# CHAPTER 8

## REGULATIONS FOR FINAL YEAR PROJECTS/ DISSERTATIONS

### 8.1 INTRODUCTION

As part requirement for the award of undergraduate certificate/ diploma/ degree and taught postgraduate degree at the University of Mauritius, a project culminating in the submission of a dissertation must normally be carried out by students in their final year of study.

The project/ dissertation is a module that provides the students with the opportunity to design, undertake or conduct an independent piece of research or study related to their Programme of Study under the guidance of a supervisor, who is normally a member of the academic staff (full-time or part-time). Other qualified supervisors may also be appointed subject to approval by the Head of Department and Dean of Faculty/ Director of Centre.

A 'Project' is an investigative undertaking, a structured, organised experiential learning including design work, field work or other placement learning. A 'Project' leads to a 'dissertation' that is assessed.

The 'Dissertation' is a comprehensive description of the aims, objectives of the project, a review of the literature on the subject matter, the investigation/ planning and methodology, the results and findings, and concrete recommendations and conclusions.

The dissertation is a major document that reflects the skills of the student to investigate critically a topic/ problem, the ability to gather and analyse information, and to present and discuss the results /investigation concisely and clearly.

The project/ dissertation carries 3-12 UoM credits or 6-24 LCCS credits depending on the Programme of Study. The number of UoM /LCCS credits is reflected in the amount of time a student is expected to devote to the project/ dissertation. Typically a project/ dissertation of 12 UoM credits or 24 LCCS credits will require about 720 notional learning hours. The project/ dissertation normally lasts two semesters or as stated otherwise in the Programme of Study, and may involve practical work.

The regulations outlined in this document apply to final year projects/ dissertations of both undergraduate and taught postgraduate Programmes.

### 8.2 IDENTIFICATION AND ALLOCATION OF PROJECTS/ DISSERTATIONS

Depending on the Programme(s) of Study, project/ dissertation titles are proposed/ identified either by students or by academic staff/ supervisors before the beginning of the semester or a few weeks after the beginning of the semester in which the project/ dissertation should start.

The two main criteria that must drive a project/ dissertation proposal are:

(i) Feasibility of the project/ dissertation (time, supervision, cost implication, availability of equipment, chemicals and literature)

(ii) Academic challenge

To administer and allocate project/ dissertation titles to students, a **Project/ Dissertation Coordinator**, i.e. the coordinator for the module project/ dissertation, is appointed by the Department/ Centre for each Programme of Study. In some Programmes of Study, the final year Programme Coordinator acts as the Project/ Dissertation Coordinator.

General enquiries about the organisation of projects/ dissertations should be addressed to the Project/ Dissertation/ Programme Coordinator whereas specific enquiries about individual projects/ dissertations should be directed to the Project/ Dissertation supervisor.

The Project/ Dissertation/ Programme Coordinator and the Head of Department should ensure that all academic staff of the relevant Department get a **fair** share of the number of projects. The number of projects/ dissertations allocated to an academic staff of any Department shall be limited to a maximum of five[1] irrespective of whether they are individual or group projects. For co-supervised projects, the supervision load will be considered as half for each supervisor. Any supervision in excess of five projects/ dissertations should be approved by the Head of Department, the Dean of Faculty/ Centre Director and the Pro-Vice-Chancellor (Academia).

The number of supervisors per project/ dissertation shall be restricted to a maximum of two.

A non-UoM academic staff (e.g. part-time staff or qualified staff from other institutions) can supervise a maximum number of five projects/ dissertations, preferably acting as co-supervisor together with a UoM full-time academic staff.

Allocation of projects/ dissertations normally takes place before or at the beginning of the semester of final year when the project/ dissertation is to be carried out. Project/ Dissertation allocation should be completed not later than **four** weeks after the start of the semester of the final year when the project/ dissertation is to be carried out.

Once the allocation of Project Supervisors/ Project Titles has been finalised, a final list of projects/ dissertations with the names of supervisors and students prepared by the Project/ Dissertation/ Programme Coordinator is affixed on the Faculty/ Centre Notice Board(s). A copy is also sent to the Faculty/ Centre Registry.

### 8.2.1 Projects/ Dissertations proposed by Students

For projects/ dissertations proposed/ identified by students, the latter are required to discuss the proposal with potential supervisors from within or outside the department. The project/ dissertation title has to be approved by the potential supervisor(s) and the Department.

Students are required to submit a synopsis (less than two A4 pages) within one month as from the beginning of Semester 1 at latest, which should include the following minimum information:

(i) Title;
(ii) Aims and Objectives;
(iii) Brief Literature Review;

[1]One project is defined as project undertaken by either one student or a group of two or three students.

(iv) Methodology - outlines the procedures/ methodology/ experimental design that the student intends to use;
(v) Expected Output;
(vi) Time Framework - a clear time schedule of the project/ dissertation and writing up of the dissertation;
(vii) Costing (if applicable).

The synopsis should be signed by the supervisor(s) and submitted to the Project/ Dissertation/ Programme Coordinator.

In some Programmes of Study, the students will have to submit their synopsis to the Project/ Dissertation/ Programme Coordinator together with a list of three preferred project/ dissertation supervisors in order of priority. The Project/ Dissertation/ Programme Coordinator then allocates the supervisor(s) for each project/ dissertation according to field chosen, choice of supervisor of student and expertise of supervisor.

After approval by the Department, a final list of projects/ dissertations with the names of supervisors and students prepared by the Project/ Dissertation/ Programme Coordinator is affixed on the Faculty/ Centre Notice Board(s). A copy is also sent to the Faculty/ Centre Registry.

### 8.2.2 Projects/ Dissertations proposed by Academic Staff or other Supervisors

The Head of Department requests all academic staff concerned to submit a list of project/ dissertation titles/ themes to the Project/ Dissertation/ Programme Coordinator.

A list of project/ dissertation titles/ themes available for the Programme of Study is then prepared by the Project/ Dissertation/ Programme Coordinator with the input provided by the academic staff and potential supervisors. A departmental meeting is held to finalise the list of projects/ dissertations and the list is then affixed on the Faculty/ Centre Notice Board(s).

Students are given the opportunity to meet the supervisors to be informed about the various projects/ dissertations/ themes proposed. The students are thereafter requested to list at least five-ten projects/ dissertations in order of priority and to submit their choices to the Project/ Dissertation/ Programme Coordinator in one-two weeks' time.

Based on students' choices, the projects/ dissertations are allocated by the Project/ Dissertation/ Programme Coordinator. After approval by the Department/ Centre, a final list of projects/ dissertations with the names of supervisors and students prepared by the Project/ Dissertation/ Programme Coordinator is affixed on the Faculty/ Centre Notice Board(s). A copy is also sent to the Faculty/ Centre Registry. Note that a student may not be automatically allocated his/her preferred project/ dissertation as the latter may be over-subscribed.

If there are difficulties in allocating projects/ dissertations, a departmental meeting is called to thrash out the matter. In the ultimate event that the allocation of the project/ dissertation is deadlocked, then only the students' CPA shall be taken as a last resort to allocate a particular project/ dissertation to the appropriate student.

### 8.2.3 Projects/ Dissertations proposed by Students and Academic Staff or other Supervisors

In some Programmes of Study, projects/ dissertations may either be proposed by students or by academic staff or other supervisors. The same procedures as outlined in sections **8.2.1** and **8.2.2** should be followed.

Students should be encouraged as far as possible to come up with their own project/ dissertation proposals.

## 8.3 UNDERTAKING THE PROJECT/ DISSERTATION

Students are normally expected to start working on the project/ dissertation after the allocation. However, projects/ dissertations requiring experimental work to be carried out within or outside the UoM premises would need the prior approval of the supervisor(s).

Students should fill in the Project Proposal/ Synopsis **(Annex 1)** and the Project Progress Log **(Annex 2)** and same should be attached to the dissertation in a permanent manner in order for the dissertation to be considered as receivable. However there would be flexibility at Departmental level given the specificities of each Department and its area of specialisation as to which parts of the Project Proposal/ Synopsis should be filled in.

### 8.3.1 Responsibilities of the Supervisor

Each project/ dissertation will be supervised by a member of staff, either full-time or part-time. Some projects/ dissertations, due to their inherent nature (e.g. multidisciplinary) may be supervised by a maximum of two supervisors.

A supervisor should normally not be appointed for the project/ dissertation of a student who is directly related to him/her to ensure impartiality. The onus to declare any such relation with a final year student rests with the supervisor. In case there is divergence, the Dean/ Director will be called to arbitrate.

The supervisor(s) shall monitor, support and direct the student's work and progress soon after the allocation of project/ dissertation titles.

The responsibilities of the supervisor include:

(i) Proposing/ supervising projects/ dissertations in their own subject area;
(ii) Briefing the students and apprising them of the regulations pertaining to the final year projects/ dissertations;
(iii) Setting a framework for regular scheduled progress meeting between supervisor(s) and student;
(iv) Giving frequent feedback/ comments on progress achieved by the student;
(v) Giving guidance about relevant literature on the topic under study and appropriate literature sources;
(vi) Providing advice on issues of plagiarism, in line with the University Regulations;
(vii) Assisting in the identification of a research methodology, planning and execution of the research project/ dissertation (if applicable);

(viii) Giving guidance on the approach for appropriate analysis of data obtained, interpretation and presentation of results (if applicable);
(ix) Giving guidance about the formulation of an appropriate hypothesis-driven research project/ dissertation and focusing on the objectives of the research (if applicable);
(x) Assisting in the preparation of a viable/ feasible research proposal (synopsis), inclusive of a time schedule and a project costing before embarking on the study (if applicable);
(xi) Providing guidance on issues of laboratory safety (if applicable);
(xii) Giving guidance on the writing of the different chapters of the dissertation and communicating the standard expected;
(xiii) Advising on the preparation of the oral presentation and/or poster (if applicable).

Note: In the event there are Intellectual Property Rights (IPR) issues pertaining to the project/ dissertation, the project supervisor shall sign an undertaking as per annexed **NDA 01 Form**.

### 8.3.2 Responsibilities of the Student

Throughout the whole project/ dissertation work, the student shall seek advice, comments and guidance from his/her supervisor(s) on the nature of the project/ dissertation work and standard expected. Students are advised to keep a notebook for the purpose of the meeting with supervisor(s) while the supervisor(s) may wish to keep a brief record of each meeting held.

The responsibilities of the student include:

(i) Reading the UoM Regulations for Final Year projects/ dissertations and any project/ dissertation Guidelines prepared by the Department/ Faculty/ Centre;
(ii) Reading and abiding by the regulations of the University on Plagiarism and Fabrication or Falsification of Result(s)/ Document(s);
(iii) Arranging with his/her supervisor(s) mutually agreed convenient times to discuss progress achieved (in the event that meetings are not possible, e-mails or other forms of communication may be used);
(iv) Bringing to the urgent attention of the supervisor(s) any problems (academic and personal) associated with progress;
(v) Responding to the supervisor's suggestions and/or criticisms on his/her work and progress;
(vi) Following all laboratory safety guidelines (if applicable);
(vii) Discussing the layout of the final dissertation with the supervisor(s) prior to the writing-up stage;
(viii) Writing the dissertation on his/her own and planning the writing-up so as to give the supervisor(s) adequate time to read the preliminary draft copies and to provide guided and motivated feedback well ahead of the submission date;
(ix) Adhering to the time schedule specified in the project/ dissertation proposal (synopsis) as agreed with the supervisor(s);
(x) Working diligently and becoming an independent learner;
(xi) Keeping all raw data/ questionnaires/ survey forms.

If the student is unable to contact his/her supervisor, s/he should contact the Project/ Dissertation/ Programme Coordinator for assistance.

The onus is on the student/s to contact the Project Supervisor regularly for discussion and guidance. Failure to do so shall lead to the dissertation being unreceivable by the Faculty/ Centre.

### 8.3.3 Others

Any problem encountered by the student during the project/ dissertation should be discussed with the supervisor(s). If the matter cannot be resolved, any problem(s) encountered during the supervision of the Project/ Dissertation should be brought immediately to the attention of the Project Coordinator, Programme Coordinator, Head of Department and the Dean of Faculty/ Director of Centre and the Supervisor shall submit any recommendation(s) well before the time of submission/ assessment, for any corrective action to be taken, if necessary.

## 8.4 DISSERTATION

The work carried out during the project/ dissertation module should be submitted in the form of a dissertation written by the student. The dissertation should be typed and may include relevant diagrams, figures, photographs, illustrations, tables and appendices.

### 8.4.1 Structure

The dissertation should consist of preliminaries, main text and references/ appendices.

#### *8.4.1.1 Preliminaries*

The preliminaries should abide by the following order, wherever applicable:

- **Title Page**

The title page of the dissertation shall give the following information in the order listed:

(i) Full title of the project/ dissertation as approved by the Department/ Faculty/ Centre;
(ii) The full name of the author;
(iii) The qualification for which the dissertation is submitted;
(iv) The name of the institution to which the dissertation is submitted;
(v) The Department and/or Faculty/ Centre in which the project/ dissertation is to be submitted; and
(vi) The month and year of submission.

- **Table of Contents**

The Table of Contents shall list in sequence with page numbers all chapters, sections/ headings, sub-sections/ headings and other sub-divisions of the dissertation, appendices, etc.

- **List of Tables, Figures, Plates/ Schemes**

Separate lists of each, in the above order, giving number and page reference.

- **Acknowledgements**

All persons (e.g. supervisor(s), technical staff, friends, relatives) and organisation/ authorities who/ which have helped in the realisation of the project/ dissertation shall be acknowledged.

- **Project/ Dissertation Declaration Form**

The form should be duly filled and it should be included just after the acknowledgement in the Dissertation.

- **Abstract**

The abstract constitutes an up to one-page executive summary, which provides a brief outline of the objectives, scope of the project/ dissertation, the methodology used, the main findings and results achieved and any conclusions and recommendations made.

- **List of Abbreviations**

This section should list in alphabetical order all abbreviations used in the dissertation.

#### *8.4.1.2 Main Text*

The main text of the dissertation should start with an introduction followed by chapters, subdivided into sections and sub-sections.

Depending on Programmes of Study, appropriate chapters may include amongst others: Literature Review, Materials and Methods (or Methodology), Results, Discussion, Data Analysis, Conclusions and Recommendations.

Any table, figure, plate, scheme or illustration included in the dissertation should be clearly labeled. The caption should be placed at the top of tables but below figures/ plates/ schemes/ illustrations.

#### *8.4.1.3 References/ Appendices*

The list of references and appendices should follow the main text.

The appendices shall consist of any base material, which would break the flow of the dissertation due to its length or partial irrelevance. Some examples are:

- Specifications and data sheets of equipment from suppliers;
- Correspondence from suppliers and company;
- Raw data;
- Survey sheets;
- Charts and data tables from books;
- Lengthy mathematical derivations;
- Copies of drawings of equipment.

All appendices should be listed in sequence, i.e. Appendix 1, 2, 3, etc.

### 8.4.2 Format and Layout

#### *8.4.2.1 Typographical Detail*

The dissertation must be typed and justified:

(i) 1½ line spacing, and
(ii) characters not less than 10 pt, font type 'Times New Roman' or 'Arial'.

#### *8.4.2.2 Pagination*

Pages shall be numbered consecutively throughout the dissertation, starting with the title page, including appendices.

Roman numerals (i, ii, iii, ..) shall be used for the front pages (Preliminaries) and Arabic numerals (1, 2, 3, …) as from the 'Introduction' section onwards.

Page numbers shall be located centrally at the bottom of the page, approximately 10 mm above the edge.

If there is more than one volume, each volume shall have its own pagination.

### 8.4.3 Referencing

Each student should adhere to the system of referencing as per "The University of Mauritius Referencing Guide" when writing up the dissertation. The Referencing Guide will normally be based on the Harvard System. However, the AMS and IEEE are also acceptable.

Students and staff are advised to refer to 'The University of Mauritius Referencing Guide' available on the UoM website and at the Faculty/ Centre Registry.

### 8.4.4 Plagiarism

It is important that the students adhere to the standard conventions for the referencing of other people's work. In particular, the Dissertation should clearly mention any work that is not the work of the student, whenever such work is presented. A Project/Dissertation must be the student's own work and must not contain any plagiarised material. Failure to reference other people's work and use of plagiarised material will be treated as a disciplinary offence under breach of Examination Regulations (Refer to Chapter 7 on Plagiarism). Additionally, when utilizing AI tools or algorithms, students should ensure proper attribution and acknowledgement of the AI-generated content.

### 8.4.5 Submission of Dissertation

#### *8.4.5.1 Undergraduate & Postgraduate Programmes*

Students are required to submit an e-copy of their Dissertation together with the Project/Dissertation Declaration, Submission Forms, and the Turnitin Receipt for the Final Report to their Project/Dissertation Supervisors through Google Classroom at latest by midnight on the date specified in the Calendar of Activities unless specified otherwise in the Programme of Study or by Senate.

Upon submission of their dissertations, students are required to ensure that they have used AI responsibly and ethically. They must maintain the highest levels of integrity, conducting their work transparently and ethically. This includes correctly attributing all sources and refraining from any misuse that could diminish the quality or credibility of their work. The University is committed to cultivating a culture of trust and excellence in the use and application of AI.

The Google Class for the final Dissertation submission will be created by the Project/Dissertation Supervisor.

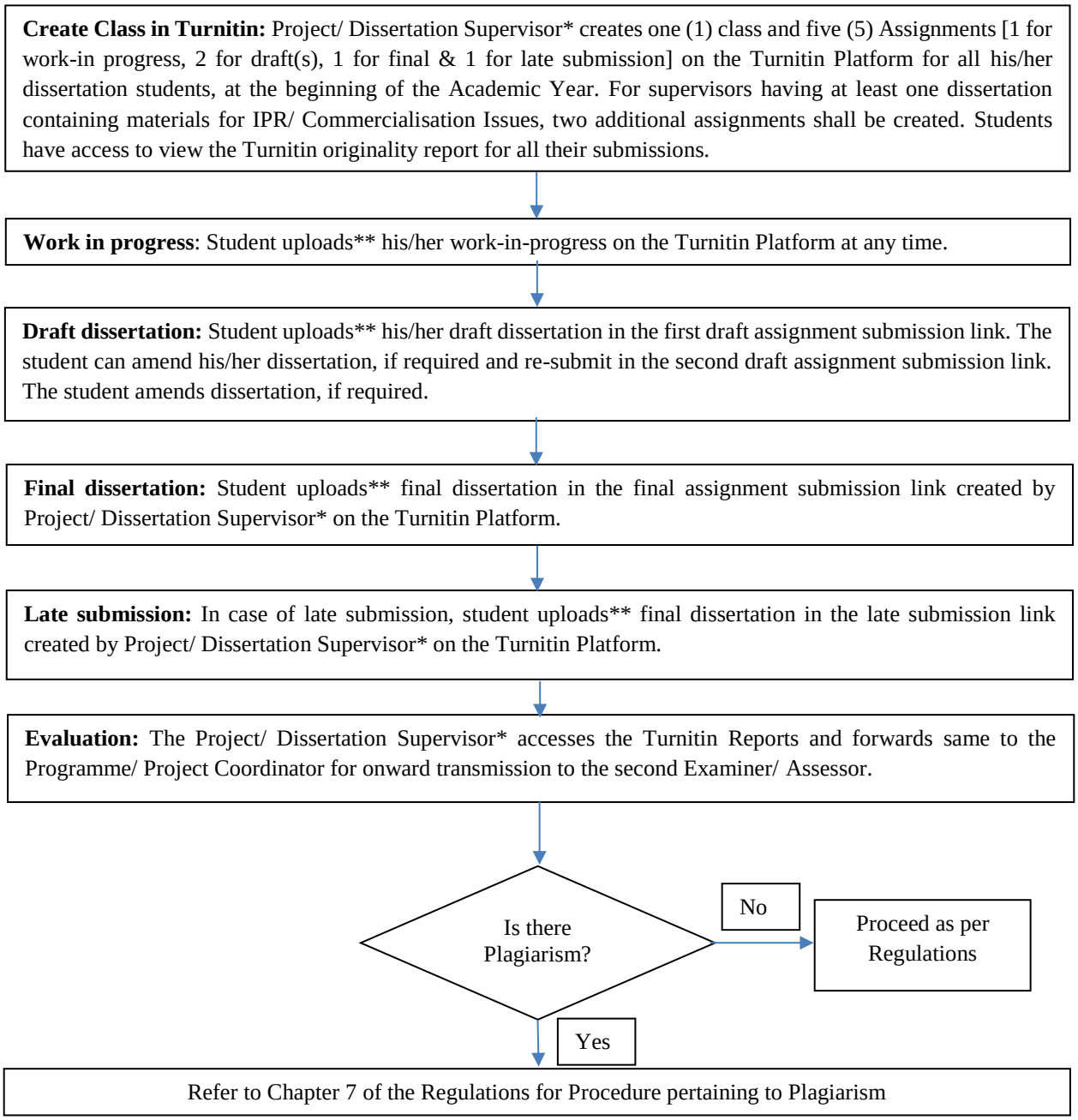
The e-copy of the Project/Dissertation (main body i.e. Introduction up to the Conclusion or last chapter) should be uploaded on the Turnitin Platform, as a single PDF file in the appropriate Class/Assignment (final Dissertation) provided by the Project/Dissertation Supervisor. In case a student is allocated a Part-Time Supervisor, the class must be created by the Programme/Project/Dissertation Coordinator.

The Supervisor should certify that the work was undertaken by the student (an email from the Supervisor will be acceptable to the Programme Coordinator).

### *8.4.5.2 Project Progress Log (Log Book)*

Please refer to Section 8.3.

**FLOWCHART FOR THE SUBMISSION OF DISSERTATION THROUGH THE TURNITIN PLATFORM**




***Note*:**

1) **In case students are allocated Part-Time Supervisor(s), the class is to be created by the Programme/ Project/ Dissertation Coordinator.*
2) ***Students should access Turnitin platform using G Suite (@umail.uom.ac.mu) account.*
3) *Similarity index in Turnitin should not be interpreted as the % of Plagiarism as referred to in Chapter 7.*
4) *Project/ Dissertation Supervisor must ensure that Work-in-Progress, draft(s), final and late submission assignments are created in the same Class.*
5) *Dissertation in the context of the flowchart refers to the main body of the dissertation comprising of the Introduction up to the Conclusion or last Chapter.*
6) *Late Submission Assignment link will be accessible for a duration of 10 working days after the official deadline for submission of dissertation.*

#### *8.4.5.3 Extension of Project Submission*

Only under exceptional circumstances (e.g. medical reason or major equipment breakdown) will extension be granted. Extension request must be submitted in writing to the Dean of Faculty/ Centre Director through the Head of Department, Programme Coordinator and Project/ Dissertation Coordinator outlining the reasons for the request. The extension should be approved by the Faculty/ Centre Board. Such extension should normally not exceed one (1) month.

### 8.4.6 Length of Dissertation

Length of dissertation is normally indicated. The number of words in the final year project/ dissertation shall be between 6,000-8,000 for an undergraduate Certificate/ Diploma Programme, 8,000-12,000 for an undergraduate degree Programme and 10,000-14,000 for a taught postgraduate degree Programme, unless specified otherwise in the Programme of Study.

The number of words applies only to the main body of the dissertation including all footnotes, references, tables, schemes and figures. Hence, material before the main body, that is, table of contents, list of figures, list of tables, list of schemes, declaration form, acknowledgement, abstract, etc. and material after the main body, that is, list of references and appendices should not be included in the word count.

**Note:** The word count is to be performed **using any word processor** and included in the 'Project/ Dissertation Submission Form' or 'Group Project/ Dissertation Submission Form', as applicable.

#### *8.4.6.1 Penalties for Exceeding the Word Limit or being below the Required Number of Words*

During marking, students should be assessed for the quality and substance of the research work, which should be given academic importance/ recognition.

Writing to a specific word length encourages the development of certain skills such as the ability to present arguments and ideas concisely, and the ability to construct a coherent structure and argument.

The word length is a binding regulation and consequently all students must record the length of their dissertation in the '**Project/ Dissertation Submission Form'**. A student will be penalised for submitting a dissertation which is above or below the required number of words.

Penalties for words in excess/ below the word limit, specified for a Programme of Study, will be included in the Evaluation Criteria/ Marking Scheme.

### 8.4.7 Group Projects/ Dissertations

In some Programmes of Study, projects/ dissertations are carried out in groups due to large cohorts, the nature of the subject or to encourage teamwork.

A maximum of three (3) students per group is allowed. The supervisor(s) should ensure that each student in the group is given individual work apart from the common group work.

At the end of the project/ dissertation, there are two possibilities as follows:

(i) where there are small cohorts (≤ 50), the students submit individual dissertations and are assessed separately;

(ii) where there are large cohorts (> 50), they submit one (1) group dissertation and are assessed as a group in which case the students obtain normally the same marks for the project/ dissertation.

Students who submit one (1) group dissertation as at (ii) above, should fill in the '**Group Project/ Dissertation Submission Form'** in which their individual contributions are indicated.

If the 'Group Project/ Dissertation Submission Form' reflects an unequal contribution from the students to the project/ dissertation, the supervisor jointly with the second assessor/ examiner will assess the students through presentations or viva-voce to ascertain their respective contribution and amend their marks accordingly.

Group Projects/ Dissertations will be assessed using the same criteria as for individual projects/ dissertations as per section 8.6.

Irrespective of the above, the department and the student may decide on the submission of individual or group dissertations even if the work has been carried out in group, if they deem same to be more appropriate.

In cases where there are disagreement and divergence in opinion between members of the group during the project/ dissertation work, the matter should be referred immediately to the supervisor(s), Project/ Dissertation/ Programme Coordinator, Head of Department or Dean of Faculty/ Director of Centre for any appropriate action so that no student is penalised.

### 8.4.8 Late Submission

(i) All dissertations in the final version should be submitted to the Faculty/ Centre Registry by due dates.

Late submission will only be accepted over **10 working days (excluding Saturdays, Sundays and Public Holidays)** after the official deadline for submission of Dissertations, as laid down in the Regulations.

(ii) A penalty will be imposed for each day of late submission, over the 10 working days as follows:

(a) The 1st day of late submission will entail a penalty of 4 marks deducted from the total dissertation mark obtained *(over 100)*.

(b) Each additional day will then entail a cumulative penalty of 2 marks/day deducted from the total dissertation mark obtained *(over 100)*.

(c) After the 10th day, the Dissertation will be deemed unreceivable *(i.e. will not be accepted by the Faculty/ Centre Registry)* and will be allotted '0' mark.

**Note:** Failure to submit the Project/ Dissertation through the Turnitin Platform will result in the project/ dissertation of the student, whether the bound copy or soft copy, being unreceivable.

(iii) Faculty/ Centre Registries will send official notes to all students who have not submitted their Dissertations within the 10 days penalty period, for record purposes.

(iv) Students with late submissions but having genuine cases of lateness which are beyond their control, will have to submit evidence to the Dean's/ Director's Office prior to the 10 days penalty period, for Boards of Faculty/ Centre Board to consider their case(s).

(v) The *modus operandi* of the linear penalty system is indicated below; an example of a student scoring 60 marks *(over 100)* in the Dissertation, with late submission is also indicated:

| Day of Late Submission | Penalty (Marks) | | Marks (over 100) |
|---|---|---|---|
| Day 1 | 4 | | 56 |
| Day 2 | 6 | | 54 |
| Day 3 | 8 | | 52 |
| Day 4 | 10 | | 50 |
| Day 5 | 12 | | 48 |
| Day 6 | 14 | # | 46 |
| Day 7 | 16 | | 44 |
| Day 8 | 18 | | 42 |
| Day 9 | 20 | | 40 |
| Day 10 | 22 | | 38 |

***# Cumulative 2 marks (over 100) per day.***

## 8.5 ASSESSMENT

After submission of the dissertation, the latter will be assessed by the student's supervisor(s) and one other examiner/ assessor chosen by the Department/ Centre, in collaboration with the Project/ Dissertation/ Programme Coordinator.

In the event that the supervisor is a part-time staff, then the second examiner/ assessor should be an academic staff of the University. Both the supervisor and the second examiner/ assessor cannot be from outside the University.

The assessment of the final year project/ dissertation is based mainly on the written dissertation but may also be based on *viva-voce* and/or poster presentation by the student. Each project/ dissertation will be subject to **double blind marking**, i.e. each assessor will submit his/her marks independently.

The External Examiner will only review the final year project/ dissertation (Refer to section 8.5.4). Soft copies of final year projects/ dissertations to be reviewed can be sent to external examiners who wish to have them prior to their visit to the University. It is advised that for security reasons, conversion to PDF should be carried out by the student.

The student's supervisor(s) will mark the project/ dissertation out of 100 marks and the second examiner/ assessor will also mark the project/ dissertation out of 100 marks. The mark awarded will be inclusive of any *viva-voce*, and poster presentation by the student, if applicable.

Depending on Programmes of Study, the weighting of the marks of the student's supervisor(s) and the second examiner/ assessor may vary from 40-60%.

For example:

**Programme of Study A (Weighting supervisor/second assessor: 50/50)**

Mark given by student's supervisor(s): 68
Mark given by second assessor: 60
Mark obtained by student: (68 × 0.5) + (60 × 0.5) = 64

**Programme of Study B (Weighting supervisor/second assessor: 60/40)**

Mark given by student's supervisor(s): 68
Mark given by second assessor: 60
Mark obtained by student: (68 × 0.6) + (60 × 0.4) = 65 (rounded to nearest whole number)

**Programme of Study C (Weighting supervisor/second assessor: 40/60)**

Mark given by student's supervisor(s): 68
Mark given by second assessor: 60
Mark obtained by student: (68 × 0.4) + (60 × 0.6) = 63 (rounded to nearest whole number)

### 8.5.1 Marking Scheme

The examiners' assessment of the project/ dissertation work will be based on a variety of features. These include amongst others: understanding; the standard of presentation and grammar; the adequacy of the literature survey and data research (as appropriate to the particular project/ dissertation); the correct usage of referencing system; the extent to which the stated aims of the project/ dissertation have been satisfied, taking account of the overall difficulty of the material that has been tackled; ability to use graphic packages, spreadsheets and statistics; ability to explain findings; interpretation of data and results; integration with literature; originality; practical ability; the ability to manage time and make progress without excessively detailed guidance from the supervisor; and the capacity that has been shown for independent work.

Each Programme of Study may have its own dissertation/ project assessment form with its marking scheme. Some examples of marking schemes are illustrated.

## Examples of Marking Schemes

***Marking Scheme A***

| Criteria | Marks |
|---|---|
| Definition of the Problem | /10 |
| Literature Review | /20 |
| Methodology | /10 |
| Analysis of Findings | /30 |
| Recommendations and Conclusion | /20 |
| Presentation and Originality | /10 |
| **Total** | **/100** |

***Marking Scheme B***

| Criteria | Marks |
|---|---|
| Definition of Theme/ Topic | /10 |
| Presentation and Lay-out | /10 |
| Language, Style | /20 |
| Research Methodology/ Originality | /20 |
| Analysis of Theme/ Data | /30 |
| Conclusion | /10 |
| **Total** | **/100** |

***Marking Scheme C***

| Mark (x%) | Criteria |
|---|---|
| $\geq 80$ | Clear evidence of original thinking, demonstration of ability to logically develop a synthesis of findings, including theoretical ideas and incorporating evidence for statements made. Outstanding grasp, and critical/ analytical evaluation of relevant literature. Very good ability to collate results. Insightful analysis leading to valid conclusions and recommendations. Expression, style of presentation and grammar of high standard. Potentially publishable as a journal paper with minor revision. |
| $70 \leq x < 80$ | Evidence of original thinking, synthesis of ideas and themes from several sources. Very good ability to make critical use of relevant literature. Substantive analysis of data and expertly presented in clear diagrams and/or tables. Well-argued and written. Valid conclusions. Expression, style of presentation and grammar of high standard. |
| $60 \leq x < 70$ | Evidence of clear thinking. Good critical and analytical ability but lacking the creativity, rigour, substance, fluency and critical quality of a first class project. Good ability to make critical use of relevant literature. Good analysis of data. Relevant conclusions. Expression, style of presentation and grammar of moderate standard. |
| $50 \leq x < 60$ | Evidence of some critical and analytical ability. Satisfactory use and understanding of relevant literature. Satisfactory analysis of data and conclusions. Expression, style of presentation and grammar of moderate standard. |
| $40 \leq x < 50$ | Almost lacking in critical analysis and original thinking. Basic understanding of relevant literature. Superficial analysis of data and conclusions. Expression, style of presentation and grammar often poor (e.g. unstructured paragraphs, spelling/ typing errors, low quality illustration, repetitive). |
| $30 \leq x < 40$ | Poor critical ability. Rudimentary understanding of relevant literature. Insufficient quality and quantity of data either due to deficient research plan or lack of effort. Poor evaluation of results. Lacking in conclusions. Expression, style of presentation and grammar often poor. |
| $x < 30$ | Very little or no evidence that student has identified issues relevant to project/ dissertation. Lack of coherence. |

***Marking Scheme D***

| Criteria | Marks |
|---|---|
| **Relevance and Objectives**<br>Relevant and well defined objectives? Are they achievable? Innovativeness? | /5 |
| **Framework/References**<br>Library and Internet sources well used? | /10 |
| **Method**<br>Adequate method used and the choice motivated | /10 |
| **Data Collection**<br>Are surveys/ interviews or other data collection method well done? Are alternative(s) discussed? | /20 |
| **Analysis**<br>Is the analysis based on sound principles? Are statistical methods (if used) appropriately used? | /15 |
| **Validation and Discussion**<br>Has the validity of the results been discussed? Is the discussion logical and persuasive? | /15 |
| **Conclusions and Recommendations**<br>Are conclusions and recommendations logical and useful? | /15 |
| **Presentation**<br>Overall quality of presentation; language, figures, tables, and ability to answer questions/queries (*viva-voce*). | /10 |
| **Total** | **/100** |

***Marking Scheme E***

| Criteria | Marks |
|---|---|
| **Abstract**<br>Is the abstract a concise summary of the dissertation? | /5 |
| **Topic Definition**<br>Does the dissertation offer a clear exposition of its aims and objectives? Does the dissertation offer an insight of the importance, applicability, relevance, etc. of the topic? | /5 |
| **Written/ Style Layout**<br>Does the dissertation address issues like grammar, style of writing, clarity of exposition, overall presentation (e.g. graphs, figures, equations, symbols, pagination, appendix, etc.) properly? | /7.5 |
| **Use of Diagrams**<br>Are the diagrams and figures informative? Quality of the diagrams? | /10 |
| **Experimental**<br>Does the dissertation make out clearly the use of methods and procedures of required standard to present, analyse and solve the problem defined? | /20 |
| **Analysis and Discussion**<br>Does the dissertation include proper statistical techniques and software? Is there any evidence of critical use of the relevant literature? Have the results/ findings been well argued and written? Is there evidence of originality, independent/ critical thought and reflective ability? | /30 |
| **Conclusion**<br>Does the dissertation include a constructive conclusion with well-balanced arguments? Is there evidence of any realistic recommendation? Does the conclusion offer any insights as to any limitations of methods used and as to future directions? | /7.5 |
| **Bibliography**<br>Does the dissertation contain an adequate literature review? Correct usage of referencing system? | /7.5 |
| **Presentation**<br>Quality of poster presentation and ability to answer questions/ queries (*viva-voce*). | /7.5 |
| **Total** | **/100** |

### 8.5.2 *Viva-voce* and Oral Presentation

*Viva-voce* examination is applicable to all Programmes of Study at the University of Mauritius (Undergraduate and Postgraduate); it normally assesses presentational skills and includes questions designed to:

(i) ascertain that the dissertation embodies the student's own work;
(ii) give the student an opportunity to defend the direction, structure and conclusions of the dissertation;
(iii) acquire further clarification on any particular issues in the dissertation;
(iv) test the student's acquaintance with the general literature pertaining to the subject.

The *viva-voce* done during the visit of the External Examiner should be conducted/ carried out by the External Examiner. The latter may invite other staff to be present, in line with Section 8.5.4 of the Regulations.

As part of the assessment of dissertations, some Departments may conduct a *viva-voce* prior to the visit of the External Examiner. The *viva-voce* will be conducted by the second assessor [Depending on Programmes of Study, supervisor(s) and/or other examiners may be present].

Oral presentation(s) by students may also be carried out during the project/ dissertation work to ascertain the students' progress. However, the oral presentation(s) will not be assessed.

### 8.5.3 Poster Presentation

In some Programmes of Study, the student is requested to prepare a poster pertaining to his/her project/ dissertation as part requirement of the final year project/ dissertation module.

Posters provide information through the use of visuals in a well-coordinated and organised combination of text and illustration. Students are given a date by which to submit the poster and they are requested to be present next to their poster on the day of the presentation to answer the questions that the assessors (supervisor(s), second assessor and/or External Examiner) may have.

A good poster should:

- be simple and informative;
- be easy to read and understand with relevant legends;
- be visually appealing and attractive to encourage people to read it;
- contain text and illustrative matter harmoniously combined to produce an effective presentation;
- be prepared with the audience in mind.

A typical poster should include:

- a brief introduction stating the problem;
- the objectives of the study;
- an outline of the methodology used;
- presentation of the results and discussion;
- conclusions and recommendations;

- major references, if necessary.

The poster size (e.g. one Bristol size paper (78 x 55 cm) or A0) should be specified by the Department/ Centre. The font may be either Arial or Times New Roman and the recommended font size is as follows:

| Item | Font Size |
|---|---|
| Title of Poster | 70 |
| Subtitle | 30 |
| Text | 24 |
| Title of Tables and Illustrations | 18 |

### 8.5.4 Review by External Examiners

Each External Examiner should be given a copy of the UoM regulations for final year projects/ dissertations and any guideline/ regulation prepared by the Department/ Faculty/ Centre.

The mark of the student's project/ dissertation will be the weighted average of the marks awarded by the supervisor(s) and the second assessor/ examiner. This mark may change after review by the External Examiner.

Where the marks of the supervisor(s) and second assessor for project/ dissertation differ by more than 10 marks, the Project/ Dissertation/ Programme Coordinator will request the Supervisor/ Second Assessor to consult among themselves so as to arrive at an agreed mark. The consultation will be done after the assessment would have been done independently by the Supervisor and Second Assessor. The concept of blind marking is being maintained.

Conflicting cases or cases of grade difference in marks allocated by Supervisor and Second Assessor, if any, will be brought to the attention of the External Examiner(s).

In any case, External Examiners have the final say with respect to borderline cases (i.e. pertaining to borderline marks/ grades).

All the projects/ dissertations are made available to the External Examiner(s) for **review**. They are also provided with the marks awarded by the supervisor(s) and second assessor and the weighted average mark.

Depending on Programmes of Study and the number of projects/ dissertations, External Examiner(s) may either go through all the projects/ dissertations or a sample of projects. If a sample of projects/ dissertations is to be chosen, the External Examiner(s) may wish to examine some of the following:

- at least one project/ dissertation from each Supervisor;
- at least one project/ dissertation from each class of award;
- project/ dissertation of First Class students;
- project/ dissertation of students with borderline marks/ class.

External Examiner(s) should normally review all failed projects/ dissertations and all projects/ dissertations where the marks of the supervisor(s) and second assessor for project/ dissertation differ by more than 10 marks.

The External Examiners should be given the opportunity to assess/ review any other Dissertation(s) which s/he wishes or as indicated by the Project/ Dissertation Coordinator/ Programme Coordinator/ Head of Department, over and above the provisions made above. External Examiners have the right to have access to all Dissertations which they wish to assess/ review.

Depending on Programmes of Study, External Examiner(s) may also be called upon to attend poster presentations by the students, where questions may be asked.

If *viva-voce* examination will be carried out by the External Examiner(s), a random sample of students, established by the Department/ Centre in consultation with the External Examiner(s) will be called for. Students concerned will be informed accordingly. The *viva-voce* examination (normal duration of 10-30 minutes) is carried out by the External Examiner(s). Depending on the latter, other staff (e.g. project/ dissertation supervisor, second assessor, Head of Department) may be present.

If a student who has been selected for viva voce in the presence of the External Examiner fails to attend same, s/he may forgo the possibility of having his/her Dissertation marks raised, unless the External Examiner expresses serious concern on the need of a viva.

The final reviewed mark is used for the computation of the student's CPA or academic standing. The University expects disagreements between the internal and External Examiner(s) to be resolved through discussion. In the event of serious divergence of opinion between the Examiners, the recommendation of the External Examiner(s) shall be final, subject to approval by Senate (Refer to Document on External Examining of Undergraduate and Postgraduate Taught Degree Programmes available on: http://www.uom.ac.mu/index.php/centres-offices/quality-assurance).

## 8.6 SUBMISSION/ RE-SUBMISSION OF THE PROJECT/ DISSERTATION

A student who has failed his/her dissertation/ project must either submit a new or an amended one as decided by the Board of Examiners, Faculty/ Centre Board and Senate.

(i) For a failed project/ dissertation with possibility of amendments, the re-submission should be effected at latest three (3) months following Senate's approval of results.

(ii) For a failed project/ dissertation with recommendation for a new submission (with a new project/ dissertation with the same or preferably a new supervisor), submission should be effected at latest eight months (for undergraduate Programmes of Study) and thirteen (13) months (for Postgraduate Programmes of Study) following Senate's approval of results.

## 8.7 REVIEW OF PROJECTS/ DISSERTATIONS

Requests for review of projects/ dissertations from final year diploma, undergraduate and postgraduate students should be lodged **on-line on the Student e-Review System (SeRS)** within one (1) week of **accessing** the transcript **on-line**.within seven (7) working days (excluding Saturdays, Sundays and Public Holidays) upon receipt of the transcript of examination results by filling in the 'Students Review Form' (SRF), available at the Examinations Office, and submitting same to the said Office. A fee is payable (Refer to Section 13.9). The whole amount will be refunded to the student if the latter's grade is improved following the review of his/her project/ dissertation.

The Examinations Office will inform the student of the outcome of his/her request for review **normally** within 4 weeks from the receipt of the application for review and take any action, if necessary, with respect to refund of the fee to the student (Refer to Section 6.13 with respect to review of examination scripts).

# UNIVERSITY OF MAURITIUS

## PROJECT/ DISSERTATION DECLARATION FORM

The completed Declaration and Submission forms, the final e-copy of the Project/Dissertation, and the Turnitin receipt for the Final Report will be consolidated to be uploaded simultaneously on the Google Classroom platform.

| |
|---|
| Name: |
| Student ID: |
| Programme of Study: |
| Module Code/ Name: |
| Title of Project/ Dissertation: |
| Name of Supervisor(s): |

**Declaration:**

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

(i) I have read and understood the sections on **"Plagiarism and Fabrication and Falsification of Results"** found in the University's Regulations Handbook (20…./20….) and certify that the dissertation embodies the results of my own work.

(ii) I have strictly adhered to the "Harvard system of referencing," or any other referencing system deemed acceptable as per "The University of Mauritius Referencing Guide," for all citations, quotations, and references in my dissertation. Each contribution to, and quotation from, the works of others, as well as the utilisation of Artificial Intelligence (AI), has been duly attributed and appropriately 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/her own work.

(iv) I am aware that I may have to forfeit the certificate/ diploma/ 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 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.

| | |
|---|---|
| Signature: | Date: |

Note: For dissertation which contains materials for IPR/Commercialisation, the following should be included: ''I hereby inform the Faculty/Centre that my dissertation/thesis contains materials for IPR/Commercialisation".

# UNIVERSITY OF MAURITIUS

## PROJECT/ DISSERTATION SUBMISSION FORM

The completed Declaration and Submission forms, the final e-copy of the Project/Dissertation, the Turnitin Receipt for the Final Report, will be consolidated to be uploaded simultaneously on the Google Classroom platform

**To be completed by the Student**

| | |
|---|---|
| Name: | |
| Student ID: | |
| Programme of Study: | |
| Module Code/ Name: | |
| Title of Project/ Dissertation: | |
| Word Count: | |
| I confirm that a soft copy of my final dissertation (main body i.e., Introduction up to the Conclusion or last Chapter) has been uploaded on the Turnitin Platform, as a single PDF file in the appropriate class/ assignment provided by the Project/ Dissertation Supervisor /Programme Coordinator/ Project/ Dissertation Coordinator and I have included the Digital Receipt in the dissertation. | |
| Signature: | Date: |

# UNIVERSITY OF MAURITIUS

## GROUP PROJECT/ DISSERTATION DECLARATION FORM

The completed Declaration and Submission forms, the final e-copy of the Project/Dissertation, the Turnitin receipt for the Final Report, will be consolidated to be uploaded simultaneously on the Google Classroom platform

| |
|---|
| Names: |
| Student IDs: |
| Programme of Study: |
| Module Code/ Name: |
| Title of Project/ Dissertation: |
| Name of Supervisor(s): |

**Declaration:**

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

i. We have read and understood the sections on "**Plagiarism and Fabrication and Falsification of Results"** found in the University's Regulations Handbook (20…./20….) and certify that the dissertation embodies the results of our own work.

ii. We have strictly adhered to the "Harvard system of referencing," or any other referencing system deemed acceptable as per "The University of Mauritius Referencing Guide," for all citations, quotations, and references in my dissertation. Each contribution to, and quotation from, the works of others, as well as the utilisation of Artificial Intelligence (AI), has been duly attributed and appropriately cited and referenced.

iii. We have not allowed and will not allow anyone to copy our work with the intention of passing it off as her/his own work.

iv. We are aware that we may have to forfeit the certificate/ diploma/ degree in the event that plagiarism has been detected after the award.

v. Notwithstanding the supervision provided to us by the University of Mauritius, we warrant that any alleged act(s) of plagiarism during our stay as registered students of the University of Mauritius is entirely our 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.

| | |
|---|---|
| Signatures: | Date: |

Note: For dissertation which contains materials for IPR/Commercialisation, the following should be included: ''I hereby inform the Faculty/Centre that my dissertation/thesis contains materials for IPR/Commercialisation.

# UNIVERSITY OF MAURITIUS

## GROUP PROJECT/ DISSERTATION SUBMISSION FORM

The completed Declaration and Submission forms, the final e-copy of the Project/Dissertation, the Turnitin Receipt for the Final Report, will be consolidated to be uploaded simultaneously on the Google Classroom platform

**To be completed by the Students**

| Name | Student ID | Programme of Study | Module Code/ Name |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

| |
|---|
| Title of Project/ Dissertation: |
| Word Count: |
| We confirm that a soft copy of our final dissertation (main body i.e., Introduction up to the Conclusion or last Chapter) has been uploaded on the Turnitin Platform, as a single PDF file in the appropriate class/ assignment provided by the Project/ Dissertation Supervisor/ Programme Coordinator/ Project/ Dissertation Coordinator and we have included the Digital Receipt in the dissertation. |
| Mark each group member contribution and effort towards the group work out of 100 points (50 points = equal contribution; 0 – 40 points = less than equal contribution ; 60 – 100 points = above equal contribution) |

| **Name of Group Member** | **Points** |
|---|---|
| | |
| | |
| | |

| Signatures: | Date: |
|---|---|
| 1. …… | …… |
| 2…….. | …… |
| 3…….. | …… |

**ANNEX 1**

# UNIVERSITY OF MAURITIUS
## FACULTY/ CENTRE ……..

**PROJECT PROPOSAL/ SYNOPSIS**

Department …….....……....

Academic Year …….....

Students are hereby informed that they should submit this document (approximately 200 words) to their respective Project/ Dissertation/ Programme Coordinators by one month as from the beginning of Semester 1 at latest.

Student's Name: …….....…….....……

Student ID: …….....……

**Title of dissertation**: …….....…….....

……

**Aims and Objectives**:

…….....…….....……

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**Proposed Methodology** (tentative):

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**Frequency of meeting with supervisor(s)**

Start of Project

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End of Project

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Comments, if any

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**GANTT CHART**

| | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** |
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Student's Signature: ……
.....….....……

Supervisor's Name:

Date: …….
…….

Supervisor’s Signature:

Date: …….

**ANNEX 2**

# UNIVERSITY OF MAURITIUS

## FACULTY/ CENTRE ……..

## PROGRESS LOG

**Student Name :**

**Student ID :**

**Department :**

**Programme :**

**Title of Dissertation :**

**Supervisor(s) :**

**Project/ Dissertation/ Programme Coordinator :**

- Your Progress Log serves as a record of your transferable skills and participation and attainment as a student for dissertation purposes.
- Its purpose is to help you to plan your own dissertation and to record the outcomes.
- As well as gaining valuable skills, you will find that the information accumulated in this Log will prove helpful during the write up of the dissertation.
- 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 dissertation activities you have undertaken.

**You should sign the appropriate statement below when you submit your Progress Log:**

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

Signed: …… Date: ……..

# PROGRESS LOG

## RECORD OF STRATEGIC MEETINGS WITH SUPERVISOR(S)

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

| Supervisor(s) | Signature(s) | Date |
|---|---|---|
| …….. | …….. | …… |
| …….. | …….. | …… |

**N.B:** Both the supervisor(s) and the student should retain a copy of this Project Progress Log.
A copy of the duly filled and signed Progress Log should be **included and submitted in the section 'Appendices'** of the Dissertation.

**Non-Disclosure Agreement**
**Form for Int/ Ext Examiners**
**& Moderators – NDA 01**

# UNIVERSITY OF MAURITIUS

## UNDERTAKING BY
## ALL INTERNAL AND EXTERNAL EXAMINERS AND MODERATORS

| | |
|---|---|
| FACULTY / CENTRE (UoM) | |
| DEPARTMENT (UoM) | |

I, Prof/ Dr/ Mr/ Mrs/ Ms…….…….. of the University/ Institution…….. and appointed as the Internal/ External Examiner/ Moderator by the University of Mauritius for the Programme…… of period ……. hereby solemnly affirm /make oath that I have taken cognizance of the University of Mauritius (UoM) Consultancy & Contract Research Scheme and the UoM Intellectual Property (IP) Scheme and that I will not disclose any information/ data/ methodology/ result that I will come across during examination of students thesis/ dissertation/ report/ viva/ interview, to anyone, nor will I use any information/ data/ methodology/ result, for any purpose whatsoever, except with the prior written permission of the University of Mauritius. I also undertake to keep these information /data/ methodology/ result, in strict confidentiality.

| | |
|---|---|
| Programme | |
| Faculty / Centre / Department | |
| Date | |
| Postal Address | |
| Email | |
| Telephone | |
| Fax | |
| Signature | |

*NB (1): The Form, once signed by the Examiner/ Moderator will be submitted to the Dean of Faculty/ Centre Director who will send a copy to the Vice-Chancellor.*

*(2): The time limit for the IPR rights to be kept confidential will be for a period of three (3) years.*

*Senate Approved 14.09.12*

**Non-Disclosure Agreement Form**
**NDA 02**

# UNIVERSITY OF MAURITIUS

**NON-DISCLOSURE FORM FOR STUDENTS (UNDERGRADUATE/ POSTGRADUATE/ MPhil/ PhD AND OTHER RESEARCH PROGRAMMES)**

FACULTY / CENTRE:

I, Student …….…….. of the University of Mauritius, following the final year of the ……..Programme will submit my thesis/ dissertation entitled……..., on……..as per regulations. I hereby inform the Faculty/ Centre that my dissertation/ thesis contains materials for IPR/ Commercialisation. I understand that my dissertation will not be stored in the Turnitin Repository. I also request that information/ data/ methodology/ results that the internal/ external examiner(s)/ moderators and the UoM will come across in my thesis/ dissertation, will not be disclosed to anyone, nor will s/he/they use any information/ data/ methodology/ results, for any purpose whatsoever, except with my prior written permission. They also have to formally sign an undertaking that these information /data/ methodology/ results, will be kept in strict confidentiality.

Programme: ……..

Faculty/ Centre: ……

Date: …….

Postal Address: …….…….

Email: …….

Telephone: ……

Signature:
……

**Approved by (i) Supervisor(s): Date: ……**

**(ii) Head of Department: Date: ……**

**(iii) Dean of Faculty/ Director of Centre: Date: ……**

**(iv) Pro-Vice-Chancellor (Academia): Date: ……**

**(v) Vice-Chancellor: Date: ……**

*Note:*

1) *The form shall be duly filled in and submitted to the relevant Dean/ Director of Faculty/ Centre at least **3 (three) Months** before the due date of submission of Thesis/ Dissertation.*
2) *The Form, once signed by the Vice-Chancellor will be copied to the relevant Dean/ Director of Faculty/ Centre and to Pro-Vice-Chancellor (Academia).*
3) *The time limit for the IPR rights to be kept confidential will be for a period of three **(3) years.***

# UNIVERSITY OF MAURITIUS

## NON-DISCLOSURE FORM FOR STUDENTS WORKING ON RESEARCH PROJECTS

FACULTY / CENTRE (UoM):

I, Mr/Miss/Mrs……..……..am presently working on a research project entitled……at the University of Mauritius along with other investigator(s)/ researcher(s). I hereby solemnly affirm /make oath that I have taken cognizance of the University of Mauritius (UoM) Consultancy & Contract Research Scheme and the UoM Intellectual Property (IP) Scheme and that I will not disclose any information/ data/ methodology/ result, etc. that I will come across to anyone, nor will I use any information/ data/ methodology/ result, etc. for any purpose whatsoever, except with the prior written permission of the University of Mauritius. I also undertake to keep these information /data/ methodology/result, etc. in strict confidentiality.

Research Project: …….

Faculty /Centre: ……..…….

Date: ……

Postal Address:
……..……

Email: ……..

Telephone: ……...

Fax: …….

Signature:
……

**Approved by (i) Main Investigator/ Researcher:** **Date: ……**

**(ii) Head of Department:** **Date: ……**

**(iii) Dean of Faculty/ Director of Centre:** **Date: ……**

**(iv) Pro-Vice-Chancellor (Academia):** **Date: ……..…**

**(v) Vice-Chancellor:** **Date: ……**

*NB (1): The Form, once signed by the Vice-Chancellor will be copied to the relevant Dean of Faculty/ Director of Centre.*

*(2): The time limit for the IPR rights to be kept confidential will be for a period of three (3) years.*

*Updated by QA on 31.07.2024*