

## 2. MONITORING OF MPhil, MPhil/PhD and PhD RESEARCH PROGRAMMES

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### 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/CILLRC (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/CILLRC.

#### 2.2.1 Progress Reports

The submission of progress reports shall provide the required framework for the Faculties/CILL 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 every six months [except at the end of the first year of the period of study – see (ii)]. This report, not exceeding 10 pages, must comment, amongst others, on the progress (versus the Gantt's chart), any shortcomings, coursework undertaken, seminars attended/given, poster/paper presented, safety issues, etc., and;
- (ii) a more detailed report of 30-40 pages, in the format of a 'mini-dissertation' (spiral bound) to be considered for re-registration and to be submitted only at the end of the first year of the period of study.

#### 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/CILLRC.

The SPF form enables the FRC/CILLRC:

- 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)/Centre for Innovative and Lifelong Learning Research Committee (CILLRC)**

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

The FRC/CILLRC 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/CILLRC 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/CILLRC 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.

## **2.4 Publication of Research Paper by MPhil/PhD Students**

MPhil/PhD Students will be expected to publish at least **one** Research Paper in an internationally peer-reviewed Journal prior to the final submission of their Thesis for examination.

## 2.5 Research Student Logbook

Monitoring and attendance is done through the **Research Student Logbook**, showing the students' cumulative records of activity at the UoM. The logbook with its record of meetings is kept by the Research student with e-copies of the meetings being provided to other Supervisors after each meeting. **Completed** electronic meeting records are stored centrally by the Faculty Administrative Officer. There must be a minimum of 12 records of meetings per year, if there are numerous meetings throughout the year. The 12 records selected for the central file should be on review of progress and actions to be taken. The logbook (*as per the Form below*) should be submitted together with the research work.

# UNIVERSITY OF MAURITIUS



FACULTY/ CENTRE .....

## RESEARCH STUDENT LOGBOOK

**Student Name** : .....  
**Student ID** : .....  
**Department** : .....  
**Programme** : .....  
**Title of MPhil/PhD thesis** : .....  
.....  
**Supervisor(s)** : .....  
.....  
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- Your Student Logbook serves as a record of your transferable skills and participation and attainment as a student for research purposes.
- Its purpose is to help you to plan your own research work and to record the outcomes.
- As well as gaining valuable skills, you will find that the information accumulated in this Logbook will prove helpful during the write up of the thesis.
- The document belongs to you and it is your responsibility to keep it up to date.
- It is your responsibility to ensure your supervisor(s) is/are aware of the research activities you have undertaken.

**You should sign the appropriate statement below when you submit your Research Student Logbook:**

I confirm that the information I have given in this Logbook is a true and accurate record:

Signed: .....

Date: .....

# RESEARCH STUDENT LOGBOOK

## RECORD OF STRATEGIC MEETINGS WITH SUPERVISOR(S)

Meetings	Date	Topics/ Themes Discussed	Comments (If any)	Supervisor's Initials	Student's Initials

Supervisor(s)	Signature(s)	Date
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**N.B:** Both the supervisor(s) and the student should retain a copy of this Research Student Logbook. A copy of the duly filled and signed Research Student Logbook should be **included and submitted in the section 'Appendices'** of the MPhil/PhD Thesis.