

**Handbook of
Rules, Regulations,
and Procedures
Governing
MPhil/PhD
Programmes
2007/2008**
(under review)

1. ADMISSION PROCEDURES

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").

Research themes and research interests of staff (from the Faculties, Centres, and Affiliated Institutions) will be posted on the University of Mauritius website.

The University will post an updated list of scholarships and sources of funds for research.

Applicants should contact academics/research staff before finalising their research proposal. The research proposal must include a Gantt's chart of activities to be undertaken.

2. Prospective MPhil, MPhil/PhD and PhD students will:
 - (a) either be enrolled on the MRes (Research Methodology) programme at the start of the semester and submit their research proposals subsequently. Full registration (at any time) will apply only when (i) student clears an interview (including presentation) at Faculty/LLC level (ii) approval of research proposal is obtained by the RCI Committee/Chairperson of Senate, and (iii) the time lapsed between the submission of the research proposal and its approval by RCI/ Chairperson of Senate, normally not exceed 3 months. Only two interviews (including presentation) will be allowed.
 - (b) or submit their research proposal and then register for MRes (Research Methodology) in the following semester. If the student clears an interview (incl presentation) at Faculty/LLC level and the approval of research proposal is obtained by the RCI Committee/Chairperson of Senate, then the applicant will initially register conditionally (at any time) for MPhil, MPhil/PhD, or PhD. Full registration (at any time) will apply only when student is registered for the MRes (Research Methodology).

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, MPhil/PhD and 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 feasibility of the project in the proposed timeframe.

1.5 Selection Criteria

1. *Entry Requirements*

(a) Admission to MPhil Programmes

An MPhil student should possess at least a good Second Class Honours degree or equivalent.

(b) Admission to MPhil/PhD Programmes

An MPhil/PhD student should possess at least a good 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, MPhil/PhD and PhD programmes is outlined in a flowchart (see Annex).

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

All applications must be channelled to the Faculty/Centre 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 (either full or conditional), 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 normally 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 1.1, 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	*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 of its upgrade.*

Table 1.3: Registration for PhD

	Minimum	Maximum
Full Time	2	4
Part Time	3	5

A student can submit exceptionally 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/LLCRC.**

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 will be counted as part of the study period unless authorisation for not carrying research work has been obtained by the Dean/Director upon the recommendation(s) of the Supervisor(s).

1.7.3 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 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 needs to make a formal request to the Dean of Faculty/Director of Centre; the request for an extension of 3 months will be dealt at the level of FRC/LLCRC and Faculty Board/LLC Board. An extension exceeding 3 months must be approved by Research, Consultancy & Innovation Committee and **Chairperson of Senate**;
- (iv) **In exceptional circumstances only**, further periods of extension of the thesis submission (not MPhil Transfer Report) deadline may be sought.

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/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/LLC Board and the Research, Consultancy & Innovation Committee.

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

$$(a) \text{ MPhil: } \quad x \text{ years F/T} = 4/3 \text{ } x \text{ years P/T}$$

$$(b) \text{ MPhil/PhD: } \quad x \text{ years F/T} = 7/5 \text{ } x \text{ years P/T}$$

$$(c) \text{ PhD: } \quad x \text{ years F/T} = 5/4 \text{ } x \text{ years P/T}$$

1.9 Fees and Other Charges

- **Application Fee**
Rs 600 (one-off)
- **General Fees**
Rs 11,400 per annum
- **Students' Union Membership Fee**
Rs 250 per annum
- **Tuition Fees for MPhil, MPhil/PhD and PhD Programmes :**
For *full-time* - Rs 36,000 per annum
For *part-time* - Rs 24,000 per annum
- **Thesis Fees for Postgraduate Research Programmes**
Upon submission in Final Year – Rs 12,600

2. MONITORING OF MPhil, MPhil/PhD and PhD 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(s) (iii) the Faculty/Centre concerned and the University.

2.2 Formal Mechanism

All students are required to submit progress reports on their completed work on a six-monthly basis and fill in the Student Progress Form (SPF) duly signed by the student and supervisor(s). These submissions shall constitute the formal mechanism by which the Research Programmes are monitored. The progress reports and the SPFs will have to be submitted two months prior to the start of the semester to allow sufficient time for processing by FRC/LLCRC (see 2.2.3). The student and supervisor(s) may also wish to bring any urgent issues to the attention of the Dean of Faculty/Director of Centre outside the six-monthly evaluation periods. The Dean of Faculty/Director of Centre shall then refer the matter to the FRC/LLCRC.

2.2.1 Progress Reports

The submission of progress reports shall provide the required framework for the Faculties /LLC to monitor, amongst others, the progress of the student's research; quality of supervision; provision of resources and other research facilities; and (where applicable) feedback to research-funding bodies and other Scholarship Awarding Institutions on the use of funds.

The progress reports will be as follows:

- (i) an 'abridged' report for the midyear (and prior to the first re-registration) not exceeding 10 pages commenting, amongst others, on the progress (versus the Gantt's chart), any shortcomings, coursework undertaken, seminars attended/presented, poster/paper submitted, safety issues, etc., and;
- (ii) a more detailed report in the format of a 'mini-dissertation' (spiral bound) for consideration for following yearly re-registration(s).

2.2.2 Student Progress Form (SPF)

Students are requested to fill in the SPF form in consultation with their supervisor(s). All completed SPFs together with the progress reports must be submitted to the FRC/LLCRC.

The SPF form enables the FRC/LLCRC:

- 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.

The SPF also 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;
- 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).

2.2.3 Role of the Faculty Research Committee (FRC)/Lifelong Learning Cluster Research Committee (LLCRC)

The FRC/LLCRC shall act on the Progress Reports, SPFs and any other reports received from the student/supervisor(s). The FRC/LLCRC shall make recommendations to Faculty Board/LLC Board on the status of the student's registration and the Re-enrolment of the student.

The FRC/LLCRC 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 Re-enrolment on Annual basis subject to satisfactory progress:
- (iii) Termination of registration:
Recommended Termination of registration when progress is unsatisfactory. Students shall be given the opportunity to appeal against the decisions

The FRC/LLCRC will also look into any case of plagiarism (see section 6).

2.3 Informal Monitoring: Departmental Mechanisms

2.3.1 Quality Assurance (QA) Procedures

The FRC/LLCRC 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, MPhil/PhD and PhD RESEARCH SUPERVISION

3.1 Introduction

The study of a candidate who has been accepted for admission shall be supervised by a Supervisor or a team of Supervisors. However, in exceptional cases a candidate's Committee may be appointed by the Chairperson of Senate on the recommendation of FB/LLC Board.

The candidate is required to maintain frequent consultation with his/her Supervisor(s) during the period of his/her study.

3.2 Definitions

For the purpose of this document, the following definitions will apply:

3.2.1 Main Supervisor

“Main Supervisor” means a full time staff either of the University of Mauritius or of an external 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.

3.2.2 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 institution or a person agreeable to the University of Mauritius, 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 Supervisor.

3.2.3 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 external institution, to provide support and complementary guidance to the student and to advise the Main Supervisor on the student’s progress.

3.3 Supervision

The onus is normally on the student to identify his/her potential supervisor(s). For students who are not staff of the University, the supervisor(s) must normally be from the University.

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

When the Main Supervisor is absent for an extended period, the Associate Supervisor will take up his/her administrative duties. When the local Supervisor(s) is(are) absent, the Dean of Faculty/Director of Centre will act as Administrative Supervisor.

When the Main Supervisor is an expatriate working at the UoM on a contractual basis, in the event that the contract of the Main Supervisor comes to term, an Associate Supervisor normally from the

UoM will be appointed within six months of the expiry of the Main Supervisor's contract unless the latter agrees to continue with the supervision.

In exceptional circumstances, the [Chairperson of Senate](#) can appoint, upon the recommendation of the Faculty/LLC, a candidate's Committee comprising of not less than three members, for the supervision of a candidate.

3.4 Criteria for Supervision

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

- (i) An academic staff or researcher 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 2 years post-PhD experience will be eligible to supervise a maximum number of 3 students. (UNDER REVIEW)
- (ii) An academic staff or researcher 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.
- (iii) However, an academic staff or researcher holding a PhD but with less than 2 years post-PhD research experience will be eligible to act as Associate Supervisor only.

3.5 Responsibilities of the Supervisors

The Supervisor(s) must be familiar with the University's rules and procedures and code of practice governing postgraduate research degrees.

The Supervisor(s) will encourage the student to write papers for publication or for presentation at conferences.

The Supervisor(s) must have up-to-date knowledge in the specific field of the research project.

3.5.1 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;
- Advise the student on any taught module(s) to be taken under the MRes (RM) programme or to be audited by the student;
- 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/LLCRC.

3.5.2 Administrative Responsibilities:

- 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 and all relevant documents to the Dean of Faculty/Director of Centre;
- 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/Director of Centre any item of disagreement or conflict with the student;
- Maintain regular contact with the Associate Supervisor if applicable.

3.6 Responsibilities of the Student

- Agree with the designated Supervisor(s) 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(s) on a schedule of meetings and seek to meet the Supervisor(s) 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(s) 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 /Director of Centre any item of disagreement or conflict with the Supervisor(s);
- Act in accordance with ethical principles appropriate to the discipline/area.

3.7 Change of Supervisor(s)

The student or the Supervisor or both shall make a formal request to the FRC/LLCRC for any change in supervision arrangements. The FRC/LLCRC will then follow the normal procedure for appointment of Supervisor(s).

4. PHYSICAL FORMAT AND LAYOUT OF DISSERTATIONS AND THESES *(under review)*

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 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. An *MPhil/Transfer Report/PhD 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 *RTD2 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) The FRC/LLCRC shall identify two (2) potential external assessors and shall recommend to the Faculty Board or LLC Board. Once approved by the Faculty Board/LLC Board, approval shall be sought from the Research, Consultancy & Innovation Committee and Chairperson of Senate.
- (ii) 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
 - c. 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

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.

- (iii) The appointment of the external assessors shall normally be made within a period of **3 months** upon the submission of the [RDT1 and RDDC Forms](#).
- (iv) Following the appointment of the external assessors by Senate, the Faculty/Centre Administrative Assistant shall send the submitted MPhil Transfer Report to the external assessors. The external assessors shall be requested to send their reports along with completed forms [RDT2 and RDT3](#) to the Faculty/Centre Administrative Assistant within a period of two months. If the report is not received within a period of two months, a reminder may be sent to the external assessor requesting submission of same within a period of one month. If both reports have not been received after 3 months, new external assessor(s) shall be appointed.

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 re-submission for a transfer to PhD
 - Revision and re-submission for an MPhil degree only
 - Submission for an MPhil degree
 - No Award
- (ii) The BOE will deliberate on the first positive recommendation received from the external assessors.
- (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 assessors for upgrading and on both recommendations for MPhil Degree.*
- In the case of a recommendation for “Transfer to PhD”, 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.
 - In the case of a recommendation for either “Submission for an MPhil degree”, or “No Award”, the Board of Examiners shall report to Faculty Board/LLC Board, which will make its recommendation to Senate. The Registrar shall inform the student of Senate’s decision.
 - In the case of a recommendation for *either* “Revision and resubmission for a transfer to PhD” *or* “Revision and resubmission for an MPhil degree only”, the Board of Examiners shall report to the Faculty Board/LLC Board. The decision of the Faculty Board /LLC Board 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 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.

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). An *MPhil/Transfer Report/PhD Declaration Form* (RDDC) will have to be filled in and submitted together with the RDEI 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 (Form).
- (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 (Form), 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 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 /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 Board shall identify and approve **two** potential external examiners. Once approved by the Faculty Board/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:

- 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**

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.
- (iii) Following the appointment of the two External Examiners by Senate, the Faculty/Centre Administrative Assistant shall send the theses to the External Examiners and seek from them confidential reports along with completed forms RDE2 and RDE3. **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.

- (iv) **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 Registrar shall inform the student of Senate's decision.
 - 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 Senate. The Registrar shall inform the student of Senate's decision.
 - 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 & Innovation Committee. The latter

shall submit its recommendation to Senate. The Registrar shall inform the student of Senate's decision.

- (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.

7. PLAGIARISM

7.1 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.

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

1. Plagiarism may be detected
 - prior to submission of the MPhil Transfer Report or MPhil/PhD Thesis;
 - 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 /Director of Centre 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/Director of Centre shall convene a meeting of the Faculty Research Committee (FRC)/ Lifelong Learning Cluster Research Committee (LLCRC) which will appoint a Sub-Committee on Plagiarism to investigate the alleged case of plagiarism. The FRC/LLCRC 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/LLCRC Sub-Committee on Plagiarism will report to the FRC/LLCRC. The latter will inform the Faculty Board/LLC Board, following which the student will be informed accordingly by the Faculty/Centre Administrative Assistant on behalf of the Registrar, through the Supervisor(s) with copy to the Pro Vice-Chancellor (RCI) 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/LLCRC Sub-Committee on Plagiarism will communicate its findings in its report to the FRC/LLCRC. The latter will report to the Faculty Board/LLC Board and recommend that a note of warning be issued to the student by the Faculty/Centre Administrative Assistant on behalf of the Registrar, through the Supervisor, with copy to the Pro Vice-Chancellor (RCI) 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/LLCRC Sub-Committee on Plagiarism will submit a detailed report to the FRC/LLCRC with a recommendation that the case be immediately referred to the Registrar for disciplinary procedures to be initiated, and that the Faculty Board/LLC Board be informed accordingly.
7. On receipt of the report and recommendation from the FRC/LLCRC, 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/her 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.

7.3 FRC/LLCRC Sub-Committee on Plagiarism

Purpose

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

Terms of Reference of the FRC/LLCRC 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/LLCRC

Membership of the FRC/LLCRC Sub-Committee on Plagiarism

- (i) A senior member of FRC/LLCRC (Chair) appointed by FRC/LLCRC;
- (ii) Head of the relevant Department;
- (iii) One senior academic (who should be a specialist in the relevant research field) appointed by FRC/LLCRC;
- (iv) One co-opted member as and when required;

7.4 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.

8. TERMINATION OF REGISTRATION

8.1 Introduction

These procedures apply to cases of termination of registration other than those resulting from a failed thesis or from misconduct.

The FRC/LLCRC can recommend the termination of registration of a research student's programme of study. The recommendation shall be made to the Faculty Board/LLC Board.

8.2 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 clear conditional registration
 - (ii) Failure to re-register
 - (iii) Failure to submit a thesis by the prescribed time
 - (iv) Failure to submit the six-monthly report together with the SPF form
 - (v) Failure to make satisfactory academic progress
1. The Faculty/Centre Administrative Assistant shall inform the student that his/her registration is being considered for termination.
 2. The FRC/LLCRC 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 FRC/LLCRC may recommend the termination of registration to the Faculty Board/LLC Board.

8.3 Procedures for the Termination of Registration

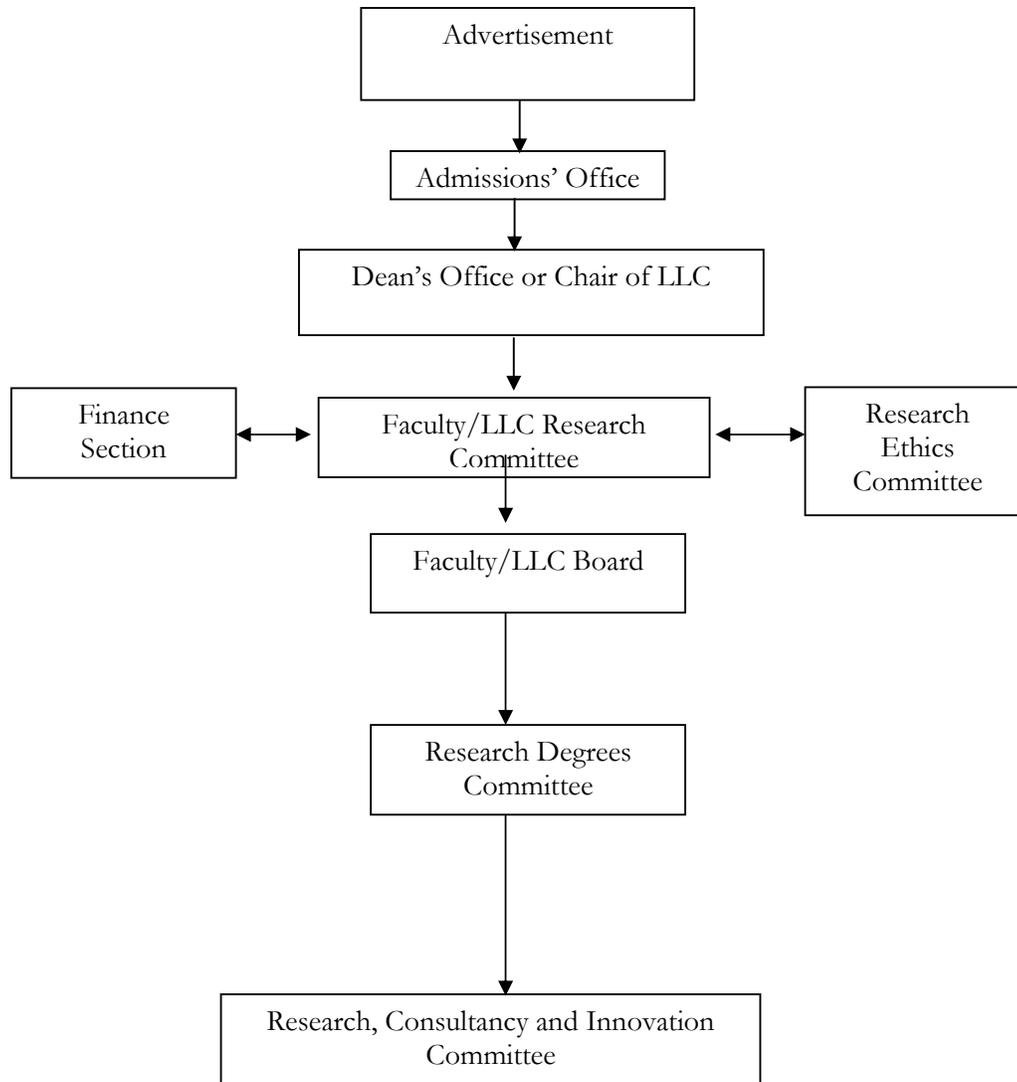
1. A student who has received notification for termination of registration will be given one month to show cause.
2. The FRC/LLCRC must consider any representations made by the student before making its recommendations for termination of registration to the Faculty Board/LLC Board.
3. In case, the Faculty Board/LLC Board decides that there are grounds for reconsideration, the matter will be referred back to the FRC/LLCRC and the student shall be informed of the requirements to demonstrate satisfactory progress.
4. The FRC/LLCRC shall make its recommendations for termination of registration to the Faculty Board/LLC Board, which will in turn make its recommendations to the Research, Consultancy & Innovation Committee. The recommendations of the Research, Consultancy & Innovation Committee shall be forwarded to Senate for approval.
5. The Registrar shall inform the student of Senate's decision.

8.4 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.

MPhil, MPhil/PhD & PhD REGISTRATION PROCEDURES



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)/Activity (Gantt) Chart***
 9. **Cost of Research Work***
 - (a) (i) Literature
 - (ii) Equipment/Consumables
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**
(Ethical clearance, Import permit, storage, health, safety & security hazards, etc.)
 11. **Give the name(s) of the main/co-supervisors/associate supervisor**
 12. **Brief CVs of potential Supervisor(s) to be submitted**
- *Both the research plan (8) and cost of research work (9) should be submitted according to the minimum time-frame for the degree).*

Computing and printing facilities & access to Internet will be provided by the Faculty/Centre.



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	<input type="checkbox"/>
	• 2 years	<input type="checkbox"/>
	• 3 years	<input type="checkbox"/>
	• More than 3 years	<input type="checkbox"/>
In my capacity as	• Lecturer	<input type="checkbox"/>
	• Project/Thesis Supervisor	<input type="checkbox"/>
	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

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: <i>(Please print)</i>	DATE OF INITIAL REGISTRATION:
PROGRAMME REGISTERED FOR:	
TITLE OF DISSERTATION:	
SUPERVISOR NAME: <i>(Please print)</i>	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:

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: <i>(Please print)</i>	DATE OF INITIAL REGISTRATION:
PROGRAMME REGISTERED FOR:	
TITLE OF DISSERTATION:	
SUPERVISOR NAME: <i>(Please print)</i>	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 <i>(Please tick the appropriate box)</i>	
PERIOD ENDING JAN/AUG	
Ongoing (M Phil or PhD)	<input type="checkbox"/>
Transfer to PhD [<i>Refer to University Guidelines</i>]	<input type="checkbox"/>
Termination of Registration [M Phil or PhD] [<i>Refer to University Guidelines</i>]	<input type="checkbox"/>
Submission of Thesis	<input type="checkbox"/>

Main Supervisor

Signature:

Date:

Associate Supervisor

Signature:

Date:

**NOTE: SUPERVISORS MAY WISH TO SUBMIT INDIVIDUAL
REPORTS**



UNIVERSITY
of
MAURITIUS

Form RDDC

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 :
 Other Names } (in FULL and in BLOCK LETTERS)
 :

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 *(under review)*

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.

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).

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: Ordnance 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://readings.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.



**External Assessor's Report &
Recommendation**
(under review)

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



External Examiner's Report
(under review)

External Examiner's Name:	
Student's Name:	
Programme of Study:	<input type="checkbox"/> MPhil <input type="checkbox"/> 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



External Examiner's Recommendation
(under review)

External Examiner's Name:	
Student's Name:	
Programme of Study:	<input type="checkbox"/> MPhil <input type="checkbox"/> 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