

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

- (i) A student will be eligible to submit his/her MPhil/PhD Thesis 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*.
- (ii) A student is required to notify **the Registrar of the University through the Dean of Faculty/Director of Centre** and, with the approval of his/her supervisor(s) of his/her intention to submit the thesis **three months** prior to the proposed date of submission using a Notification for submission of Thesis form (RDE1). A ***Transfer Report/Thesis Declaration Form*** (RDDC) will have to be filled in and submitted together with the RDE1 form. A two-page abstract duly approved by the main supervisor must be attached with the forms.
- (iii) If a student intends to submit his/her thesis or has submitted the thesis, but does not obtain the supervisor's approval, the case shall be referred to the FRC/LLCRC. The latter will investigate and make appropriate recommendations **normally to the Chairperson of Faculty Board/LLC Board**.
- (iv) The thesis shall be submitted to the AA's Office in **three** copies (initially spiral-bound) together with a soft copy in the format specified as per the existing University regulations for the physical format and layout of thesis.
- (v) 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 (RDDC).
- (vi) On submission of the final (two) hardbound copies together with a soft copy, a student shall also submit a signed statement from the supervisor certifying that all necessary corrections have been completed satisfactorily (RDDC), 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.
- (vii) Any work in an unbound form must be referenced in the thesis (e.g. CD-ROM, software, maps, statistics, artwork, etc.)

6.3 Thesis

Format and Layout

Refer to Section 4: **“FORMAT AND LAYOUT OF DISSERTATIONS AND THESES”**

Copyright

The copyright of a thesis remains with the author.

The student is required to submit two hardbound copies and a soft copy on CD of the final thesis, one copy to be deposited in the University library and the other to be kept by the main supervisor and the soft copy to be submitted to the Dean of Faculty.

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 /Director of Centre, who will send his/her recommendations to the Faculty Board/LLC Board. The final approval will have to be sought from the Research, Consultancy and Innovation Committee.

6.4 Procedures for Appointment of External Examiners

- (i) Upon receipt of the Thesis Submission Form (Form RDE1), the Faculty/LLC Research Committee will appoint one External Examiner from a list of up to five names of External Examiners submitted by the Supervisor/s and recommend to Faculty/LLC Board. The Faculty/LLC Research Committee shall identify and approve the second potential External Examiner 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 examiners should normally be required to meet the following criteria:

- (a) One external examiner shall be a Professor and the other shall be at least at an Associate Professor level
- (b) The external examiner should have recent experience in 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 examiner for a particular student may be someone outside academia but who has recent experience in examining research degrees in the relevant field.

- (ii) The appointment of the external examiners shall normally be made within a period of **two (2) months** upon the submission of the RDE1. Further to the appointment, the Faculty/Centre Administrative Assistant shall write to the External Examiners informing them of the terms and conditions of their appointment and their role as External Examiners. The Letter will also include a request to the External Examiners to consider whether potential conflict(s) of interest is likely to occur as a result of examining a candidate's thesis 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 Examiners express any conflict of interest, the Faculty shall have to identify another External Examiner for the thesis.
 - (iv) If no conflict of interest is expressed by the appointed External Examiners, the Faculty/Centre Administrative Assistant shall send the theses them and seek from them confidential reports along with completed form RDE2. 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 Examiner(s). After the fourth month, if the External Examiners have not sent their reports, then the Faculty/Centre shall appoint the new External Examiner(s).

However, if in the meantime the External Examiners have responded, their reports will be considered. The new External Examiner(s) will still assess the thesis and he/she will be paid the usual honorarium.

- (v) A penalty fee will be charged to students who do not submit their thesis by the prescribed deadline unless the students submit evidence of ill health or other cause which has been approved by the Dean of Faculty/Centre as constituting sufficient reason for the delay in the submission of the thesis.

6.5 The Assessment and the External Examiners' Reports

- (i) The external examiner's recommendation shall be **one** of the following (Form RDE2):
 - For immediate award of PhD with no corrections;
 - For immediate award of PhD with minor typographical errors to be corrected to the satisfaction of the supervisor(s);
 - For award of PhD subject to amendments to the text of the thesis being made to the satisfaction of the supervisor(s);
 - For revision and resubmission for PhD degree (in case the examiner is not satisfied with the resubmission, the award will be an MPhil degree);
 - For award of an MPhil degree without amendments;
 - For award of an MPhil degree with amendments to the satisfaction of the Supervisor(s);
 - For revision and resubmission for MPhil degree;
 - No Award with no resubmission.
- (ii) Viva Voce examination can be requested by the External Examiner(s). However, this will be carried out through video/**e-conferencing** with the following composition:
 - (a) the Candidate
 - (b) the External Examiner(s)
 - (c) **the Supervisor(s) may attend the Viva Voce as observer(s) subject to "no objection" from the candidate and/or the External Examiner(s). The candidate's supervisor(s) should not take an active part in the examination process, unless specifically requested to do so by the Examiner(s).**
- (iii) The BOE will deliberate on the recommendations received from the external examiners.
- (iv) Any amendments proposed by the External Examiner(s) must be communicated in *toto* by the Chair to the student through the supervisor(s). The [Full](#) External Examiner Report(s) and the RDE2 must not be disclosed to non-BOE members. In case of amendments subject to supervisor(s) satisfaction, the supervisor(s) must inform the Chair of the BoE in writing that all corrections have been made to his/her/their satisfaction; the Chair will then make recommendation directly to the Faculty Board/LLC Board.
- (v) The revision and re-submission should normally be within 6 months after [RCI's](#) decision.
- (vi) Only one re-submission will normally be allowed.

6.6 Board of Examiners

- (i) The BOE will deliberate on the reports received from the external examiners and shall make appropriate recommendations to the Faculty Board/LLC Board:
 - In the case of a recommendation:
*Either "For immediate award of PhD with no corrections",
Or "For award of an MPhil degree without amendments",
Or "No Award with no resubmission",*

the Board of Examiners shall report to the Faculty Board/LLC Board, which will make its recommendations to Senate. The decision of the Senate shall be communicated to the student through the Supervisor.

- In the case of a recommendation:
*Either "For immediate award of PhD with minor typographical errors to be corrected to the satisfaction of the supervisor(s)",
Or "For award of PhD subject to amendments to the text of the thesis being made to the satisfaction of the supervisor(s)",*

Or "For award of MPhil degree with amendments to the satisfaction of supervisor(s)",

- the supervisor(s) shall notify the Chairperson of the Board of Examiners in writing that all corrections have been made to his/her/their satisfaction. The Chairperson of the Board of Examiners shall report directly to the Faculty Board/LLC Board, which will make its recommendations to Research, Consultancy and Innovation Committee and Senate will be informed. The decision of the Research, Consultancy and Innovation Committee shall be communicated to the student through the Supervisor.

- In the case of a recommendation:

Either "For revision and resubmission for MPhil degree",

Or "For revision and resubmission for PhD degree (in case the examiner is not satisfied with the resubmission, the award will be an MPhil degree)"

the Board of Examiners shall report to the Faculty Board/LLC Board, which will make its recommendation to the Research, Consultancy and Innovation Committee and Senate will be informed accordingly. The decision of the Research, Consultancy and Innovation Committee shall be communicated to the student through the Supervisor.

- (ii) Disagreement between External Examiners. Where there is major disagreement between the external examiners, a third external examiner will be appointed. The recommendation of the third external examiner shall be final.

6.7 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.