Economics (<i>non-credit</i>) • Foundation Course in Finance (<i>non-credit</i>) • Foundation Course in Marketing (<i>non-credit</i>) • Foundation Course in Operations Research / Supply Chain Management (<i>non-credit</i>) • Foundation Course in OB/HR (<i>non-credit</i>) • Foundation Course in Mathematical Methods • Global Economic Environment and Policy • Statistics and Research Methodology • Research in Strategic Management : Concepts and Application 		1(10) 1(10) 1(10) 1(10) 1(10) 2 (20) 4(40) 4(40) 3(30)
Second	Applied Econometrics Data Analytics Seminar Paper	<ul style="list-style-type: none"> • One Elective Course • One Elective Course • One Elective Course 	2(20) 2(20) 2(20) 3(30) 3(30) 3(30)

List of Elective Courses (Any THREE to be opted):

- Research Issues in Macro Economics
- Research Issues in Trade Theory and Policy
- Research Issues in WTO
- Research Issues in International Marketing
- Research Issues in International Finance
- Research Issues in Innovation and Technology Management
- Research Issues in Supply Chain Management

Note: Course Structure is subject to revision by the Institute's Academic Council from time to time.

- i. The Full Time Ph.D. scholars will attend the coursework along with the Part Time students during weekend. In addition, they will contribute significantly in the academic activities of the institute during the weekdays (with one day off).
- ii. The Full Time Ph.D. Scholars may attend MBA coursework in line with their research interest. This additional coursework will be optional and will be included as non-credit courses in their grade sheet. The list of courses offered to MBA IB Full Time students will be given before commencement of the semester.
- iii. The responsibilities of the full time students will include case presentation, offering lectures and tutorials and other similar academic responsibilities under the guidance of a faculty.
- iv. These academic responsibilities of the Ph.D. scholars will be strictly defined and their performance under these activities will be evaluated by the faculty concerned.
- v. In addition, in order to develop proficiency in data handling techniques and use of databases, they might be involved in some of the ongoing research projects of the institute. However, the Ph.D. scholars will generally supervise the research work being undertaken by the research fellows, so that the progress of their doctoral research does not suffer.

7. Stage II: Confirmation of Ph.D. Candidature and allocation of Research Supervisor

- i. Initial enrolment to the Ph.D. Programme is '**Provisional**'. After completion of the coursework, in the third semester the student is required to submit and present her/his proposed Ph.D. '**Synopsis**' before an IIFT Faculty Committee for approval.
- ii. Candidate's registration will get '**Confirmed**', when: she/he (a) clears the coursework satisfactorily and (b) her/his synopsis gets final approval of the IIFT Faculty Committee.
- iii. After commencement of the Programme in July, the Programme Director (Ph.D.) will help the Ph.D. scholars in identification of their research interest during the first semester of coursework.
- iv. The Programme Director (Ph.D.)/Research Division will also provide the students the faculty research profile for enabling them to make an informed decision at the end of semester two. The students would then be fully aware about the possibility of joining an IIFT faculty as research scholar, earlier research thesis guided by the concerned faculty, his/ her research interest etc.
- v. The students will also keep regular contact with Institute faculties working in the discipline of their interest.
- vi. While preparing the synopsis, the Ph.D. scholars may get in touch with Institute faculties and benefit from their suggestions.
- vii. The Synopsis must successfully explain various aspects of their research, e.g. motivation of undertaking the research, literature survey, gaps in the literature, identification of research problem, proposed hypothesis, methodology, data sources and tentative chapterization to the IIFT Faculty Committee.
- viii. Ph.D. being the highest academic degree, the scholars require constant attention of their respective supervisors. In order to ensure timely submission of the doctoral dissertation, IIFT follows the policy of maintaining an upper limit on the number of research scholars to be allocated per faculty.
- ix. At the time of submitting the Synopsis, the students must indicate names of three IIFT

faculties as their proposed supervisor from a particular discipline. PD (Ph.D.) will put forward the names to the Research Advisory Council (RAC), which will finalize the Research Supervisor in line with the students' research interest, faculty's research inclination and the existing IIFT norms on maximum number of Ph.D. scholars per faculty.

- x. After allocation of Research Supervisor, every scholar will be having a Doctoral Advisory Committee (DAC), consisting of the Ph.D. Guide and two other faculty members. The Ph.D. supervisor may indicate the name of two faculties to PD (Ph.D.) for this purpose.
- xi. After allocation of Research Supervisor, the candidate has to appear in the synopsis Confirmation Seminar, where an IIFT Faculty committee will assess the presentation and approve her / his Synopsis and Thesis Title. Suggestions received at the Seminar have to be incorporated before submitting the revised synopsis to Research Division.
- xii. A Candidate is allowed to submit her/his thesis after a minimum period of TWO years from the date of '**Confirmation**'. All candidates are required to confirm their candidature before completion of the third year from the date of enrolment.
- xiii. In case participants find an academican from outside of the Institute who is conversant with her/his topic of research she/he may apply to consider her/him as Co-supervisor requesting Programme Director and getting the final approval from the Director, IIFT. Only one Co-guide from outside the institute is allowed.
- xiv. Only in exceptional circumstances (as per merit, e.g. the case of multidisciplinary research), a student may be allowed to receive allocation of both Ph.D. supervisor and Co-supervisor from within IIFT, with due permission of CP (Research) and the Director. However, the two faculties must belong to different disciplines in that scenario.

8. Stage III: Thesis Title

- i. The process of allotting the Research Supervisor to guide the student during her/his thesis writing stage would be over along with the successful Confirmation of Ph.D. Candidature.
- ii. The '**Title**' of the thesis will also get finalized once the candidate's synopsis is approved and her/his candidature is confirmed.
- iii. If required, the '**Title**' approved at the time of Confirmation Seminar may be changed ONLY ONCE 'partially' before the thesis submission. Under such circumstances, the student needs to apply to Chairperson (Research) through her/his Supervisor for the same.

9. Evaluation of the Progress in Doctoral Research

- i. After confirmation of the title, the student needs to work in association with the Research Supervisor and the DAC.
- ii. The students must report their progress to the DAC on a regular basis. Once in every six months, they must meet their DAC for making a formal presentation in front of them, and the concerned DAC would certify his/her progress to the Research Division.
- iii. In addition, nearly six months after the presentation to DAC, the scholars would make another presentation to a broader faculty panel. The DAC members of a particular student would also attend the second meeting to evaluate the progress of the student over the last presentation.
- iv. **In case the candidate is not presenting her/his research to the concerned DAC for more than SIX months, her/his registration for Ph.D. programme may be automatically**

cancelled.

- v. Ph.D. scholars are also required to submit the proof of acceptance of at least TWO articles in TWO Reputed Refereed Academic Journals, during their thesis work stage.

10. Stage IV: Submission of Thesis

- i. A Ph.D. candidate at IIFT must deliver a pre-submission internal defence seminar to all faculty members of the Institute, without which submission of the thesis is not possible.
- ii. The student is required to incorporate all suggestions/comments received during internal defense in the thesis to be submitted.
- iii. The student needs to submit her/his thesis within SIX months from the day of the pre-submission seminar.
- iv. Details of the Submission Requirements are provided in the Box that follows:

Submission Requirements
<ol style="list-style-type: none">1. Submit completed Course work Grade sheet. Minimum requirement is <u>B Only</u> Grade.2. Submit 'Confirmation' Certificate.3. Work for a minimum period of <u>TWO</u> years from the date of 'Confirmation'.4. Submit letter of 'acceptance' of two articles in two reputed refereed academic journals5. Presentation in at least <u>ONE</u> progress seminar every year.6. Successful defense of the thesis at the internal defense seminar7. Clearance of all dues8. Submit <u>FIVE</u> copies of "Abstract" and <u>FIVE</u> original copies of the thesis duly signed by the candidate and countersigned by the Supervisor declaring that it is an original work and not submitted partly or fully for the award of any degree in any institution.

11. Stage V: Ph.D. Thesis Evaluation Procedure and Viva-Voce at IIFT

- i. The Supervisor of a candidate shall, after her/his pre-submission defense, two weeks in advance of the submission of Ph.D. thesis, forward FIVE copies of Abstract of the thesis including Table of Contents to Chairperson (Research) through Programme Director (Ph.D.) in both soft and hard format. The Chairperson (Research) will forward the copies to Controller of Examinations.
- ii. The Supervisor of the candidate shall also submit names of FIVE External Experts on the subject area to the Director, IIFT, through Chairperson (Research). At least TWO External Examiners must be named from outside of the state.
- iii. The Director will rank the names of the five proposed External Experts in the order of his preference and forward the document to the Controller of Examinations.
- iv. The Examination Cell of IIFT will send the soft copies of the abstract of the thesis to THREE Experts in the order approved by the Director for checking their availability and willingness for the evaluation. The experts will be requested to respond by THREE weeks. This will facilitate immediate communication of the submitted thesis to the External Experts. Upon receiving their positive response, the Examination Cell of IIFT will send the hard copy of

the thesis to the External Experts.

- v. If one of the three top-ranked External Experts expresses her/his inability to evaluate the thesis owing to prior commitments/by the proposed timeline, the External Expert ranked next in the same order will be contacted by the Examination Cell.
- vi. A candidate, after completion of research, shall submit the thesis to the IIFT at any time during working hours of the University (proposed) after completing the clearance process.
- vii. A candidate shall be permitted to submit the thesis only after her/his Supervisor certifies that the thesis in current form is worthy of consideration for the award of a Ph.D. degree.
- viii. A candidate shall be permitted to submit the thesis, only when the same incorporate ALL relevant comments received at the pre-submission defense seminar from IIFT faculties.
- ix. A candidate shall be permitted to submit the thesis, provided they submit the letter of 'acceptance' of two articles in two reputed refereed academic journals.
- x. The submitted thesis must be a piece of novel research characterized either by the discovery of new facts, or by a fresh interpretation of facts or theories. The thesis work must be satisfactory in terms of its academic rigour, language and presentation.
- xi. The candidate may incorporate in her/his thesis the contents of any work which she/he may have published in refereed/non-refereed forum, after clearly mentioning that in the thesis. However, she/he shall not submit as her/his thesis any work for which a degree has been conferred on her/him by any other University.
- xii. The candidate needs to submit an undertaking that the submitted thesis involves original research by her/him. Copy of the undertaking needs to be attached with every bound thesis.
- xiii. The candidate shall submit FIVE printed or typed copies of the thesis and an electronic copy to the Research Division of IIFT. The electronic copy of the thesis can be submitted in a CD after the viva.
- xiv. Submitted thesis will be sent for evaluation to THREE 'External Experts' and at least one of them need to be located outside the state.
- xv. The Examination Cell of IIFT will request the External Experts to submit their comments by FOUR months.
- xvi. In case, an External Expert does not send her/his comments by the deadline suggested by IIFT Examination Cell, another expert earlier approved by the Director in order of preference might be approached, after intimating Chairperson (Research) and obtaining necessary permission.
- xvii. On submission of the evaluation report by at least TWO External Experts, viva-voce will be conducted if both reports are favourable. In case, one of the evaluation reports is not favourable, the evaluation report of the third examiner will be considered. The candidate is required to defend her/his thesis in front of the External Expert (at least ONE has to be present), Research Supervisor, Programme Director of Ph.D. Programme and Chairperson (Research).
- xviii. The External Experts may recommend that the degree be awarded subject to satisfactory viva voce test on the thesis, or that the thesis may be rejected, or that the thesis be resubmitted.
- xix. The Ph.D. degree shall be awarded only after TWO external experts unanimously recommend for the same, and following the successful viva-voce.
- xx. In case of resubmission of thesis, the thesis must be resubmitted within SIX months from

the date of supply of comments of the External Experts to the candidate by the Office of the Controller of Examinations of the IIFT. The thesis may only be resubmitted ONCE.

- xxi. In case of resubmission, the thesis needs to be sent to the original External Experts, unless they explicitly express their inability.
- xxii. Any issue concerning the Ph.D. thesis evaluation procedure or interpretation of the approved provisions shall be referred to the Director, IIFT whose decision shall be final.

12. Extension Provision in the Ph.D. Programme

- i. If any candidate who has received confirmation for the Ph.D. programme fails to submit her/his thesis within the stipulated FIVE years (from the date of enrolment) she/he may seek for 'Extension'.
- ii. Only ONE year extension will be given to the candidate if the Doctoral Advisory Committee (DAC) and Research Advisory Council (RAC) are satisfied by the progress of the thesis work. Candidate has to submit her / his thesis within the extension period without paying any extra fees.
- iii. The full time Ph.D. scholars may receive scholarship during fifth year period for the first SIX months. Further extension to the scholarship will be subject to satisfactory progress of the doctoral work.
- iv. Under no circumstances, doctoral fellowship to full time students will be extended beyond FIVE years.
- v. **If the candidate is not able to submit her / his thesis during the extension period, her / his enrolment from the Ph.D. Programme will be cancelled automatically.**

13. De-Registration from the Ph.D. Programme

- i. If any candidate who has received confirmation for the Ph.D. programme fails to submit her/his thesis within the stipulated FIVE years (from the date of enrolment) she/he may apply for the 'Deregistration'.
- ii. Candidate who has been granted extension for the submission of Ph.D. thesis will not be permitted to avail the facility of Deregistration.
- iii. Candidate willing to apply for Deregistration has to send her / his request for deregistration in writing through Supervisor to the Programme Director. Deregistration will be allowed only when the Director approves the recommendation of the Chairperson (Research).
- iv. Any Deregistered candidate may Re-register herself/himself within FOUR years from the date of Deregistration after payment of the registration fee of Rs. 1,25,000. In addition to this, the candidate availing the option of De-registration would be required to pay Annual Fee of Rs. 10,000/- for use of various databases/journals available in IIFT library.
- v. During the Re-registration of a deregistered candidate, she/he has to furnish the following documents
 - Deregistration Certificate
 - Confirmation Certificate
 - Re-registration Fee Payment Certificate
- vi. In case of deregistration, the candidate has to submit her/his thesis within FIVE years from the date of Deregistration. **Failing to do so, her/his enrolment from Ph.D. Programme will be cancelled automatically.**