

UNIVERSITY OF MAURITIUS Rules and Regulations governing MPhil and PhD Research

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INTRODUCTION

1. The University of Mauritius Ordinance No. 39 of 1965 defined the objects of the University, established the Provisional Council as the Supreme body in which were vested all the assets and property of the University and regulated its financial and other administrative functions.
2. The University of Mauritius Act, 1971, providing for the present Constitution and Statutes, received the assent of H.E. the Governor General on 31st May 1971 and came into effect on 1st July 1971. The Act establishes the fundamental powers and structure of the University and defines its purposes and entity as a legally independent body. Details of the Constitution are contained in the Statutes which describe the means and terms of appointment of the officers and staff of the University and the membership, terms of reference and standing orders of committees.
3. The University was founded on the developmental concept to help in the general development of Mauritius. As such, one of the dominant concerns of the University when it was created was to meet national manpower needs. Today the University provides programmes in all the principal areas of study which would normally be expected in a tertiary institution. Starting from its original nucleus, the two buildings of the former College of Agriculture which were donated by the Government of Mauritius, the University expanded to the following:
 - (i) Phase I of the Development Plan: the School of Agriculture, the School of Administration, the School of Industrial Technology, the Library and the Students' Common Room.
 - (ii) Phase II of the Development Plan: extension of the School of Agriculture; Lecture Theatre of the School of Agriculture; extension of the Library.
4. Other developments of significance that indicate the direction in which the University has been moving in are as follows: the setting up of a Computer Centre, the creation of a Department of Law in 1985 and the inauguration of the SSR Centre for Medical Research in 1986; the Department of Textile Technology was set up within the School of Industrial Technology in 1987 although the Textile Technology Building itself became functional in 1992; the Radio Telescope Project is operational at Bras D' Eau since 1989; in 1989 itself, following the Visitor's Report, the University set up a School of Science; the School of Industrial Technology was re-named "School of Engineering" and the School of Administration became the "School of Law, Management and Social Studies". In the same year, an 'Antenne Universitaire' was inaugurated in Rodrigues.
5. In 1993, following the setting up of the Department of Humanities in 1992, the School of Law, Management and Social Studies was re-structured into two Faculties, namely the "Faculty of Law and Management" and the "Faculty of Social Studies and Humanities". At the same time the other three schools, namely Agriculture, Engineering and Science became "Faculties".
6. In 1993, with the help of the Canadian International Development Agency and Laurentian University (Canada), a Centre for Extra-Mural studies was set up with a view to introducing Distance Education (DE) methods. The Centre, now known as Jay Baguant Centre for Distance Learning, is responsible for running some programmes

and modules using Distance Education Techniques, with assistance from various Canadian Universities.

7. The University of Mauritius entered a new development phase when the Virtual Centre for Innovative Learning Technologies (VCILT) was created in 2001. The VCILT is responsible for providing technical support to academics and tutors to develop on-line web-based education and telelearning at the University and throughout the country. The VCILT's complete e-learning environment gives access to academic programmes of a professional nature.
8. The "raison d'être" of the University of Mauritius, as stipulated by the University Act, is to provide a University education responsive to the social, administrative, scientific, agricultural and technological needs of Mauritius. Until recently emphasis was placed on manpower training and teaching at degree, diploma and certificate levels in science, agriculture, sugar technology, engineering, public administration, social studies, business management, information technology and associated professional studies. The University is gradually shifting emphasis from a predominantly teaching institution to research, both as part of its manpower development programme and as a contribution to the growth of knowledge.
9. Current developments underway at the University of Mauritius are the completion of the works of the Gymnasium and the Engineering Tower.
10. The University of Mauritius has developed a number of collaborative partnerships within the region (South-West Indian Ocean, Africa, Asia and Australia) and also with institutions in North America.
11. In 2002, the University of Mauritius entered into a two-year US funded partnership with the MCID and Howard University (Washington) for the enhancement of ICT at UoM.
12. The University of Mauritius is an active member of the Association of Commonwealth Universities, the Association of African Universities and of the Agence Universitaire de la Francophonie. It also participates in the US Fulbright programme.

RESEARCH AT THE UNIVERSITY OF MAURITIUS

(i) Definition of Research

Research is to be understood as an "original investigation undertaken in order to gain knowledge and understanding". It includes work of direct relevance to the needs of the public, private and voluntary sectors; (...) "the invention and generation of ideas, images, performances and artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes routine testing and analysis of materials, components and processes, e.g, for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research."

(ii) Mauritius 2000

The first attempt to work out a comprehensive and integrated framework for research at the University goes back to the early 1980s. A multidisciplinary team set up in 1985 produced a document entitled *Mauritius 2000: A generalised framework for academic activities*, which set an ambitious scenario for the University.

The broad aims of the Mauritius 2000 vision of the University were defined as follows:

- (a) To create the image of a centre of learning and knowledge with a major think-tank capacity
- (b) To develop non-teaching activities
- (c) To undertake high quality research work which can be seen to be of direct relevance and importance to the country
- (d) To encourage higher degree projects relating to the Mauritius of 2000, each relatively narrow research area combining with others to form a broadly based body of knowledge

One of the guiding principles underlying the Mauritius 2000 studies was to draw upon human resources from the private sector and the public service in order to have effective university-public sector-private sector linkages in order to promote research and development.

UoM Strategic Plan, 1999-2004

12 years later, the University embarked on another major exercise of thorough re-thinking, the outcome of which was the five-year Strategic Plan, 1999-2004. In the document outlining the strategic plan, the task awaiting the University is described in the following terms:

The University is now facing the challenge of having to expand very quickly to assist Mauritius to prepare itself for global competition, to keep pace with the rapid progress being made in communication and information technology and to play an important role in the region, while ensuring that quality norms are maintained and that due emphasis is given to research and consultancy.

In its overview of the University's performance in research, the Plan emphasizes the substantial increase in the number of MPhil/PhD enrolment and the measures taken to encourage research, such as:

- recruitment of research assistants
- provision of research funds
- partial funding for academic staff participation in conferences
- creation of the University of Mauritius Research Journals

The number of MPhil/PhD students at the University of Mauritius has been increasing over the last five years. The total number of MPhil/PhD students currently registered is 165.

Research Centres at the University of Mauritius

(i) The SSR Centre for Medical Studies and Research (1986 to 2004)

The SSR Centre for Medical Studies and Research was founded in 1986 in order to develop research in the medical field. The objectives of the Centre included:

- Conducting research on medical/biomedical problems relevant to Mauritius
- Promoting R & D in collaboration with industry, and develop modules for effective utilisation of SSR Centre research data for community benefit

The Centre's research activities focused on Asthma and Allergy, Genetics of red blood cell defect, Genetics of type 2 diabetes and Coronary heart diseases and Pregnancy related hypertension.

In 2002-3, the Centre continued its efforts in research on non-communicable diseases and expanded its activities into the field of food allergy.

In June 2004, the Centre was integrated within the Faculty of Science as a result of which a new Department of Medicine has been created and the existing laboratories, equipment and resources converted into the restyled "SSR Medical Resource Centre".

(ii) The Mauritius Radio Telescope

The Mauritius Radio Telescope (MRT) is a joint project of the Indian Institute of Astrophysics (IIA), the Raman Research Institute (RRI), Bangalore, India and the University of Mauritius.

The MRT is located in the Bras D'Eau forest in the rocky north-eastern part of the island.

The original idea of a southern sky survey at a frequency of 150 MHz was put forward by Prof Ch V Sastry of the IIA. Following his visit and that of Prof V Radhakrishna of RRI in 1987, the project of setting up the MRT was initiated. The construction of the MRT was completed in 1992, and the telescope has been operational since then.

3 surveys of the sky have been completed. A low resolution map has been made and the processing of the final map is practically complete. Observations of southern pulsars have also been effected.

As a result of the MRT project, 4 PhDs, 1 MPhil and numerous BSc projects have been completed. There are at present 1 PhD and 2 MPhil students.

Several engineers and technicians have been trained at the MRT. In 1997, a conference on low frequency radio astronomy was organised by the MRT.

(iii) The Centre for Applied Social Research

The Centre for Applied Social Research (CASR) became operational in February 2000 as a joint initiative of the University of Mauritius and the Mauritius Research Council.

Its primary aims and objectives are to:

- measure and analyse socio-economic changes in Mauritius
- promote the development of research-based socio-economic policy
- train scientists in methods of social measurement and analysis

CASR designs, carries out and interprets research studies and surveys in the social domain which will contribute to the formulation of appropriate social policy.

Among the surveys and studies carried out by CASR are:

- Work and The Family (ILO/Ministry of Labour, 2001)
- Mauritian Social Survey Attitudes (2002)
- Survey of Smoking, Drinking and Illicit Drug use among secondary school students (2003)
- Poverty and Social Exclusion in Mauritius (Ongoing)

RESEARCH MANAGEMENT

1. Office of the Pro Vice-Chancellor (Research & Consultancy)

The Office of the Pro Vice-Chancellor for Research and Consultancy started operating in December 1993. The Office provides facilities and funding for carrying out research at the University of Mauritius.

The Office of the Pro Vice-Chancellor (Research & Consultancy) is responsible for the management of:

- MPhil and PhD research
- TEC Scholarships/Bursaries
- Research Grants
- UoM Research Journals and Publications
- Consultancies and Contract Research Projects through the Consultancy and Contract Research Centre (CCRC)

2. Consultancy and Contract Research Centre

The **Consultancy and Contract Research Centre (CCRC)** was set up in August 1998. It is headed by a Director and comprises a team of administrative and support staff. It is also supported by Research Assistants recruited for ongoing projects.

The **CCRC**:

- Coordinates all consultancy and contract research projects between University and Industry, government and other stakeholders, from pre-award state until project wrap-up.
- Manages Intellectual Property Rights generated by University research, as well as all issues related to licensing and technology transfer.

Since its creation, the **CCRC** has successfully managed a substantial number of research projects varying from consultancy services to multidisciplinary contract research projects of national importance.

To respond effectively to the needs of its various clients from the various sectors of the economy and society, the **CCRC** draws upon a high-calibre pool of intellectual expertise and professional resources available at the University:

- Over 300 academics, researchers, and technicians on campus;
- A network of links with universities and institutions abroad;
- State-of-the-art equipment and laboratories;
- Experience in the management of research projects.

The CCRC and the CASR fall under the responsibility of the Pro Vice-Chancellor for Research and Consultancy.

RESEARCH PARTNERSHIPS AT TERTIARY LEVEL

The University and the Mauritius Research Council (MRC)

The research perspective adopted by the University over the last fifteen years is very much in line with MRC's recent thematic approach to Research and Development. The priority areas for research "in key sectors for sustainable national development" identified by MRC are as follows:

- Science and Technology Education
- Biotechnology
- Biomedical Research
- Marine Resources
- Energy and Energy Efficiency
- Water Resources
- Manufacturing Technology
- Applied Social Research

The University and the Tertiary Education Commission (TEC)

The TEC MPhil/PhD Scholarships and Bursaries Scheme is open to research students registered at the University of Mauritius. The main beneficiaries have been up to now UoM's students. An evaluation exercise of the scheme carried out in 2000 recommended a new orientation based on the following:

- Establishment of a national priority list
- Preference to projects designed to meet national needs
- Research to be directed towards topics of local relevance
- Closer monitoring and follow-up
- Research findings to be utilised and disseminated

The number of TEC Scholarships/Bursaries awarded to UoM students between 2001 and 2004 is as follows:

- 2001-2: 20
- 2002-3: 25
- 2003-4: 24

CONTACT/CORRESPONDENCE

The Registrar
7th floor, New Academic Complex
University of Mauritius
Réduit
Mauritius

Tel: (230) 454-1041
464-9958
464-0155

Fax: (230) 464-9642
Email: registrar@uom.ac.mu
University Website: <http://www.uom.ac.mu>

Principal Officers of the University

Vice-Chancellor	Ext 1521
Pro Vice-Chancellor (CDDE)	Ext 1519
Pro Vice-Chancellor (R&C)	Ext 1515
Registrar	Ext1520
Dean of the Faculty of Agriculture	Ext 1227
Dean of the Faculty of Engineering	Ext 1226
Dean of The Faculty of Law and Management	Ext 1441
Dean of the Faculty of Science	Ext 1418
Dean of the Faculty of Social Studies and Humanities	Ext 1352
Budget Director	Ext 1225
Chief Librarian	Ext 1229
Director, CCRC	Ext 1527
Director, JBCDL	Ext 1204
Director, Quality Assurance	Ext 1514
Director, VCILT	Ext 1582
Officer-in-Charge, CASR	Ext 1480

FEES AND OTHER CHARGES

- **Application Fee**
Rs 200 (payable upon submission of written application form).
Application fee is waived for application submitted online.
- **Registration Fee**
Rs 500 per annum.
- **Students' Union Membership Fee**
Rs 150 per annum.
- **Sports and Games Fee**
Rs 150 per annum.
- **Network Access Fee**
Rs 100 per annum.
Provision of e-mail accounts will be made for all registered students.
- **Library Fee per annum (Rs)**
Postgraduate programmes - 2 500
- **Tuition Fees** Rs 30 000 per annum
- **Thesis Fees for Postgraduate Research Programmes**
Upon submission in Final Year - Rs 6 000

1. ADMISSION PROCEDURES

1.1 Introduction

Applicants for admission for a **Master of Philosophy (MPhil) or Doctor of Philosophy (PhD)** degree programme need to send their application form together with an outlined research proposal to the Admission's Office.

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

Applicants may contact academics/research staff before finalising the research proposal.

MPhil and PhD programmes will be advertised in the press twice yearly (i.e. on 31st January and 31st August). Applicants will be requested to respond within a period of 6 weeks.

The University will post an updated list of scholarships and sources of funds for research.

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 Application and Admission to Research Programmes

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
- c) Availability of resources and facilities (supervisory, funding and others)
- d) The proposed time frame to complete the study

1.5 Selection Criteria

1) *Entry Requirements*

(a) Admission to MPhil Programmes

An MPhil student should possess at least a Second Class Honours degree or equivalent.

(b) Admission to PhD Programmes

There are two 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 in the relevant field.

2) **References:** Candidates will have to provide two academic references along with their application forms. Such references may provide referees from research institutions. 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 and PhD programmes is outlined in a flowchart (see page (ii)).

The Registrar's office will advertise applications for MPhil and PhD programmes twice yearly.

All applications must be channelled to the Faculty/Centre/Institution through the University Admissions' Office.

1.7 Registration Period

On receipt of the recommendation from Senate, the Registrar will send the applicant a formal letter of acceptance for registration, giving relevant details such as name of degree, subject area, name of supervisor, 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 be considered.

1.7.1 Duration

Registered students must complete their MPhil or PhD studies as per Tables 1 and 2 below.

Table 1: Registration for MPhil

	Minimum	Maximum
Full Time	2	3
Part Time	3	4

Table 2: Registration for PhD

	Minimum	Maximum
Full Time	3	5
Part Time	5	7

1.7.2 Extension

In exceptional circumstances, a student may be granted an extension of the period of study. All such extensions must be approved by the University. The student needs to make a formal request to the Dean of Faculty.

1.7.3 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 University. The student needs to make a formal request to the Dean of Faculty.

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 and vice versa. The student needs to make a formal request to the Dean of Faculty.

2. MONITORING OF POSTGRADUATE RESEARCH PROGRAMMES

2.1 Introduction

This section provides guidelines to ensure that postgraduate research students make good, steady and satisfactory progress at different stages during their registration periods.

The successful completion of a postgraduate research programme within a proper and concerted reasonable length of time lies with (i) the student, (ii) the supervisor (iii) the Faculty concerned and the University.

2.2 Formal Mechanism: Six-monthly Progress Reports

All students are required to submit progress reports on their completed work on a six-monthly basis. The progress reports must be accompanied by a duly completed Six Monthly Progress Form (SMPF1).

The submission of six-monthly Progress Reports shall constitute the formal mechanism by which the Research Programmes are monitored. The submission of six-monthly Progress Reports shall provide the required framework for the Faculties to monitor the following:

- Progress of the student's research Programme
- Quality of supervision
- Provision of resources and other research facilities

The Progress Report shall constitute the official notification for the following:

- Re-enrolment on an annual basis
- Transfer to PhD
- Termination of registration (if required)
- Feedback to research-funding bodies and other Scholarship Awarding Institutions on the use of funds

The six-monthly reports shall be submitted during the period ending January/August (to allow time for processing and student's re-enrolment).

The student and supervisor(s) may also wish to bring any urgent issues to the attention of the Dean of Faculty outside the six-monthly evaluation periods. The Dean of Faculty shall then refer the matter to the Faculty Research Committee.

2.2.1 Student's Report (SMPF1)

(i) Students are advised to fill in the SMPF1 form, after discussion with their Supervisor(s).

(ii) The SMPF1 form enables the Faculty Research Committee:

- To review the progress achieved, and the problems encountered (including supervision, provision of resources, safety issues, etc.)
- To assess the future plan of work

- To ensure that stages in the research programme have been reached, as initially set (e.g. literature review collation of data analysis of data, etc.)
- To anticipate feasibility of completion of the project in the prescribed time frame

All completed SMPF1s will be submitted to the Dean of Faculty.

2.2.2 Supervisor's Report (SMPF2)

- (i) The supervisor(s) shall complete in the SMPF2, after discussion with the student
- (ii) The SMPF2 allows the supervisor(s) to make specific comments on:

- Student's diligence at work
- Regularity of student's interaction with supervisor(s)
- Progress achieved and problems encountered (including supervision, provision of resources, safety issues, etc.)
- Student's progress in research programme
- Problems (and nature thereof) affecting progress of research work
- Status to be given to registration (e.g. conversion to PhD Programme, termination of registration, leave of absence, etc.)
- Research project-related activities (e.g. poster presentation, seminar, etc.)
- Anticipated completion date (if applicable)

The SMPF2 shall then be submitted to the Faculty Research Committee. The student and the supervisor may also wish to bring any urgent issues to the attention of the Faculty Research Committee outside the six-monthly evaluation periods. The Dean of Faculty shall then refer the matter to the Faculty Research Committee.

2.2.3 Role of the Faculty Research Committee

The Faculty Research Committee will send the research proposal for clearance by the Ethics Committee when required. The Chairperson of the Ethics Committee will then send the Committee's recommendation to the Faculty Research Committee.

The Faculty Research Committee will look into any case of plagiarism.

The Faculty Research Committee shall act on the six-monthly Progress Reports received from (i) the student and (ii) the supervisor (or any other reports from students and supervisors, outside the evaluation periods). The Faculty Research Committee shall make recommendations to Faculty Board on the:

- Status of the student's registration
- The re-enrolment of the student

The Faculty Research Committee shall make recommendations on:

- (i) Transfer to PhD: recommended for external assessment on the basis of evidence from student and supervisor(s) on:
- Extent of results achieved and contribution to area of knowledge
 - Orientation of proposed research work for doctoral studies
 - Contribution of proposed research work to original knowledge in area under study

- (ii) Ongoing registration – MPhil (or PhD): recommended on the basis of satisfactory progress
- (iii) Termination of registration: recommended when progress is unsatisfactory. Students shall be given the opportunity to appeal against the decisions

2.3 Informal Monitoring: Departmental Mechanisms

2.3.1 Quality Assurance (QA) Procedures

The Faculty Research Committee may also wish to set procedures and mechanisms to ensure monitoring of a research programme. The Faculties (or Departments) will have to write down the desirable QA procedures.

3. MPHIL AND PHD RESEARCH SUPERVISION

3.1 Introduction

For the purpose of this document, the following definitions will apply:

3.1.1 Main Supervisor

“Main supervisor” means a full time staff either of the University of Mauritius or of an external research institution to provide appropriate academic and administrative guidance and support so as to enable the student to achieve his/her full research potential and reach the standard required for MPhil or PhD.

3.1.2 Associate Supervisor

“Associate supervisor” means:

- either a person with relevant research experience from within or outside the University of Mauritius, recommended by the main supervisor when the latter is a full time staff of the University of Mauritius, to provide complementary supervision to the research student
- or a full time staff of the University of Mauritius with relevant research experience, agreeable to the main supervisor when the latter is from an overseas institution, to provide support to the student and to advise the main supervisor on the student’s progress.

A research student must have a supervisor hereafter referred to as the “main supervisor”. When the main supervisor is from an external institution, the associate supervisor must be from the University of Mauritius.

3.2 Responsibilities of Main Supervisor

The main supervisor must be familiar with the University’s rules and procedures and code of practice governing postgraduate research degrees.

The main supervisor will encourage the student to write papers for publication or for presentation at conferences.

The supervisor must have up-to-date knowledge in the specific field of the research project.

3.2.1 Administrative Responsibilities:

- Advise the student on any taught module(s) to be audited by the student
- Initiate actions to obtain permission of relevant authorities for projects requiring special permits such as for the handling of hazardous materials or living creatures, visiting and photographing restricted places and the like
- Submit recommendations, SMPFs and all relevant documents to the Dean of Faculty
- Ensure that all relevant facilities and resources are available
- Monitor the use of fund(s) for the project
- Encourage the student to interact with other students, either locally or overseas, undertaking research in related fields

- Make arrangements for alternative supervision of the student during any period of leave exceeding 1 month
- Ensure that corrections/amendments are made to the thesis following examination and prior to final binding
- Report to the Dean of Faculty any item of disagreement or conflict with the student
- Maintain regular contact with the associate supervisor if applicable

3.2.2 Academic Responsibilities

- Give guidance to the student about the nature of the research and the expected standard and help the student to prepare a satisfactory research proposal
- Ensure that the student is fully aware of the requirements to be fulfilled in postgraduate research work, including completion within the prescribed timeframe
- Help the student to improve his/her knowledge in the field of research and propose coursework or other necessary actions to remedy any shortcomings
- Devote adequate time, including holding of regular supervisory meetings, to give guidance to the student and be accessible to discuss the problems encountered by the student
- Promptly and critically review all written work
- Advise the student in the preparation of his/her thesis to meet the expected quality and standard
- Seek solutions to any source of disagreement or conflict with the student. In case of failure to resolve the problem, refer the matter to the Chairperson of the FRC

3.3 Responsibilities of the Associate Supervisor

- Provide complementary guidance to the student, as and when required
- Take up the administrative duties of the main supervisor when the latter is from an external institution or is absent for an extended period

3.4 Responsibilities of the Student

- Agree with the designated supervisor on research topic and proposal
- Work diligently with the ultimate goal of successful completion of the research project within the prescribed period
- Be able to work independently
- Be innovative in the research project as it progresses
- Be familiar with the procedures, rules and regulations governing registration, progress, transfer from MPhil to PhD (wherever applicable), examination and intellectual property rights
- Be familiar with the University health and safety regulations
- Attend lectures, seminars and any training programmes on the advice of the supervisor(s)
- Agree with the supervisor on a schedule of meetings and seek to meet the supervisor for assistance between formal meetings whenever necessary. Prepare all materials in a legible format for discussion during meetings, take notes including items for action and submit a copy to the supervisor(s)
- Inform the supervisor promptly of any problems which may be hindering progress

- Prepare and submit progress reports as and when required
- Decide when to submit thesis, taking into consideration the advice of supervisor(s)
- Report to the Dean of Faculty any item of disagreement or conflict with the supervisor(s)
- Act in accordance with ethical principles appropriate to the discipline/area

3.5 Changes of Supervisor(s)

The student or the supervisor or both shall make a formal request to the Faculty Research Committee for any change in supervision arrangements. The Faculty Research Committee will then follow the normal procedure for appointment of supervisor(s).

4. PHYSICAL FORMAT AND LAYOUT OF DISSERTATIONS AND THESES

4.1 General

The term 'document' used in these regulations means a thesis on a research presenting the author's findings and any conclusions reached, submitted by the author in support of her/his candidature for the award of an MPhil or PhD.

4.2 Cover and Binding

The document shall be bound in book form in a fixed binding. The boards shall have sufficient rigidity to support the weight of the work when standing upon the shelf. The cover shall be black and full bound for postgraduate degrees and grey, quarter bound for undergraduate qualifications.

The spine of the volume shall bear in at least 24 pt (8mm) type the qualification and the candidate's surname and initials and the year of presentation in gold lettering, starting 40mm from the base. This information shall be printed along the spine in such a way as to be readable when the volume is lying flat with the back cover uppermost. If the document consists of more than one volume the spine shall bear the number of each volume.

The front cover shall bear in at least 24 pt (8mm) type the full title of the work as approved by Senate or Faculty/Cluster Board as the case may be.

4.3 Paper and Typographical Detail

The document may be either computer printed or typewritten or typewritten-cyclostyled; where the thesis is typewritten it must be on one side of the paper only with 1½ or double spacing; one of the copies must be the typescript (top copy). Character shall not be less than 8 pt (2.75mm). Copies produced by xerographic processes are acceptable.

The size of the paper used shall be international A4 (300 x 210mm). It shall be of good quality and of sufficient capacity for normal reading.

Margins at the binding edge shall be not less than 40mm and other margins not less than 20mm.

4.4 Pagination

Pages shall be numbered consecutively through the document commencing with the title page, including appendices.

Page numbers shall be located centrally at the bottom of the page, approximately 10mm above the edge.

If there is more than one volume, each volume shall have its own pagination.

4.5 Preliminaries

The title page of the document shall give the following information in order listed:

- The full title of the works as approved by Senate or Faculty/Cluster Board
- The full name of the author
- The qualification for which the document is submitted
- The name of the institution to which the document is submitted
- The department or organisation in which the project or research was conducted
- The month and year of submission.
- The table of contents shall follow the title page. It shall list in sequence with page numbers all sub-divisions of the thesis.
- The lists of tables and illustrations, if any, shall follow the table of contents.
- Any acknowledgement shall be on the page following the lists of tables and illustrations.

When submitting a document the author shall indicate in a declaration any material in the document which she/he has used before in support of an application for another degree or qualification. If the document is based on joint research, the nature and extent of the author's own contribution shall be indicated. The declaration shall follow the acknowledgements.

- An abstract of the document shall follow this declaration.
- Where symbols and/or abbreviations are used, a key shall be provided which shall follow the abstract.

4.6 Text

The text of the document shall be preceded by an introduction which shall follow the abstract.

The document shall be divided as appropriate into chapters, sections and subsections.

References cited in the text may be given in one of the following two methods:

- (i) References in the text could be identified by numbers typed as superscripts, or, if on the line, in brackets immediately following the citation in the text.
- (ii) References in the text may be identified by the author(s) name(s) or by Anon. (Anonymous) if unknown, followed by the year of publication of the reference being cited.

The list of references shall be arranged depending on the manner in which they were identified in the text. The list of references should be arranged in the order in which the references were cited in the document. If they were identified according to (ii), based on the Harvard System, the name of author(s) should be listed in alphabetical order.

If a bibliography is supplied, it should be arranged in a logical manner, for example, alphabetically by authors, in broad subject classes or chronologically. The bibliography shall normally follow the list of references.

An index (if provided) shall follow the bibliography (if any).

Appendices shall follow the main text.

4.7 Illustrations

Whenever practicable, diagrams, maps, illustrations, computer printouts, published papers and tables shall have a binding margin of at least 40mm. Computer printouts should be burst before binding.

Photographic prints shall be on single weight paper or permanently mounted on appropriate paper for binding and shall be securely fixed in the document.

Other materials such as sound and video tapes, slides and drawings which cannot conveniently be bound in the thesis shall be packaged in a rigid container similar in format to the bound document.

Illustrations shall be numbered consecutively in arabic numbers. The numbers and captions shall be at the bottom of the illustrations. (The top of an illustration which is bound sideways shall be to the left of the page).

Tables shall be numbered consecutively throughout the thesis in arabic numbers; the numbers and captions shall be at the top of the tables.

4.8 MPhil Transfer report

The MPhil transfer report for upgrading to PhD should be in the range of 25,000-30,000 words. The report should be in the same format as an MPhil thesis. The supervisor must support the upgrading report.

Any papers published in connection with the research work should be annexed. The report should also include an abstract, a concluding chapter, and the future plan of work.

The literary style and grammar should be carefully checked before submission.

5. THESIS EXAMINATION

5.1 Introduction

These procedures apply to all programmes of study by research where assessment is entirely by thesis, possibly supplemented by a viva voce examination (for PhD candidates), where necessary/advisable.

They set out the framework for study for research degrees and the conditions for their award.

5.2 Procedures for Submission of the Thesis

1. A student is required to notify, with the approval of his/her supervisor, the Registrar of the University of his/her intention to submit the thesis at least three months prior to the proposed date of submission using a Notification for submission of Thesis form (RDE1). An abstract duly approved by the main supervisor must be attached with the RDE1 form.
2. Upon receipt of the notification, the Registrar shall inform the Dean of Faculty.
3. If a student intends to submit his/her thesis, but does not obtain the supervisor's approval, the case shall be referred to the Dean of Faculty.
4. The thesis shall be submitted to the Registrar's Office in three copies (hard-bound or soft-bound) in the format specified as per the existing University regulations for the physical format and layout of thesis.
5. At the time of the first submission for examination, the student shall also submit a separate signed declaration of originality, countersigned by the main supervisor.
6. On submission of the final hardbound copies, a student shall also submit a signed statement from the supervisor certifying that all necessary corrections have been completed satisfactorily, together with a signed statement from the student, on the appropriate form, that the hardbound copies of the thesis are (apart from any corrections made) identical to the original submission.
7. Any work in an unbound form must be referenced in the thesis (e.g. CD-ROM, software, maps, statistics, artwork, etc.)

5.3 Copyright

The copyright of a thesis remains with the author. The student is required to submit two hardbound copies of the final thesis, one copy to be deposited in the University library and the other to be kept by the main supervisor.

The student may request that a moratorium be imposed on access to the thesis for a period of time not exceeding 3 years as from the date of final submission.

Any request for a moratorium should be addressed to the Dean of Faculty, who will send his/her recommendations to the Faculty Board. The final approval will have to be sought from the Research and Consultancy Committee.

5.4 Role of the External Examiner

The role of the external examiner is to:

- Enable the University to ensure that its degrees are comparable in standard with those awarded by reputable universities in similar subjects
- Verify that the standards expected of successful students are appropriate for the level of the award

5.5 Procedures for Appointment of External Examiners

1. There shall be two external examiners.
2. External examiners should normally be required to meet the following criteria:
 - One external examiner shall be a Professor and the other shall be at least at an Associate Professor level
 - The external examiner should have recent experience in either supervising or examining PhD students in the relevant subject area
 - The external examiner should have no existing, or prior connection with the University, the supervisor(s), or the student that may call into question his/her ability to objectively and impartially examine the thesis
3. It is recognised that in some cases, the most suitable person to act as an external examiner for a particular student may be someone outside academia but who has recent experience in examining research degrees in the relevant field.
4. Upon receipt of the Thesis Submission Form (Form RDE1), the Faculty Board shall identify and approve the potential external examiners. Once approved by the Faculty Board, approval shall be sought from the Research and Consultancy Committee and then Senate.
5. Following the appointment of the two External Examiners by Senate, the Faculty Administrative Assistant shall send the thesis to the External Examiners and seek confidential reports from them.

5.6 Assessment from External Examiners

1. The external examiners shall be requested to send their report along with completed forms RDE2 and RDE3 to the Faculty Administrative Assistant within a period of four months. If the report(s) are not received within a period of four months, a reminder shall be sent to the Examiners requesting them to submit same within a period of one month. If the report(s) have not been received after five months, one or two other examiners shall be appointed.
2. Any viva-voce examination will have to be justified by the External Examiners and will be held according to procedures outlined in Section 4.7
3. The external examiner's report shall consist of an assessment of:
 - The student's understanding of the field of study and appropriate familiarity with previous published work in the field
 - The thesis in relation to the research objectives

- Whether the research methodologies are appropriate and whether research findings are suitably analysed
 - Whether the thesis makes an original contribution to the knowledge in the subject area
 - The general presentation of the thesis
4. The external examiner's recommendation shall be one of the following:
- For immediate award, with minor typographical errors to be corrected to the satisfaction of the supervisor
 - For award subject to amendments to the text of the thesis being made to the satisfaction of the supervisor
 - For revision and resubmission
 - For award of a lower degree without amendments
 - For re-submission for a lower degree with amendments
 - Failed Thesis

***Re-submission should be within 6 months after Senate's decision and should in no instance exceed the prescribed time limit for the degree.
Only one re-submission will be allowed.***

5.7 Board of Examiners

The Board of Examiners shall consider the external examiners' reports and recommendations with respect to the following:

- In the case of a recommendation for immediate award or for award subject to amendments to the text, the Faculty Administrative Assistant shall forward the reports of both external examiners at the same time to the supervisor. The supervisor shall ensure that the corrections and amendments are made to his/her satisfaction and shall notify the Chairperson of the Board of Examiners. The Board of Examiners shall report to the Faculty Board, which will make its recommendations to Senate. The Registrar shall inform the student of Senate's decision.
- In the case of a recommendation for revision and re-submission, the Board of Examiners shall report to the Faculty Board, which will make its recommendation to the Research and Consultancy Committee. The latter shall submit its recommendation to Senate. The Registrar shall inform the student of Senate's decision.
- In the case of a Failed Thesis, the Faculty Administrative Assistant shall forward the external examiners' reports to the Board of Examiners. The Board of Examiners shall report to the Faculty Board, which will make its recommendations to Senate. The Registrar shall inform the student of Senate's decision.

5.8 Disagreement Between External Examiners

Where there is major disagreement between the external examiners, a third external examiner will be appointed.

5.9 Appeals

There shall be no appeal on academic grounds. However, if the student feels that there has been a procedural irregularity, he/she may appeal against Senate's decision on receipt of a formal letter from the Registrar. Any appeal with necessary justification(s) shall be lodged in writing to the Registrar within four weeks from the date a student is informed of Senate's decision.

All cases of appeal shall be dealt with as per the existing University Regulations.

6. TRANSFER OF REGISTRATION FROM MPhil TO PHD

6.1 Introduction

These procedures apply to MPhil and PhD programmes of study. They should be read in conjunction with the University Regulations for Higher Degrees.

A student initially registered for the MPhil degree who wishes to be transferred to PhD programme can apply for transfer of registration. The application is made normally after two years of full-time study. For part-time students, the normal period is three years as from the date of registration.

In order to demonstrate that sufficient progress has been made to provide evidence of the development to PhD, a student is required to submit a substantive transfer report for external assessment. The report should contain:

- (a) A concise account of the research work already conducted and
- (b) It should also demonstrate that the student has:
 - Understood the problem and is aware of relevant literature
 - Demonstrated capacity to conduct research of PhD standard
 - Established a realistic research plan and schedule for the duration of study

6.2 Procedures for the Submission of Transfer Reports

1. A student wishing to transfer from MPhil to PhD is required to notify the Dean of Faculty through the supervisor of his/her intention to submit a transfer report by filling a Notification for transfer from MPhil to PhD form (RDT1) at least three months prior to the proposed date of submission of the transfer report.
2. Upon receipt of the RDT1 form, the Dean of Faculty in consultation with the supervisor shall decide whether the student should be allowed to submit the transfer report. The decision making process shall be made on the basis of previous progress reports submitted by the student and the supervisor(s).
3. The decision of the Dean of Faculty shall be communicated to the student within a period of one month from the date of receipt of the RDT1 form.
4. Where applications are not successful, the Dean of Faculty shall inform the student in writing of the decision and issue a set of targets established by the supervisor and which have to be met for a new application, provided that the maximum allowable time is not exceeded.
5. The transfer report shall be submitted to the Registrar's Office in two copies in the format specified by the University Specifications for MPhil Transfer Reports.

6.3 Procedures for Assessment of Transfer Reports

1. There shall be one external assessor.
2. The assessor should normally be required to meet the following criteria:
 - The assessor shall be at least at Associate Professor level or equivalent
 - The assessor should have recent experience of either supervising or examining PhD students in the relevant subject area
 - The assessor should have no existing, or prior connection with the University, the supervisor(s), or the student that may call into question his/her ability to objectively and impartially assess the report
3. It is recognised that in some cases, the most suitable person to act as an external assessor for a particular student may be someone outside academia but who has recent experience of examining research degrees in the relevant field.
4. The Dean of Faculty after consulting the supervisor(s) shall identify the potential external assessor and shall recommend him/her to the Faculty Research Committee, which will send its recommendations to the Faculty Board. If approved by the Faculty Board, the latter shall send its recommendation to the Research & Consultancy Committee. Upon submission of the report, approval shall be sought from Senate.

The appointment of the external assessor shall be made within a period of two months on submission of the transfer report.

5. Following the appointment of the external assessor by Senate, the Faculty Administrative Assistant shall send the transfer report to the external assessor and shall seek a confidential report from him/her.

6.4 External Assessor for Transfer Reports

The external assessor shall determine whether:

- The student is aware of relevant published work
- The student has shown a good understanding of the research topic
- The work is scholarly in the context of the research discipline
- The proposed research work is of doctoral quality and can be completed within the prescribed time limit

6.5 The External Assessor's Report

1. The external assessor shall be requested to send his/her report to the Faculty Administrative Assistant within a period of two months. If the report is not received within a period of two months, a reminder shall be sent to the external assessor requesting submission of same within a period of one month. If the report has not been received after 3 months, a new external assessor shall be appointed.
2. The report shall consist of an assessment of:

- The student's understanding of the field of study and appropriate familiarity with previous published work in the field
 - An assessment of whether the student has demonstrated a capacity to conduct research of PhD standard
 - Whether the report includes a realistic research plan and schedule for the remaining duration of study
 - The general presentation of the transfer report
3. The recommendation from the external assessor shall be one of the following:
 - Transfer to PhD
 - Revision and re-submission for a transfer
 - Revision and submission for an MPhil degree only
 4. Only one re-submission will be allowed.
 5. The Board of Examiners shall make appropriate recommendations to the Faculty Board.
 - 5.1 In the case of a recommendation for transfer to a PhD status, the Board of Examiners shall report to Faculty Board, which will make its recommendation to Senate. The Registrar shall inform the student of Senate's decision.
 - 5.2 In the case of a recommendation for revision and re-submission for a transfer, the Board of Examiners shall report to the Faculty Board. The decision of the Faculty Board shall be communicated to the student through the supervisor.
 - 5.3 In the case of recommendation for submission for an MPhil degree only, the Board of Examiners shall report to the Faculty Board, which will make its recommendation to Senate. The Registrar shall inform the student of Senate's decision.

6.6 Appeals

There shall be no appeal on academic grounds. However, if the student feels that there has been a procedural irregularity, he/she may appeal against Senate's decision on receipt of a formal letter from the Registrar. Any appeal with necessary justification(s) shall be lodged in writing to the Registrar within four weeks from the date a student is informed of Senate's decision.

All cases of appeal shall be dealt with as per the existing University Regulations.

7. TERMINATION OF REGISTRATION

7.1 Introduction

These procedures apply to cases of termination of registration other than those resulting from a failed thesis or from misconduct.

The Faculty Research Committee can recommend the termination of registration of a research student's programme of study. The recommendation shall be made to the Faculty Board.

7.2 Grounds for the Recommendation of Termination of Registration

Recommendation for termination of registration shall be based on one or more of the following:

- (i) Failure to submit a thesis by the prescribed time limit
- (ii) Failure to submit the six-monthly report together with the SMPF form
- (iii) Failure to make satisfactory academic progress

1. The Faculty Administrative Assistant shall inform the student that his/her registration is being considered for termination.
2. The Faculty Research Committee may interview the student and specify conditions for improvement that the student will be asked to meet by a deadline. If the conditions are not met, the Faculty Research Committee may recommend the termination of registration to the Faculty Board.

7.3 Procedures for the Termination of Registration

1. A student who has received notification for termination of registration will be given one month to show cause.
2. The Faculty Research Committee must consider any representations made by the student before making its recommendations for termination of registration to the Faculty Board.
3. In case, the Faculty Board decides that there are grounds for reconsideration, the matter will be referred back to the Faculty Research Committee and the student shall be informed of the requirements to demonstrate satisfactory progress.
4. The Faculty Research Committee shall make its recommendations for termination of registration to the Faculty Board, which will in turn make its recommendations to the Research and Consultancy Committee. The recommendations of the Research and Consultancy Committee shall be forwarded to Senate for approval.
5. The Registrar shall inform the student of Senate's decision.

7.4 Appeals

There shall be no appeal on academic grounds. However, if the student feels that there has been a procedural irregularity, he/she may appeal against Senate's decision on receipt of a formal letter from the Registrar. Any appeal with necessary justification(s) shall be lodged in writing to the Registrar within four weeks from the date a student is informed of Senate's decision.

All cases of appeal shall be dealt with as per the existing University Regulations.

8. FUNDING ASPECTS OF MPhil AND PHD RESEARCH PROJECTS

8.1 Introduction

Funding constitutes an important component of research in any institution. Since lack of adequate funding can represent a significant constraint to the advancement of research projects, this section lays down the relevant aspects of funding, from the starting point of a research project until its completion. The financing of MPhil and PhD research projects is usually met by the University, the Tertiary Education Commission or any other Tertiary Institution, local or foreign funding bodies, the private sector or the student himself/herself.

Information on bursaries, scholarships and fellowships shall be made available at the Registrar's office.

Sponsored research projects, whether in kind or cash, require the approval of the University authorities.

8.2 Costing and Financing

Students need to specify as far as possible in their proposal the cost implications to the University, if any, and how these are going to be met. Furthermore, they need to identify with the help of their supervisor(s) all potential costs related to auditing any taught module(s) on the University's programmes.

While fees related to auditing a module at the undergraduate level may be waived, it will be for the University authorities to decide on the costs involved for a research student to audit Master's level module(s).

Should there be any additional or unexpected cost at a later stage during the research work, the student may have to bear the same. Sponsored students may be required to apply for extra funding once the relevant costs have been identified.

The supervisor will inform the Faculty Research Committee of the availability of funds for a given project.

In case a registered student needs to have an attachment with a foreign university or research institution, he/she will be responsible for seeking sponsorship with the help of his/her supervisor.

9. COMMITTEES

9.1 Research Ethics Committee

This Committee shall be appointed by Senate and shall review research proposals which contain elements that may affect ethical/moral values. The Committee will consider sensitive issues involving human subjects, human material or data. Such scrutiny will apply to both lab-based and non-lab based experimentation/research projects.

The Committee will look into the following aspects:

- Elements of moral damage
- Threat to law and order
- Threat to national unity, peace and harmony
- Health hazards
- Threat to the environment
- Threat to the national heritage

9.1.1 Membership

The Research Ethics Committee shall consist of:

- (i) A University staff to be nominated by the Pro Vice-Chancellor (Research & Consultancy) as Chairperson
- (ii) A member with experience in legal matters
- (iii) A member with experience in the practice of medicine (He/she should be from the National Ethics Committee of the Ministry of Health and Quality of Life)
- (iv) A Social scientist
- (v) A member with experience in the field of arts
- (vi) A Natural scientist
- (vii) A member with experience in environmental issues
- (viii) Co-opted Members (as and when required)

9.1.2 Terms of Reference

The Committee should be able to:

- (i) Scrutinize the research, with special emphasis on proposed methodological issues, such as experiments, analysis and protection of data
- (ii) Identify potential harms and dangers
- (iii) Examine the benefits of the study
- (iv) Provide written information on the rejection of a research proposal considered unethical
- (v) Reconsider revised submissions
- (vi) Appoint independent experts for further consideration
- (vii) Interview the applicant as and when the need arises
- (viii) Obtain written consent from the student as and when the need arises on issues requiring confidentiality

9.2 Faculty Research Committee (FRC)

The Faculty Research Committee is an advisory committee formally appointed by the Faculty Board. The FRC provides advice and makes recommendations to the Faculty Board on matters relating to the approval, monitoring and examination of postgraduate research degree programmes.

9.2.1 Membership

The Faculty Research Committee shall consist of a maximum of 10 members:

- (i) Dean of Faculty (Chairperson)
- (ii) All Heads of Departments
- (iii) Senior academic staff appointed for a period of 2 years

The Committee may co-opt members as and when required

9.2.2 Terms of Reference

The FRC is responsible to Faculty Board for the following:

- Promoting the Faculty's research programmes
- Monitoring quality assurance procedures for research
- Reviewing matters related to:
 - Registration, supervision and examination of research students
 - Appointment of supervisor(s)
 - Award of scholarships and research funding
 - Monitoring the management of research funds
 - Monitoring students' progress on the basis of the six-monthly progress reports (or any other reports outside the evaluation periods) received from students and supervisors
 - Conflict between supervisor(s) and student
 - Transfer from MPhil to PhD registration
 - Changes in supervisor(s)
 - Extensions or terminations of registrations
 - Matters relating to appointment of external examiners/assessors
- Scheduling seminars for students to present research findings
- Examining cases of plagiarism and breaches of ethics
- Advising on policy matters related to research and research students
- Facilitating interdepartmental/faculty research projects

9.2.3 Functions of FRC

- To consider applications taking into consideration the recommendations of the Ethics Committee, where applicable, before recommending registration or otherwise
- To monitor the student's progress
- To ensure that the student is being given appropriate supervision
- To ensure that the University or other funding agency provides the student with adequate facilities

- To consider the six-monthly student's and supervisor's reports and advise the Faculty Board accordingly
- To consider any dispute between a student and the supervisor and advise the Faculty Board accordingly
- To consider cases of Termination of Registration and advise the Faculty Board accordingly
- To consider requests for:
 - (a) Transfer from MPhil to PhD and
 - (b) Thesis Submission
- To make recommendations to the Faculty Board for the appointment of External Examiner(s) and External Assessor(s)
- To deal with all applications of changes in the mode of study and to make appropriate recommendations to the Faculty Board
- To consider cases of extension of registration and to make appropriate recommendations to the Faculty Board
- To consider cases of interruption of studies and to make appropriate recommendations to the Faculty Board
- To request students to meet for any deficiency in the thesis as suggested by External Examiners
- To appoint adhoc Sub-Committee to look into alleged cases of plagiarism

9.3 Board of Examiners

9.3.3 Membership

- (i) The Dean of Faculty (Chairperson)
- (ii) Head of the relevant Department
- (iii) One representative of FRC

9.3.4 Function of the Board of Examiners

- To consider the External Examiners' reports and to ensure that the main supervisor has reviewed the corrections made by the student in the reports as suggested by the External Examiners

10. PLAGIARISM

The FRC will appoint an adhoc Sub-Committee to look into any cases of alleged plagiarism and the latter will send its recommendations to the FRC.

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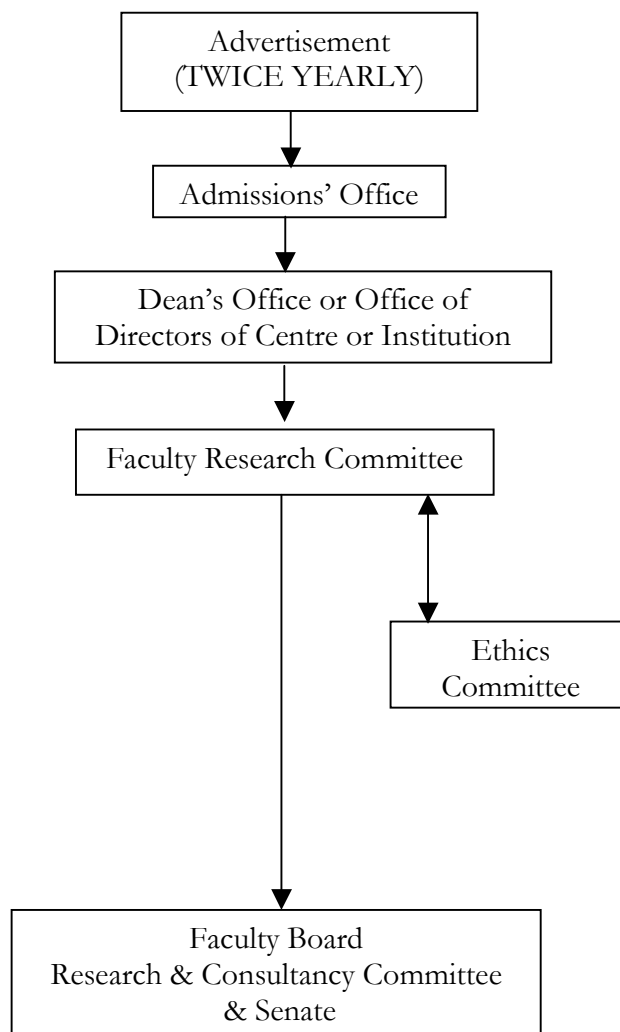
GUIDELINES FOR RESEARCH PROPOSALS BY PROSPECTIVE APPLICANTS FOR POSTGRADUATE RESEARCH STUDIES

The Research Proposal should be in the form of a report in Harvard or an acceptable reference format and should not exceed 2000 words.

1. Tentative title (*The exact title can be finalised at least three months prior to the submission of the thesis*)
2. Statement of the problem
3. Rationale of the study
4. Objectives of the study
5. Brief Literature Review
6. Methodology
7. Expected Output
8. Research plan (Time Frame)
9. Cost of Research Work
 - (a) (i) Literature
Research Materials – Reading (Books, Journals, CD-ROM, etc.)
 - (ii) Equipment
Specific instruments, chemicals, etc.
 - (iii) Attachment to specialised centres (recommendation of supervisor is required)
 - (iv) Surveys/data collection/experiments/fieldwork
 - (v) Dissertation/Report writing
 - (vi) Others (please specify)
 - (b) Proposed sources of funding
Self or sponsored
10. Special requirements for the project
(Import permit, storage, health, safety & security hazards, etc.)
11. Give the name(s) of the main and associate supervisors

Personal computer, printing facilities & access to internet will be provided by the Faculty

MPHIL AND PHD REGISTRATION PROCEDURES



Please refer to the **University Guidelines for Students Registered for Postgraduate Research Programmes**. This Report will be used by the Faculty Research Committee, as a tool for the monitoring of MPhil and PhD Research Programmes. The assessment made thereon will constitute the official notification for re-enrolment for the period ending January/August.

To be completed by all registered MPhil and PhD students. You are advised to fill in the form after discussion with your supervisor(s)

Completed form must reach the office of the Dean of Faculty by _ _ _ _

STUDENT NAME: <i>(Please print)</i>	DATE OF INITIAL REGISTRATION:
PROGRAMME REGISTERED FOR:	
TITLE OF DISSERTATION:	
SUPERVISOR NAME: <i>(Please print)</i>	NAME(S) OF ASSOCIATE SUPERVISOR(S):

1. Are you currently undertaking coursework, as part of the registered Programme of Studies?

Yes No

If Yes, please specify which module(s)

2. If you are currently undertaking coursework as part of the registered Programme of Studies,

are you satisfied with the arrangements made?

Yes No [*please comment*] N/A

Comments:

3. How often have you had formal interactions with the supervisor(s)?

Weekly Fortnightly Monthly Other [*please comment*]

Comments:

4. How would you qualify your experience of student / supervisor contacts?

Productive Not productive [*please comment*]

Comments:

5. Have you experienced any academic or personal problem, which has affected your progress during the period of registration?

Yes No

6. If the answer to Question(5) is Yes, indicate the nature of problems affecting progress of research work. [*You may use additional pages if required*].

7. Are you satisfied with the Faculty provisions for the timely allocation of resources / facilities?

Yes No N / A

8. If the answer to [7] is No, please give details, which may assist in prompt problem-solving by the Faculty Research Committee?

9. Are you satisfied with the Faculty provisions on Safety Issues?

Yes No [*please comment*] N / A

Comments:

10. Have you submitted any research material for publication or for presentation at research seminars/conferences/workshops?

- Yes No N / A

If Yes, provide details (title of presentation, dates, etc.)

11. If applicable, please indicate how far have you been able to attain your plan mentioned in the progress report?

12. Kindly indicate your plan with respect to the publication of research papers and/or other research-related activities (eg seminar / poster presentation, conference attendance etc.)?

13. Overall, are you satisfied with the Faculty provisions for the management of your research programme of study?

- Yes No [*please comment*]

Comments:

Signature:

Date:

Please refer to the **University Guidelines for Thesis Committee and Supervisors**. This Report will be used by the Faculty Research Committee, as a tool for the monitoring of MPhil and PhD Research Programmes for the period ending January/August

To be completed by the Supervisor(s) of all registered MPhil and PhD Research Programmes after discussion with the student

Completed form must reach the office of the Dean of Faculty by _ _ _ _

STUDENT NAME: <i>(Please print)</i>	DATE OF INITIAL REGISTRATION:
PROGRAMME REGISTERED FOR:	
TITLE OF DISSERTATION:	
SUPERVISOR NAME: <i>(Please print)</i>	NAME(S) OF ASSOCIATE SUPERVISOR(S):

1 Is the student currently undertaking coursework, as part of the registered Programme of Studies

Yes No

If Yes, please specify which module(s)

2 If the student is required to undertake coursework as part of the registered Programme of Studies, has progress been satisfactory?

Yes No [*please comment*] N / A

Comments:

3 Has the student shown diligence at work?

Yes No [*please comment*]

Comments: _____

4 How often has the student had formal interactions with the supervisor(s)?

Weekly Fortnightly Monthly

Other [*please comment*]

Comments: _____

5 Has the student shown consistent and satisfactory progress during the period of registration?

Yes No

6 If the answer to Question (5) is no, indicate the nature of problems affecting progress of research work. [*You may use additional pages if required*].

7 Has the student been involved in the presentation of research seminars or any other research-related activities?

Yes No N / A

8 If the answer to (7) is Yes, please give details.

9 Has the student submitted research papers in connection with the registered research programme for publication /presentation?

Yes No N / A

10 If the answer to (9) is Yes, please provide details.

11 Given the student's progress and scope of research programme, please provide an *anticipated* thesis completion date.

Date: _____ N / A

- 12 Please indicate your recommendation on the status of the student's registration.
Tick the appropriate box.

SUPERVISOR'S RECOMMENDATION ON STATUS OF STUDENT'S REGISTRATION <i>(Please tick the appropriate box)</i>	
PERIOD ENDING JAN/AUG	
Ongoing (M Phil or PhD)	<input type="checkbox"/>
Transfer to PhD [<i>Refer to University Guidelines</i>]	<input type="checkbox"/>
Termination of Registration [M Phil or PhD] [<i>Refer to University Guidelines</i>]	<input type="checkbox"/>
Submission of Thesis	<input type="checkbox"/>

Main Supervisor

Signature:

Date:

Associate Supervisor

Signature:

Date:

**NOTE: SUPERVISORS MAY WISH TO SUBMIT INDIVIDUAL
REPORTS**



Notification for Transfer from MPhil to PhD

Student's Name:	
Date of Registration:	
Department/Centre:	
Full-Time/ Part-Time:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

Title of Research: _____

Please attach abstract in electronic version

Name of Supervisor(s) _____

Student's Name

Signature

Date

Read and Approved by Main Supervisor

_____	_____	_____
Name	Signature	Date

Submit to:	Faculty' s Registry
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**External Assessor's Report &
Recommendation**

External Assessor's Name:	
Student's Name:	

Title of the MPhil Transfer Report: _____

Please give a detailed report on the following:

The student's understanding of the field of study and familiarity with published work in the field.
An assessment of the report in relation to the research objectives, methodologies and findings.
The general presentation of the report.

Please make one of the following recommendations:

- For transfer to PhD
- For revision and resubmission for a transfer
- For submission for an MPhil degree only

The External Assessor will provide a list of typographical errors and amendments, if any, to be made to the text.

_____	_____	_____
External Assessor	Signature	Date



Notification For Submission of Thesis

Student's Name:	
Date of Registration:	
Department/Centre:	
Programme of Study:	<input type="checkbox"/> MPhil <input type="checkbox"/> PhD

Thesis Title: _____

Proposed Date of Submission: _____

Student's Name	Signature	Date
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Read and Approved by Supervisor(s)

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Dean of Faculty	Signature	Date

Submit to:	Registrar's Office 7th Floor, NAC
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External Examiner's Report

External Examiner's Name:	
Student's Name:	
Programme of Study:	<input type="checkbox"/> MPhil <input type="checkbox"/> PhD

Thesis Title: _____

Please give a detailed report on the following:

The student's understanding of the field of study and familiarity with published work in the field.
An assessment of the thesis in relation to the research objectives, methodologies and findings.
Originality and contribution to the knowledge of the subject.
General presentation of the thesis.
Viva Voce Examination, where applicable

_____ External Examiner	_____ Signature	_____ Date
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External Examiner's Recommendation

External Examiner's Name:	
Student's Name:	
Programme of Study:	<input type="checkbox"/> MPhil <input type="checkbox"/> PhD

Thesis Title: _____

Please make one of the following recommendations:

- For immediate award subject to the correction of typographical errors
- For award subject to amendments to the text of the thesis
- For revision and resubmission
- For re-submission for a lower degree without amendments
- For re-submission for a lower degree with amendments
- Failed Thesis.

<p>EXTERNAL EXAMINER'S RECOMMENDATION</p> <hr/> <hr/>
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The External Examiner will provide a list of typographical errors and amendments, if any, to be made to the text.

<hr/> <p>External Examiner</p>	<hr/> <p>Signature</p>	<hr/> <p>Date</p>
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Section to be filled by Applicant:

Name	_____
Address	_____ _____
Telephone and/or Email Address	_____ _____

Dear Referee,

The above named candidate is applying for admission to a research degree. Your completion of this confidential form will greatly help us in the assessment of the applicant's suitability to undertake the proposed study. Please enclose the completed form in a sealed envelope and forward it to the student for onward transmission to the Admissions' Office

- I. I have known the candidate:
Please tick or fill in as appropriate.

For a period of	• 1 year	<input type="checkbox"/>
	• 2 years	<input type="checkbox"/>
	• 3 years	<input type="checkbox"/>
	• More than 3 years	<input type="checkbox"/>
In my capacity as	• Lecturer	<input type="checkbox"/>
	• Project/Thesis Supervisor	<input type="checkbox"/>
	Others, please specify	

II. The rating below indicates my assessment of applicant's performance and potential in comparison with other student's with the same level of education and experience with whom I have been associated for the past five years.

Please complete this section by ticking appropriate boxes.

	Excellent	Very Good	Good	Average	Below Average
Academic Achievement					
Intellectual Ability					
Capability for Original Thinking					
Capability to Work Independently					
Writing Skills					
Motivation for Research Work					

III. Please indicate in the space provided below your opinion on the applicant's potential to undertake advanced research in the chosen field of study.

You may wish to consider the applicant's:

(i) Qualifications (ii) Motivation (iii) Ability to read, write and give oral presentations.

Referee's Name

Position

Institution

Signature

Date