

Volume 7

**Annex 7.94a : The MUSOM Operating
Regulations and Implementation
Guideline - 2023 (P.43-48)**

Section VI Scholarship, Fellowship & Research Support

6.1 Fellowship and Research Support for Students and Faculty Members

Introduction

MUSOM provides the financial support to the faculty members and MBA and BBA students taking BBA, MBA, Mphil and PhD degrees. The purpose of this program is to support quality education and research in the areas of national priority and academic excellence. MUSOM faculty members and students are beneficiaries to this program.

There are three kinds of supports, Scholarship (BBA and MBA), Fellowship (MPhil and PhD) Research Support (Master, MPhil and PhD). The scholarship consists of financial support to BBA and MBA graduates as per policy of Nepal Government covering tuition fees. The Fellowship covers the educational cost. The Research Support is to support the proposed research leading to a thesis or dissertation by the fellow.

The funding of BBA/MBA/ MPhil and PhD scholarship, research and fellowship will undergo the process of scholarship, research and fellowship announcement as per decision of management council. Only MBA and BBA programs complying with the MUSOM Minimum Standard and Procedures for BBA and MBA are eligible for the scholarship support. Only the PhD and MPhil programs complying with the MUSOM Minimum Standard and Procedure are eligible for the fellowship and research support.

Foreign Universities listed in the World Universities Ranking are also eligible for the support. BBA scholarship includes tuition fee, Master Scholarship consists of tuition fee, MPhil and PhD fellowship covers financial support as determined by management council. Candidates from underprivileged groups such as women, dalit, Janajati, Madhesi, person with disability and persons working in the rural districts fall under scholarship policy as prescribed by government of Nepal.

Eligibility

Only Nepali students are eligible to apply for the MUSOM Scholarship, Fellowship and Research Support.

A Nepali student enrolled in MUSOM and recognized university in foreign country can apply for the Scholarship, fellowship and research support. Other eligibility criteria for the MUSOM Scholarship, Fellowship and Research Support must follow UGC Research Guidelines 5th ed. To be eligible for the Faculty Category, the candidate must be a full time teaching staff in MUSOM at least for three years at the time of the enrollment for the program being applied for.

Bases of Selection

	Programs	Basis of Selection
1	BBA /MBA scholarship	Application, Grade Sheet, Oral interview
2	MPhil /PhD fellowship, Research Support	Application, research proposal and Oral presentation
3	Master/MPhil Research Support	Application, Research Proposal
4	Partial Support for MPhil and PhD	Application and Interview
5	Master/MPhil Research support for person with disability	Application

The application and proposal for the scholarship, fellowship and research support are evaluated by two reviewers being followed by oral interview and presentation by the candidate, which is evaluated by cluster committee.

Seats Allocation

The number of seats available for the year is divided among categories such as student, faculty, and person with disability, girl, Janajati, dalit and rural community.

6.2 MUSOM BBA/BHM and MBA Scholarship

The main purpose of this program is to support semester toper, person with disability, and others as per university scholarship policy.

Forms and Documents for BBA/BHM & MBA Scholarship

	Form
1	BBA/BHM & MBA Application Form
2	BBA/BHM & MBA Interview Form
3	BBA/BHM & MBA Application Evaluation Form
4	BBA/BHM & MBA Agreement

6.3 MUSOM MPhil Fellowship

The main purpose of this program is to support qualified faculty members of MUSOM who are seeking MPhil Degree.

Forms and Documents for MPhil Fellowship

	Form
1	The MUSOM MPhil Fellowship Funding Scheme
2	MPhil Fellowship Application Form
3	MPhil Fellowship Interview Form
4	MPhil Fellowship Application Evaluation Form
5	MPhil Fellowship Agreement

6.4 PhD Fellowship

The objective of this program is to support meritorious research leading to a PhD degree for MUSOM faculty members enrolled in national foreign universities.

Forms and Documents for PhD Fellowship

	Form/Document
1	The MUSOM PhD Fellowship Funding Scheme
2	The UGC PhD Research Support Funding
3	Application form for PhD Fellowship and Research Support
4	PhD Proposal Evaluation Form
5	PhD Oral Presentation Evaluation Form
6	PhD Application Evaluation Form
7	PhD Fellowship and Research Support Agreement

6.5 Bachelor/Master/MPhil/PhD Research Support

The objective of this program is to support candidates conducting research in the most relevant areas and issues.

Forms and Documents for Bachelor/Master/MPhil/PhD Research Support

	Form
1	Bachelor/Masters/MPhil Research Support Funding
2	Bachelor/Masters/MPhil Research Support Application Form
3	Bachelor/Masters/MPhil Research Proposal Evaluation Form
4	Bachelor/Masters/MPhil Research Application Evaluation Form
5	Bachelor Masters/MPhil Research Support Agreement

6.6 Evaluation Criteria for Scholarship, Fellowship and Research Support

The applications are evaluated on the basis of merit of candidate's academic record, quality of the proposal, quality of the interview and oral presentation of the proposal and underprivileged status.

6.7 Matching Co-Funding for Research, Entrepreneurship Development & Innovation

For promotion of the development of university-industry collaborative interface and support research, development and innovation sponsored by industries and public sectors, MUOM provides matching co-funding for faculty members led research, development and innovation projects as per collaborative research grant.

6.8 Support for Research and Publication of Articles in Ranked Journal

Under this program, MUSOM will financial support to faculty members to pay for the publication of and assisting fee charged by the publisher to publish their research articles in ranked journal and fund need-based scientific management research on nationally and locally important issues and polices.

6.9 Expected Outcomes

The research funding has the following expected outcomes:

- Encourage students to be competent.
- Promote competitive antidote among students.
- Lead faculty members into research and innovation.
- Improve overall teaching-learning through research and publication.
- Institutional development through collaborative and joint academic activities.

6.10 Evaluation of the Research Quality

The quality of the MUSOM funded research is evaluated through the MUSOM principles of research funding, academic and scientific output made by research project. The following table presents the major indicators for the quality of the MUSOM funded research.

	Indicators	Description
1	Output and ethics based research conduct	No sign of irresponsibility
2	Proper use of fund	Fund use in compliance with the MUSOM terms and conditions

3	Research training for Students	Number of student theses produced, quality of academic degrees received
4	Format and Originality of the final report	Overall format and outcome of the research
5	Participation and publication	Participation in conferences and publication of articles in journal

Research Support & Funding Programs - 2077/78	
1	PhD Fellowship
2	PhD Research Support
3	MPhil Fellowship
4	MPhil Research Support
5	Masters Research Support
6	Bachelor Research Support
7	Small RDI Grants
8	Faculty Research Grants
9	Collaborative Research Grants
10	Special Research
11	Research Article Publication Support
12	Peer-Reviewed Journal Support

6.11 The MUSOM PhD Fellowship Funding Scheme

The MUSOM PhD Fellowship			
	Financial support	Amount (Rs.)	Disbursement
a	Monthly stipend Rs. 8000 X 36 months	288,000	Six installments paid to the Fellow
b	Travel grant (conference)	Up to 60,000	Reimbursement
c	Article publication fee	Up to 50,000	Reimbursement (Conditions apply)

6.12 MUSOM PhD Research Support

The basic support is Rs.200, 000-500, 000. The exact amount of the funding for each PhD research project is decided by the MUSOM as per funding need assessment by the MUSOM. The MUSOM may decide additional funding as per the need and availability of the fund.

SN	Research Project Type	Minimum Research Support (Rs.)	Disbursement
1	Class A	5,00,000	MUSOM transfers the grant in bulk directly to the fellow.
2	Class B	3,00,000	

The MUSOM MPhil Fellowship Funding Scheme

	Support	Amount (Rs.)	Disbursement
a	Monthly stipend: Rs. 7,000 for 18 months	126,000	Three installments paid to the Fellow
b	Thesis preparation support	20,000	
c	The MUSOM Support for Publication of Research Article	50,000	Reimbursement (Conditions apply)

6.13 MUSOM Bachelor and Master Scholarship Scheme

	Financial support	Amount (Rs.)	Disbursement
a	Bachelor Scholarship	Class A-Full: 100% Class B-Partial: 30% Class C-Partial: 20% Class D-Partial 15%	
a	Masters Scholarship	Class A-Full: 100% Class B-Partial: 30% Class C-Partial: 20% Class D-Partial 15%	Two equal installments paid to the Student

6.14 The MUSOM Bachelor/Masters and MPhil Research Support Funding

	Financial support	Amount (Rs.)	Disbursement
a	Bachelor Research Support	Class A: 20000 Class B: 10000	
a	Masters/MPhil Research Support	Class A: 30,000 Class B: 20,000	Two equal installments paid to the Student
b	Research Article Publication Fee	Up to 50,000	Reimbursement (Conditions apply)

Note:

Type A: Applied entrepreneurship & business based research

Type B: Social survey & Small innovation project

6.15 Funding Scheme for the Partial Support to PhD Fellow

Partial Support for PhD Fellow			
	Support	Amount (Rs.)	Disbursement
1	Field study	20,000	Upon submission of a plan, together with a recommendation by supervisor (request should be made within 3 years from the date of acceptance of PhD research proposal); Paid to the Fellow

2	Study material	20,000	Paid to the Fellow upon submission of a study material list, together with a recommendation by supervisor (request should be made within 2.5 years from the date of acceptance of PhD research proposal);
3	Printing	20,000	Paid if request is made along with a copy of approved thesis, provisional certificate, softcopy of a thesis within 5 years from the date of acceptance of PhD research proposal, and not later than 6 months from the viva voice date

6.16 MUSOM Policy and Procedures for International Applicants

MUSOM welcomes students from the international communities. The admission criteria applied selecting internal applicants are the same as those for eligibility requirements and admission procedures prevalent in Nepal.

Admission Requirements in BBA/BHM/BTTM/MBA/MIT Eligibility for Admission

- a) Mid-Western University School of Management (MUSOM) accepts applicants having completed their 10+2 (Secondary Education Board) or Proficiency Certificate Level (PCL) or equivalent level certificate from recognized institutes, colleges, or universities with 50% in aggregate to take admission to Bachelor (BBA/BHM/BTTM).
- b) GCE 'A' level passed applicants with GPA of 'C' or above to take admission to Bachelor (BBA/BHM/BTTM).
- c) 3 Year/4 Year Bachelor degree in any discipline with minimum 50% or equivalent degree from recognized universities to take admission to Masters (MBA/MIT).
- d) Applicants must qualify MUSOM Undergraduate Admission Test based on CMAT for BBA/BHM and Graduate Admission Test based on CMAT for MBA/MIT conducted by Mid-Western University School of Management (MUSOM) with a minimum 50 % pass score.

Admission procedures

Application Forms

Applicants need to send inquiries regarding application at least 4-5 months before the proposed date of admission. You are expected to obtain the application forms through the following ways:

- a) **Via email:** Request application forms from the MUSOM (Mid-West University School of Management) website.
- b) **Downloading from the MUSOM website.** MUSOM website provides downloadable and ready to print version of its application forms.

Application Requirements

1. Expected to take mandatorily Certification of MUSOM CMAT as provided by MUSOM.
2. Copy of a School Leaving Certificate (SLC) or equivalent mark sheet
3. Copy of a 10+2 (HSEB) or equivalent transcript
4. Copy of a Migration Certificate (Original during the admission)