

2021



PhD Online Application Form (OAF) Filling Instructions

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1. INTRODUCTION

Greetings from Manipal Academy of Higher Education (MAHE), Manipal

MAHE Manipal is synonymous with excellence in Higher Education. 30,000+ students from 65+ different nations live, learn and play in the sprawling University town, nestled on a plateau in Karnataka's Udupi district. MAHE Manipal offers 28 disciplines, 12 Program levels, 350+ programs through 31 institutions / departments. MAHE also has campuses in Mangaluru, Bengaluru & Jamshedpur and off-shore campuses in Dubai (UAE) & Melaka (Malaysia).

- Mangaluru campus offers programs in Allied Health, Dentistry and Medicine
- Bengaluru Campus offers programs in Art & Design and Regenerative Medicine
- Jamshedpur Campus offers programs in Allied Health and Medicine
- Dubai campus offers Engineering, Management and Architecture programs
- Melaka campus offers Medicine and Dentistry programs

We are delighted to inform you that MAHE Manipal has been formally accorded the [Institution of Eminence \(IOE\)](#) status by Ministry of Education (MOE), Govt of India (GOI) in Oct 2020, through a signing of an Memorandum of Understanding (MOU).

We are pleased to know that you are considering MAHE as the destination for your Doctoral studies and we look forward to you joining the domain / topic of your choice. MAHE Manipal offers PhD programs through 3 disciplines

- Health Sciences (HS)
- Science, Technology & Management (STM)
- Humanities, Liberal Arts & Social Sciences (HLS)

Table 1: List of Streams & Institutes

Faculty of Health Sciences (HS)	
Stream	Institute
Medicine	Kasturba Medical College (KMC) Manipal Kasturba Medical College (KMC) Mangaluru Manipal Tata Medical College (MTMC) Jamshedpur
Integrative Medicine	Centre for Integrative Medicine & Research (CIMR) Manipal
Dentistry	Manipal College of Dental Sciences (MCOADS) Manipal Manipal College of Dental Sciences (MCOADS) Mangaluru
Pharmacy	Manipal College of Pharmaceutical Sciences (MCOPS) Manipal
Allied Health	Manipal College of Health Professions (MCHP), Manipal, Mangaluru, Bengaluru
Nursing	Manipal College of Nursing (MCON) Manipal
Life Science	Manipal School of Life Sciences (MSLS) Manipal
Public Health	Prasanna School of Public Health (PSPH) Manipal
Virology	Manipal Institute of Virology (MIV) Manipal
Regenerative Medicine	Manipal Institute of Regenerative Medicine (MIRM) Manipal

Faculty of Science, Technology & Management (STM)	
Stream	Institute
Engineering	Manipal Institute of Technology (MIT) Manipal
Advanced Sciences	Dept of Sciences (DSc) Manipal
Information Science	Manipal School of Information Sciences (MSIS) Manipal
Architecture	Manipal School of Architecture & Planning (MSAP) Manipal
Design	Dept of Design (DOD), Manipal
Management	Manipal Institute of Management (MIM) Manipal
Commerce	Dept of Commerce (DOC) Manipal
Atomic & Molecular Physics	Dept of Atomic & Molecular Sciences (DAMP) Manipal
Hotel Management	Welcomgroup Graduate School of Hotel Administration (WGSHA) Manipal
Natural Sciences	Manipal School of Natural Sciences (MCNS) Manipal

Faculty of Humanities, Liberal Arts & Social Sciences (HLS)	
Stream	Institute
Media & Communication	Manipal Institute of Communication (MIC) Manipal
Humanities	Manipal Centre for Humanities (MCH) Manipal
European Studies	Manipal Centre for European Studies (MCES) Manipal
Languages	Dept of Languages (DOL) Manipal
Philosophy	Dept of Philosophy (DOP) Manipal
Geopolitics	Dept of Geopolitics & International Relations (DGIR) Manipal
Philosophical Arts	Gandhian Centre for Philosophical Arts & Sciences (GCPAS) Manipal
Library Science	Dept of Library & Information Sciences (DLIS) Manipal
Arts & Design	Srishti Manipal Institute of Art, Design & Technology (SMI), Bengaluru

2. FORM FILLING PROCESS

To ensure a smooth & quick error-free filling of the PhD Online Application Form (OAF), please read the following instructions carefully

2.1 REGISTRATION (New Candidate)

To create a login account, the Candidate **MUST** register at <https://mahephd.azurewebsites.net/>

- A one-time registration as “New Candidate” is needed, after which you can login, using your user credentials.



2.1.1 CANDIDATE DETAILS

Field Name	Instruction
Select Stream	Choose Stream
Select Discipline	List of PhD domains available <i>Domain also refers to the PhD Manipal Entrance Test (MET) Question Paper</i>
First Name	First Name as per 10 th / 12 th / Bachelor Degree Certificate
Middle Name	First Name as per 10 th / 12 th / Bachelor Degree Certificate
Last Name	First Name as per 10 th / 12 th / Bachelor Degree Certificate
Date of Birth (DOB)	Select from appropriate date / month / year, DOB as per 10 th Std Certificate

Gender	Choose your appropriate gender
Email Id	Primary email id which is regularly used. Once provided, cannot be changed
Alternate Email Id	Secondary email id
Mobile No	Primary Mobile Number which is regularly used. Once provided, cannot be changed
Alternate Mobile No	Secondary Mobile Number
Captcha Code	As shown
Click on the Check box to confirm that you accept the Terms & Conditions and Rules & Regulations	

Click on “Submit & Continue” to move to Step 2

2.2 PERSONAL AND EDUCATION DETAILS

Kindly ensure that that the information provided is as accurate as possible

2.2.1 PERSONAL INFORMATION

Field Name	Instruction
Parent / Guardian / Spouse Name	As appropriate, prefix name with Mr. / Mrs.
Parent / Guardian / Spouse Email id	Regularly used Email id
Parent / Guardian / Spouse Mobile No	Regularly used Mobile Number
Marital Status	Select from drop down
Spouse Name (If marital status is Married)	As appropriate, prefix name with Mr. / Mrs.
Applicant’s Blood Group	Select from drop down
Select Valid Photo Identity	Select from drop down
Identity Number	Provide Identity number for the document chosen
Date of Issue	Select from appropriate date / month / year
Nationality	Select from drop down
Please Specify (If Foreign Nationality)	Full name of your country (do not abbreviate)
<ul style="list-style-type: none"> • If Foreign Nationality 	
<ul style="list-style-type: none"> • Passport Number 	As appropriate
<ul style="list-style-type: none"> • Date of Issue 	Select from appropriate date / month / year
<ul style="list-style-type: none"> • Valid Upto 	Select from appropriate date / month / year
<ul style="list-style-type: none"> • Place of issue 	State / Province, Country
<ul style="list-style-type: none"> • Type of VISA 	Select from drop down
<ul style="list-style-type: none"> • Student / Research VISA Number 	As appropriate
<ul style="list-style-type: none"> • Date of Issue 	Select from appropriate date / month / year
<ul style="list-style-type: none"> • Valid Upto 	Select from appropriate date / month / year
<ul style="list-style-type: none"> • Place, Country of Issue 	State / Province, Country
<ul style="list-style-type: none"> • Place of Registration with Govt Authority 	State / Province, Country
<ul style="list-style-type: none"> • Date of Registration 	Select from appropriate date / month / year
Address for Correspondence	Full Postal Address
State / Union Territory (UT)	Select from drop down
City / District	Select from drop down
Pin Code	Correct Pin Code / Zip Code
Permanent Address	Click on the Check box if Permanent Address is same as Address for correspondence

2.2.2 EDUCATION DETAILS

Field Name	Instruction
Name of Exam / Degree	Name of Master's Degree or as per Eligibility requirements, For ex: MBBS, BDS, BTech, BE, BSc, MD, MTech, MSc etc
Year of Passing	As appropriate, mention 4-digit year
Stream / Specialization	Full name of the specialization as it appears in the marks / grade sheet, do not abbreviate, For ex: Power Systems or Medical Imaging Technology or Conservative Dentistry & Endodontics etc
University	Full name of the university, do not abbreviate
Percentage / CGPA	As mentioned in the Bachelor's / Master's Degree Certificate

2.2.3 EXPERIENCE DETAILS

Field Name	Instruction
Do you have work Experience	Select from drop down
If yes, Total Work Experience	As appropriate
Enter Experience Details	As appropriate, For Ex: Company, Designation, Period of Service

2.2.4 RESEARCH EXPERIENCE DETAILS

Field Name	Instruction
Do you have any publications	Select from drop down
If yes, provide no. of publications	As appropriate
Enter Publication Details	Refer Annexure 1 of this document, for format

2.2.5 TEST DATE PREFERENCE

Field Name	Instruction
PhD MET Test Date	Select from drop down (Once chosen, cannot be changed)

2.2.6 Scholarship

Field Name	Instruction
As Dr TMA Pai Scholarships are limited in number, are you willing to take up the PhD program without any fellowship / scholarship? *	Select from drop down



Click on the Check box to confirm that "I understand that the information I have provided in the application form is true to the best of my knowledge and I am fully responsible for the same. I also authorize MAHE to contact me over email and mobile for all relevant PhD related information (if necessary)"

Click on Save & Continue to move to Step 3

2.3 UPLOAD PHOTOGRAPH & SIGNATURE

- Note your 9-digit Application No. displayed at the top of the page

Kindly read the instructions regarding photo & signature upload

Field Name	Instruction
Photo (Recent passport size with light background)	<ul style="list-style-type: none"> The photograph must be a recent passport size (taken in 2020), looking directly at the camera, in colour preferably, against a white or light background If there is a red-eye effect, please edit to remove it If you wear glasses, these should not be tinted glasses. Check to make sure that the photograph has no reflections. Your eyes and face should be clearly visible Wearing of caps, hats or any tinted or dark glasses is not acceptable. Religious head wear is allowed but it must not cover the face Preferred dimensions of your photograph is given below <ul style="list-style-type: none"> Photo size should be equal to or less than 500 KB with 200 dpi. The Dimension should be 3.5 cm (width) X 4.5 cm (height) Please upload correct photograph and signature, otherwise your application will be cancelled <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">  <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Dimensions 4.5 cm X 3.5 cm</p> <p>Full - face Colour Photograph</p> </div> </div>
Signature (Signed on white paper using black / blue ink pen)	<ul style="list-style-type: none"> Candidate Signature MUST be on a white paper using black / blue ink pen Preferred dimensions of your photograph, are given below <ul style="list-style-type: none"> Signature size should be equal or less than 300 KB with 200 dpi. The Dimension should be 6 cm (width) X 3 cm (height) Only the signature portion (as shown below) MUST be scanned, saved in JPEG format with size less than 300 KB and uploaded Candidate may click on “click here to preview signature” to ensure that the correct signature has been uploaded <div style="text-align: center; margin-top: 10px;">  </div>

Click on “Save & Continue” to move to Step 4

2.4 PREVIEW DETAILS

- Please go through all the details provided
- Click on the Check box to confirm that “I UNDERSTAND THAT THE INFORMATION I HAVE PROVIDED IN THE APPLICATION FORM IS TRUE TO THE BEST OF MY KNOWLEDGE AND I AM FULLY RESPONSIBLE FOR THE SAME. I ALSO AUTHORIZE MAHE TO CONTACT ME OVER EMAIL AND MOBILE FOR ALL RELEVANT PHD RELATED INFORMATION (IF NECESSARY)”

Click On “Continue to Payment” to move to Step 5

2.5 PAYMENT

- **Note your 9-digit Application No. displayed at the top of the page**
- PhD Registration Fee is Rs. 2,000 and it includes the remote proctored PhD MET 2021 Test fee

- Read the declaration and Click on the Check box to confirm the following
 - ✓ I am aware that the PhD MET 2021 will be a remote proctored entrance test
 - ✓ I have the read the test requirements and shall ensure that I will fulfill all the technical requirements
 - ✓ I fully understand that my responsibilities include ensuring a continuous internet connectivity and fully functional desktop / laptop
 - ✓ I will participate in the mock test (as & when scheduled) to check my system preparedness, for the remote proctored test
 - ✓ During the remote proctored test, I will **NOT** resort to any unfair means of any kind and liable to be disqualified in case of any malpractice
 - ✓ I fully understand that in case of any system or connectivity issues during the test schedule, I will **NOT** be eligible for refund

- Click On “Make Payment” to proceed to payment

- Select the appropriate payment mode, Billing Details (Mobile No. & Email ID)
 - Please note that the transactions charges **MUST** be borne by the applicant.

Note: Do NOT REFRESH or CLOSE BROWSER WINDOW during payment process

3 LOGIN (Registered Candidate)

- Use Application Number and Date of birth (DOB) as login credentials
- Enter the appropriate captcha code

3.1 Forgot Password

- Click “Forgot Password”
- Provide the registered email id and mobile no.
- Enter the appropriate captcha code

The login credentials will be emailed to the registered email ID provided at the time of registration.

The contact details will **NOT** be shared with anybody outside of the University.

4. ADDITIONAL OPTIONS FOR PHD INTERVIEW

5. HELPDESK

In case of any difficulties, please get in touch with MAHE helpdesk at +9192437777 00 / 11 / 22 / 33 / 44 (9 AM – 5 PM working days) or email us at admissions@manipal.edu, mention PhD in the email subject line

♣ Best of Luck ♣

Annexure 1: Format for Publications

International / National Journals

No	Author(s) Names	Paper Title	Journal Name	Published BY	Vol No.	No.	Page Nos	Month	Year	ISSN No.	Digital Object Identifier (DOI)
1	Abc, Def, Ghi	Paper Name	IEEE Transactions on Education	IEEE USA	7	2	77 - 83	Jan	2020	ISSN 0885-8969	https://doi.org/...

International / National Conference Publications

No	Author(s) Names	Paper Title	Journal Name	Conference Location	Vol No.	No.	Page Nos	Month	Year	ISSN No.	Digital Object Identifier (DOI)
1	Abc, Def, Ghi	Paper Name	IEEE Transactions on Education	IEEE USA	7	2	77 - 83	Jan	2020	ISSN 0885-8969	https://doi.org/...

When entering data in the PhD Online Application Form (OAF), consolidate the data and enter the data in the following order

1. International Journal Publications
2. National Journal Publications
3. International Conference Publications
4. National Conference Publications