

5. TRANSFER OF REGISTRATION FROM MPhil TO PhD

5.1 Introduction

The 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

- (i) 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.

After receipt of the RDT1 form and until submission of the MPhil Transfer Report, a reminder shall be sent every month by the Dean of Faculty/Director of Centre to the student concerned for submission of the MPhil Transfer Report.

- (ii) 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.
- (iii) 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/CILLRC. The latter will investigate and make appropriate recommendations to Faculty/CILL Board.
- (iv) 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 the Vice-Chancellor on 18 August 2006 and Senate informed at its 486th (Ordinary) meeting held on 06.09.06) with the following proposed amendment (underlined):

- a. *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.*
- (v) The transfer report shall be submitted to the AO's Office at the Faculty/Centre in three copies (spiral bound) in the format specified by the University Specifications for MPhil Transfer Reports.
- (vi) **Procedures for the Submission of Transfer Reports**

In the event a student has not submitted the MPhil/Transfer Report following three (3) reminders, the case will be referred to the Pro-Vice-Chancellor (Academia) with supporting documentary evidence as follows:

- (a) The Research Student Logbook;
- (b) Six (6) Monthly Reports since last registration including (Supervisors' recommendations);
- (c) Number of Extensions, their duration and their approval dates; and
- (d) Number of Reminders sent since notification to Transfer to PhD or submit Thesis.

5.3 Procedures for Assessment of Transfer Reports

- (i) Upon receipt of the [RDT1] Form, the Faculty/CILL Research Committee shall normally be held within two weeks to consider the appointment of External Assessors and, shall approve at least four External Assessors in order of priority from:
- (a) Up to four names of External Assessors submitted by the supervisor(s) within one week after student's notification; and
- (b) Four External Assessors identified by the Faculty/CILL Research Committee.

In case the supervisor(s) does/do not submit up to four names of External Assessors by the given deadline, the Faculty/CILL Research Committee shall identify and approve at least four External Assessors in order of priority. 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 P h D students in the relevant subject area.
- (c) The appointment of an External Assessor at Senior Lecturer level can also be considered for moderating an MPhil Transfer Report subject to the Department concerned submitting strong justifications for such appointment. One of the two External Assessors should be at Professorial level.

If External Assessors are not appointed within a period of two (2) months, after the submission date of the MPhil Transfer Reports, the Office of the Pro-Vice-Chancellor (Academia) will look into same.

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) Upon approval by the Faculty/CILL Research Committee, the Faculty/Centre Administrative Officer shall send an email to the approved External Assessors regarding:
 - (a) whether potential conflict(s) of interest is/are likely to occur as a result of examining a candidate's MPhil Transfer report and if so disclose it to the University; and
 - (b) IPR issues, in case the research work has IPR with potential for commercialisation. 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 approved External Assessors express any conflict of interest, the Faculty/CILL Research Committee shall identify and approve another External Assessor for the MPhil Transfer Report.
- (iv) If no conflict of interest is expressed by the approved External Assessor(s), the Faculty/CILL Research Committee shall recommend the External Assessors in order of priority to Faculty/CILL Board. Once approved by the Faculty/CILL Board, approval shall be sought from the Teaching and Research Committee and Senate will be informed accordingly.

In case of any identified conflict of interest, the views of the Director of Legal Affairs shall be sought through the Pro-Vice-Chancellor (Academia) and the Vice-Chancellor.

- (v) Within two weeks following the appointment, the Faculty/Centre Administrative Officer shall send the Transfer Reports to the first two External Assessors requesting the submission of the completed RDT2 (A) and (B) Forms, within two months and informing them of the terms and conditions of their appointment and their role as External Assessors.
- (vi) If the External Assessor(s) has/have not submitted the completed forms (A) and (B) at the end of the second month, the Faculty/Centre Administrative Officer shall send the Transfer Report(s) to the next External Assessor(s) in the list of External Assessors appointed in order of priority.

However, if in the meantime the External Assessors have responded, their reports will be considered by the Board of Examiners and the new External Assessor(s) will still assess the thesis and he/she/they will be paid the usual honorarium.

In case there is a diversion of recommendations between the original External Assessor(s) and the new External Assessor, the Board of Examiners will deliberate on the first positive recommendation received from the External Assessor(s).

5.4 The External Assessors' Reports

- (i) The recommendation from the External Assessor [Form RDT2 (A)] shall be one of the following:
 - ♣ Transfer to PhD.
 - ♣ Revision and re-submission for a transfer to PhD to the satisfaction of the Supervisor(s).
 - ♣ Revision and re-submission for a transfer to PhD to the satisfaction of External Assessor.
 - ♣ Revision and re-submission for an MPhil degree to the satisfaction of the Supervisor(s) and a person designated by the Deans of Faculty/Officer-in-Charge, CILL.
 - ♣ Revision and re-submission for an MPhil degree to the satisfaction of the Supervisor(s) and the External Assessor.
- (ii) The BoE will deliberate on the first positive recommendation received from the External Assessor(s).
- (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(s) through the supervisor(s) and relevant extracts of the External Assessor(s) Reports as decided by the BoE should be given to the student (s) through the supervisor(s). The Full External Assessor Report(s) [Form RDT2 (B)] must not be disclosed to non-BoE members.

5.5 Board of Examiners

- (i) Within one week after receipt of the recommendation(s) from the External Assessor(s), the Board of Examiners shall make appropriate recommendations to the Faculty/CILL Board; *BOE will deliberate on the first positive recommendation received from the External Assessor for upgrading and on both recommendations for MPhil Degree.*
- (ii) Any recommendation by the External Assessor(s) as per 5.4(i) will have to be considered by the Board of Examiners, which will report to Faculty/CILL Board.
- (iii) In case the Faculty / CILL Board recommends a "Transfer to PhD" then its recommendations shall be submitted to the Teaching and Research Committee and Senate will be informed accordingly. The decision of the Teaching and Research Committee shall be communicated to the student through the Supervisor.
- (iv) In case the Faculty / CILL Board recommends an "Award for MPhil Degree", then its recommendations are submitted to Senate. The decision of Senate shall be communicated to the student through the Supervisor.

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.

Updated by QA on 28.02.2020