### Appendix 2.19 The UGC Masters and MPhil Research Support Agreement

**UNIVERSITY GRANTS COMMISSION**

**Sanothimi, Bhaktapur, Nepal**

**The UGC Masters/MPhil Research Support Agreement**

*[Subject to revision by the UGC at the time of Agreement]*

This agreement is made this \_\_\_\_\_ day of *June* in the year *2021* by and between:

1. University Grants Commission,
2. [Type your name] , the Student, with the following details;

Program: Masters/MPhil

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University registered to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the acceptance of Master/MPhil Research Proposal by the registered university: \_\_\_\_\_\_\_\_\_\_

The UGC Masters/MPhil Research Support award no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the Supervisor of the Student), and

(hereafter, referred to as “parties”)

in connection with the UGC Masters/MPhil Research Support awarded by the UGC to the Student \_\_\_ [Type your name ] for the Masters/MPhil research project \_\_\_\_ [Type the title of your Research Project awarded] in the year 2076-77 (2019-20).

The parties hereby agree to abide by the following terms and conditions:

**Terms and Conditions**

1. **Obligations of the UGC**
2. Provide financial assistance to the Student according to the funding and disbursement scheme outlined in Section B of this agreement.
3. Periodically monitor the progress and provide suggestions.
4. Take action in case of unsatisfactory progress, negligence or misconduct on part of the Student, and the Supervisor.
5. Assist the Host Institution to have code of academic integrity and policy on Responsible Conduct of Research, and on maintaining of research ethics.
6. Assist the Host Institution to comply with the UGC Minimum Standard and Procedure for MPhil Degree 2073.
7. Provide to the Student a Certificate of UGC Masters/MPhil Research Support after the completion of the program.
8. **Masters/MPhil Research Support Fund disbursement**
9. The UGC Masters/MPhil Research Support has the following funding according to the category of the research project, and the disbursement scheme according to the purpose of the funding:

The Masters/MPhil Research Support

|  |  |  |  |
| --- | --- | --- | --- |
|  | Financial support | \*Amount (Rs.) | Disbursement |
| a | Masters/MPhil Research Support |  | Two installments: 50% at the signing of the agreement, remaining 50% after submitting the Final Report along with the Thesis; Paid to the Student |
| b | Research Article publication fee | Up to 50,000 | Reimbursement  (Conditions apply) |

\*Rate:

Class A: Wet laboratory based research [ Rs. 50,000 ]

Class B: Social survey research [ Rs. 30,000 ]

Class C: Dry lab based or Library based research [ Rs. 20,000 ]

1. The Fellow has provided the following Bank Account details (a copy of Cheque book with bank details) for depositing installments of the Fellowship

Account Holder's Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Obligation of the Host Institution**
2. (For MPhil Program) Fully comply with the UGC Minimum Standard and Procedure for MPhil Degree, 2073
3. Provide full institutional support to the Student to complete the Masters/MPhil research work and the degree.
4. Have an institutional code of academic integrity and procedure to address research misconduct in place and ensure strict adherence to them by the Institution and the members of the Institution (subject to Article A-4).
5. Facilitate the monitoring of the Student’s progress by the UGC.
6. Take custody, at the end of the project, of the laboratory equipment, reagents and consumables purchased with the Research Support, which shall be the property of the Institution.
7. **Obligation of the Supervisor**
8. Provide full support and supervision to the Student’s work.
9. Guide the Student to accommodate the UGC reviewers’ suggestions on the Masters/MPhil research proposal and periodic progress reports.
10. Help maintain academic integrity and research ethics.
11. **Obligation of the Student**
12. Comply with the requirements of the UGC Minimum Standard and Procedure for MPhil Degree 2073.
13. Maintain the highest level of academic integrity and research ethics.
14. Make honest and best use of the Research Support Fund with the guidance of the Supervisor. The Research Support Fund can only be used to cover allowable expenditure specified in Section F of this agreement.
15. Accommodate the UGC reviewer’s suggestions on the research proposal and periodic progress reports after consulting with the Supervisor.
16. Submit a progress report any time the UGC requests during the program. The progress report should be 4-6 pages and include progress in research, academic activities and financial statement on the spending of the Research Support Fund.
17. Publish at least one original research articles or prepare a draft manuscript based on the Masters/MPhil research work in any UGC-recognized peer-reviewed journals at the earliest.
18. **Complete the thesis and submit the Final Report to the UGC within one year from the date of signing of this agreement by UGC. The Final Report should include a hard copy and a digital copy of the accepted thesis, transcript, and a published research article in accordance with the UGC Minimum Standard and Procedure for MPhil Degree 2073. The thesis must get a plagiarism clearance, when and if such service is available. The Fellow may request for an extension of time for submission of the Final Report before the expiration of the deadline up to one year (as per Section G-1)**.
19. **Allowable Expenditure for the UGC Masters/MPhil Research Support Fund**
20. The Masters/MPhil Research Support Fund must be used to cover only the direct costs of the research project as specified or within the limit of the research proposal budget estimate prepared based on the budget estimate outline shown in Appendix 2.7. Any adjustment in budget estimate must be approved by UGC.
21. Laboratory equipment, reagents and consumables purchased with the Research Support Fund are the property of the Host Institution.
22. The Final Report must include expenditure details of the Research Support Fund.
23. **Other Conditions**
24. All the terms and conditions mentioned in The UGC Research Development and Innovation Programs Implementation Guidelines 2019 are applicable. The provision for request for extension of time for submission of the Final Report to the UGC is in accordance with Section 1.6.9 (Procedure for dealing with the delay) of the aforementioned Guidelines.
25. For the purpose of the disbursement of fund, progress report and the completion of the program, the date of this agreement by the last signee will be counted as the starting date.
26. In case the Masters/MPhil research project requires additional funding, it is a joint obligation of the Host Institution and the Supervisor to help find the funding. Before applying for such funding to agency other than the UGC, the applicant must apply to the UGC for the permission. The UGC will give permission if it is satisfied with the need of additional funding for the research.
27. Changes in the title or the objectives of the research project can only be made with the recommendation from the Supervisor.
28. **The Student must maintain a Research Logbook at the institution recording all activities and relevant notes on a daily basis.**
29. Progress reports, publications in peer-reviewed journals, paper presentations in seminar/workshops, etc. are the major output indicators to be used to evaluate the performance of the Student.
30. If the progress is found to be unsatisfactory by the UGC reviewer and research monitoring officers, the UGC will notify the Supervisor and the Institution. If negligence is found on the part of the Student, the UGC may issue a warning the first time such negligence happens and terminate the contract the second time it occurs.
31. Research misconduct and any unethical activity are punishable. It is the Host Institution’s obligation to conduct the investigation on any suspected or alleged research misconduct. Small institutions that do not have adequate resources to conduct such investigation might request the UGC for assistance or taking over the case. Any proceeding for the case of research misconduct will involve four steps of action consisting of Inquiry, Investigation, Adjudication and Appeal, and shall be carried out with fairness and expedience as fundamental principles.
32. In case of disputes in any issues with this agreement, the UGC reserves the rights to give the final decision.
33. **Agreement must be duly signed by the student in each pages.**

1. On behalf of the UGC 2. Masters/MPhil Student

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: Prof. Shankar Prasad Bhandari Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Grants Commission Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. On behalf of UGC

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Dr. Pramod Poudel

Designation: Research Director

Research Division, UGC

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Student’s Supervisor 5. Head of Department/Institution

Signature:………………………

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution:

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile:

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:

Mobile:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_