

GUIDELINES FOR RESEARCH PROPOSALS BY PROSPECTIVE APPLICANTS FOR POSTGRADUATE RESEARCH STUDIES

The Research Proposal should include the following sections:

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** (to be submitted according to the minimum time-frame for the degree)
9. **Cost of Research Work** (to be submitted according to the minimum time-frame for the degree)

Items <i>(Please provide details under each item)</i>	Years					
	Year 1 (Rs)	Year 2 (Rs)	Year 3 (Rs)	Year 4 (Rs)	Year 5 (Rs)	Total (Rs)
Consumables						
Equipment						
Tests						
Other <i>(please specify)</i>						

To provide source(s) of funding

10. Special requirements for the project

(Ethical clearance, Import permit, storage, health, safety & security hazards, etc.).

11. Frequency of Meetings with the Supervisor

A minimum number of twelve meetings are expected per year.

12. References

Physical format of the research proposal

- The research proposal should be between 2000- 4000 words (*excluding references*);
- The research proposal must be typed, justified and printed on one side of the paper only using 1½ line spacing, characters of 12 pt and font type of ‘Times New Roman’ or ‘Arial’;
- The left margin used for binding shall not be less than 40 mm while all other margins shall not be less than 20 mm;
- The pages shall be numbered consecutively throughout the research proposal. Page numbers shall be located centrally at the bottom of the page approximately 10 mm above the edge;
- Each applicant should adhere to the system of referencing as per ‘The UoM Guide to the Harvard System of Referencing’ when writing up the research proposal.

Important Note:

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

In the event that the applicant has two (2) or more Supervisors, s/he will also have to include the Supervisors’ Table in the research proposal.



**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 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 students 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	



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"/>
Funding of Research project	Fully Sponsored <input type="checkbox"/> Partially Sponsored <input type="checkbox"/> UoM Funded <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	
If sponsored, please indicate the Sponsoring Institution/Department:	
Title of Synopsis: <25 words	
Field of Specialisation http://www.uom.ac.mu/images/Files/Research/ResearchStudents/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 ¹	Internal/External	Area(s) of Expertise	No. Years of Post PhD	Signature	Date
1							
2							
3							

¹ Please refer to the definition of supervisors and criteria for supervision at https://uom.ac.mu/Images/Files/Regulations/MPhilPhD/2020_2021/chap3.pdf

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

External Supervisor(s) - Please provide a letter of agreement and detailed curriculum vitae including a list of your publications/ related publications.

In the event that there are two (2) or more supervisors, please fill in the following Supervisors' Table.

Details of Supervision

Supervisor 1			
Name	No. of Students being Supervised presently	Type of Supervision for each student (Main OR Co- OR Associate) If you are a Main Supervisor for a student, please also specify if you are the sole Supervisor in that case.	Status of each Supervision (whether student has transferred to PhD)
<i>Example: X</i>	6	<i>1 as Main (sole) 1 as Main (not sole) 2 as Co 2 as Associate</i>	<i>4 still at MPhil level & 2 upgraded to PhD</i>
How many of your students have already been awarded a PhD?			
Supervisor 2			
Name	No. of Students being Supervised presently	Type of Supervision for each student (Main OR Co- OR Associate) If you are a Main Supervisor for a student, please also specify if you are the sole Supervisor in that case.	Status of each Supervision (whether student has transferred to PhD)
How many of your students have already been awarded a PhD?			
Supervisor 3			
Name	No. of Students being Supervised presently	Type of Supervision for each student (Main OR Co- OR Associate) If you are a Main Supervisor for a student, please also specify if you are the sole Supervisor in that case.	Status of each Supervision <i>(whether student has transferred to PhD)</i>
How many of your students have already been awarded a PhD?			

Supervisor 4			
Name	No. of Students being Supervised presently	Type of Supervision for each student (Main OR Co- OR Associate) If you are a Main Supervisor for a student, please also specify if you are the sole Supervisor in that case.	Status of each Supervision (<i>whether student has transferred to PhD</i>)
<p>How many of your students have already been awarded a PhD?</p> <p>.....</p>			

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 (i)) and are listed in a bibliography at the end of the text

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 encyclopedias, 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... (Pickett *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. Banes, 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 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. Matthews and/or Kendall 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: Ordinance Survey.

Reference to a conference paper

Contributing author's SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In*: INITIALS. SURNAME, of editor of proceedings (if applicable) followed by

ed. *Title of conference proceedings* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

E.g. SUTNA, Y., 1989. Media Spaces: the new way to communicate. In: A.V. GUJADHUR, ed. *9th international online information meeting, 8-10 August 1989 Delhi*. Wiley: Learned Information, 323-330.

Reference to a publication from a corporate body

(E.g. a government department or other organisation).

NAME OF ISSUING BODY, Year of publication. *Title of publication*. Place of publication: Publisher, Report Number (where relevant).

E.g. UNESCO, 2004. *General information programme and UNISIST*. Paris: Unesco, (PGI-04/WS/48).

Reference to a thesis

Author's SURNAME, INITIALS., Year of publication. *Title of thesis*. Designation, (and type). Name of institution to which submitted.

E.g. HENRI, F.S., 2005. *The Mauritian Phrase Structure Grammar*. Thesis (PhD). University of Mauritius.

Reference to a patent

ORIGINATOR/SOURCE, (name of applicant) Year of publication. *Title of patent*. Series designation, which may include full date.

E.g. BELIN INC., 1981. *Lenses' cleansing system*. European patent application 88245785 A1. 1994-08-02.

Reference to a video, film or broadcast

Title, Year. (For films the preferred date is the year of release in the country of production.) Material designation. Subsidiary originator. (Optional but director is preferred, SURNAME in capitals) Production details – place: organisation.

E.g. *Star Wars*, 1977. Film. Directed by Georges Lucas. USA: Universal Pictures. E.g. *Gone with the wind*, 1980. Video. London: Nicer Videos.

Programmes and series: the number and title of the episode should normally be given, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.

E.g. *The National Assembly*, Session 1, The Ministerial Broadcast, 1986. TV,

MBC2. 1996 Jan 6. E.g. News at nine, 2001. Dec 12. 2100 hrs.

Contributions: individual items within a programme should be cited as contributors.

E.g. BUTTS, Tim, 1998. Interview. *In: Zurnal en kreol*. TV, MBC2. 1998 Feb 12.1900 hrs.

Electronic Material – Following the Harvard System

The British Standard BS 5605:1990 does not include recommendations for electronic sources. The recommendations in this document follow best practice in referencing electronic resources and where possible follow the guidance of the British Standard. Reference to web pages/sites and e-books Author's

/Editor's SURNAME, INITIALS., Year. *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

E.g. DUTCH, M., 2000. *Guide to citing references* [online]. Réduit, UOM.
Available from:

http://www.uom.ac.mu/library/using/guide_to_citing_references.html [Accessed 15 December 2005].

Reference to e-journals

Author's SURNAME, INITIALS., Year. *Title. Journal Title* [online], volume (issue), location within host. Available from: URL [Accessed Date].

E.g. NAIL, N.C., 1997. Books and Drawings: book review of Bedford on Art. *Readings* [online], 6 (15). Available from:

<http://readings.uom.ac.uk/archive/00000462/> [Accessed 24 June 2005].

Reference to mailbase/listserv e-mail lists

Author's SURNAME, INITIALS., Day Month Year. Subject of message. *Discussion List* [online] Available from: list e-mail address [Accessed Date].

E.g. DRACK, M. L., 8 Jan 2004. Re: Excel short courses. *new-link* [online].
Available from:
dacko@dacksmail.ac.mu [Accessed 17 Jun 2004].

E.g. JOHANSEN, S.V., 10 Aug 1989. Recommendation of student radio/tv in English. *tfghti* [online]. Available from: tfghti@INTNET.MU [Accessed 29 Apr 2004].

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

Reference to personal electronic communications (e-mail)

Sender's SURNAME, INITIALS. (Sender's e-mail address), Day Month Year. *Subject of Message*. e-Mail to Recipient's INITIALS. SURNAME (Recipient's email address).

e.g. LETTE, D. (debra-lette@unix.com), 8 Sept 2000. *RE: Thesis proposal and bursaries*. E-Mail to P. DOIL (pdoil@uom.ac.mu).

Reference to CD-ROMs and DVDs

This section refers to CD-ROMs, which are works in their own right and not bibliographic databases. Author's SURNAME, INITIALS., Year. *Title* [type of medium CD-ROM]. (Edition). Place of publication, Publisher (if ascertainable). Available from:

Supplier/Database identifier or number (optional) [Accessed Date] (optional).

E.g. HALLE, S.A., 1992. *Beyond history: a wonderful adventure*. [CDROM]. Aryan Media.

Citing unpublished material

Citation of unpublished documents. B.S.I. (UTM Campus Library & VCILT Library 028.7 BRI).

5.3 Related Topics

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to **plagiarism**, which is against the University rules and is a serious offence. When you are copying or downloading material, you must also ensure that you comply with **copyright** rules. When including third party material in theses and dissertations, it is the responsibility of the individual to ensure the appropriate copyright permission has been obtained.

UNIVERSITY OF MAURITIUS

POSTGRADUATE SCHOLARSHIPS

BOND AGREEMENT

between

University of Mauritius and Postgraduate Scholarship Awardee

to follow MPhil/PhD (Full-Time) Programme

This Bond Agreement is entered into by the University of Mauritius on the one hand and the Awardee and his/her surety on the other hand.

I, Mr/Mrs/Miss (Full Name)

of (Residential Address)

.....

and bearing National Identity Card No:

referred to as the “**Awardee**”.

and

I, Mr/Mrs/Miss (Full Name)

of (Residential Address)

.....

bearing National Identity Card No:

referred to as the “**Surety**”,

hereby confirm that we are binding ourselves to the terms of this Bond Agreement as listed below:

1. Whereas the above-named Awardee has been awarded the University of Mauritius (hereinafter referred to as “UoM”) postgraduate scholarship MPhil/PhD programme on full-time basis at the UoM (Faculty of) commencing on (date/month/year)

A stipend will be paid to full time scholars as follows:

Scenarios		
i.	Upon registration	Payment of stipend at the rate of Rs 16,500/-
ii.	Scholar submits Transfer Report before 24 months and Transfer of Registration occurs before 24 months	Payment of stipend at PhD rate Rs 18,300 on submission date applies once Transfer to PhD is approved by TRC.
iii.	Scholar submits before 24 months and Transfer of Registration occurs after 24 months	Payment of stipend at PhD rate of Rs 18,300/- will be effected as from month 25.
iv.	Scholar submits after 24 months + Positive Transfer Report	Payment of stipend continues up to a maximum of 6 months only at MPhil rate Rs 16,500 (i.e 30 months). Once transfer to PhD is granted adjustment at PhD rate will be effected from month 25 and payment continues until 48 months at PhD rate.
v.	Scholar submits after 24 months + Negative Transfer Report (to submit for a MPhil Thesis)	Maximum stipend payable will be 30 months at the rate of Rs 16,500/-.

Whereas the UoM has agreed to grant the Awardee an amount of (in words) Rupees, (in figures)

2. per Year, covering general fees, tuition fees and a monthly stipend of (in words) Rupees, (in figures) to follow the aforementioned programme at Section 1.
3. Whereas the Awardee undertakes to pursue the specified programme of studies with diligence and regularity on a full-time basis and to complete it within the specified period as per section 1.
4. If the Awardee does pursue the specified programme of studies with diligence and regularity on full-time basis and successfully completes such full programme of studies leading to the said postgraduate degree at Section 1, during the specified period in force as from the start of the course, then the present obligation shall be void, otherwise it shall remain in full force and virtue.
5. If for any reason whatsoever the Awardee decides to interrupt, terminate or modify the programme of studies before the end of the scholarship, for reasons not acceptable to the University of Mauritius, the Awardee will pay back to the University of Mauritius the whole amount received by him/her in respect of the Postgraduate Scholarship together with a 5% interest on the amount benefitted, within one year from the date of notification.
6. The Surety is equally bonded to refund the full amount received by the Awardee in respect of the postgraduate scholarship together with a 5% interest on the amount benefitted, where the Awardee fails to honour the Bond Agreement.

7. If for any reason whatsoever the Awardee decides to interrupt, terminate or modify the programme of studies before the end of the scholarship, the Awardee shall inform the University of Mauritius at least three months before the interruption, termination or modification of the programme of studies.
8. The awardee shall not concurrently hold another scholarship during his/her studentship at the University of Mauritius. In case the awardee accepts any other scholarship, he/she will immediately inform the University of Mauritius and payback to the University of Mauritius the whole of the amount received by him/her together with interest at 5% on the amount benefitted, within one year from the date of notification.

This Bond Agreement is to be signed in two originals.

To be filled by Awardee

Name:

Signature:

Date:

To be filled by Surety

Name:

Signature:

Date:

To be filled by the Dean or OiC CILL of the University of Mauritius

Name:

Designation:

Signature:

Date:

**Copy: Pro-Vice-Chancellor (Academia)
Registrar
Finance Director**



UNIVERSITY OF MAURITIUS

FACULTY/CENTRE

RESEARCH STUDENT LOGBOOK

Student Name :

Student ID :

Department :

Programme :

Title of MPhil/PhD

Research Proposal

MPhil Transfer Report :

.....

Supervisor(s) :

.....

.....

- 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.

LANDMARKS IN PROGRESS

Action Plan	Planned Date to be Completed	Date Completed	Comments from Supervisor(s)	Reasons for Delay

Supervisor(s)

Signature(s)

Date

.....
.....
.....
.....
.....

Updated on 10.02.22



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/CILL 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/Centre provisions for the timely allocation of resources / facilities? If No, please give details, which may assist in prompt problem solving by the Faculty/CILL Research Committee?	Yes <input type="checkbox"/>
		No <input type="checkbox"/>
		N/A <input type="checkbox"/>
A6	Are you satisfied with the Faculty/Centre 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/Centre 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 (Please tick the appropriate box below)	
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



**UNIVERSITY
of
MAURITIUS**

Form RDT1

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)	
-----------------------	--

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/Centre's Registry
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* 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 Transfer Report/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/transfer report embodies the results of my own work.
- (ii) I have no objection to submit a soft copy of my transfer report/thesis through the Turnitin Platform. I confirm that the hard copies and soft copies, including the one uploaded through the Turnitin Platform, in the final assignment submission link indicated by the Main Project Supervisor, are identical in content.
- (iii) 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 transfer report/thesis from the work of other people has been attributed, and has been cited and referenced.
- (iv) 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.
- (v) I am aware that I may have to forfeit the degree in the event that plagiarism has been detected after the award.
- (vi) 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.
- (vii) Research work has IPR with potential for commercialization. Yes No

<hr/> Student's Signature	<hr/> Date
Declaration of Supervisor(s)*: I/we certify that all necessary corrections have been completed satisfactorily	
<hr/> Signature of Supervisor(s)	<hr/> Date

* The main/local Supervisors should sign.



**Non-Disclosure Agreement
Form for External
Assessors/External
Examiners
(NDA)**

UNIVERSITY OF MAURITIUS

**UNDERTAKING BY
EXTERNAL ASSESSOR / EXTERNAL EXAMINER**

FACULTY / CENTRE (UoM)	
DEPARTMENT (UoM)	

I, Prof/Assoc Prof/ Dr/ Mr/ Mrs/ Ms of the University /Institution and appointed as the External Assessor /External Examiner by the University of Mauritius for the MPhil Transfer Report/ MPhil Thesis/ PhD Thesis entitled
.....
....., hereby confirm that I have taken cognizance of the University of Mauritius (UoM) Intellectual Property Rights Policy and that I will not disclose any information/data/methodology/result that I will come across during examination of students thesis/report, 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.

Date	
Postal Address	
Email	
Telephone	
Fax	
Signature	

NB (1): The Form, once signed by the External Assessor/ External Examiner will be submitted to the Dean /Officer-in-Charge of Centre who will send a copy to the Vice-Chancellor.



External Assessor's Recommendation

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

The External Assessor should submit a comprehensive report which should include the following:

- (a) The student's understanding of the field of study and familiarity with published work in the field.
- (b) An assessment of the report in relation to the research objectives, methodologies and findings
- (c) The general presentation of the report.

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

Please make one of the following recommendations:	
• Transfer to PhD	<input type="checkbox"/>
• Revision and re-submission for a transfer to PhD to the satisfaction of the Supervisor(s)	<input type="checkbox"/>
• Revision and re-submission for a transfer to PhD to the satisfaction of the External Assessor	<input type="checkbox"/>
• Revision and re-submission for an MPhil degree to the satisfaction of the Supervisor(s) and a person designated by the Deans of Faculty/Officer-in-Charge, CILL	<input type="checkbox"/>
• Revision and re-submission for an MPhil degree to the satisfaction of the Supervisor(s) and the External Assessor	<input type="checkbox"/>
• Do not Transfer to PhD/ No Award	<input type="checkbox"/>

.....
External Assessor	Signature	Date



**UNIVERSITY
of
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Form RDE1

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/Director of Centre	Signature	Date

Submit to:	Registrar's Office, 7 th 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.

Caps Lock – Times New Roman - 20



UNIVERSITY OF MAURITIUS

Times New Roman - 14



Title of Thesis

by



Caps Lock – Times New Roman - 14

This Thesis is submitted to the Faculty /Centre for Innovation and Lifelong Learning through the Department of ----- in fulfilment of the requirements for the Degree of Master/Doctor of Philosophy at the University of Mauritius



Sentence Case – Times New Roman - 12

Date

UNIVERSITY OF MAURITIUS



Form RDE2

External Examiner's Tentative Recommendation

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

The External Examiner should submit a comprehensive report which should include the following:

- (a) Brief description of thesis and summary of the main achievements of the research work
- (b) Originality of the research and its contribution to the advancement of knowledge in the field.
- (c) Assessment of literacy style and presentation.
- (d) Assessment of the candidate's acquaintance with the relevant literature, mastery of techniques, understanding of scientific methods and his/her capability of assessing the significance of findings, logical and correct presentation of results.
- (e) Technical quality of the thesis.
- (f) Any additional comments and specific queries on findings.

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

Please make one of the following recommendations:

✓ <i>Award of</i> Definition: Grammatical errors, technical/layout/format changes, minor changes to sentences and explanations that do not affect the science or the way in which the results were interpreted and presented	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
✓ <i>Award of</i> <i>subject to minor corrections to the satisfaction of the supervisor(s) and a person designated by the Dean of Faculty/ Director, CILL;</i> Definition: Minor corrections refer to revisions of a larger extent that mentioned in option 1 above, for instance improving logical arguments or critical discussions and/or Changing the layout and/or technical finishing.	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
✓ <i>Award of</i> <i>subject to major revision to the satisfaction of the supervisor(s) and a person designated by the Deans of Faculty/ Director, CILL;</i> Definition: Major revision refer to major or sizable changes for instance rewriting specific parts, updating missing information or completing half-finished arguments.	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
✓ <i>Award of</i> <i>subject to the major revision to the satisfaction of the External Examiners</i>	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
✓ <i>No Award.</i>	<input type="checkbox"/>	

..... External Examiner's Name Signature Date
--	---------------------------	----------------------

Note: If an MPhil/PhD student has been transferred from MPhil to PhD, at least an Mphil should be awarded

UNIVERSITY OF MAURITIUS



Form RDE3

External Examiner's Recommendation

EXAMINERS' JOINT REPORT FORM

Please return this completed and signed Report Form as soon as possible after the examination (both a Word and Pdf Document) to the Administrative Officer of the Faculty/ Centre (Email: xxxxxxxx)

<i>Candidate's Name</i>	
<i>Student ID</i>	
<i>Faculty/Centre</i>	
<i>Programme of Study</i>	MPhil <input type="checkbox"/> PhD <input type="checkbox"/>
<i>Title of Thesis</i>	
<i>Field of Study</i>	
<i>Date of Viva-Voce/ Duration of Viva-Voce</i>	
<i>Independent Chairperson of Examining Panel</i>	
<i>Rapporteur</i>	
<i>Name & Institution of External Examiner 1</i>	
<i>Name & Institution of External Examiner 2</i>	

Part 1: Overall Result

Choose one of the following options and tick as appropriate:		
Award of <i>Definition: Grammatical errors, technical/ layout/ format changes, minor changes to sentences and explanations that do not affect the science or the way in which the results were interpreted and presented</i>	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
Award of subject to minor corrections to the satisfaction of the supervisor(s) and a person designated by the Dean of Faculty/Officer-in-Charge, CILL designated by the Dean of Faculty/ Officer-in-charge, CILL <i>Definition: Minor corrections refer to revisions of a larger extent that mentioned in option 1 above, for instance improving logical arguments or critical discussions and/ or Changing the layout and/ or technical finishing.</i>	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
Award of subject to substantial amendments to the satisfaction of the supervisor(s) and a person designated by the Dean of Faculty/Officer-in-Charge, CILL <i>Definition: Major revision refer to major or sizable changes for instance rewriting specific parts, updating missing information or completing half-finished arguments.</i>	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
Award of Subject to major revision to the satisfaction of the External Examiners. In case the External Examiners are not satisfied with the resubmission, they can recommend for a lower degree, that is, an MPhil for a PhD assessment or no award for an MPhil assessment.	MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>
No Award.	<input type="checkbox"/>	

Note: If an MPhil/PhD student has been transferred from MPhil to PhD, at least an MPhil should be awarded

Part 2: Viva Voce Examination

Please **jointly** rate the candidate's performance at the Viva Voce

Rate on 1 to 5 (1 refers to well below expectations; 2 = below expectations; 3= meets expectations; 4 above expectations; 5 exceed expectations) by ticking as appropriate

	1	2	3	4	5
<i>The candidate demonstrated detailed knowledge of the thesis and that it is his/her own work.</i>					
<i>The candidate was confident in defending the direction, methodology and conclusions of the work.</i>					
<i>The candidate demonstrated awareness of where his/her original works sits in relation to the broader context of the discipline.</i>					
<i>The candidate demonstrated a substantive and independent contribution to the discipline.</i>					

Summary of the candidate's performance at the Viva Voce

(Summarise the candidate's performance in the Viva Voce and in particular his/her response to the issues raised in the Examiners' reports). Please add additional sheets as necessary.

Part 3: Joint Written Report

Please use the following form to write a **JOINT** report on the Thesis. This must be **TYPED**. Please add additional sheets as necessary.

Reports should cover the following points:

- The quality of the content of the Thesis and the extent to which it meets the specified criteria.
- Where appropriate the presentation/format of the Thesis.
- The candidate's performance during the Viva Voce.
- Joint details of revisions required (complementary to individual report).

JOINT WRITTEN REPORT	
Candidate's Name:	
Student Number:	

Signed by External Examiner 1:

Name: _____ Date: _____

Signed by External Examiner 2:

Name: _____ Date: _____

Attendance at Viva Voce confirmed by Independent Chairperson (Signed):

Name: _____ Date: _____

References:

University of Surrey: <https://www.surrey.ac.uk/sites/default/files/guidelines-for-conduct-of-viva-voce-examinations.pdf>

University of Cape Town :

http://www.students.uct.ac.za/sites/default/files/image_tool/images/434/current/doctoral_candidates/downloads/Procedures_DoctoralDegreesBoard.pdf

UNISA: https://www.unisa.ac.za/static/corporate_web/Content/Colleges/CGS%20-%20NEW/docs/DOCTORAL%20ORAL%20EXAMINATION%20STANDARD%20OPERATING%20PROCEDURES.pdf

University of Sheffield : <https://www.sheffield.ac.uk/rs/code/viva>

University of Birmingham

<https://intranet.birmingham.ac.uk/as/studentservices/graduateschool/rva/vivaexamination.aspx>

University of Nottingham: <https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/viva-voce-examinations.aspx>

LSE: <https://le.ac.uk/research/doctoral-college/about/guidance-for-examiners>