UNIVERSITY OF MAURITIUS
Rules and Regulations governing MPhil/PhD Research

(Under Review)

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INTRODUCTION

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.

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.

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.

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.

(iii) 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

(iv) UoM Strategic Directions, 2006-2015

As a leading institution in Mauritius, the University of Mauritius assumes a pre-eminent position in the creation of knowledge, diffusion of knowledge and in serving the community. Therefore, a set of strategic plans 2006-2015 has been developed that will determine its priorities and chart its actions for the coming decade with a view to becoming a leader in higher education system. For further details, please refer to www.uom.ac.mu/about us/ Strategic Plan/index.htm

(v) Research Entities

Apart from the various faculties on the campus, other research entities at the University of Mauritius include the Excellence Park and the MCEs, Research Centres, and Research Observatories.

<u>The Excellence Park and the Multidisciplinary Centres of Excellence</u>

The Excellence Park Concept aims at addressing national priorities and opportunities through a more flexible organisational structure for promoting R&D relevant to these priorities and opportunities.

Terms of Reference
- Capacity building in policy analysis, R&D
- Creating and sharing knowledge
- Mustering seasoned and experienced researchers to focus on multidisciplinary themes

Expected Outputs
- Short term training programmes (e.g. Executive Development Programmes - EDPs)
- Presentation of findings at national level every three months with stakeholders through seminars and workshops
- Review and prepare inputs for policy making
- Regular publications in journals

- Development of at least 1 teaching Module per year per Centre. These new modules will build up and replace outdated ones and will eventually form the basis of new programmes.

A number of **Multidisciplinary Centres of Excellence** (MCEs) was established to constitute the Excellence Park. They are:
- ❏ International Relations & Diplomacy
- ❏ Public Policy
- ❏ Environment, Energy and Water

- ❑ Textile and Manufacturing
- ❑ Transport
- ❑ Innovation, Science & Technology
- ❑ Entrepreneurship & SMEs
- ❑ Financial Services
- ❑ Exploitation and Conservation of Indigenous Renewable Resources
- ❑ Health/Medicine (under consideration)
- ❑ Culture and Heritage (under consideration)

Research Centres

(i) Consultancy and Contract Research Centre (CCRC)

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 operates under the aegis of the Office of the Pro Vice-Chancellor for Research, Consultancy and Innovation.

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.

(ii) The Centre for Applied Social Research (CASR)

The Centre for Applied Social Research (CASR), a joint initiative of the University of Mauritius and the Mauritius Research Council, was set up in 2001 to undertake research in areas pertinent to the development of Mauritius embracing academic, public policy and economic objectives. CASR maintains objectivity, intellectual independence and integrity while measuring and analyzing socio-economic changes in Mauritius. It promotes the development of research based socio-economic policy and the stimulation of a culture of knowledge. All research undertaken is subject to rigorous social measurement and analysis techniques. the flagship study of the centre is the Mauritius Social Attitudes Survey which provides barometric measures on such issues as financial well-being and stability, access to financial services, employment, health, education, inequality, family dynamics, local environment, social network and capital and other

socio-demographic and economic variables. The first Social Attitudes Study was completed in 2002 and the next, for 2005, is currently under preparation.

CASR operates under the aegis of the Office of the Pro Vice-Chancellor for Research, Consultancy and Innovation.

(iii) The Virtual Centre for Innovative Learning Technologies (VCILT)

The Virtual Centre for Innovative Learning Technologies is responsible for providing and developing on-line web-based education and telelearning at the university and throughout the country. VCILT currently develops academic modules for the university and pedagogical prototype projects in line with the national ongoing effort for the promotion of ICT, continuous education and lifelong flexible learning.

The VCILT offers access to more than thirty-five multimedia workstations, printed reference materials, technical support and other facilities through its Virtual Campus. VCILT supports academics and tutors with technology, pedagogical and management tools for the conception, multimedia presentation and networking of their contents and activities. The VCILT complete e-learning environment gives access to academic program for large group of students.

It also establishes the research and evaluation mechanisms supportive of innovation in learning technology in higher education within the scope of a nation-wide module portal.

Research Observatories
(i) The Mauritius Radio Telescope (MRT) Observatory
(iii) The Indian Ocean Child Rights Observatory (ODEROI)

RESEARCH MANAGEMENT

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

The Office of the Pro Vice-Chancellor for Research and Consultancy started operating in December 1993.   The Office, now called the Office of the Pro Vice-Chancellor for Research, Consultancy and Innovation, coordinates and provides facilities and funding for carrying out research at the University of Mauritius. The CCRC and the CASR fall under the responsibility of the Pro Vice-Chancellor for Research, Consultancy and Innovation.

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

- MPhil/PhD research
- The Excellence Park/MCEs
- Scholarships/Bursaries: University/MRC/TEC
- Internal and External Research Grants including Travel Grants and Academic Staff Development Scheme
- UoM Research Journals and Publications
- Research-TV
- Innovumn – an Outreach Programme on Innovation and Enrichment programmes for Schools
- Consultancies and Contract Research Projects through CCRC
- Intellectual Property Rights through the CCRC
- Incubators, University Companies, Spin-Off Companies, Start-Ups (under development) through the CCRC

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 **MRC Postgraduate Award** principally targets both unemployed and employed graduates to undertake part-time research studies at a local tertiary education institution, leading to an MPhil or PhD. The areas for the research studies which are the current priorities of the Council include:

1. Development of Ocean Technology and Marine Resources
2. Energy Efficiency and Renewable Energy
3. Waste Management and Waste Recycling
4. Biomedical and Biopharmaceutical Research based on indigenous resources.

The University and the Tertiary Education Commission (TEC)

The TEC MPhil/PhD Scholarships, Bursaries and Postdoctoral Research Fellowship 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

CONTACT/CORRESPONDENCE

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

Tel: (230) 454-1041
      464-9958
      464-0017

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

Principal Officers of the University

Vice-Chancellor	Ext 1519	
Pro Vice-Chancellor (T & L)	Ext 1515	
Pro Vice-Chancellor (RCI)	Ext 1521	
Registrar	Ext 1520	
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, Centre for Professional Development and Lifelong Learning	Ext 1204	Tel: 454 1041-49
Director, Centre for Consultancy and Contract Research	Ext 1527	464 9958
Officer-in-Charge, Centre for Information Technology and Systems	Ext 1538	464 0017
Director, Quality Assurance	Ext 1514	
Director, Virtual Centre for Innovative Learning Technologies	Ext 1582	
Officer-in-Charge, Centre for Applied Social Research	Ext 1480	
Project Manager, Indian Ocean Child Rights Observatory	Ext 1600	
SSR Medical Resource Centre		Tel: 433-2929

FEES AND OTHER CHARGES

- **Application Fee**
  Rs 500 (one-off)

- **General Fees**
  Rs 9,500 per annum

- **Students' Union Membership Fee**
  Rs 200 per annum

- **Tuition Fees for MPhil/PhD Programmes :**
  For *full-time* - Rs 30,000 per annum
  For *part-time* - Rs 20,000 per annum

- **Thesis Fees for Postgraduate Research Programmes**
  Upon submission in Final Year – Rs 10,500

1. ADMISSION PROCEDURES

1.1 Introduction

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 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 should contact academics/research staff before finalising their research proposal.

MPhil/PhD programmes will be advertised in the press twice yearly (end of January and August); applicants will be requested to respond <u>within 6 weeks</u>.

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

(c) 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 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/PhD programmes is outlined in a flowchart (see page (ii)).

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

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 Research, Consultancy & Innovation Committee/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(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 be considered.

1.7.1 Duration

Registered students must complete their MPhil or MPhil/PhD or PhD studies as per the relevant Table below (see Tables 1-3).

(a)
<p align="center">Table 1: Registration for MPhil</p>

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

(b)
<p align="center">Table 2: Registration for MPhil/PhD*</p>

	Submission of MPhil Transfer Report	Minimum	Maximum
Full-Time	*1½ - 2½ years	3 yrs	5 yrs
Part-Time	*2½ - 3½ years	5 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 Senate's date of approval to submit the PhD thesis.*

(c)
<p align="center">Table 3: Registration for PhD</p>

	Minimum	Maximum
Full Time	2	4
Part Time	3	5

1.7.2   Transfer Report Processing Time

The period between submission of an MPhil Transfer Report and Senate's approval of the upgrading to PhD award will not be counted as part of the study period.

1.7.3 Extension

In exceptional circumstances, a student may be granted an extension to submit the MPhil Transfer Report/MPhil / PhD thesis. The student needs to make a formal request to the Dean of Faculty. *A request for an extension of 3 months' will be dealt at the level of Faculty Research Committee and Faculty Board.* An extension exceeding 3 months must be approved by Research, Consultancy & Innovation Committee and Senate to be informed accordingly.

1.7.4 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 Senate of the University. The student needs to make a formal request to the Dean of Faculty. *If approved, the period for an interruption of studies will not be included as part of the 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 before approval is sought from the Faculty Board and the Research, Consultancy & Innovation Committee.

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

(a) MPhil: x years F/T $=$ 4/3 x years P/T

(b) MPhil/PhD: x years F/T $=$ 7/5 x years P/T

(c) PhD: x years F/T $=$ 5/4 x years P/T

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 (FRC)

The Faculty Research Committee will send the research proposal requiring ethical clearance to the Research Ethics Committee (REC). The Chairperson of the REC 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/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   Co-Supervisors

"Co-Supervisors" means two full-time staff of the University of Mauritius, or one from the University of Mauritius and another from an external research institution, who both 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/PhD.

Co-Supervisors are normally appointed in the case where a research project has an interdisciplinary dimension. Co-Supervisors should meet the same criteria as for the Main Supervisor. Similarly, the Co-Supervisors will have the same responsibilities as the Main Supervisors.

3.1.3   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 and complementary guidance to the student and to advise the Main Supervisor on the student's progress.

When the Main Supervisor is from an external institution, the Associate Supervisor must be from the University of Mauritius.

When the Main Supervisor is absent for an extended period, the Associate Supervisor will take up his administrative duties.

3.2   Criteria for Supervision:

The Supervisor (whether Main, Co-Supervisor or Associate Supervisor) should meet one of the following criteria:

i.   An academic staff with a PhD Degree and with at least two years of post PhD research experience and publications in the proposed field of

study. However, an academic staff with only 2 years post-PhD experience will be eligible to supervise a maximum number of 3 students.

ii. An academic staff without PhD who is at least at Associate Professor level and who has extensive research experience as evidenced by publications in recognised international journals in the proposed field of study.

However, an academic staff holding a PhD but with less than 2 years post-PhD research experience will be eligible to act as Associate Supervisor only.

3.3 Responsibilities of the Main Supervisor/Co-Supervisors

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.

3.3.1 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

3.3.2 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

Note: When the Main Supervisor is from an external institution, the Dean of Faculty will act as Administrative Supervisor.

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.

Each registered MPhil/PhD student of the University of Mauritius should adhere to the system of referencing as per "The University of Mauritius Guide to the Harvard System of Referencing" when writing up the MPhil thesis / MPhil Transfer Report / PhD thesis (refer to Section 4.9).

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 Research, Consultancy & Innovation Committee/ 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.

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.

4.9 The Harvard System of Referencing

When writing a piece of work you will need to refer in your text to material written or produced by others. This procedure is called citing or quoting references. Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference. The system used at the University of Mauritius is the Harvard System; see Annex for the UoM Guide to the Harvard system of referencing.

5. TRANSFER OF REGISTRATION FROM MPhil TO PhD

5.1   Introduction

These procedures apply to MPhil/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

5.2   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. An MPhil/Transfer Report/PhD Declaration Form (RDDC) will have to filled in and submitted together the RDT1 form.

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.

5.3   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, and the supervisor(s), in the case of a student who is a staff of the UoM or one of its associate institutions, as this 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. Once approved by the Faculty Board, approval shall be sought from the Research, Consultancy & Innovation Committee. Senate will be informed accordingly.

    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.

5.4   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

5.5   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 (Form RDT2):
- 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 submit it to Research and Consultancy Committee for approval. Senate will be informed accordingly. 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 a 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.

5.6 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.

6. THESIS EXAMINATION

6.1   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.

6.2   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 MPhil/Transfer Report/PhD Declaration Form (RDDC) will have to be filled in and submitted together with the RDEI form. An abstract duly approved by the main supervisor must be attached with the forms.

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.)

6.3   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.

6.4   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

6.5   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, and the supervisor(s), in the case of a student who is a staff of the UoM or one of its associate institutions, as this 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, Consultancy & Innovation Committee and Senate will be informed accordingly.

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.

6.6   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.

6.7   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.

6.8   Disagreement between External Examiners

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

6.9   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.

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/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/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, CONSULTANCY AND INNOVATION COMMITTEE

Purpose

The Research, Consultancy and Innovation Committee (RCI) is a sub-committee of Senate. RCI is the central body for research management at the University. RCI advises Senate about resolutions, policies and procedures relating to research and innovation at the University. RCI addresses academic policy relating to R&I and research higher degree training including research ethics and issues of quality. RCI carries out these tasks in consultation with staff undertaking research on relevant aspects of their work and relevant stakeholders. RCI is responsible for all systemic issues relating to research training, including liaison with Faculties and research units in the implementation of University's research training management plan, which encompasses all aspects of a research student's career at the University. RCI also considers and reports on any matter referred to it by Senate, Council and Court. RCI oversees a number of operational committees that deal with the implementation of research policies and procedures.

Terms of Reference

Research, Consultancy and Innovation Committee shall:

Research and Innovation
- Advise Senate on the R&I components of the institutional plans;
- Develop and implement the University's research strategy;
- Develop and recommend to Senate, and periodically review resolutions, policies, procedures and good practice supporting the University's strategic objectives in relation to research and identify resource needs arising from such policies;
- Promote high quality and innovative research and research opportunities within the University (and externally) through policy development and oversight of the framework for the University's Research Budget;
- Maintain oversight of research structures, such as research groups, institutes, centres, faculties;
- Contribute to, promote and monitor the University's research outcomes commercialisation policies and practices*;*
- Advise Senate on trends and developments in R&I and recommend changes to reflect best commercial practices;
- Formulate, promote and monitor the University's international research and consultancy policies;
- Identify staff development needs to enhance the quality of research and consultancy while promoting the professional development of University staff
- Institute subcommittees to promote various aspects of research and innovation

Higher Degrees Research Training
- Develop, promote and monitor the University's research higher degree policies and practices;
- Recommend to Senate and implement policies and procedures relating to research higher degree supervision, training *and research* in the University;

- Advise Senate on trends and developments in research higher degree training and supervision and recommend to Senate changes to reflect best practice in meeting the needs of industry;
- Approve the appointment of External Assessors and External Examiners for MPhil Transfer Report/MPhil and PhD Thesis

Ethics
- Develop, promote and monitor research ethics policy and procedures, including the University's Code of Conduct for Research;

Quality Assurance
- Recommend to Senate on mechanisms for Quality Assurance, Quality Control and Quality Enhancement for research, research training and other research activities;

Membership

- Pro Vice-Chancellor (Research, Consultancy & Innovation) - Chairman
- Deans of Faculties
- Faculty Professors* on permanent & pensionable establishment/contractual basis *(up to 5 nominated by the Vice-Chancellor)*
- Up to 3 members* (who have links with research/industry) nominated by the Vice-Chancellor
- Directors of Research Centres (CCRC, VCILT, CASR)
- Director of Quality Assurance
- Budget Director
- Chief Librarian
- Students' Union Representative* (a Postgraduate student)

- **In Attendance**
  Administrative Assistant - Secretary
  Administrative Assistants of Pro Vice-Chancellor's (RCI) Office

  * appointment up to 2 years

9.2   RESEARCH DEGREES COMMITTEE

Purpose:
The Research Degrees Committee (RDC) is a sub-committee of Research, Consultancy & Innovation (RCI) Committee which is responsible for the management of research higher degrees (including professional doctorates), development of policy on higher degrees and the monitoring of their academic quality and standard. It is responsible for reviewing the quality assurance framework for the management of research degree programmes, including academic regulations for those programmes.

Terms of Reference:
- To advise the RCI Committee on all matters pertaining to admission and monitoring of research higher degree students - including changes in mode of study, for extension of submission of thesis, changes of Supervisor, interruption of studies, termination of registration/withdrawals.
- To formulate/review recommendations on policy for the strategic development of research studies and on rules and regulations governing MPhil and PhD studies.
- To maintain a standard of excellence in research higher degrees.
- To promote and foster research higher degree studies.
- To consider proposals from Faculty Board/LLC Board for developing new research degrees and to make recommendations to RCI Committee.
- To recommend to RCI Committee the selection list for TEC Postgraduate Scholarships, Bursaries & Postdoctoral Fellowship.
- To advise RCI Committee on the strategic priorities in research education.
- To develop and monitor supervisor capacity and supervision standards.
- To approve examination processes (for instance, appointment of External Assessors/External Examiners) and to recommend to RCI Committee upgrade from MPhil to PhD or award of research degree.
- To collaborate with RCI Committee in the development and implementation of the "*Rules and Regulations governing MPhil/PhD research*".

Membership:
- Pro Vice-Chancellor (RCI) – Chairman
- Deans of Faculties
- Director of VCILT
- Director of CCRC
- Director QA
- Students' Representative
- Administrative Assistant - (Secretary)
- Co-opted members (as and when required)

9.3   RESEARCH QUALITY FRAMEWORK COMMITTEE

Purpose:
It is widely accepted that the core business of a University is Teaching and Learning. Emphasis has so far been on Teaching and Learning although research has traditionally been given the higher priority.

The University's mission is to provide an efficient and effective service to the community through quality teaching, research, consultancy and extension services. To achieve this, the University has set out a number of aims and has developed core strategies with specific objectives to realise those aims. In line with emphasis on Research and Development, it is proposed to set up a Research Quality Framework Committee (RQF) at the University of Mauritius to look into the development of a broad mechanism for improving research quality.

It is recognised that a formal assuring of quality in Research is still in its infancy at UOM. However, Quality Assurance in Research has been present through policies and procedures with respect to higher degrees such as MPhil/PhD.

Broadly speaking, the Research Quality Framework (RQF) Committee would be to encourage UOM researchers to focus on the quality and impact of their research. Data would be produced which will provide information to government about the results of public investment in research. The RQF would also aim, within medium to longer term, to provide benchmarked data against which the international standing of our University research can be measured.

The philosophy of the University's RQF reflects the university's values i.e. a commitment to the highest standards of service for everyone, the highest ethical and professional standards of behaviour and to enhancing life opportunities. It also places trust in staff to uphold the quality and standards requirements of the University and assumes there is full ownership amongst practitioners.

Based thereon, the University's RQF approach to quality management would be founded on:

• Accountability for quality and responsibility for standards lie at the delivery point, wherever this may be;
• Quality is embedded and intrinsic to research, with self-evaluation by all seen as key to safeguarding standards and improving quality;
• Reliable and accurate evidence of research performance and evaluations is key to understanding the quality of the students' experience and to securing and enhancing standards;
• Regular monitoring is built in and review processes are employed to assure the Vice Chancellor, the University Council and the Senate of the integrity of the quality assurance processes with regard to research and the maintenance of research standards.

Terms of Reference:
- to monitor research performance and research training;
- to coordinate and monitor programs for quality assurance and quality enhancement in research and research support across the whole university, including the provision and adequacy of research infrastructure;

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- to liaise with Faculties/Centres/Groups in the development of Faculty/Centre/Group management plans, structures and strategies for research and research support processes, including the mentoring of young researchers, for purposes of quality assurance and quality enhancement;
- to liaise with the Office of the Pro-Vice-Chancellor (Research & Consultancy) and the Quality Assurance Office, for purposes of research support, quality assurance and quality enhancement;
- to report to the Research, Consultancy & Innovation (RCI) Committee
- to maintain liaison, in relation to these terms of reference, with the Research, Consultancy & Innovation Committee, Faculty Research Committees, and any other Committee at the University of Mauritius having a research component, as required;
- to investigate such other matters as may be referred to the Committee.

Membership:
- Pro-Vice-Chancellor (RCI)
- Professors at the University of Mauritius (3)
- All Deans of Faculties or their representatives
- Director of Research Centres or their representatives
- Director of Quality Assurance
- Co-opted members (up to 2) with special expertise as required
- Chief Librarian
- Post Graduate Student
- Administrative Assistant (Secretary)

9.4 RESEARCH ETHICS COMMITTEE

Purpose
This Committee shall be appointed by Senate for a period of two years 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, animal research and biosafety. 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
- Animal Experimentation

Terms of Reference
- Scrutinize the research, with special emphasis on proposed methodological issues, such as experiments, analysis and protection of data and to ensure that the research conforms with the requirements of the relevant Code of Practice and prevailing laws of Mauritius;
- Identify potential harms and dangers;
- Examine the benefits of the study;
- Provide written information on the rejection of a research proposal considered unethical;
- Reconsider revised submissions;
- Appoint independent experts for further consideration;
- Interview the applicant as and when the need arises;
- Obtain written consent from the student as and when the need arises on issues requiring confidentiality.

Membership
The University of Mauritius Research Ethics Committee shall consist of:

- A University staff to be nominated by the Pro Vice-Chancellor (Research, Consultancy & Innovation) as Chairperson
- A member with experience in legal matters
- 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)
- A Social scientist
- A member with experience in the field of arts
- A Natural scientist
- A member with experience in environmental issues
- A Medical Microbiologist
- A member with experience in biosafety issues
- A member with experience in veterinary science
- Co-opted Members (as and when required)

9.5   INTELLECTUAL PROPERTY COMMITTEE

Purpose:
As per University policy, all Intellectual Property (IP) generated from Research undertaken by staff and students on campus or making use of University resources are vested in the University of Mauritius, and are managed according to the University IP Scheme. In case the UoM decides not to go ahead with protection of the said IPR, it will then be released back to the inventors who may proceed with protection and commercialisation on their own account. To implement this policy, a process of screening of all Research projects undertaken on campus or using University resources needs to be systematically carried out, and the decision to apply for IPR protection or not needs be taken. For this purpose, the Pro-Vice-Chancellor (RCI) will set up a Intellectual Property Committee (IPC), that will have as objective to advise the Research, Consultancy & Innovation (RCI) Committee on whether the University should decide to invest in IPR protection for a said research outcome.

At the conclusion of any research undertaken by University staff or students, the staff and student(s)/supervisor(s) will inform Pro Vice-Chancellor (RCI) of the outcome of their research and whether they think it has any commercial potential. They may be requested to fill the University of Mauritius Innovation Disclosure Form (UMIDF/001, see Annex) to provide adequate information for consideration by IPC. After consideration by IPC, the University has two alternatives: 1. Proceed with protection of IPR – university alone or in partnership. After an application is launched, the staff may request for release of copyright to publish the work; 2. Decide that the University will not proceed with protection and release the IPR back to staff involved.

For the purpose of protection of IPR, the UoM needs to incur certain costs. These relate in the case of Patents to: Patent attorney fees, filing costs (local and/or overseas) and maintenance costs. The process is by no means cheap and the UoM therefore needs to take judicious decisions on the issue. As it acquires experience, the UoM may set a policy to maintain a patent only for a certain period of years. If it is not able to licence the patent within this period and obtain related revenue, it may stop paying maintenance costs and let the patent lapse. For the purpose of seeking protection, the UoM needs to earmark a certain sum of money (say Rs 200000 for first year) as **Innovation fund**. This money will be used for protection of IPR as recommended by the IPC.

Terms of Reference:
- Read and appraise the description of Invention or UMIDF/001 submitted by University staff.
- Meet to discuss the disclosure using the UMIDF/001 as base document, and if necessary interview the staff concerned.
- Make appropriate recommendations within a maximum 1 month of the receipt of the UMIDF/001 to Pro Vice-Chancellor (RCI). Time is often the essence in such situations as the policy of first to file applies in Mauritius.

Membership:
The IPC will be set up by the Pro Vice-Chancellor (RCI) from the pool of resource persons so constituted; a minimum of 3 will be called upon to assess a particular research outcome. IPC will submit its recommendations to the Pro Vice-Chancellor

(RCI) after interviewing the staff if necessary. The latter will then inform the RCI Committee accordingly. Members will be:

- Professors grade from specialist areas as appropriate (one of whom will act as Chairman)
- Co-opted members from specialist areas as appropriate.
- Administrative – Assistant (Secretary)

9.6   RESEARCH POLICY COMMITTEE

Purpose

There are increased expectations from research undertaken at Universities to contribute concretely to national development. This calls for a mutually beneficial partnership between universities and industry, whereby university researchers work in collaboration with stakeholders in industry to find solutions to problems the latter face. The outcome will be improvement of products and processes for enhanced industry competitiveness and hence wealth creation for the nation. Within current funding constraints universities need to be effective in seeking and managing funds for such research, leading in a review of the process of Research and Innovation management. The University of Mauritius has a pool of over 300 full-time researchers on campus, who simultaneously devote time to other mandatory activities such as teaching and administration. This state of affairs calls for sound research management policies. Currently, the Pro Vice-Chancellor Office for Research, Consultancy & Innovation (RCI) is in the process of formulating and consolidating policies on Research, Grant administration, Consultancy and Contract Research and IPR generation, use, management and commercialization into a comprehensive Research Policy Handbook.

Given the challenge of this task due to the diversity of policy themes to be covered in a comprehensive Research Policy Handbook (RPH), a bottom up approach is being employed. Identified themes are being assigned to academics and management staff to develop appropriate policies, under the responsibility of theme leaders; submissions of which will be collectively finalised into chapters to produce a first draft of the Research Policy Handbook. The latter will be finalised through further iterative consultations (horizontally with the thematic teams and criss-crossed amongst theme members/leaders and, vertically, with a Research Policy Committee (RPC)). It is recognised that the Handbook will be a living document and it is expected that experience in using it will bring forth the need to continuously update it at regular intervals. Therefore, it is considered appropriate to set up the Research Policy Committee that will have the responsibility of first finalising the RPH and then considering updates at regular intervals based on feedback obtained during its use. The Research Policy Committee will be a sub-committee of the Research, Consultancy and Innovation (RCI) Committee to which it will make its recommendations.

Terms of Reference:
- To make recommendations to the RCI Committee of new research policies;
- To review the research policies and update the Research Policy Handbook once every three years;
- To consider request made by any staff or any statutory committees for alteration of the policy or its updating based on experience gained during its implementation;

Membership:

RPC will comprise of:
- Pro Vice-Chancellor (Research, Consultancy and Innovation) – Chairman
- Up to 4 senior academics with substantial experience in research and collaborative projects.
- Administrative Assistant - (Secretary)

9.7   FACULTY RESEARCH COMMITTEE

Purpose

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. It also recommends research projects to be funded by UoM to Pro VC's (RCI) Office.

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

Membership

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

- Dean of Faculty (Chairperson)
- All Heads of Departments
- Senior academic staff appointed for a period of 2 years
- Co-opted members as and when required

Functions of FRC

- ➢ To consider applications taking into consideration the recommendations of the UoM Research 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 an adhoc Sub-Committee known as "The FRC Sub-Committee on Plagiarism" to look into alleged cases of plagiarism. Upon receipt of the report of the FRC Sub-Committee on Plagiarism, FRC will refer 'alleged' cases of plagiarism to Faculty Board and/to the Registrar (in case of substantive plagiarism).

9.8 BOARD OF EXAMINERS

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

Membership

- The Dean of Faculty (Chairperson)
- Head of the relevant Department
- One representative of FRC
- 2 members who are senior academics of the Faculty appointed by the Dean of Faculty on the basis, as far as possible of their fields of studies in relation to the research project

10.   PLAGIARISM

10.1 Definition

Plagiarism involves using the work of another and presenting it as one's own, whether published or unpublished. Any of the following acts constitutes plagiarism:

(i)   presenting the work of another or part of it as one's own, whether published or unpublished. This includes material available on the internet and in any other electronic form;

(ii)   directly reproducing from a source without proper citation;

(iii)   paraphrasing or summarising another's work without acknowledging the source;

(iv)   using facts, figures, graphs, charts or information without acknowledging the source;

(v)   using whole or part of any document, graphics, artwork or any other material from the internet and presenting it in any material form as one's own, with or without any modification, without acknowledgement;

(vi)   any infringement to the Copyright Act (1997) that violates the moral rights of an author as defined at (v), specifically the author's entitlement to the right of paternity.

10.2 Procedures for Dealing with Plagiarism in MPhil/PhD Research Projects

1.   Plagiarism may be detected
      - prior to submission of the thesis or MPhil Transfer Report,
      - during the examination process, in which case the latter should be suspended.
      - after the award of the degree

2.   In all cases, the alleged plagiarism shall be reported to the Dean of the Faculty concerned. The report should contain detailed evidence of the suspected plagiarism (indicating by cross-referencing what sections of texts have been plagiarised and from what sources).

3.   On receipt of the report, the Dean shall convene a meeting of the Faculty Research Committee (FRC) which will appoint a Sub-Committee on Plagiarism to investigate the alleged case of plagiarism. The FRC Sub-Committee on Plagiarism will interview both the student against whom the allegation of plagiarism has been made and the Supervisor(s).

4.   If the alleged plagiarism is not proved, the FRC Sub-Committee on Plagiarism will report to the FRC. The latter will inform the Faculty Board, following which the student will be informed accordingly by the Faculty Administrative Assistant on behalf of the Registrar, through the Supervisor with copy to the Pro Vice-Chancellor (R & C) and to the Head of Department concerned.

5. If the alleged plagiarism is found to be **incidental**, in the sense that the student has failed to cite the references or make the appropriate acknowledgements in one or two isolated and insignificant cases, the FRC Sub-Committee on Plagiarism will communicate its findings in its report to the FRC. The latter will report to the Faculty Board and recommend that a note of warning be issued to the student by the Faculty Administrative Assistant on behalf of the Registrar, through the Supervisor, with copy to the Pro Vice-Chancellor (R&C) and the Head of Department. The student will be asked to make the necessary revision and re-draft the relevant section(s) to the satisfaction of the Supervisor(s).

6. If the alleged plagiarism is found to be **substantive**, in the sense that the extent and proportion of the work that has been plagiarized, affects the originality and authorship of the thesis or MPhil Transfer Report, and also reveals a deliberate intent on the part of the student, the FRC Sub-Committee on Plagiarism will submit a detailed report to the FRC with a recommendation that the case be immediately referred to the Registrar for disciplinary procedures to be initiated, and that the Faculty Board be informed accordingly.

7. On receipt of the report and recommendation from the FRC, the Registrar will convene the Discipline Committee as per the University Rules and Regulations.

8. If the student is found guilty of substantive plagiarism, the Discipline Committee will in its report to Senate indicate whether:
   - The student should be failed and his registration terminated.
   - The MPhil thesis / MPhil Transfer Report / PhD thesis should be referred back to the student for significant revision and for resubmission.
   - In the case of a PhD thesis, it should be referred back to the student for significant revision and re-submission for a lower degree.

10.3   FRC Sub-Committee on Plagiarism

Purpose
The FRC Sub-Committee on Plagiarism is an adhoc sub-committee appointed by FRC to look into cases of alleged plagiarism, and it will report to the FRC.

Terms of Reference of the FRC Sub-Committee on Plagiarism

- To consider reports on alleged plagiarism
- To investigate into cases of alleged plagiarism and seek explanations from the student and the Supervisor(s)
- To establish whether the allegation of plagiarism is founded, and if so, to determine whether it is a case of incidental or substantive plagiarism.
- To submit its report and recommendations to FRC

Membership of the FRC Sub-Committee on Plagiarism

(i)   A senior member of FRC (Chair) appointed by FRC
(ii)   Head of the relevant Department

(iii)   One senior academic (who should be a specialist in the relevant research field) appointed by FRC

(iv)   One co-opted member as and when required

10.4   Right to Appeal

The student shall have the right to appeal against the decision of Senate, by writing to the Registrar, within a period of fourteen days from the date of notification.

10.5   MPhil/Transfer Report/PhD Declaration Form (RDDC)

Each registered MPhil/PhD student of the University of Mauritius is required to submit the MPhil/Transfer Report/PhD Declaration Form (RDDC) duly signed to the Registrar or to the Dean of Faculty (as applicable) prior to submission of the MPhil thesis / MPhil Transfer Report / PhD thesis.

Three months' prior to the proposed date for submission of MPhil thesis/MPhil Transfer Report / PhD thesis, the student will be required to fill in and sign the RDDC form.

The RDDC form is to be submitted together with the *Notification for Submission of Thesis Form (RDE1)* to the Registrar / *Notification for transfer from MPhil to PhD Form (RDT1)* to the Dean of Faculty.

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 3 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)   Surveys/data collection/experiments/fieldwork

        (iv)   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/co-supervisors/associate supervisor**

*Both the research plan (8) and cost of research work (9) should be submitted according to the <u>minimum</u> time-frame for the degree).

Computing and printing facilities & access to internet will be provided by the Faculty.

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**	☐
	• **2 years**	☐
	• **3 years**	☐
	• **More than 3 years**	☐
In my capacity as	• **Lecturer**	☐
	• **Project/Thesis Supervisor**	☐
	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

MPhil /PhD REGISTRATION PROCEDURES

```
                    ┌──────────────────────┐
                    │    Advertisement     │
                    │   (TWICE YEARLY)     │
                    └──────────────────────┘
                               │
                               ▼
                    ┌──────────────────────┐
                    │  Admissions' Office  │
                    └──────────────────────┘
                               │
                               ▼
              ┌──────────────────────────────────┐
              │   Dean's Office or Office of      │
              │ Directors of Centre or Institution│
              └──────────────────────────────────┘
                               │
                               ▼
  ┌──────────┐    ┌──────────────────────────────┐    ┌──────────────┐
  │ Finance  │◄──►│  Faculty Research Committee   │◄──►│   Research   │
  │ Section  │    └──────────────────────────────┘    │    Ethics    │
  └──────────┘                   │                     │  Committee   │
                                 ▼                     └──────────────┘
                    ┌──────────────────────┐
                    │     Faculty Board    │
                    └──────────────────────┘
                               │
                               ▼
                    ┌──────────────────────┐
                    │  Research Degrees    │
                    │     Committee        │
                    └──────────────────────┘
                               │
                               ▼
           ┌──────────────────────────────────────┐
           │ Research, Consultancy and Innovation  │
           │             Committee                 │
           └──────────────────────────────────────┘
                               │
                               ▼
                    ┌──────────────────────┐
                    │       Senate         │
                    │  (For information)   │
                    └──────────────────────┘
```

UNIVERSITY OF MAURITIUS Faculty of …………………...	Six-Monthly Progress Report (SMPF1) Student's Report
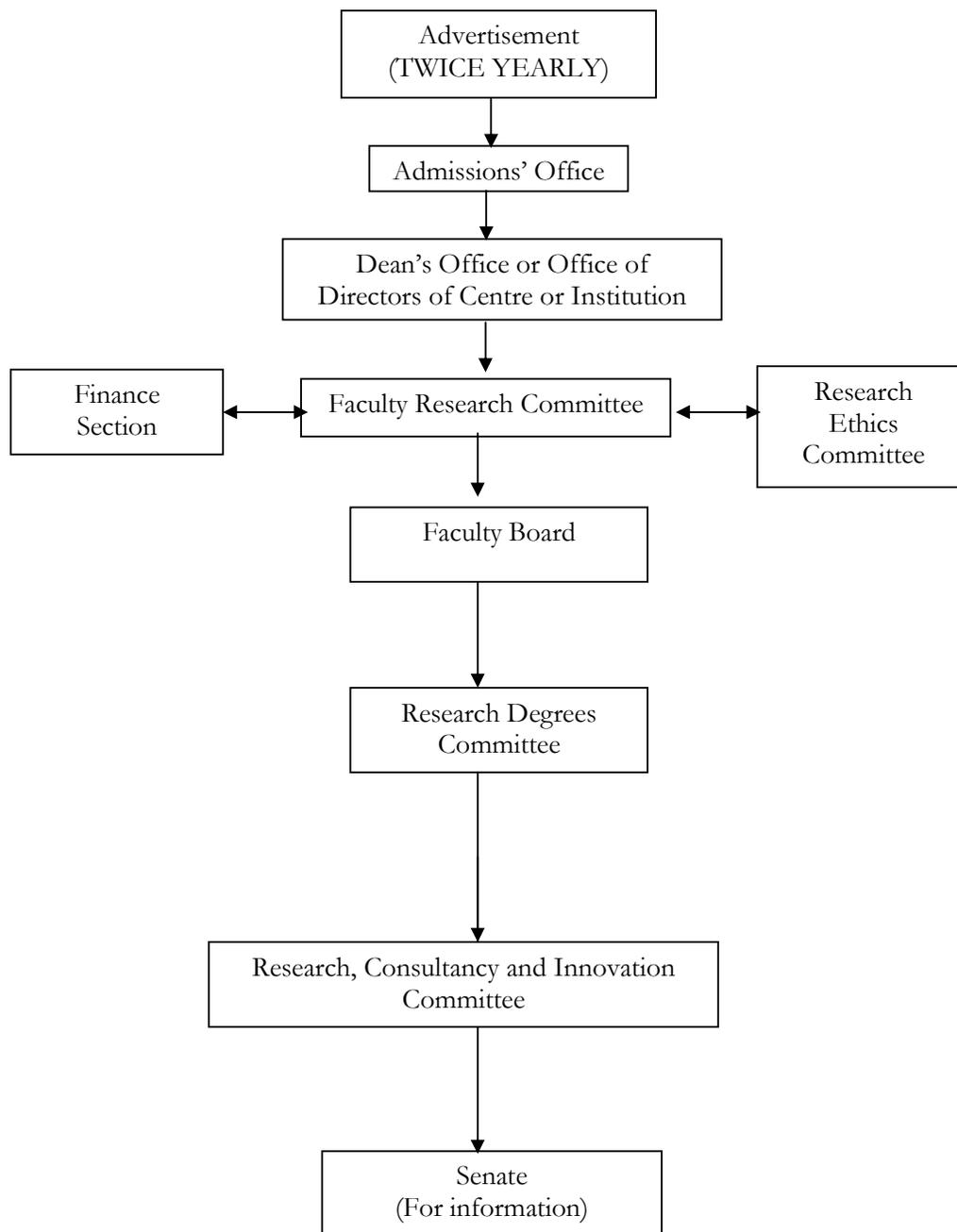
Please refer to the **University Guidelines for Students Registered for Postgraduate Research Programmes**. This Report will be used by the Faculty Research Committee, as a tool for the monitoring of MPhil/PhD Research Programmes. The assessment made thereon will ,constitute the official notification for re-enrolment for the period ending January/August.

To be completed by all registered MPhil/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: *(Please print)*	DATE OF INITIAL REGISTRATION:
PROGRAMME REGISTERED FOR:	
TITLE OF DISSERTATION:	
SUPERVISOR NAME: *(Please print)*	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:**

UNIVERSITY OF MAURITIUS Faculty of ……………………	Six-Monthly Progress Report (SMPF2) Supervisor's Report

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/PhD Research Programmes for the period ending January/August

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

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

STUDENT NAME: (*Please print*)	DATE OF INITIAL REGISTRATION:
PROGRAMME REGISTERED FOR:	
TITLE OF DISSERTATION:	
SUPERVISOR NAME: (*Please print*)	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 (*Please tick the appropriate box*)	
PERIOD ENDING JAN/AUG	
Ongoing (M Phil or PhD]	☐
Transfer to PhD [*Refer to University Guidelines*]	☐
Termination of Registration [M Phil or PhD] [*Refer to University Guidelines*]	☐
Submission of Thesis	☐

Main Supervisor

Signature: **Date:**

Associate Supervisor

Signature: **Date:**

NOTE: SUPERVISORS MAY WISH TO SUBMIT INDIVIDUAL REPORTS

MPhil / Transfer Report / PhD Declaration Form

1. I have read the "University of Mauritius Rules & Regulations Governing MPhil/PhD Research" and I have understood the section(s) on 'Plagiarism'.

2. I know that plagiarism is wrong. Plagiarism is to use another's work and pretend that it is one's own.

3. I have adhered to "The UoM Guide to the Harvard System of Referencing", for referencing, quotations and citations in my thesis. Each contribution to, and quotation in my thesis from the work(s) of other people has been attributed, and has been cited and referenced.

4. This MPhil thesis / MPhil Transfer Report / PhD thesis is my own work.
    (To delete where appropriate)

5. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

6. I am aware that I may have to forfeit the degree in the event that plagiarism has been detected after the award.

7. Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism during my stay as a registered student of the University of Mauritius is entirely my own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism.

8. **Surname :**   ……………………………………………………………...
    **   (in FULL and in BLOCK LETTERS)**
    Other Names   **: …………………………………………………………….….**

Programme registered for: ………………………………………………………………

Title of MPhil thesis/MPhil Transfer Report /PhD thesis: …………………………………………..
            (To delete where appropriate)
…………………………………………………………………………………………………..

Name of Supervisor/s: (To specify whether Main Supervisor/Co-Supervisors/Associate Supervisor)

……………………………………………………………………………………….………

Faculty/Centre: …………………………………………………………………….………

Signature:……………………………………………………………………………………….

Date: …………………………………………………………………………………………

To be duly signed and submitted to the Dean of Faculty /the Registrar's Office 3 months' prior to submission of the MPhil thesis/MPhil Transfer Report /PhD thesis

THE UoM GUIDE TO THE HARVARD SYSTEM OF REFERENCING

When writing a piece of work you will need to refer in your text to material written or produced by others. This procedure is called citing or quoting references.
Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference. The system used at the University of Mauritius is the Harvard System.

The Harvard System

All statements, opinions, conclusions etc. taken from another writer's work should be cited, whether the work is directly **quoted, paraphrased or summarised**. In the Harvard System cited publications are referred to in the text by giving the author's surname and the year of publication (see section 1) and are listed in a bibliography at the end of the text (see section 2).

Sources/authors: the person or organisation shown most prominently in the source as responsible for the content in its published form should be given. For anonymous works use 'Anon' instead of a name. For certain kinds of work, e.g. dictionaries or encyclopaedias, or if an item is the co-operative work of many individuals, none of whom have a dominant role, e.g. videos or films, the title may be used instead of an originator or author.

Dates: if an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied and given in square brackets. If no such approximation is possible, that should be stated, e.g. [ca.1880] or [no date].

All examples in this are fictitious and any resemblance to existing works is coincidental.

5.1   Citation in the text

▪   **Quotations** – as a general rule in the University, if the quote is less than a line it may be included in the body of the text in quotation marks. Longer quotations are indented and single-spaced quotation marks are not required. For citations of particular parts of the document the page numbers etc. **may** be given after the year in parentheses.

▪   **Summaries or paraphrases** – give the citation where it occurs naturally or at the end of the relevant piece of writing.

▪   **Diagrams, illustrations** – should be referenced as though they were a quotation if they have been taken from a published work.

▪   If details of **particular parts of a document** are required, e.g. page numbers, they should be given after the year within the parentheses.

▪   **Rules for citation in text for printed documents also apply to electronic documents except where pagination is absent**. If an electronic document does not include pagination or an equivalent internal referencing system, the extent of the item

may be indicated in terms such as the total number of lines, screens, etc., e.g. "[35 lines]" or "[approx. 12 screens]".

Examples

i)   If the author's name occurs naturally in the sentence the year is given in parentheses: -

E.g. In a one of his major works, Toussaint (1980, p.84) argued that we need to take good decisions…

E.g. As Toussaint (1980, p.84) said, "good decisions need to be taken" and so we…

ii)   **If the name does not occur naturally in the sentence**, both name and year are given in parentheses: -

E.g. A more recent study (Sherlock 2001, p.211) has shown how theory and practical work   interact.

E.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Sherlock 2001, p.211).

iii)   When an **author has published more than one cited document in the same year**, these are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the parentheses: -

E.g. John (1972a, p.31) elaborates on…

iv)   If there are **two authors** the surnames of both should be given: -

E.g. Bretzel and Hansel (1895, p.251) have argued that…

v)   If there are **more than two authors** the surname of the first author only should be given, followed by et al.: -

E.g. In many rural areas, people have farms with a total amount of…. (Picket *et al.* 1928, p.31)

(A full listing of names should appear in the bibliography.)

vi)   If the **work is anonymous** then "Anon" should be used: -

E.g. In an article (Anon 1995, p.69) it was stated that…

vii)   If it is a reference **to a newspaper article with no author** the name of the paper can be used in place of "Anon": -

E.g. Lots of travellers seem to be going to Mauritius. (Newsweek 2005, p.3)

(You should use the same style in the bibliography.)

viii)   If you refer to **a source quoted in another source** you cite both in the text: -

E.g. A research by Rosas (1997 cited Banes 2001, p.98) showed that…

(You should list only the work you have read, i.e. Jones, in the bibliography.)

ix)   If you refer to a **contributor in a source*** you cite just the contributor: -

E.g. Textile industries have been cited as the cornerstone in this field (Bedford 1958, p.56).

See Section 2 below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceeding) in the bibliography.

x)   If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else's work it is suggested that you should mention the person's name and you must cite the source author: -

E.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Matthews (2001, p.87).

E.g. "Expressive interfaces will always elicit positive emotions", Bob Seagull said in a recent article (Kendall 2003, p.87).

(You should list the work that has been published, i.e. Marshall, in the bibliography.)

Personal communications: -

▪   Taken from: AIA, 1990. Publication Manual of the Artificial Intelligence Association. 2nd ed. Port-Louis: AIA.

They do not provide recoverable data and so are not included in the reference list.
Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.

E.g. Many designers do not acknowledge the usability issues. (Personal communication, May 20, 1994).

5.2   References or Bibliography

At the end of a piece of work, list the references to documents cited in the text. This list may be called a *Bibliography* or more commonly *References*. Exceptionally you may be asked to list references not cited in the text but which make an important contribution to your work. These are usually listed under the heading of *Further Reading*.

In the Harvard System, the references are listed in alphabetical order of authors' names. If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1998a, 2001b) if more than one item has been published during a specific year.

Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. Underlining is an acceptable alternative to italics when bibliographies are hand written.

Reference to a book

Author's SURNAME, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

> E.g. MILLER, B.A. AND SATE, B., 1995. *The Mauritian Diaspora*. 2nd ed. London: Longman.

Reference to a contribution in a book

Contributing author's SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In:* INITIALS. SURNAME, of author or editor of publication followed by ed. or eds. if relevant. *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

> E.g. ZIGGY, A.R., 1985. Social acceptance of intermarriages. *In:* B.S. MARIKA, ed. *Annual review of Socio-ethnic situation in Mauritius*. Central Park, CA: Sebe, 512-525.

Reference to an article in a journal

Author's SURNAME, INITIALS., Year of publication. Title of article. *Title of journal*, Volume number and (part number), Page numbers of contribution.

> E.g. MCGIL, W.A., 1997. Approaches to intelligent information retrieval. *Natural language Processing,* 7 (3), 147-168.

Reference to a newspaper article

Author's SURNAME, INITIALS., (or NEWSPAPER TITLE,) Year of publication. Title of article. *Title of newspaper,* Day and month, Page number/s and column number.

> E.g. LE MAURICIEN, 1998. Sorting out the problem. *Le mauricien,* 4 June, p.28a.

Reference to a map

Originator's SURNAME, first name or initials, (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) year of publication. *Title*, Scale. (should be given normally as a ratio) Place of publication: Publisher.

> E.g. PERRY, Norton, 1981. *Islands surrounding the African continent*, 1:8,000,000. Cape Town: Ordinance Survey.

Reference to a conference paper

Contributing author's SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In:* INITIALS. SURNAME, of editor of proceedings (if applicable) followed by ed. *Title of conference proceedings* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

> E.g. SUTNA, Y., 1989. Media Spaces: the new way to communicate. *In:* A.V. GUJADHUR, ed. *9th international online information meeting, 8-10 August 1989 Delhi.* Wiley: Learned Information, 323-330.

Reference to a publication from a corporate body

(E.g. a government department or other organisation).

NAME OF ISSUING BODY, Year of publication. *Title of publication.* Place of publication: Publisher, Report Number (where relevant).

> E.g. UNESCO, 2004. *General information programme and UNISIST.* Paris: Unesco, (PGI-04/WS/48).

Reference to a thesis

Author's SURNAME, INITIALS., Year of publication. *Title of thesis.* Designation, (and type). Name of institution to which submitted.

> E.g. HENRI, F.S., 2005. *The Mauritian Phrase Structure Grammar.* Thesis (PhD). University of Mauritius.

Reference to a patent

ORIGINATOR/SOURCE, (name of applicant) Year of publication. *Title of patent.* Series designation, which may include full date.

> E.g. BELIN INC., 1981. *Lenses' cleansing system.* European patent application 88245785 A1. 1994-08-02.

Reference to a video, film or broadcast

Title, Year. (For films the preferred date is the year of release in the country of production.) Material designation. Subsidiary originator. (Optional but director is preferred, SURNAME in capitals) Production details – place: organisation.

> E.g. *Star Wars,* 1977. Film. Directed by Georges Lucas. USA: Universal Pictures.

> E.g. *Gone with the wind,* 1980. Video. London: Nicer Videos.

Programmes and series: the number and title of the episode should normally be given, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.

> E.g. *The National Assembly,* Session 1, The Ministerial Broadcast, 1986. TV, MBC2. 1996 Jan 6.

E.g. News at nine, 2001. Dec 12. 2100 hrs.

Contributions: individual items within a programme should be cited as contributors.

E.g. BUTTS, Tim, 1998. Interview. *In: Zurnal en kreol.* TV, MBC2. 1998 Feb 12.1900 hrs.

Electronic Material – Following the Harvard System

The British Standard BS 5605:1990 does not include recommendations for electronic sources. The recommendations in this document follow best practice in referencing electronic resources and where possible follow the guidance of the British Standard. Reference to web pages/sites and e-books Author's /Editor's SURNAME, INITIALS., Year. *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

E.g. DUTCH, M., 2000. *Guide to citing references* [online]. Réduit, UOM. Available from:

http://www.uom.ac.mu/library/using/guide_to_citing_references.html [Accessed 15 December 2005].

Reference to e-journals

Author's SURNAME, INITIALS., Year. Title. *Journal Title* [online], volume (issue), location within host. Available from: URL [Accessed Date].

E.g. NAIL, N.C., 1997. Books and Drawings: book review of Bedford on Art. *Readings* [online], 6 (15). Available from:

http://readingss.uom.ac.uk/archive/00000462/ [Accessed 24 June 2005].

Reference to mailbase/listserv e-mail lists

Author's SURNAME, INITIALS., Day Month Year. Subject of message. *Discussion List* [online] Available from: list e-mail address [Accessed Date].

E.g. DRACK, M. L., 8 Jan 2004. Re: Excel short courses. *new-link* [online]. Available from: dacko@dacksmail.ac.mu [Accessed 17 Jun 2004].

E.g. JOHANSEN, S.V., 10 Aug 1989. Recommendation of student radio/tv in English. *tfghti* [online]. Available from: tfghti@INTNET.MU [Accessed 29 Apr 2004].

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

Reference to personal electronic communications (e-mail)

Sender's SURNAME, INITIALS. (Sender's e-mail address), Day Month Year. *Subject of Message.* e-Mail to Recipient's INITIALS. SURNAME (Recipient's email address).

e.g. LETTE, D. (debra-lette@unix.com), 8 Sept 2000. *RE: Thesis proposal and bursaries.* E-Mail to P. DOIL (pdoil@uom.ac.mu).

Reference to CD-ROMs and DVDs

This section refers to CD-ROMs, which are works in their own right and not bibliographic databases. Author's SURNAME, INITIALS., Year. *Title* [type of medium CD-ROM]. (Edition). Place of publication, Publisher (if ascertainable). Available from:

Supplier/Database identifier or number (optional) [Accessed Date] (optional).

E.g. HALLE, S.A., 1992. *Beyond history: a wonderful adventure.* [CDROM]. Aryan Media.

Citing unpublished material

Citation of unpublished documents. B.S.I. (UTM Campus Library & VCILT Library 028.7 BRI).

5.3 Related Topics

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to **plagiarism**, which is against the University rules and is a serious offence. When you are copying or downloading material, you must also ensure that you comply with **copyright** rules. When including third party material in theses and dissertations, it is the responsibility of the individual to ensure the appropriate copyright permission has been obtained.

Notification for Transfer from MPhil to PhD

Student's Name:	
Date of Registration:	
Department/Centre:	
Full-Time/ Part-Time:	☐ **Full-Time** ☐ **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

UNIVERSITY
of
MAURITIUS

Notification For Submission of Thesis

Student's Name:	
Date of Registration:	
Department/Centre:	
Programme of Study:	☐ **MPhil** ☐ **PhD**

Thesis Title:

Proposed Date of Submission:

Student's Name	Signature	Date

Read and Approved by Supervisor(s)

Name	Signature	Date

Dean of Faculty	Signature	Date

Submit to:	**Registrar' s Office 7th Floor, NAC**

UNIVERSITY of MAURITIUS

Form   RDE2

External Examiner's Report

External Examiner's Name:	
Student's Name:	
Programme of Study:	☐ **MPhil** ☐ **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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**UNIVERSITY
of
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External Examiner's Recommendation

External Examiner's Name:	
Student's Name:	
Programme of Study:	☐ **MPhil** ☐ **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. ☐

EXTERNAL EXAMINER'S RECOMMENDATION

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

External Examiner	**Signature**	**Date**