

5. TRANSFER OF REGISTRATION FROM MPhil TO PhD

5.1 Introduction

These procedures described in this section 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; consult Table 1.2 for the time frame when the application for transfer of registration can be made.

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 (the so-called MPhil 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 will be eligible to submit his/her MPhil Transfer Report if he/she has satisfactorily completed the following two modules of the MRes programme: RM 5010 *Research at University of Mauritius: Processes & Methodology* and RM 5011 *Research Seminar Series*.
2. The student is required to **notify the Dean of Faculty/Director of Centre** with the approval of his/her supervisor(s) of his/her intention to submit a transfer report by filling a Notification for transfer from MPhil to PhD form (RDT1) **three months** prior to the proposed date of submission of the transfer report. A ***Transfer Report/Thesis Declaration Form*** (RDDC) will have to be filled in and submitted together with the RDT1 form.
3. Students must submit a two-page abstract at the time of notification of submission of the *RDT1 Form* which will be sent to potential External Assessors.
4. If a student intends to submit his/her MPhil Transfer Report or has submitted the MPhil Transfer Report, but does not obtain the supervisor's approval, the case shall be **normally** referred to **the** FRC/LLCRC. The latter will investigate and make appropriate recommendations **normally to the Chairperson of** Faculty Board/LLC Board.
5. Students who are on the ACU Split-Site Doctoral Scholarships intending to submit their MPhil Transfer Report at the host institution will have to adhere to conditions as (approved under Statute 25(16) by Vice-Chancellor on 18 August 2006 and Senate informed at its 486th (Ordinary) meeting held on 6.09.06) with the following proposed amendment (underlined)

(iv) The MPhil Transfer Report will be assessed by an Internal and an External Assessor as per the UoM existing Form RDT2 at the host institution. The External Assessor shall be a Professor and the other shall be at least at an Associate Professor level or equivalent.
6. The transfer report shall be submitted to the AA's Office at the Faculty/Centre in **three copies (spiral bound)** in the format specified by the University Specifications for MPhil Transfer Reports.

5.3 Procedures for Assessment of Transfer Reports

- (i) Upon receipt of the [RDT1] Form, the Faculty/LLC Research Committee will appoint one External Assessor from a list of up to five names of External Assessors submitted by the Supervisor/s and recommend to Faculty/LLC Board. The Faculty/LLC Research Committee shall identify and approve the second potential External Assessor and recommend to Faculty/LLC Board. Once approved by the Faculty/LLC Board, approval shall be sought from the Research, Consultancy & Innovation Committee and Senate will be informed accordingly.

External assessors should normally be required to meet the following criteria:

- (a) One external assessor shall be a Professor and the other shall be at least at an Associate Professor level or equivalent
- (b) The assessor should have recent experience of either supervising or examining PhD students in the relevant subject area

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.

- (ii) The appointment of the External Assessors shall normally be made within a period of **two (2) months** upon the submission of the RDT1 and RDDC Forms. Further to the appointment, the Faculty/Centre Administrative Assistant shall write to the External Assessors informing them of the terms and conditions of their appointment and their role as External Assessors. The Letter will also include a request to the External Assessors to consider whether potential conflict(s) of interest is likely to occur as a result of examining a candidate's MPhil Transfer report and if so disclose it to the University.

Examples of 'potential conflict of interest' include:

- closely connected with or to the student to be examined, the supervisor or the internal examiner (e.g. relative, friend, someone in regular correspondence with the student about his/her work, former tutor of the student etc);
 - someone who has been a staff member at the University of Mauritius within the last five years;
- (iii) If any of the appointed External Assessors express any conflict of interest, the Faculty shall have to identify another External Assessor for the MPhil Transfer report.
- (iv) If no conflict of interest is expressed by the appointed External Assessors, the Faculty/Centre Administrative Assistant shall send the MPhil Transfer report to them and seek from them confidential reports along with completed form RDT2. If the report/s is/are not received at the end of the third month, the Faculty/Centre shall start procedures for the appointment of new External Assessor(s). After the fourth month, if the External Assessors have not sent their reports, then the Faculty/Centre shall appoint the new External Assessor(s).

However, if in the meantime the External Assessors have responded, their reports will be considered. The new External Assessor(s) will still assess the MPhil Transfer report and he/she will be paid the usual honorarium.

5.4 The External Assessors' Reports

- (i) The recommendation from the external assessor shall be one of the following (Form RDT2):
- Transfer to PhD
 - Revision and resubmission for a transfer to PhD to the satisfaction of the Supervisor
 - Revision and resubmission to for a transfer to PhD to the satisfaction of External Assessor

- Revision and resubmission for an MPhil degree only to the satisfaction of the Supervisor
 - Revision and resubmission for an MPhil degree only to the External Assessor
- (ii) The BOE will deliberate on the first positive recommendation received from the external assessor.
- (iii) Any amendments proposed by the External Assessor(s) must be communicated in *toto* by the Chair of the Board of Examiners to the student through the supervisor(s). The [Full External Assessor report\(s\)](#) and the RDT2 must not be disclosed to non-BOE members.
- (iv) The revision and re-submission should normally be within 6 months after RCI's decision.
- (v) Only one re-submission will normally be allowed.

5.5 Board of Examiners

- (i) The Board of Examiners shall make appropriate recommendations to the Faculty Board/LLC Board; *BOE will deliberate on the first positive recommendation received from the external assessor for upgrading and on both recommendations for MPhil Degree.*
- Any recommendation by the External Assessor as per 5(i) will have to go to Board of Examiners, which will report to Faculty/LCC Board. The Board of Examiners shall report to Faculty Board/LLC Board, which will submit it to Research, Consultancy and Innovation Committee for approval. Senate will be informed accordingly. The Registrar shall inform the student of Senate's decision. The decision of the Research, Consultancy and Innovation Committee shall be communicated to the student through the Supervisor.
- (ii) The revision and re-submission should normally be within 6 months after RCI's decision.
- (iii) Only one re-submission will normally be allowed.

5.6 Research Seminar Series - RM5011

Students who have been upgraded to PhD will be required to present a research seminar under the Research Seminar Series RM5011 of the MRes programme within one month of their upgrade.

Students who have been awarded an MPhil or PhD degree will also be invited to present a research seminar under the Research Seminar Series RM5011 of the MRes programme within one month of their award.

Members of academic/administrative staff of the University of Mauritius who have been awarded an MPhil or PhD degree will be required to present a research seminar under the Research Seminar Series RM5011 of the MRes programme within one month of their award.

5.7 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.