

# 1. ADMISSION PROCEDURES

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## 1.1 Introduction

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

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

[https://www.uom.ac.mu/Images/Files/Regulations/MPhilPhD/2022\\_2023/guide.pdf](https://www.uom.ac.mu/Images/Files/Regulations/MPhilPhD/2022_2023/guide.pdf)

Research themes and research interests of staff from the Faculties and Centre are available on the University of Mauritius website.

<https://www.uom.ac.mu/Images/Files/Research/themes.pdf>

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

- (i) The research proposal must include a Gantt chart of activities to be undertaken and must be submitted through the Turnitin platform created by the prospective supervisor
  - (ii) Word count to be included on the first page of the proposal
  - (iii) CV of applicant to be attached
- 2.(a) Prospective MPhil, MPhil/PhD and PhD students would Register (at any time) for MPhil or MPhil/PhD or PhD after Teaching and Research Committee would approve the research proposals.
  - (b) Students who had secured research grants through their Supervisors would register for MPhil or MPhil/PhD or PhD after Teaching and Research Committee would approve the research proposals.
  - (c) The time lapse between the submission of research proposals and their approval by Teaching and Research Committee should normally not exceed two (2) months.

## 1.2 MPhil Degree

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

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

### 1.3 PhD Degree

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

- (a) A thorough understanding of the field of study and of applicable techniques for research and advanced academic enquiry;
- (b) The ability to conceptualise, design and implement a research project for the generation of 'new knowledge and understanding at the forefront of the discipline;
- (c) The ability to create and interpret new knowledge through original research.
- (d) Having published in an internationally peer reviewed impact factor journal or any publication approved by UoM. (Refer to section 2.4).
- (e) the work or any component of the work is not plagiarised.

### 1.4 Application to MPhil, MPhil/PhD and PhD Programmes

Prospective students are advised to go through the research themes of supervisors before submitting their application.

<https://www.uom.ac.mu/Images/Files/Research/themes.pdf>

#### 1.4.2 Factors to be considered for application

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

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

### 15 Selection Criteria

#### 1. *Entry Requirements*

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

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

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

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

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

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

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

#### **2. *References:***

Applicants 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:***

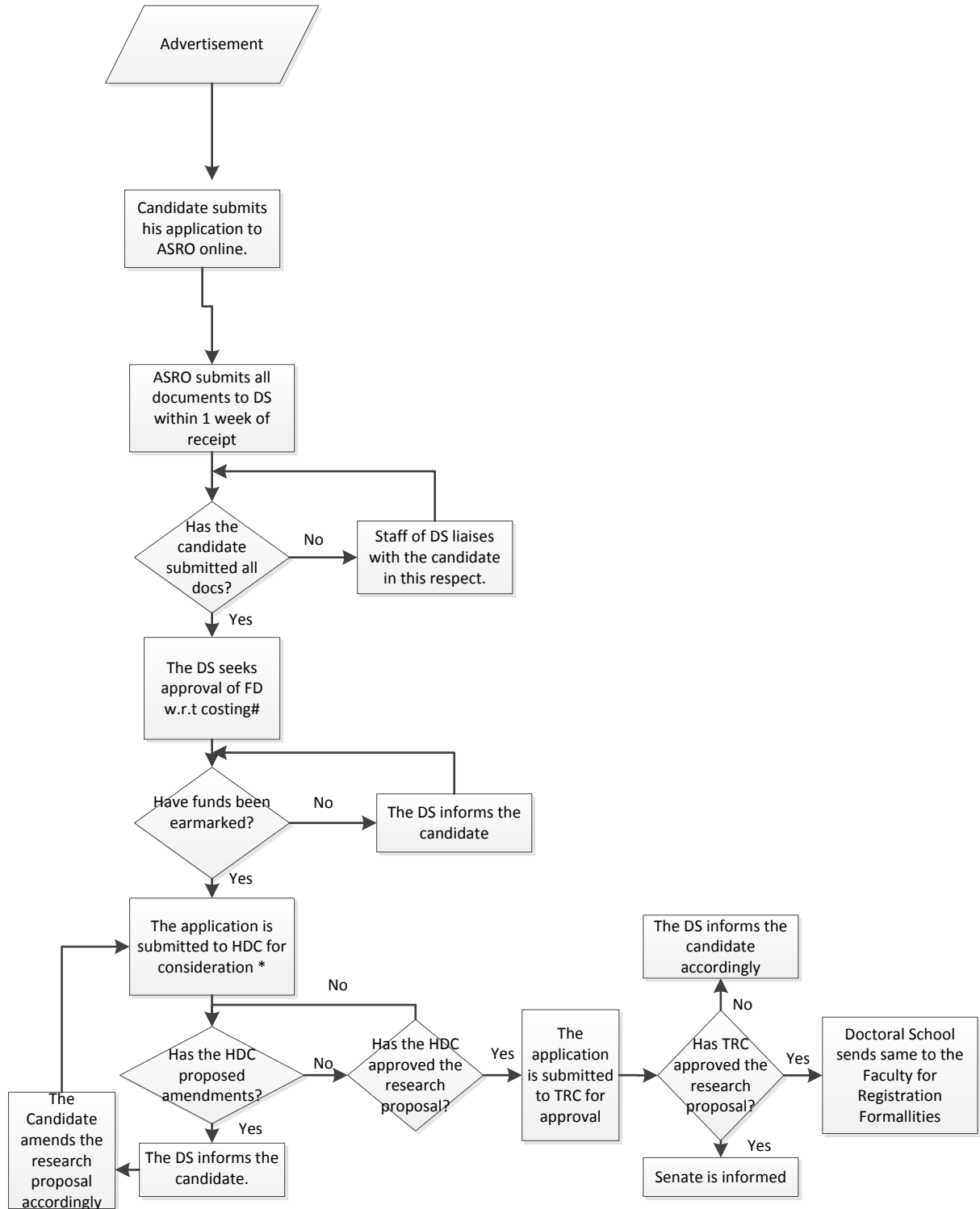
Applicants may be asked to provide evidence of language proficiency in English or French or another language, as applicable.

### **1.6 Processing of Applications**

The processing of application for MPhil, MPhil/PhD and PhD programmes is outlined in the flowchart below.

The Registrar's office will advertise for applications for MPhil, MPhil/PhD and PhD programmes. All applications must be channeled to the Doctoral School through the University Admissions' Office.

## Flowchart for Processing Applications for MPhil/PhD



## 1.7 Registration

### 1.7.1 Registration Period

On receipt of the approval from Teaching and Research Committee, Doctoral School will inform the Dean/Director who will inform the Registrar. A formal letter of acceptance for registration will be issued by ASRO to the applicant, giving relevant details such as name of degree, field of specialisation, name of supervisor(s), minimum research period and date of commencement.

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

### 1.7.2 Duration

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

**Table 1.1: Registration for MPhil**

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

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

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

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

**Table 1.3: Registration for PhD**

	Minimum	Maximum
Full Time	2	4
Part Time	3	5

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

### **1.7.3 Transfer Report Processing Time**

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

Normal fees will be claimed from the student as s/he is supposed to carry on with the work even after submission of the MPhil Transfer Report

### **1.7.4 Extension**

- (i) A student may be granted on valid grounds an extension to submit the MPhil Transfer Report/ MPhil and PhD thesis beyond the due completion date of the programme, but not exceeding one year;
- (ii) A monthly extension fee (pro-rata) will normally be payable for any extension that is granted by the University beyond the due completion date of the programme;
- (iii) The student should make a formal request to the Dean of Faculty/Director of Centre; the request for an extension of studies will be dealt at the level of FRC/CILLRC and Faculty Board/CILL Board;
- (iv) **In exceptional circumstances only**, further periods of extension of the thesis submission (not MPhil Transfer Report) deadline may be sought.

### **1.7.5 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 FRC/CILLRC and Faculty Board/CILL Board. The student needs to make a formal request to the Dean of Faculty/Director of Centre. *If approved, the period for an interruption of studies will not be included as part of the study period.*

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

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

## 1.8 Changes in the Mode of Study

During the period of study, a student may wish to transfer his/her registration from a full-time to a part-time mode of study or vice versa. The student needs to make a formal request to the Dean of Faculty/Director of Centre before approval is sought from the Faculty Board/CILL Board. Students who have been awarded the Postgraduate Scholarship are not eligible for change in the mode of study.

The following formula applies for the shift from full-time to part-time or vice versa:

No. of Years Full-Time =  $\frac{2}{3}$  of the no. of Years Part-Time.

## 1.9 Fees and Other Charges

(for Mauritian Nationals & Students from SADC countries and International Students)

<b>Fees</b>	<b>Amount</b>
<b>Application Fee</b>	Rs 1,500 (one-off)
<b>General Fees</b>	Rs 21,400 per annum
<b>Students' Welfare Fund</b>	Rs 400 per annum
<b>Tuition Fees for MPhil, MPhil/PhD and PhD Programmes</b>	Full-time - Rs 40,000 per annum
	Part-time - Rs 30,000 per annum
<b>Thesis Fees for Postgraduate Research Programmes</b>	Upon submission in Final Year: Rs 17,500
<b>Graduation Ceremony Fee</b>	Rs 1,400

**i. Tuition Fees for period between the submission of the MPhil/PhD Thesis and Senate's approval for award of MPhil or PhD.**

- (a) Tuition fees be waived; and
- (b) Only General fees and the Students' Welfare Fund on a time-based, pro-rata basis to be paid.

**ii The period when the student rewrites and resubmits his/her MPhil/PhD thesis as per the recommendations of Examiners**

- (a) If the recommendations include only typing changes then no additional tuition fees are claimed, only general fees are charged on a pro-rata basis from the student.
- (b) If the recommendations imply further research work then both tuition fees and general fees are claimed on a pro-rata basis from the student (from date of letter issued to student on the recommendations of the External Examiners and date of resubmission of thesis).
- (c) The relevant fees be claimed as from the issue of the letter informing the student of the recommendations of the Examiners.

### iii Extension Fee

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

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

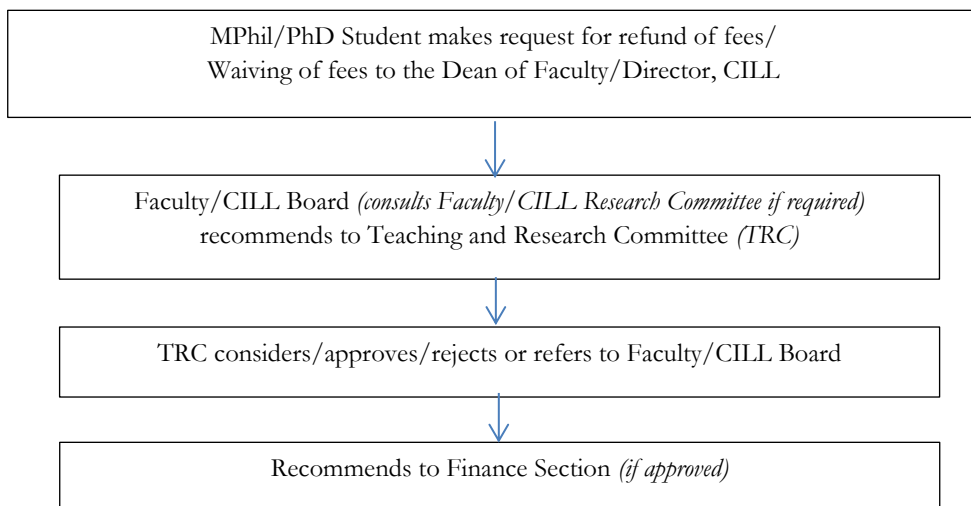
Part-time students: Rs3,000/- per month

### iv Refund of Fees upon Withdrawal for MPhil/PhD Students

Upon Withdrawal, MPhil/PhD students would be refunded the General and Tuition Fees on a pro-rata basis as per table below depending on the specific case under consideration within three (3) months of the first year registration at the University.

<b>General and Tuition Fees</b>	
<b>Receipt of Request for Refund</b>	<b>Amount refunded</b>
Within one month after first year registration	75%
Above one month and up to two (2) months after first year registration	50%
Above two (2) months and up to three (3) months after first year registration	25%
Above three (3) months after first year registration	0%

### v. Streamlining Mechanism for Waiving or Refund of Fees for MPhil/PhD:





### **1.10 Postgraduate Scholarship for MPhil/PhD**

(i) Postgraduate Scholarships awarded by the University of Mauritius

There may be one University of Mauritius Postgraduate Scholarship per Faculty/Centre per year, tenable at the University of Mauritius only, to follow either MPhil/PhD on Full-Time basis or shared Taught Master's Programme on Full-Time or Part-Time basis.

The Postgraduate Scholarship will be awarded to the best student (on the Final Year of an Undergraduate Degree Programme) on the basis of overall performance throughout the duration of the Degree Programme. A Scholar from a particular Faculty/Centre may undertake Postgraduate studies/Research in any Faculty/Centre of his/her choice at the University of Mauritius in the Academic Year following his/her award or next Academic Year.

When a Postgraduate Scholar from a Faculty/Centre prefers to follow a Master's Programme instead of undertaking a Full-Time MPhil/ PhD, the Postgraduate Scholarship awarded to him/her will be shared equally with the next best graduate from the same Faculty/Centre, who also wishes to follow a Taught Master's Programme.

(a) The duration of the Postgraduate Scholarship for MPhil/PhD shall be:

- Four (4) consecutive years with the possibility of extending by six (6) months inclusive of the period of transfer from MPhil to PhD to complete a PhD Thesis. The request for extension will be approved by the Board of the Faculty/CILL Board; and
- Two (2) consecutive years with the possibility of extending by six (6) months to complete an MPhil Thesis. The request for extension will be approved by the Board of the Faculty/CILL Board.

(b) General Fees and Tuition Fees (excluding Registration and Students' Welfare Fund) will be waived for the above-mentioned period.

(c) In case the Scholar exceeds the above duration s/he will have to also bear the cost for General Fee and the Tuition Fee.

(d) A stipend of Rs 16,500 per month up to two (2) years for MPhil and Rs 18,300 per month up to two (2) years upon transfer from MPhil to PhD will be paid to the Full-Time Scholar.

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

### **Composition:**

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

- i The Director, Doctoral School as Chairperson;
- ii One (1) Senior Academic with a track record of research from all Faculties recommended by the Dean of Faculty (3-year period);
- iii an alternate Senior Academic with a track record of research from all Faculties recommended by the Dean of Faculty (3-year period)\*; and
- iv Co-opted members (in the relevant field as and when required).

In Attendance

Administrative Manager/Administrative Officer

### **Terms of Reference**

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

*Updated on 28.09.2023*