

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 and Senate will be informed accordingly. However, difficult cases will be referred to Senate.
5. The Registrar's Representative shall inform the student of RCI's/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.

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) Equipment/Consumables
Specific instruments
 - (ii) Surveys/data collection/experiments/fieldwork
 - (iii) 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.)

The Supervisor Agreement Form (Form SA1) duly completed and signed should be included in the submission of the research proposal

****Both the research plan (8) and cost of research work (9) should be submitted according to the minimum time-frame for the degree).***

The UoM Guide to 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.

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. *tfighti* [online]. Available from: tfighti@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.



**UNIVERSITY
of
MAURITIUS**

Form RDRF

Reference Form

Section to be filled by Applicant:	
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 have known the candidate: <i>Please tick or fill in as appropriate.</i>	
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	Date
_____	_____	
Institution	Signature	
_____	_____	_____



Supervisor Agreement Form 1

(To be submitted together with Application Form)

Faculty/Centre:	
Applicant's Name:	
Full-Time/Part-Time	F/T: <input type="checkbox"/> P/T: <input type="checkbox"/>
Programme of Study:	MPhil <input type="checkbox"/> MPhil/PhD <input type="checkbox"/> PhD <input type="checkbox"/>
Research project will be:	Fully Sponsored <input type="checkbox"/> Partially Sponsored <input type="checkbox"/> Self-Sponsored <input type="checkbox"/>
Does applicant need to audit module(s) related to his/her research studies	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify the name(s) of the module(s)	
If sponsored, please indicate the Sponsoring Institution/Department:	
Title of Synopsis: <25 words	
Field of Specialisation http://www.uom.ac.mu/provcr/ci/Research/themes.pdf	

I/we certify that I/we support the proposal

In addition, please tick where appropriate:

- **The research proposal submitted is feasible taking into account availability of resources and cost evaluation**
- **The research proposal does not require any (other) associate/co/external supervision(s)**
- **I/we have expertise/competence in this field (or related) field of research**

	Name of Supervisor(s)	Specify Main/Co /Assoc	Internal/ External	Area(s) of Expertise	PhD (Years)	Signature	Date
1							
2							
3							

Supervisor(s) – Please attach a list of your publications/related publications.

* Guidelines: <http://www.uom.ac.mu/Admissions/Calendar/regulations/philphdregulations.htm>



Student's Progress Form

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.

A TO BE COMPLETED BY ALL REGISTERED MPHIL/PHD STUDENTS. PLEASE FILL IN THE FORM AND SUBMIT TO YOUR SUPERVISOR(S)

Please use additional paper where necessary for comments/details, etc.

Faculty/Centre:

Student's Name:

Student ID:

A1	Are you currently undertaking coursework, as part of the registered Programme of Studies? If Yes, please specify which module(s).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
A2	If you are currently undertaking coursework as part of the registered Programme of Studies, are you satisfied with the arrangements made? If No, please comment.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
A3	Frequency of meetings with the Supervisor. If Other, please comment.	Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>
A4	Have you experienced any academic or personal problem, which has affected your progress during the period of registration? If Yes, indicate the nature of problems affecting progress of research work.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
A5	Are you satisfied with the Faculty provisions for the timely allocation of resources / facilities. If No, please give details, which may assist in prompt problem solving by the Faculty Research Committee?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
A6	Are you satisfied with the Faculty provisions on Safety Issues? If No please comment.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

A7	Have you submitted any research material for publication or for presentation at research seminars/conferences/workshops? If Yes, provide details. (title of presentation, dates, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
A8	Overall, are you satisfied with the Faculty provisions for the management of your research programme of study? If No, please comment.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
A9	How far have you been able to attain your plan mentioned in the progress report? Please indicate your plan with respect to the publication of research papers and/or other research-related activities (eg seminar/poster presentation, conference attendance etc.)?	
_____		_____
	Student's Name	Signature
	Date	
B	TO BE FILLED BY THE SUPERVISOR (MAIN OR CO-SUPERVISOR) AND TO SUBMIT TO THE DEAN OF FACULTY	
B1	I/we have read the above and wish to make the following comments, if any.	
B2	Has the student shown consistent and satisfactory progress during the period of registration? If the answer is No , indicate the nature of problems affecting progress of research work.	Yes <input type="checkbox"/> No <input type="checkbox"/>
B3	Given the student's progress and scope of research programme, please provide an <i>anticipated</i> thesis completion date. Do not fill if not applicable. Date:	
B4	SUPERVISOR'S RECOMMENDATION ON STATUS OF STUDENT'S REGISTRATION <i>(Please tick the appropriate box below)</i>	
PERIOD ENDING JANUARY/AUGUST		
	Ongoing [MPhil or PhD]	<input type="checkbox"/>
	Transfer to PhD [<i>Refer to University Guidelines</i>]	<input type="checkbox"/>
	Termination of Registration [MPhil or PhD] [<i>Refer to University Guidelines</i>]	<input type="checkbox"/>
	Submission of Thesis	<input type="checkbox"/>
_____		_____
Name of Supervisor(s) *		Signature
		Date

* The main/local Supervisors should sign



Transfer Report/Thesis Declaration Form

Faculty/Centre	
Student's Name:	
Student ID:	
Date of Registration:	
Programme of Study:	MPhil <input type="checkbox"/> MPhil/PhD <input type="checkbox"/> PhD <input type="checkbox"/>
Full-Time/Part-Time	Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/>
Title of Thesis:	
Area of Specialisation:	
Name of Supervisor(s):	

Declaration of Student:

In accordance with the appropriate regulations, I hereby submit the above thesis for examination and I declare that:

(i)	I have read and understood the sections on Plagiarism found in the University's "Handbook on Rules, Regulations and Procedures Governing MPhil/PhD Programmes (20.../20...)" and certify that the thesis embodies the results of my own work.			
(ii)	I have adhered to the 'Harvard system of referencing' or a system acceptable as per "The University of Mauritius Referencing Guide" for referencing, quotations and citations in my dissertation. Each contribution to, and quotation in my thesis from the work of other people has been attributed, and has been cited and referenced.			
(iii)	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.			
(iv)	I am aware that I may have to forfeit the degree in the event that plagiarism has been detected after the award.			
(v)	Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism during my stay as 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.			
(vi)	Research work has IPR with potential for commercialization.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;">Student's Signature</td> <td style="width: 40%; text-align: center;">Date</td> </tr> </table>			Student's Signature	Date
Student's Signature	Date			
Declaration of Supervisor(s)*: I/we certify that all necessary corrections have been completed satisfactorily				
<hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;">Signature of Supervisor(s)</td> <td style="width: 40%; text-align: center;">Date</td> </tr> </table>			Signature of Supervisor(s)	Date
Signature of Supervisor(s)	Date			

* The main/local Supervisors should sign.



Notification for Transfer from MPhil to PhD

Faculty/Centre:	
Student's Name:	
Student ID	
Date of Registration:	
Full-Time/Part-Time:	Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/>
Title of Research:	
Area of Specialisation	

Please attach abstract in electronic version

Name of Supervisor(s)	
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The research work has IPR with potential for commercialisation. Yes No

_____	_____	_____
Student's Name	Signature	Date

Read and Approved by Supervisor *

_____	_____	_____
Name(s)	Signature(s)	Date

Submit to:	Faculty' s Registry
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*** The main/local Supervisors should sign**



External Assessor's Recommendation

External Assessor's Name:	
Student's Name:	
Student ID:	
Title of the MPhil Transfer Report:	

Please make one of the following recommendations:

• Transfer to PhD	<input type="checkbox"/>
• Revision and resubmission for a transfer to PhD to the satisfaction of the Supervisor	<input type="checkbox"/>
• Revision and resubmission for a transfer to PhD to the satisfaction of the External Assessor	<input type="checkbox"/>
• Revision and resubmission for an MPhil degree only to the satisfaction of the Supervisor	<input type="checkbox"/>
• Revision and resubmission for an MPhil degree only to the satisfaction of the External Assessor	<input type="checkbox"/>

_____	_____	_____
External Assessor	Signature	Date



External Assessor's Report

External Assessor's Name:	
Student's Name:	
Student ID:	
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.

_____ External Assessor	_____ Signature	_____ Date
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The External Assessor will provide a list of typographical errors and amendments, if any, to be made to the text.



Notification for Submission of Thesis
[Submission should be within the three months period]

To be filled in consultation with the Supervisor(s)			
Faculty/Centre:			
Student's Name:			
Student ID:			
Date of Registration:			
Full-Time/Part-Time:	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	
Programme of Study:	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>	
Thesis Title:			
*Area of Specialisation (Keywords only)			
Proposed Date of Submission:			

The research work has IPR with potential for commercialisation.

Yes No

Enclosed is a two-page abstract in electronic version

_____	_____	_____
Student's Name	Signature	Date

Read and Approved by Supervisor(s) **

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Dean of Faculty	Signature	Date

Submit to:	Registrar' s Office, 7th Floor, NAC
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* Full list of 'areas of specialisation' is available at the Faculty's/Centre's Registry.

** The main/local Supervisors should sign.



External Examiner's Recommendation

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

Please make one of the following recommendations:

• Immediate award of PhD with no corrections	<input type="checkbox"/>
• Immediate award of PhD with minor typographical errors to be corrected to the satisfaction of the supervisor(s)	<input type="checkbox"/>
• Award of PhD subject to amendments to the text of the thesis being made to the satisfaction of the supervisor(s)	<input type="checkbox"/>
• Revision and resubmission for PhD degree to the satisfaction of the Supervisor	<input type="checkbox"/>
• Revision and resubmission for PhD degree (in case the examiner is not satisfied with the resubmission, the award will be an MPhil degree)	<input type="checkbox"/>
• Award of an MPhil degree without amendments	<input type="checkbox"/>
• Award of an MPhil degree with amendments to the satisfaction of the Supervisor(s)	<input type="checkbox"/>
• Revision and resubmission for MPhil degree to the satisfaction of the Supervisor	<input type="checkbox"/>
• Revision and resubmission for MPhil degree	<input type="checkbox"/>
• No Award with no resubmission.	<input type="checkbox"/>

_____	_____	_____
External Examiner	Signature	Date



External Examiner's Report

External Examiner's Name:	
Student's Name:	
Student ID:	
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

<hr/> External Examiner	<hr/> Signature	<hr/> Date
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The External Examiner will provide a list of typographical errors and amendments, if any, to be made to the text.