

# 1. ADMISSION PROCEDURES

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## 1.1 Introduction

1. Application for MPhil, MPhil/PhD and PhD programmes will be open throughout the year.

Applicants for admission for a **Master of Philosophy (MPhil) or MPhil/PhD or Doctor of Philosophy (PhD)** degree programme need to send their application form together with an outlined research proposal to the Admissions' Office (consult the "Guidelines for research proposals by prospective applicants for postgraduate research studies").

Prior to the submission of applications to the Admissions' Office, prospective MPhil, MPhil/PhD and PhD applicants may opt to pre-register for the MPhil, MPhil/PhD and PhD Programmes by submitting a pre-registration form online to the Admissions' Office through the potential Supervisor(s). The Pre-registration period is up to two (2) months.

During the pre-registration period, the candidate will be given access to the UoM Library and to online databases such as Science Direct and Emerald and will have to regularly meet his/her Supervisor(s), so as to prepare a proper MPhil/PhD Proposal (Consult the "Guidelines for research proposals by prospective applicants for postgraduate research studies").

Research themes and research interests of staff (from the Faculties, Centres, and Affiliated Institutions) are available on the University of Mauritius website.

The University will post an updated list of scholarships and sources of funds for research. Applicants should contact academics/research staff before finalising their research proposal.

The research proposal must include a Gantt's chart of activities to be undertaken.

2. Prospective MPhil, MPhil/PhD and PhD students would:
  - (a) register (at any time) for MPhil or MPhil/PhD or PhD when Teaching and Research Committee would approve the research proposals.
  - (b) Students who had secured research grants through their Supervisors would register for MPhil or MPhil/PhD or PhD when Teaching and Research Committee would approve the research proposals.
  - (c) The time lapse between the submission of research proposals and their approval by Teaching and Research Committee, should normally not exceed two (2) months.

## 1.2 MPhil Degree

An MPhil award will be made upon successful completion of substantial element of research. For the award of the MPhil degree, a student needs to demonstrate:

- (a) The ability to critically review existing literature and current research at the forefront of the discipline;
- (b) A thorough understanding of the problem under investigation and of the techniques required to create and interpret knowledge in the field of study;
- (c) Originality in the application of knowledge, and/or new insights to the research problem.

## 1.3 PhD Degree

For the award of the PhD degree, a student needs to demonstrate:

- (a) A thorough understanding of the field of study and of applicable techniques for research and advanced academic enquiry;
- (b) The ability to conceptualise, design and implement a research project for the generation of new knowledge and understanding at the forefront of the discipline;
- (c) The ability to create and interpret new knowledge through original research.

## 1.4 Pre-Registration and Application to MPhil, MPhil/PhD and PhD Programmes

### 1.4.1 Factors to be considered for pre-registration

The University will consider the qualifications and suitability of the applicant whilst processing the request for pre-registration.

### 1.4.2 Factors to be considered for application

The University will consider the following factors whilst processing the application for a research programme:

- (a) Qualifications and suitability of the applicant
- (b) Appropriateness of the research proposal
  - (i) Originality/innovativeness
  - (ii) Clear Statement of the problem to be addressed
  - (iii) Review of the state of the art
  - (iv) Well defined objectives and plan of work
  - (v) Methodology
- (c) Availability of resources and facilities (supervisory, funding (where and if relevant) and others);
- (d) The feasibility of the project in the proposed timeframe.

## 1.5 Selection Criteria

### 1. *Entry Requirements*

#### (a) **Admission to MPhil Programmes**

An MPhil student should possess at least a Second Class Honours degree in the relevant field or equivalent;

#### (b) **Admission to MPhil/PhD Programmes**

An MPhil/PhD student should possess at least a Second Class Honours degree in the relevant field or equivalent; and

#### (c) **Admission to PhD Programmes**

There are two (2) categories of candidates for admission:

- (i) Students who are already registered for an MPhil programme at the University of Mauritius may request an upgrade.
- (ii) Students may already have an MPhil research degree or equivalent in the relevant field.

2. **References:** Candidates will have to provide two academic references along with their application forms. All referees must fill in RDRF form.
3. **Language Proficiency for International Students:** Candidates may be asked to provide evidence of language proficiency in English or French or another language, as applicable.

## 1.6 Processing of Applications

The processing of application for MPhil, MPhil/PhD and PhD programmes is outlined in a flowchart (see Annex 1A).

The Registrar's office will advertise for applications for MPhil, MPhil/PhD and PhD programmes.

All applications must be channelled to the Doctoral School through the University Admissions' Office.

## 1.7 Pre-registration / Registration Period

### 1.7.1 Pre-registration Period

On receipt of the recommendation from the Doctoral School, the Registrar will send the applicant a formal letter of Pre-registration within one (1) week of receipt of the recommendation.

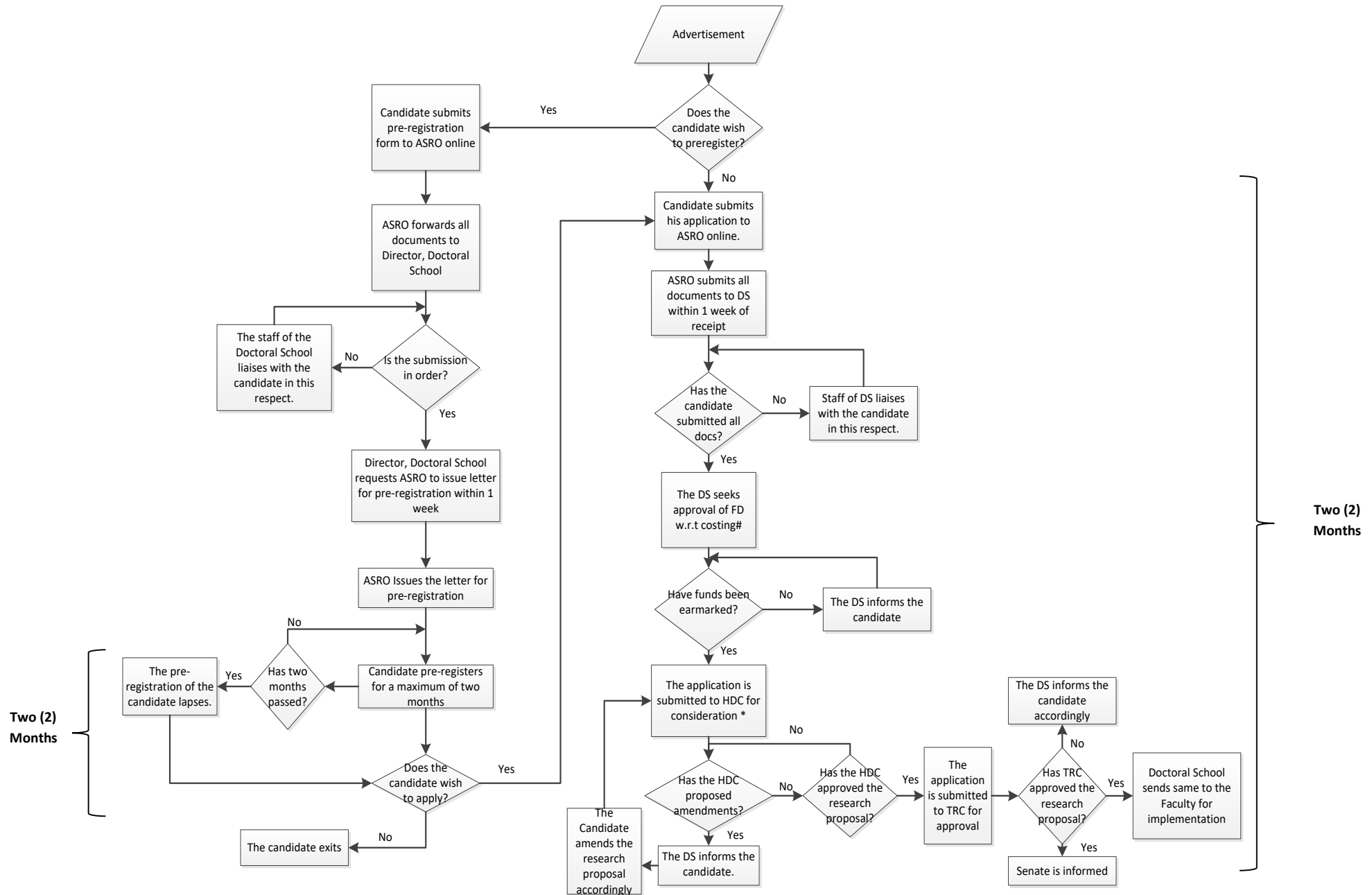
The student should pre-register within two (2) weeks upon receipt of the letter from the Registrar. Should a student be unable to pre-register by such a date, he/she should notify the Registrar accordingly, giving reasons for postponement of pre-registration. No request for postponement exceeding one (1) month will normally be considered.

### 1.7.2 Registration Period

On receipt of the approval from Teaching and Research Committee, Doctoral School will inform the Registrar who will send the applicant a formal letter of acceptance for registration (either full or conditional), giving relevant details such as name of degree, subject area, name of supervisor(s), minimum research period and date of commencement.

The student should register within 3 weeks upon receipt of the letter from the Registrar. Should a student be unable to register by such a date, he/she should notify the Registrar accordingly, giving reasons for postponement of registration. No request for postponement exceeding three months will normally be considered.

# ANNEX 1A-Processing of MPhil, MPhil/PhD & PhD Applications



# The Office of the FD forwards a reply regarding the funding within one week of receipt of the request from the DS

\* Applicant presents his/her research proposal in front of HDC members (if necessary)

### 1.7.3 Duration

Registered students must complete their MPhil or MPhil/PhD or PhD studies as per the relevant Table below (see Tables 1.1, 1.2 and 1.3).

**Table 1.1: Registration for MPhil**

	Minimum	Maximum
Full-Time	2 yrs	3 yrs
Part-Time	3 yrs	4 yrs

**Table 1.2: Registration for MPhil/PhD\***

	Submission of MPhil Transfer Report	Minimum	Maximum
Full-Time	*1 - 2½ years	3 yrs	5 yrs
Part-Time	*1½ - 3½ years	3½ yrs	7 yrs

*\*In exceptional cases where a student has exceeded the maximum time-frame in submitting the MPhil Transfer Report, he/she will be granted 2 years (full-time) and 3 years (part-time) respectively as from Teaching and Research Committee's date of approval of its upgrade.*

**Table 1.3: Registration for PhD**

	Minimum	Maximum
Full Time	2	4
Part Time	3	5

A student can submit exceptionally his/her MPhil Transfer Report / MPhil and PhD thesis up to six months before the prescribed deadline upon the approval of Supervisor(s). In case the latter does not give its approval, the student can make an appeal to FRC/CILLRC.

### 1.7.4 Transfer Report Processing Time

The period between submission of an MPhil Transfer Report Teaching and Research Committee's approval of the upgrading to PhD will be counted as part of the study period.

Normal fees will be claimed from the student as s/he is supposed to carry on with the work even after submission of the MPhil Transfer Report; there is another provision for 'Interruption of Studies' as per Section 1.7.4 of the existing regulations.

### 1.7.5 Extension

- (i) A student may be granted on valid grounds an extension to submit the MPhil Transfer Report/ MPhil and PhD thesis beyond the due completion date of the programme – but not exceeding one year;
- (ii) A monthly fee (pro-rata) will normally be payable for any extension that is granted by the University beyond the due completion date of the programme;
- (iii) The student needs to make a formal request to the Dean of Faculty/Director of Centre; the request for an extension of 3 months will be dealt at the level of FRC/CILLRC and Faculty Board/CILL Board. An extension exceeding 3 months must be approved by Teaching and Research Committee and Senate informed;

- (iv) **In exceptional circumstances only**, further periods of extension of the thesis submission (not MPhil Transfer Report) deadline may be sought.

### 1.7.6 Interruption of Studies

Students who find it necessary to interrupt their studies (e.g. due to illness) may apply for an interruption of the period of registration.

The interruption of studies must be approved by the Teaching and Research Committee. The student needs to make a formal request to the Dean of Faculty/Director of Centre. *If approved, the period for an interruption of studies will not be included as part of the study period.*

A maximum of one year will be allowed towards interruption, irrespective of whether the student is registered on a full time or part time basis.

Period of interruption exceeding one year will be counted within the MPhil, MPhil/PhD and PhD study period.

## 1.8 Changes in the Mode of Study

During the period of study, a student may wish to transfer his/her registration from a full-time to a part-time mode of study or vice versa. The student needs to make a formal request to the Dean of Faculty/Director of Centre before approval is sought from the Faculty Board/CILL Board and the Teaching and Research Committee.

The following formulae apply for the shift from full-time to part-time or vice versa:

- (a) MPhil:  $x \text{ years F/T} = \frac{4}{3} x \text{ years P/T}$
- (b) MPhil/PhD:  $x \text{ years F/T} = \frac{7}{5} x \text{ years P/T}$
- (c) PhD:  $x \text{ years F/T} = \frac{5}{4} x \text{ years P/T}$

## 1.9 Fees and Other Charges

	2017/2018
<b>Pre-Registration Fee (Optional)</b> (To refer to Flowchart Annex 1 A)	Rs 2,000
<b>Application Fee</b>	Rs 1,100 (one-off)
<b>General Fees</b>	Rs 21,400 per annum
<b>Students' Welfare Fund</b>	Rs 400 per annum
<b>Tuition Fees for MPhil, MPhil/PhD and PhD Programmes</b>	Full-time - Rs 65,000 per annum
	Part-time - Rs 45,000 per annum
<b>Thesis Fees for Postgraduate Research Programmes</b>	Upon submission in Final Year: Rs 17,500
<b>Graduation Ceremony Fee</b>	Rs 1,800

- **Tuition Fees for period between the submission of the MPhil/PhD Thesis and Teaching and Research Committee's Approval**
  - (a) *Tuition fees be waived and*
  - (b) *Only General fees and the Students' Welfare Fund on a time-based, pro-rata basis to be paid*

- **The period when the student rewrites and resubmits his/her MPhil/PhD thesis as per recommendation of Examiners**
  - (a) *If the recommendations include only typing changes then no additional tuition fees are claimed, only general fees are charged on a pro-rata basis from the student.*
  - (b) *If the recommendations imply further research work then both tuition fees and general fees are claimed on a pro-rata basis from the student.*
  - (c) *The relevant fees be claimed as from the issue of the letter informing the student of the recommendation of the assessors.*

- **Extension Fee**

A monthly fee (computed on a pro-rata basis) be charged as per hereunder for any extension granted for the submission of MPhil Transfer Reports or MPhil/PhD theses beyond the due completion date of the programme:

Full-time students: Rs4,000/- per month

Part-time students: Rs3,000/- per month

- **Penalty Fee**

The following scheme with respect to Penalty Fee over and above the Extension Fee will be applied for late submission of MPhil or PhD Theses/MPhil Transfer Reports beyond the extended deadline:

<b>Delay</b>	<b>Penalty Fee Per Month (Rs)</b>
First 3 months	500
3 – 6 months	1,000
6 – 9 months	1,500
9 months and above	2,000

## **1.10 Composition and Terms and Reference of the Higher Degrees Committee**

### **Composition:**

The membership of the Higher Degrees Committee will be as follows:

- i. The Director, Doctoral School as Chairperson;
- ii. One (1) Senior Academic with a track record of research from all Faculties recommended by the Dean of Faculty (3-year period);

- iii. an alternate Senior Academic with a track record of research from all Faculties recommended by the Dean of Faculty (3-year period)\*; and
- iv. Co-opted members (in the relevant field as and when required).

#### In Attendance

Administrative Manager/ Administrative Officer

*\*(Given the time limit to process the applications to read for an MPhil, MPhil/PhD, PhD is two (2) months and the Doctoral School will hold ongoing HDC meetings to process applications as and when received and to avoid disruption due to unavailability of members at times.)*

#### **Terms of Reference** (as approved by 435<sup>th</sup> (Ordinary) Council):

- (i) Management of Research Degree Programmes (MPhil, MPhil/PhD, PhD & Postdoctoral Programmes)\*\*
- (ii) Researcher Development Framework
- (iii) Postgraduate Research Scholarships Awards and Grants
- (iv) Research Training Activities
- (v) Continuous Professional Development of Supervisors
- (vi) Quality Assurance of Research Postgraduate Programmes
- (vii) Act as arbitrator in conflictual matters between Supervisor and student.

*\*\* Prospective MPhil, MPhil/PhD and PhD applicants may opt to pre-register for the MPhil, MPhil/PhD and PhD programmes by sending a pre-registration form online to the Admissions Office through the potential Supervisor(s). The pre-registration period will be up to two months."*

Updated by QA on 02.03.18