

# **Handbook**

**of**

**Rules, Regulations  
and  
Procedures  
Governing**

**MPhil, MPhil/PhD  
&  
PhD**

**Programmes**

**2009/2010**

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# 1. ADMISSION PROCEDURES

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## 1.1 Introduction

1. Application for MPhil, MPhil/PhD and PhD programmes will be open throughout the year. Applicants for admission for a **Master of Philosophy (MPhil) or MPhil/PhD or Doctor of Philosophy (PhD)** degree programme need to send their application form together with an outlined research proposal to the Admissions' Office (consult the "Guidelines for research proposals by prospective applicants for postgraduate research studies").

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

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

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

2. Prospective MPhil, MPhil/PhD and PhD students would:
  - (a) Enrol on the MRes (Research Methodology) programme at the start of the semester and be given up to six(6) months to submit their research proposals/synopses subsequently. Registration (at any time) would apply only when RCI Committee would approve the research proposals.
  - (b) Submit their research proposals and then register for MRes (Research Methodology) in the following semester. The applicants would register (at any time) for MPhil or MPhil/PhD or PhD when RCI Committee would approve the research proposals.
  - (c) Students who had secured research grants through their Supervisors would register for MPhil or MPhil/PhD or PhD when RCI Committee would approve the research proposals and also for MRes (Research Methodology) subsequently.
  - (d) The time lapse between the submission of research proposals and their approval by RCI Committee, should normally not exceed two (2) months for (b) and (c).

## 1.2 MPhil Degree

An MPhil award will be made upon successful completion of substantial element of research. For the award of the MPhil degree, a student needs to demonstrate:

- (a) The ability to critically review existing literature and current research at the forefront of the discipline;
- (b) A thorough understanding of the problem under investigation and of the techniques required to create and interpret knowledge in the field of study;
- (c) Originality in the application of knowledge, and/or new insights to the research problem.

## 1.3 PhD Degree

For the award of the PhD degree, a student needs to demonstrate:

- (a) A thorough understanding of the field of study and of applicable techniques for research and advanced academic enquiry;
- (b) The ability to conceptualise, design and implement a research project for the generation of new knowledge and understanding at the forefront of the discipline;
- (c) The ability to create and interpret new knowledge through original research.

## 1.4 Application and Admission to MPhil, MPhil/PhD and PhD Programmes

The University will consider the following factors whilst processing the application for a research programme:

- (a) Qualifications and suitability of the applicant;
- (b) Appropriateness of the research proposal;
- (c) Availability of resources and facilities (supervisory, funding and others);
- (d) The feasibility of the project in the proposed timeframe.

## 1.5 Selection Criteria

### 1. *Entry Requirements*

#### (a) **Admission to MPhil Programmes**

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

#### (b) **Admission to MPhil/PhD Programmes**

An MPhil/PhD student should possess at least a good Second Class Honours degree in the relevant field or equivalent.

#### (c) **Admission to PhD Programmes**

There are two categories of candidates for admission:

- (i) Students who are already registered for an MPhil programme at the University of Mauritius may request an upgrade.
- (ii) Students may already have an MPhil research degree or equivalent in the relevant field.

2. **References:** Candidates will have to provide two academic references along with their application forms. All referees must fill in RDRF form.

3. **Language Proficiency for International Students:** Candidates may be asked to provide evidence of language proficiency in English or French or another language, as applicable.

## 1.6 Processing of Applications

The processing of application for MPhil, MPhil/PhD and PhD programmes is outlined in a flowchart (see Annex).

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

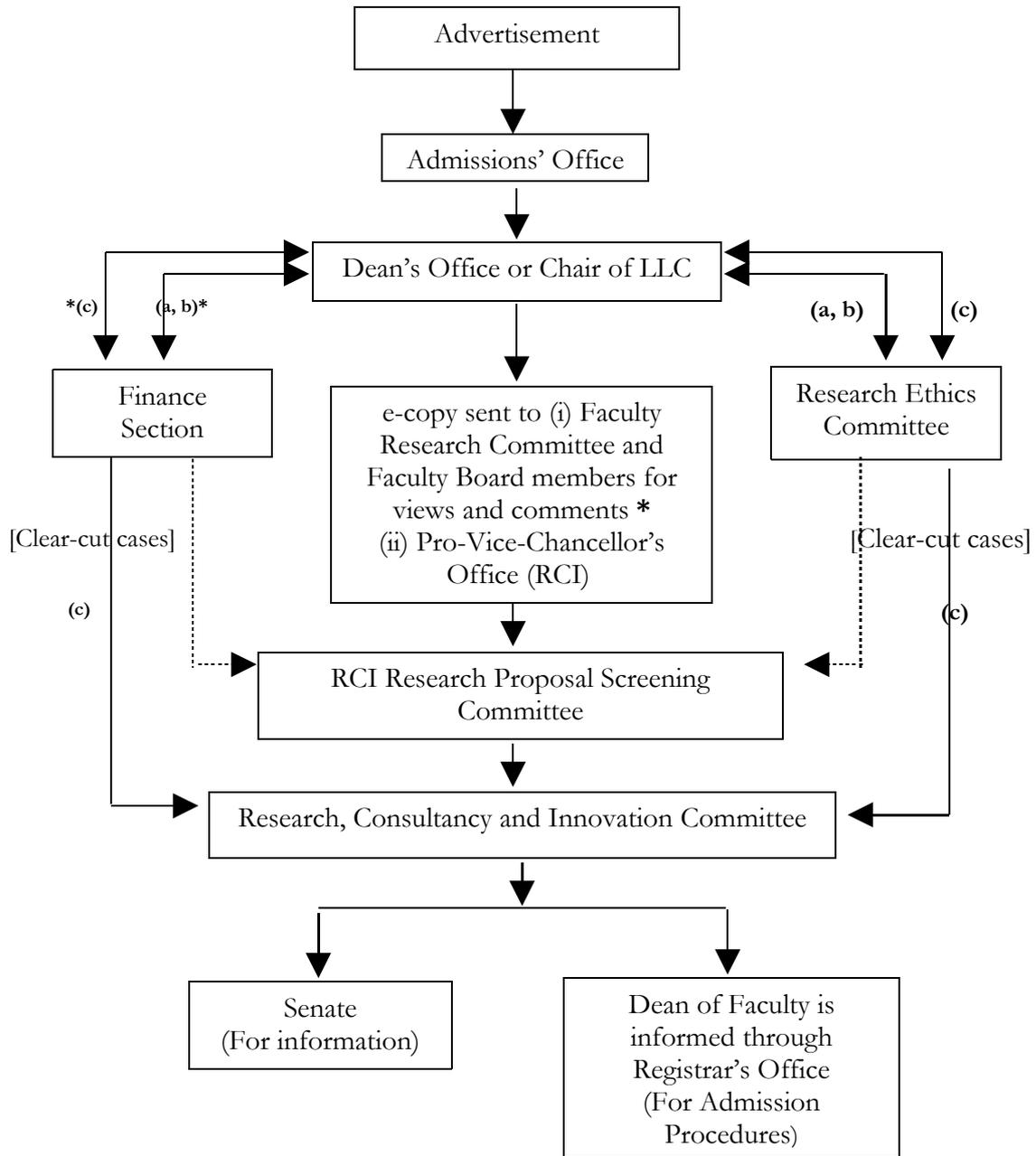
All applications must be channelled to the Faculty/Centre through the University Admissions' Office.

## 1.7 Registration Period

On receipt of the recommendation from Research, Consultancy & Innovation Committee, the Registrar will send the applicant a formal letter of acceptance for registration (either full or conditional), giving relevant details such as name of degree, subject area, name of supervisor(s), minimum research period and date of commencement.

The student should register within 3 weeks upon receipt of the letter from the Registrar. Should a student be unable to register by such a date, he/she should notify the Registrar accordingly, giving reasons for postponement of registration. No request for postponement exceeding three months will normally be considered.

## MPhil, MPhil/PhD & PhD ADMISSION PROCEDURES



**\* (a) (b) (c): Please refer to Paragraph 1.1 (2) on Page 1**

### 1.7.1 Duration

Registered students must complete their MPhil or MPhil/PhD or PhD studies as per the relevant Table below (see Tables 1.1, 1.2 and 1.3).

**Table 1.1: Registration for MPhil**

	Minimum	Maximum
Full-Time	2 yrs	3 yrs
Part-Time	3 yrs	4 yrs

**Table 1.2: Registration for MPhil/PhD\***

	Submission of MPhil Transfer Report	Minimum	Maximum
Full-Time	*1 - 2½ years	3 yrs	5 yrs
Part-Time	*1½ - 3½ years	3½ yrs	7 yrs

*\*In exceptional cases where a student has exceeded the maximum time-frame in submitting the MPhil Transfer Report, he/she will be granted 2 years (full-time) and 3 years (part-time) respectively as from Research, Consultancy & Innovation Committee's date of approval of its upgrade.*

**Table 1.3: Registration for PhD**

	Minimum	Maximum
Full Time	2	4
Part Time	3	5

A student can submit exceptionally his/her MPhil Transfer Report / MPhil and PhD thesis up to six months before the prescribed deadline upon the approval of Supervisor(s). **In case the latter does not give its approval, the student can make an appeal to FRC/LLCRC.**

### 1.7.2 Transfer Report Processing Time

The period between submission of an MPhil Transfer Report and Research, Consultancy and Innovation Committee's approval of the upgrading to PhD will be counted as part of the study period.

Normal fees will be claimed from the student as s/he is supposed to carry on with the work even after submission of the MPhil Transfer Report; there is another provision for 'Interruption of Studies' as per Section 1.7.4 of the existing regulations.

### 1.7.3 Extension

- (i) A student may be granted on valid grounds an extension to submit the MPhil Transfer Report/ MPhil and PhD thesis beyond the due completion date of the programme – but not exceeding one year;
- (ii) A **monthly fee (pro-rata)** will normally be payable for any extension that is granted by the University beyond the due completion date of the programme;
- (iii) The student needs to make a formal request to the Dean of Faculty/Director of Centre; the request for an extension of 3 months will be dealt at the level of FRC/LLCRC and Faculty Board/LLC Board. An extension exceeding 3 months must be approved by Research, Consultancy & Innovation Committee and Senate informed;

- (iv) **In exceptional circumstances only**, further periods of extension of the thesis submission (not MPhil Transfer Report) deadline may be sought.

#### 1.7.4 Interruption of Studies

Students who find it necessary to interrupt their studies (e.g. due to illness) may apply for an interruption of the period of registration.

The interruption of studies must be approved by the Research, Consultancy & Innovation Committee. The student needs to make a formal request to the Dean of Faculty/Director of Centre. *If approved, the period for an interruption of studies will not be included as part of the study period.*

A maximum of one year will be allowed towards interruption, irrespective of whether the student is registered on a full time or part time basis.

Period of interruption exceeding one year will be counted within the MPhil, MPhil/PhD and PhD study period.

### 1.8 Changes in the Mode of Study

During the period of study, a student may wish to transfer his/her registration from a full-time to a part-time mode of study or vice versa. The student needs to make a formal request to the Dean of Faculty/Director of Centre before approval is sought from the Faculty Board/LLC Board and the Research, Consultancy & Innovation Committee.

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

- (a) MPhil:  $x \text{ years F/T} = \frac{4}{3} x \text{ years P/T}$
- (b) MPhil/PhD:  $x \text{ years F/T} = \frac{7}{5} x \text{ years P/T}$
- (c) PhD:  $x \text{ years F/T} = \frac{5}{4} x \text{ years P/T}$

### 1.9 Fees and Other Charges

	2007/2008	2008/2009
<b>Application Fee</b>	Rs 1000 (one-off)	Rs 1000 (one-off)
<b>General Fees</b>	Rs 13,100 per annum	Rs 14,500 per annum
<b>Students' Union Membership Fee</b>	Rs 300 per annum	Rs 300 per annum
<b>Tuition Fees for MPhil, MPhil/PhD and PhD Programmes</b>	Full-time – Rs 42,000 per annum	Full-time - Rs 45,000 per annum
	Part-time – Rs 28,000 per annum	Part-time - Rs 30,000 per annum
<b>Thesis Fees for Postgraduate Research Programmes</b>	Upon submission in Final Year: Rs 14,500	Upon submission in Final Year: Rs 15,150
<b>Graduation Ceremony Fee</b>	Rs 550	Rs 550

- **Tuition Fees for period between the submission of the MPhil/PhD Thesis and Research, Consultancy & Innovation Committee's Approval**

(a) *Tuition fees be waived and*

(b) *Only General fees and the Students' Union fee on a time-based, pro-rata basis*

- **The period when the student rewrites and resubmits his/her MPhil/PhD thesis as per recommendation of Examiners**

(a) *If the recommendations include only typing changes then no additional tuition fees are claimed, only general fees are charged on a pro-rata basis from the student.*

(b) *If the recommendations imply further research work then both tuition fees and general fees are claimed on a pro-rata basis from the student.*

(c) *The relevant fees be claimed as from the issue of the letter informing the student of the recommendation of the assessors.*

- **Extension Fee**

A monthly fee (computed on a pro-rata basis) be charged as per hereunder for any extension granted for the submission of MPhil Transfer Reports or MPhil/PhD theses beyond the due completion date of the programme:

Full-time students: Rs4,000/- per month

Part-time students: Rs3,000/- per month

- **Penalty Fee**

The following scheme with respect to penalty fee will be applied for late submission of MPhil or PhD theses/MPhil Transfer Reports beyond the prescribed deadline:

<b>Delay</b>	<b>Penalty Fee Per Month (Rs)</b>
First 3 months	500
3 – 6 months	1,000
6 – 9 months	1,500
9 months and above	2,000

**N.B.** *Students enrolled before academic year 2007/2008 will NOT be affected by the present increase in fees*

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

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### 2.1 Introduction

This section provides guidelines to ensure that postgraduate research students make good, steady and satisfactory progress at different stages during their registration periods.

The successful completion of a postgraduate research programme within a proper and concerted reasonable length of time lies with (i) the student, (ii) the supervisor(s) (iii) the Faculty/Centre concerned and the University.

### 2.2 Formal Mechanism

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

#### 2.2.1 Progress Reports

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

The progress reports will be as follows:

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

#### 2.2.2 Student Progress Form (SPF)

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

The SPF form enables the FRC/LLCRC:

- To review the progress achieved, and the problems encountered (including supervision, provision of resources, safety issues, etc.);
- To assess the future plan of work;
- To ensure that stages in the research programme have been reached, as initially set (e.g. literature review, collation of data, analysis of data, etc.);
- To anticipate feasibility of completion of the project in the prescribed time frame.

The SPF also allows the supervisor(s) to make specific comments on:

- Student's diligence at work;
- Regularity of student's interaction with supervisor(s);
- Progress achieved and problems encountered (including supervision, provision of resources, safety issues, etc.);
- Student's progress in research;
- Problems (and nature thereof) affecting progress of research work;
- Status to be given to registration (e.g. conversion to PhD Programme, termination of registration, leave of absence, etc.);
- Research project-related activities (e.g. poster presentation, seminar, etc.);
- Anticipated completion date (if applicable).

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

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

The FRC/LLCRC shall make recommendations on:

- (i) Transfer to PhD:  
*Recommended for external assessment on the basis of evidence from student and supervisor(s) on:*
  - Extent of results achieved and contribution to area of knowledge
  - Orientation of proposed research work for doctoral studies
  - Contribution of proposed research work to original knowledge in area under study
- (ii) Ongoing registration - MPhil (or PhD)  
*Recommended Re-enrolment on Annual basis subject to satisfactory progress:*
- (iii) Termination of registration:  
*Recommended Termination of registration when progress is unsatisfactory. Students shall be given the opportunity to appeal against the decisions*

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

## **2.3 Informal Monitoring: Departmental Mechanisms**

### **2.3.1 Quality Assurance (QA) Procedures**

The FRC/LLCRC may also wish to set procedures and mechanisms to ensure monitoring of a research programme. The Faculties (or Departments) will have to write down the desirable QA procedures.

### **3. MPhil, MPhil/PhD and PhD RESEARCH SUPERVISION**

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#### **3.1 Introduction**

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

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

#### **3.2 Definitions**

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

##### **3.2.1 Main Supervisor**

“Main Supervisor” means a full time staff either of the University of Mauritius or of an external institution to provide appropriate academic and administrative guidance and support so as to enable the student to achieve his/her full research potential and reach the standard required for MPhil or PhD.

##### **3.2.2 Co-Supervisors**

“Co-Supervisors” means two full-time staff of the University of Mauritius, or one from the University of Mauritius and another from an external institution or a person agreeable to the University of Mauritius, who both provide appropriate academic and administrative guidance and support so as to enable the student to achieve his/her full research potential and reach the standard required for MPhil/PhD.

Co-Supervisors are normally appointed in the case where a research project has an interdisciplinary dimension. Co-Supervisors should meet the same criteria as for the Main Supervisor. Similarly, the Co-Supervisors will have the same responsibilities as the Main Supervisor.

##### **3.2.3 Associate Supervisor**

“Associate Supervisor” means:

- *Either* a person with relevant research experience from within or outside the University of Mauritius, recommended by the Main Supervisor when the latter is a full time staff of the University of Mauritius, to provide complementary supervision to the research student
- *Or* a full time staff of the University of Mauritius with relevant research experience, agreeable to the Main Supervisor when the latter is from an external institution, to provide support and complementary guidance to the student and to advise the Main Supervisor on the student’s progress.

#### **3.3 Supervision**

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

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

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

When the Main Supervisor is an expatriate working at the UoM on a contractual basis, in the event that the contract of the Main Supervisor comes to term, an Associate Supervisor normally from the UoM will be appointed within six months of the expiry of the Main Supervisor's contract unless the latter agrees to continue with the supervision.

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

### **3.4 Criteria for Supervision**

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

- (i) An academic staff or researcher with a PhD Degree and with at least two years of post PhD research experience and publications in the proposed field of study. However, an academic staff with [2 years](#) post-PhD experience will be eligible to supervise a maximum number of 3 students. (UNDER REVIEW)
- (ii) An academic staff or researcher without PhD who is at least at Associate Professor level and who has extensive research experience as evidenced by publications in recognised international journals in the proposed field of study.
- (iii) However, an academic staff or researcher holding a PhD but with less than 2 years post-PhD research experience will be eligible to act as Associate Supervisor only.

## **3.5 ROLES AND RESPONSIBILITIES OF THE SUPERVISORS**

### **3.5.1 Expertise of Supervisor**

- (i) The supervisor should possess recognised subject expertise, skills and experience to monitor, support and direct research students' work.
- (ii) The supervisor should ensure that the topic is feasible, given the candidate's abilities and the available resources.
- (iii) The supervisor should clearly state at the very outset the field of the research work.
- (iv) The particular role and responsibilities of an Associate Supervisor should be spelt out before the research work starts.

### **3.5.2 Provision of Structure**

- (i) Provide a clear picture to the students of the supervisor's research to avoid any ambiguity between supervisor's and student's work.
- (ii) Provide clear direction for the requirements each student must meet.
- (iii) Discuss with graduate students about research program plan and research methodology and ethics (research rigour, theoretical and experimental aspects of the research, expected standard of the research output and professional integrity).
- (iv) Ensure that students stay abreast of the literature and cutting-edge ideas in the field.
- (v) Supervisors need to closely monitor experimental work, keep a watch on results obtained and allocate sufficient time and effort in discussion of the interpretation of the results.

- (vi) Help students to develop professional skills in writing reports, papers, and grant proposals.
- (vii) Ensure that students participate actively in seminars and colloquia at the University or at national level.
- (viii) Establish professional networks and making use of professional contacts for the benefit of students.
- (ix) Ensure that time lines are set and strictly observed. Students should be requested to submit written work and the supervisor has to provide feedback and constructive criticism within a reasonable time. At the thesis writing stage, supervisors should ensure that individual chapters or parts of chapters are submitted for correction instead of the whole thesis.

### **3.5.3 Respect of University Policies**

- (i) Ensure that the student fully understands the University Regulations and procedures for research degrees, and other relevant codes, policies, procedures and regulations of the University (health and safety, IPR) and ensure compliance;
- (ii) Ensure that all the University's procedures relating to the approval of the various stages of registration to completion of the programme are followed.

### **3.5.4 Development of Good Relationship and Creation of a Conducive Environment**

- (i) Develop good working relationships with students that stimulate their creativity
- (ii) Provide regular feedback on the progress of students toward degree completion, including constructive criticism if the progress does not meet expectations.
- (iii) Acknowledge student contributions in research presented at conferences, in professional publications, or in applications for copyrights and patents.
- (iv) Facilitate career development, including advising students on the preparation of application materials for appropriate fellowship, scholarship, and other relevant opportunities.
- (v) Write letters of reference for appropriate fellowship, scholarship, award, and job opportunities.
- (vi) In case students face personal problems, supervisors should try as far as possible to assist them to avoid eventual drop-outs.

### **3.5.5 Time Allocation**

Time allocation will depend on the stage of the research reached (eg. there will probably need to be more intensive supervision in the initial planning stage and at the writing-up stage). Also, the nature of the supervision (face-to-face meetings, contact via email/fax/telephone, and reading of submitted material) will have a bearing.

*A minimum time allocation of:*

- (i) *90 hours supervision per year for a full-time research student and*
- (ii) *45 hours per year for a part-time student should be observed.*

### **3.5.6 Joint Supervision Between Different Departments/Faculties**

Due to the inter-disciplinary nature of some research programmes, it is often necessary to create supervisory teams consisting of academics from different Depts./Faculties across the University. In such cases, supervision as a 'team-based' approach should be encouraged and the student should meet with the team as a whole, rather than to focus on individual supervisors. This ensures that the project retains its inter-disciplinarity and that one subject is not trying to dominate another.

### **3.6 Academic Staff Development Scheme**

The Academic Staff Development Scheme provides funding to academic staff members who are registered for an MPhil/MPhil/PhD/PhD programme to go for short attachments abroad to carry out further research.

### **3.7 Responsibilities of the Student**

- Agree with the designated Supervisor(s) on research topic and proposal;
- Work diligently with the ultimate goal of successful completion of the research project within the prescribed period;
- Be able to work independently;
- Be innovative in the research project as it progresses;
- Be familiar with the procedures, rules and regulations governing registration, progress, transfer from MPhil to PhD (wherever applicable), examination and intellectual property rights;
- Be familiar with the University health and safety regulations;
- Attend lectures, seminars and any training programmes on the advice of the Supervisor(s);
- Agree with the Supervisor(s) on a schedule of meetings and seek to meet the Supervisor(s) for assistance between formal meetings whenever necessary. Prepare all materials in a legible format for discussion during meetings, take notes including items for action and submit a copy to the Supervisor(s);
- Inform the Supervisor(s) promptly of any problems which may be hindering progress;
- Prepare and submit progress reports as and when required;
- Decide when to submit thesis, taking into consideration the advice of Supervisor(s);
- Report to the Dean of Faculty /Director of Centre any item of disagreement or conflict with the Supervisor(s);
- Act in accordance with ethical principles appropriate to the discipline/area.

### **3.8 Change of Supervisor(s)**

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

## **4. PHYSICAL FORMAT AND LAYOUT OF DISSERTATIONS AND THESES**

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### **4.1 Introduction**

A thesis is the written document that results from a period of supervised research at the University. It reports on new findings and implications of research undertaken, set in the context of the earlier work of others and making appropriate reference to those previous studies and results that have influenced the conduct of work. A thesis must be an original work which makes a significant contribution to knowledge in a particular field of study. In short it is the presentation of results of original research in a critical and scholarly fashion.

This document is intended as a standard guide for all theses presented for research degrees and the transfer report for upgrading to PhD at the University of Mauritius. This guide deals with the practicalities of producing the thesis/transfer report in a format that is acceptable for examination and for deposit in the library. Because each discipline has different conventions over matters such as lay-out and style, it is recommended that students consult their respective supervisors before starting to write their thesis.

### **4.2 General Considerations**

Many practical issues such as paper to be used, illustrative matter, binding specifications and so on, need to be thought out before one embarks on the final assembly of a thesis/transfer report, with all of its constituent elements. Ignoring these details may lead to the cost incurred being greater than they need have been or to mistakes which are impossible to correct when the time comes for binding. The thesis must be produced to a standard acceptable for long-term storage, and bound in accordance with the University requirements.

### **4.3 Language**

All candidates are required to submit their thesis in English, unless the discipline requires otherwise. The thesis should normally be written in the third person, in past tense and should be as concise as possible. Sentences should be kept short. Students are advised to use simple and clear English throughout the thesis so that even readers who are not expert in the area may understand the work. Students should also remember that it is better to produce a short and well-written thesis than a long one full of irrelevant details.

### **4.4 Paper and Typographical detail**

The thesis must be typed, justified and printed on one side of the paper only using:

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

Good quality A4 white paper should be used for the printing and for xerographic copies.

The left margin used for binding shall not be less than 40 mm while all other margins shall not be less than 20 mm.

### **4.5 Length of the Thesis**

The PhD thesis should be no more than 100,000 words in length and the MPhil thesis no more than 60,000 in length both including footnotes and references. The word count includes only the main body of the thesis and therefore excludes the table of contents, list of figures, tables and schemes, declaration form (if any), acknowledgements and appendices.

## 4.6 Pagnation

Pages shall be numbered consecutively throughout the thesis, 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.

## 4.7 Referencing

Each student should adhere to the system of referencing as per "The University of Mauritius Referencing Guide" when writing up the thesis. The Referencing Guide will normally be based on the Harvard System.

Students and staff are advised to refer to 'The University of Mauritius Referencing Guide' available in the *Handbook on Rules, Regulations and Procedures Governing MPhil/PhD Programmes* posted on the UoM website.

<http://www.uom.ac.mu/Admissions/calendar/regulations/MPhilPhd0708.pdf>

## 4.8 Plagiarism

Plagiarism involves using the work of another and presenting it as one's own, whether published or unpublished. Students must acknowledge all work that is not their own, whether ideas, experimental procedures, data, maps, tables, diagrams and photographs. The acknowledgment should be in the form of citations or references.

The University of Mauritius takes a very serious view of plagiarism and any case detected will be dealt with as per Section 8 of the *Handbook on Rules, Regulations and Procedures Governing MPhil/PhD Programmes*, also accessible on the following university website:

<http://www.uom.ac.mu/Admissions/calendar/regulations/MPhilPhd0708.pdf>

## 4.9 Proof-Reading

The thesis should be carefully proof-read before submission. **It is recommended that the student undertakes this important role.** The following should be carefully checked:

- (i) every table, diagram, photograph and map has a caption and is referred to in the text;
- (ii) every table, diagram, photograph and map referred to in the text is actually included;
- (iii) every citation in the text is included in the 'List of Reference';
- (iv) Every item in the 'List of Reference' is referred to in the text;
- (v) The conventions in the use of italics or underlining especially for foreign and scientific terms, as appropriate to the discipline have been followed.

## 4.10 Cover and Binding

The thesis will initially be submitted for examination in three (3) spiral bound copies and one soft copy.

After assessment, the thesis including all amendments proposed (if any) shall be submitted in two (2) hard bound copies. They should be in book form in a fixed binding. The boards shall have sufficient rigidity to support the weight of the work when standing upon the shelf. The cover shall be black and full bound.

The spine of the hard bound thesis shall bear in at least 24 pt (8mm) type the qualification and the student's surname and initials and the year of presentation in gold lettering, starting 40 mm from the base. This information shall be printed along the spine in such a way as to be readable when the dissertation is lying flat with back cover uppermost. If the dissertation consists of more than one volume, the spine shall bear the number of each volume.

The front cover shall bear in at least 24 pt (8mm) type the full title of the dissertation as approved by the Department/Faculty/Centre.

*This section should be read in conjunction with section 6.2, 'Procedures for Submission of the thesis' of the 'Handbook on Rules, Regulations and Procedures Governing MPhil/PhD Programmes 2007/2008'.*

## 4.11 The Framework

The thesis normally consists of preliminaries, main text, references and appendices.

## 4.12 Preliminaries

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

### 4.12.1 Title Page

The title page should consist of the following information in the order listed:

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

### 4.12.2 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 thesis, appendices, etc.

### 4.12.3 List of Tables, Figures, Plates/Schemes

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

### 4.12.4 Acknowledgements

Students may wish to acknowledge any substantial assistance that that they may have received in the course of their research.

#### 4.12.5 Thesis Declaration Form

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

#### 4.12.6 Abstract

The abstract constitutes an up to one-page executive summary, which provides a brief outline of the objectives, scope of the thesis, the methodology used, the main findings and results achieved and any conclusions and recommendations made. The abstract is very important as it is often the only part of the thesis that is consulted by those seeking information relevant to them. It must therefore be concise, informative and exact.

#### 4.12.7 List of Abbreviations/Glossary

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

### 4.13 Main Text

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

Depending on the discipline, 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 thesis should be clearly labelled. The caption should be placed at the top of tables but below figures/plates/schemes/illustrations.

### 4.14 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 thesis 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.

### 4.15 The MPhil Transfer Report

The MPhil Transfer report for upgrading to PhD should be no more than 40,000 words including footnotes and references. The word count includes only the main body of the thesis and therefore excludes the table of contents, list of figures, tables and schemes, declaration form (if any), acknowledgements and appendices.

The report should be in the same format as the MPhil thesis, given in section 3.0 above. It should include a concluding chapter as well as the future plan of work. In addition any papers published in connection with the research work should be annexed.

## 5. TRANSFER OF REGISTRATION FROM MPhil TO PhD

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### 5.1 Introduction

These procedures described in this section apply to MPhil/PhD programmes of study. They should be read in conjunction with the University Regulations for Higher Degrees.

A student initially registered for the MPhil degree who wishes to be transferred to PhD programme can apply for transfer of registration; consult Table 1.2 for the time frame when the application for transfer of registration can be made.

In order to demonstrate that sufficient progress has been made to provide evidence of the development to PhD, a student is required to submit a substantive transfer report (the so-called MPhil Transfer Report) for external assessment. The report should contain (a) a concise account of the research work already conducted and (b) it should also demonstrate that the student has:

- understood the problem and is aware of relevant literature;
- demonstrated capacity to conduct research of PhD standard;
- established a realistic research plan and schedule for the duration of study.

### 5.2 Procedures for the Submission of Transfer Reports

1. A student will be eligible to submit his/her MPhil Transfer Report if he/she has satisfactorily completed the following two modules of the MRes programme: RM 5010 *Research at University of Mauritius: Processes & Methodology* and RM 5011 *Research Seminar Series*.
2. The student is required to **notify the Dean of Faculty/Director of Centre** with the approval of his/her supervisor(s) of his/her intention to submit a transfer report by filling a Notification for transfer from MPhil to PhD form (RDT1) **three months** prior to the proposed date of submission of the transfer report. A ***Transfer Report/Thesis Declaration Form*** (RDDC) will have to be filled in and submitted together with the RDT1 form.
3. Students must submit a two-page abstract at the time of notification of submission of the *RDT1 Form* which will be sent to potential External Assessors.
4. If a student intends to submit his/her MPhil Transfer Report or has submitted the MPhil Transfer Report, but does not obtain the supervisor's approval, the case shall be **normally** referred to **the** FRC/LLCRC. The latter will investigate and make appropriate recommendations **normally to the Chairperson of** Faculty Board/LLC Board.
5. Students who are on the ACU Split-Site Doctoral Scholarships intending to submit their MPhil Transfer Report at the host institution will have to adhere to conditions as (approved under Statute 25(16) by Vice-Chancellor on 18 August 2006 and Senate informed at its 486<sup>th</sup> (Ordinary) meeting held on 6.09.06) with the following proposed amendment (underlined)  
  
***(iv) The MPhil Transfer Report will be assessed by an Internal and an External Assessor as per the UoM existing Form RDT2 at the host institution. The External Assessor shall be a Professor and the other shall be at least at an Associate Professor level or equivalent.***
6. The transfer report shall be submitted to the AA's Office at the Faculty/Centre in **three copies (spiral bound)** in the format specified by the University Specifications for MPhil Transfer Reports.

### 5.3 Procedures for Assessment of Transfer Reports

- (i) Upon receipt of the [RDT1] Form, the Faculty/LLC Research Committee will appoint one External Assessor from a list of up to five names of External Assessors submitted by the Supervisor/s and recommend to Faculty/LLC Board. The Faculty/LLC Research Committee shall identify and approve the second potential External Assessor and recommend to Faculty/LLC Board. Once approved by the Faculty/LLC Board, approval shall be sought from the Research, Consultancy & Innovation Committee and Senate will be informed accordingly.

External assessors should normally be required to meet the following criteria:

- (a) One external assessor shall be a Professor and the other shall be at least at an Associate Professor level or equivalent
- (b) The assessor should have recent experience of either supervising or examining PhD students in the relevant subject area

It is recognised that in some cases, the most suitable person to act as an external assessor for a particular student may be someone outside academia but who has recent experience of examining research degrees in the relevant field.

- (ii) The appointment of the External Assessors shall normally be made within a period of **two (2) months** upon the submission of the RDT1 and RDDC Forms. Further to the appointment, the Faculty/Centre Administrative Assistant shall write to the External Assessors informing them of the terms and conditions of their appointment and their role as External Assessors. The Letter will also include a request to the External Assessors to consider whether potential conflict(s) of interest is likely to occur as a result of examining a candidate's MPhil Transfer report and if so disclose it to the University.

Examples of 'potential conflict of interest' include:

- closely connected with or to the student to be examined, the supervisor or the internal examiner (e.g. relative, friend, someone in regular correspondence with the student about his/her work, former tutor of the student etc);
  - someone who has been a staff member at the University of Mauritius within the last five years;
- (iii) If any of the appointed External Assessors express any conflict of interest, the Faculty shall have to identify another External Assessor for the MPhil Transfer report.
- (iv) If no conflict of interest is expressed by the appointed External Assessors, the Faculty/Centre Administrative Assistant shall send the MPhil Transfer report to them and seek from them confidential reports along with completed form RDT2. If the report/s is/are not received at the end of the third month, the Faculty/Centre shall start procedures for the appointment of new External Assessor(s). After the fourth month, if the External Assessors have not sent their reports, then the Faculty/Centre shall appoint the new External Assessor(s).

However, if in the meantime the External Assessors have responded, their reports will be considered. The new External Assessor(s) will still assess the MPhil Transfer report and he/she will be paid the usual honorarium.

## 5.4 The External Assessors' Reports

- (i) The recommendation from the external assessor shall be one of the following (Form RDT2):
  - Transfer to PhD
  - Revision and resubmission for a transfer to PhD to the satisfaction of the Supervisor
  - Revision and resubmission to for a transfer to PhD to the satisfaction of External Assessor
  - Revision and resubmission for an MPhil degree only to the satisfaction of the Supervisor
  - Revision and resubmission for an MPhil degree only to the External Assessor
- (ii) The BOE will deliberate on the first positive recommendation received from the external assessor.
- (iii) Any amendments proposed by the External Assessor(s) must be communicated in *toto* by the Chair of the Board of Examiners to the student through the supervisor(s). The [Full External Assessor report\(s\)](#) and the RDT2 must not be disclosed to non-BOE members.
- (iv) The revision and re-submission should normally be within 6 months after RCI's decision.
- (v) Only one re-submission will normally be allowed.

## 5.5 Board of Examiners

- (i) The Board of Examiners shall make appropriate recommendations to the Faculty Board/LLC Board; *BOE will deliberate on the first positive recommendation received from the external assessor for upgrading and on both recommendations for MPhil Degree.*
  - Any recommendation by the External Assessor as per 5(i) will have to go to Board of Examiners, which will report to Faculty/LCC Board. The Board of Examiners shall report to Faculty Board/LLC Board, which will submit it to Research, Consultancy and Innovation Committee for approval. Senate will be informed accordingly. The Registrar shall inform the student of Senate's decision. The decision of the Research, Consultancy and Innovation Committee shall be communicated to the student through the Supervisor.
- (ii) The revision and re-submission should normally be within 6 months after RCI's decision.
- (iii) Only one re-submission will normally be allowed.

## 5.6 Research Seminar Series - RM5011

Students who have been upgraded to PhD will be required to present a research seminar under the Research Seminar Series RM5011 of the MRes programme within one month of their upgrade.

Students who have been awarded an MPhil or PhD degree will also be invited to present a research seminar under the Research Seminar Series RM5011 of the MRes programme within one month of their award.

Members of academic/administrative staff of the University of Mauritius who have been awarded an MPhil or PhD degree will be required to present a research seminar under the Research Seminar Series RM5011 of the MRes programme within one month of their award.

## 5.7 Appeals

There shall be no appeal on academic grounds. However, if the student feels that there has been a procedural irregularity, he/she may appeal against Senate's decision on receipt of a formal letter from the Registrar. Any appeal with necessary justification(s) shall be lodged in writing to the Registrar within four weeks from the date a student is informed of Senate's decision.

All cases of appeal shall be dealt with as per the existing University Regulations.

## 6. THESIS EXAMINATION

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### 6.1 Introduction

These procedures apply to all programmes of study by research where assessment is entirely by thesis, possibly supplemented by a *viva voce* examination (for PhD candidates), where necessary/advisable.

They set out the framework for study for research degrees and the conditions for their award.

### 6.2 Procedures for Submission of the Thesis

- (i) A student will be eligible to submit his/her MPhil/PhD Thesis if he/she has satisfactorily completed the following two modules of the MRes programme: RM 5010 *Research at University of Mauritius: Processes & Methodology* and RM 5011 *Research Seminar Series*.
- (ii) A student is required to notify **the Registrar of the University through the Dean of Faculty/Director of Centre** and, with the approval of his/her supervisor(s) of his/her intention to submit the thesis **three months** prior to the proposed date of submission using a Notification for submission of Thesis form (RDE1). A **Transfer Report/Thesis Declaration Form** (RDDC) will have to be filled in and submitted together with the RDE1 form. A two-page abstract duly approved by the main supervisor must be attached with the forms.
- (iii) If a student intends to submit his/her thesis or has submitted the thesis, but does not obtain the supervisor's approval, the case shall be referred to the FRC/LLCRC. The latter will investigate and make appropriate recommendations **normally to the Chairperson of Faculty Board/LLC Board**.
- (iv) The thesis shall be submitted to the AA's Office in **three** copies (initially spiral-bound) together with a soft copy in the format specified as per the existing University regulations for the physical format and layout of thesis.
- (v) At the time of the first submission for examination, the student shall also submit a separate signed declaration of originality, countersigned by the main supervisor (RDDC).
- (vi) On submission of the final (two) hardbound copies together with a soft copy, a student shall also submit a signed statement from the supervisor certifying that all necessary corrections have been completed satisfactorily (RDDC), together with a signed statement from the student, on the **appropriate form**, that the hardbound copies of the thesis are (apart from any corrections made) identical to the original submission.
- (vii) Any work in an unbound form must be referenced in the thesis (e.g. CD-ROM, software, maps, statistics, artwork, etc.)

### 6.3 Thesis

#### Format and Layout

Refer to Section 4: **“FORMAT AND LAYOUT OF DISSERTATIONS AND THESES”**

#### Copyright

The copyright of a thesis remains with the author.

The student is required to submit two hardbound copies and a soft copy on CD of the final thesis, one copy to be deposited in the University library and the other to be kept by the main supervisor and the soft copy to be submitted to the Dean of Faculty.

The student may request that a moratorium be imposed on access to the thesis for a period of time not exceeding 3 years as from the date of final submission. Any request for a moratorium should be addressed to the Dean of Faculty /Director of Centre, who will send his/her recommendations to the Faculty Board/LLC Board. The final approval will have to be sought from the Research, Consultancy and Innovation Committee.

## 6.4 Procedures for Appointment of External Examiners

- (i) Upon receipt of the Thesis Submission Form (Form RDE1), the Faculty/LLC Research Committee will appoint one External Examiner from a list of up to five names of External Examiners submitted by the Supervisor/s and recommend to Faculty/LLC Board. The Faculty/LLC Research Committee shall identify and approve the second potential External Examiner and recommend to Faculty/LLC Board. Once approved by the Faculty/LLC Board, approval shall be sought from the Research, Consultancy & Innovation Committee and Senate will be informed accordingly.

External examiners should normally be required to meet the following criteria:

- (a) One external examiner shall be a Professor and the other shall be at least at an Associate Professor level
- (b) The external examiner should have recent experience in either supervising or examining PhD students in the relevant subject area

It is recognised that in some cases, the most suitable person to act as an external examiner for a particular student may be someone outside academia but who has recent experience in examining research degrees in the relevant field.

- (ii) The appointment of the external examiners shall normally be made within a period of **two (2) months** upon the submission of the RDE1. Further to the appointment, the Faculty/Centre Administrative Assistant shall write to the External Examiners informing them of the terms and conditions of their appointment and their role as External Examiners. The Letter will also include a request to the External Examiners to consider whether potential conflict(s) of interest is likely to occur as a result of examining a candidate's thesis and if so disclose it to the University.

Examples of 'potential conflict of interest' include:

- closely connected with or to the student to be examined, the supervisor or the internal examiner (e.g. relative, friend, someone in regular correspondence with the student about his/her work, former tutor of the student etc);
  - someone who has been a staff member at the University of Mauritius within the last five years;
- (iii) If any of the appointed External Examiners express any conflict of interest, the Faculty shall have to identify another External Examiner for the thesis.
  - (iv) If no conflict of interest is expressed by the appointed External Examiners, the Faculty/Centre Administrative Assistant shall send the theses them and seek from them confidential reports along with completed form RDE2. If the report/s is/are not received at the end of the third month, the Faculty/Centre shall start procedures for the appointment

of new External Examiner(s). After the fourth month, if the External Examiners have not sent their reports, then the Faculty/Centre shall appoint the new External Examiner(s).

However, if in the meantime the External Examiners have responded, their reports will be considered. The new External Examiner(s) will still assess the thesis and he/she will be paid the usual honorarium.

- (v) A penalty fee will be charged to students who do not submit their thesis by the prescribed deadline unless the students submit evidence of ill health or other cause which has been approved by the Dean of Faculty/Centre as constituting sufficient reason for the delay in the submission of the thesis.

## 6.5 The Assessment and the External Examiners' Reports

- (i) The external examiner's recommendation shall be **one** of the following (Form RDE2):
- For immediate award of PhD with no corrections;
  - For immediate award of PhD with minor typographical errors to be corrected to the satisfaction of the supervisor(s);
  - For award of PhD subject to amendments to the text of the thesis being made to the satisfaction of the supervisor(s);
  - For revision and resubmission for PhD degree (in case the examiner is not satisfied with the resubmission, the award will be an MPhil degree);
  - For award of an MPhil degree without amendments;
  - For award of an MPhil degree with amendments to the satisfaction of the Supervisor(s);
  - For revision and resubmission for MPhil degree;
  - No Award with no resubmission.
- (ii) Viva Voce examination can be requested by the External Examiner(s). However, this will be carried out through video/**e-conferencing** with the following composition:
- (a) the Candidate
  - (b) the External Examiner(s)
  - (c) **the Supervisor(s) may attend the Viva Voce as observer(s) subject to "no objection" from the candidate and/or the External Examiner(s). The candidate's supervisor(s) should not take an active part in the examination process, unless specifically requested to do so by the Examiner(s).**
- (iii) The BOE will deliberate on the recommendations received from the external examiners.
- (iv) Any amendments proposed by the External Examiner(s) must be communicated in *total* by the Chair to the student through the supervisor(s). The [Full](#) External Examiner Report(s) and the RDE2 must not be disclosed to non-BOE members. In case of amendments subject to supervisor(s) satisfaction, the supervisor(s) must inform the Chair of the BoE in writing that all corrections have been made to his/her/their satisfaction; the Chair will then make recommendation directly to the Faculty Board/LLC Board.
- (v) The revision and re-submission should normally be within 6 months after [RCI's](#) decision.
- (vi) Only one re-submission will normally be allowed.

## 6.6 Board of Examiners

(i) The BOE will deliberate on the reports received from the external examiners and shall make appropriate recommendations to the Faculty Board/LLC Board:

- In the case of a recommendation:  
*Either* “For immediate award of PhD with no corrections”,  
*Or* “For award of an MPhil degree without amendments”,  
*Or* “No Award with no resubmission”,

the Board of Examiners shall report to the Faculty Board/LLC Board, which will make its recommendations to Senate. The decision of the Senate shall be communicated to the student through the Supervisor.

- In the case of a recommendation:  
*Either* “For immediate award of PhD with minor typographical errors to be corrected to the satisfaction of the supervisor(s)”,  
*Or* “For award of PhD subject to amendments to the text of the thesis being made to the satisfaction of the supervisor(s)”,  
*Or* “For award of MPhil degree with amendments to the satisfaction of supervisor(s)”,

- the supervisor(s) shall notify the Chairperson of the Board of Examiners in writing that all corrections have been made to his/her/their satisfaction. The Chairperson of the Board of Examiners shall report directly to the Faculty Board/LLC Board, which will make its recommendations to Research, Consultancy and Innovation Committee and Senate will be informed. The decision of the Research, Consultancy and Innovation Committee shall be communicated to the student through the Supervisor.

- In the case of a recommendation:  
*Either* “For revision and resubmission for MPhil degree”,  
*Or* “For revision and resubmission for PhD degree (in case the examiner is not satisfied with the resubmission, the award will be an MPhil degree)”

the Board of Examiners shall report to the Faculty Board/LLC Board, which will make its recommendation to the Research, Consultancy and Innovation Committee and Senate will be informed accordingly. The decision of the Research, Consultancy and Innovation Committee shall be communicated to the student through the Supervisor.

(ii) Disagreement between External Examiners. Where there is major disagreement between the external examiners, a third external examiner will be appointed. The recommendation of the third external examiner shall be final.

## 6.7 Appeals

There shall be no appeal on academic grounds. However, if the student feels that there has been a procedural irregularity, he/she may appeal against Senate’s decision on receipt of a formal letter from the Registrar. Any appeal with necessary justification(s) shall be lodged in writing to the Registrar within four weeks from the date a student is informed of Senate’s decision.

All cases of appeal shall be dealt with as per the existing University Regulations.

## 7. PLAGIARISM

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### 7.1 Definition

Plagiarism involves using the work of another and presenting it as one's own, whether published or unpublished. Any of the following acts constitutes plagiarism:

- (i) presenting the work of another or part of it as one's own, whether published or unpublished. This includes material available on the internet and in any other electronic form;
- (ii) directly reproducing from a source without proper citation;
- (iii) paraphrasing or summarising another's work without acknowledging the source;
- (iv) using facts, figures, graphs, charts or information without acknowledging the source;
- (v) using whole or part of any document, graphics, artwork or any other material from the internet and presenting it in any material form as one's own, with or without any modification, without acknowledgement;
- (vi) any infringement to the Copyright Act (1997) that violates the moral rights of an author as defined at (v), specifically the author's entitlement to the right of paternity.

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

1. Plagiarism may be detected
  - prior to submission of the MPhil Transfer Report or MPhil/PhD Thesis;
  - during the examination process, in which case the latter should be suspended;
  - after the award of the degree.
2. In all cases, the alleged plagiarism shall be reported to the Dean of the Faculty /Director of Centre concerned. The report should contain detailed evidence of the suspected plagiarism (indicating by cross-referencing what sections of texts have been plagiarised and from what sources).
3. On receipt of the report, the Dean/Director of Centre shall convene a meeting of the Faculty Research Committee (FRC)/ Lifelong Learning Cluster Research Committee (LLCRC) which will appoint a Sub-Committee on Plagiarism to investigate the alleged case of plagiarism. The FRC/LLCRC Sub-Committee on Plagiarism will interview both the student against whom the allegation of plagiarism has been made and the Supervisor(s).
4. If the alleged plagiarism is not proved, the FRC/LLCRC Sub-Committee on Plagiarism will report to the FRC/LLCRC. The latter will inform the Faculty Board/LLC Board, following which the student will be informed accordingly by the Faculty/Centre Administrative Assistant on behalf of the Registrar, through the Supervisor(s) with copy to the Pro Vice-Chancellor (RCI) and to the Head of Department concerned.
5. If the alleged plagiarism is found to be **incidental**, in the sense that the student has failed to cite the references or make the appropriate acknowledgements in one or two isolated and insignificant cases, the FRC/LLCRC Sub-Committee on Plagiarism will communicate its findings in its report to the FRC/LLCRC. The latter will report to the Faculty Board/LLC Board and recommend that a note of warning be issued to the student by the Faculty/Centre Administrative Assistant on behalf of the Registrar, through the Supervisor,

with copy to the Pro Vice-Chancellor (RCI) and the Head of Department. The student will be asked to make the necessary revision and re-draft the relevant section(s) to the satisfaction of the Supervisor(s).

6. If the alleged plagiarism is found to be **substantive**, in the sense that the extent and proportion of the work that has been plagiarized, affects the originality and authorship of the thesis or MPhil Transfer Report, and also reveals a deliberate intent on the part of the student, the FRC/LLCRC Sub-Committee on Plagiarism will submit a detailed report to the FRC/LLCRC with a recommendation that the case be immediately referred to the Registrar for disciplinary procedures to be initiated, and that the Faculty Board/LLC Board be informed accordingly.
7. On receipt of the report and recommendation from the FRC/LLCRC, the Registrar will convene the Discipline Committee as per the University Rules and Regulations.
8. If the student is found guilty of substantive plagiarism, the Discipline Committee will in its report to Senate indicate whether:
  - The student should be failed and his/her registration terminated.
  - The MPhil thesis / MPhil Transfer Report / PhD thesis should be referred back to the student for significant revision and for resubmission.
  - In the case of a PhD thesis, it should be referred back to the student for significant revision and re-submission for a lower degree.

### **7.3 FRC/LLCRC Sub-Committee on Plagiarism**

#### **Purpose**

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

#### **Terms of Reference of the FRC/LLCRC Sub-Committee on Plagiarism**

- To consider reports on alleged plagiarism
- To investigate into cases of alleged plagiarism and seek explanations from the student and the Supervisor(s)
- To establish whether the allegation of plagiarism is founded, and if so, to determine whether it is a case of incidental or substantive plagiarism.
- To submit its report and recommendations to FRC/LLCRC

#### **Membership of the FRC/LLCRC Sub-Committee on Plagiarism**

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

### **7.4 Right to Appeal**

The student shall have the right to appeal against the decision of Senate, by writing to the Registrar, within a period of fourteen days from the date of notification.

## **8. TERMINATION OF REGISTRATION**

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### **8.1 Introduction**

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

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

### **8.2 Grounds for the Recommendation of Termination of Registration**

Recommendation for termination of registration shall be based on one or more of the following:

- (i) Failure to clear conditional registration
- (ii) Failure to re-register
- (iii) Failure to submit a thesis by the prescribed time
- (iv) Failure to submit the six-monthly report together with the SPF form
- (v) Failure to make satisfactory academic progress

1. The Faculty/Centre Administrative Assistant shall inform the student that his/her registration is being considered for termination.
2. The FRC/LLCRC may interview the student and specify conditions for improvement that the student will be asked to meet by a deadline. If the conditions are not met, the FRC/LLCRC may recommend the termination of registration to the Faculty Board/LLC Board.

### **8.3 Procedures for the Termination of Registration**

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

### **8.4 Appeals**

There shall be no appeal on academic grounds. However, if the student feels that there has been a procedural irregularity, he/she may appeal against Senate's decision on receipt of a formal letter from the Registrar. Any appeal with necessary justification(s) shall be lodged in writing to the Registrar within four weeks from the date a student is informed of Senate's decision.

All cases of appeal shall be dealt with as per the existing University Regulations.

## **GUIDELINES FOR RESEARCH PROPOSALS BY PROSPECTIVE APPLICANTS FOR POSTGRADUATE RESEARCH STUDIES**

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The Research Proposal should be in the form of a report in Harvard or an acceptable reference format and should not exceed 2000 words.

1. **Tentative title** (*The exact title can be finalised at least 3 months prior to the submission of the thesis*)
  2. **Statement of the problem**
  3. **Rationale of the study**
  4. **Objectives of the study**
  5. **Brief Literature Review**
  6. **Methodology**
  7. **Expected Output**
  8. **Research plan (Time Frame)/Activity (Gantt) Chart\***
  9. **Cost of Research Work\***
    - (a) (i) Literature
    - (ii) Equipment/Consumables  
Specific instruments, chemicals, etc.
    - (iii) Surveys/data collection/experiments/fieldwork
    - (iv) Others (please specify)
  - (b) Proposed sources of funding  
Self or sponsored
10. **Special requirements for the project**  
(Ethical clearance, Import permit, storage, health, safety & security hazards, etc.)
11. **Give the name(s) of the main/co-supervisors/associate supervisor**
12. **Brief CVs of potential Supervisor(s) to be submitted**

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

# The UoM Guide to the Harvard System of Referencing

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When writing a piece of work you will need to refer in your text to material written or produced by others. This procedure is called citing or quoting references.

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference. The system used at the University of Mauritius is the Harvard System.

## The Harvard System

All statements, opinions, conclusions etc. taken from another writer's work should be cited, whether the work is directly **quoted, paraphrased or summarised**. In the Harvard System cited publications are referred to in the text by giving the author's surname and the year of publication (see section 1) and are listed in a bibliography at the end of the text (see section 2).

**Sources/authors:** the person or organisation shown most prominently in the source as responsible for the content in its published form should be given. For anonymous works use 'Anon' instead of a name. For certain kinds of work, e.g. dictionaries or encyclopaedias, or if an item is the co-operative work of many individuals, none of whom have a dominant role, e.g. videos or films, the title may be used instead of an originator or author.

**Dates:** if an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied and given in square brackets. If no such approximation is possible, that should be stated, e.g. [ca.1880] or [no date].

All examples in this are fictitious and any resemblance to existing works is coincidental.

## Citation in the text

- **Quotations** – as a general rule in the University, if the quote is less than a line it may be included in the body of the text in quotation marks. Longer quotations are indented and single-spaced quotation marks are not required. For citations of particular parts of the document the page numbers etc. **may** be given after the year in parentheses.
- **Summaries or paraphrases** – give the citation where it occurs naturally or at the end of the relevant piece of writing.
- **Diagrams, illustrations** – should be referenced as though they were a quotation if they have been taken from a published work.
- If details of **particular parts of a document** are required, e.g. page numbers, they should be given after the year within the parentheses.
- **Rules for citation in text for printed documents also apply to electronic documents except where pagination is absent.** If an electronic document does not include pagination or an equivalent internal referencing system, the extent of the item may be indicated in terms such as the total number of lines, screens, etc., e.g. "[35 lines]" or "[approx. 12 screens]".

## Examples

- (i) If the author's name occurs naturally in the sentence the year is given in parentheses: -  
E.g. In a one of his major works, Toussaint (1980, p.84) argued that we need to take good decisions...  
E.g. As Toussaint (1980, p.84) said, "good decisions need to be taken" and so we...
- (ii) **If the name does not occur naturally in the sentence**, both name and year are given in parentheses: -  
E.g. A more recent study (Sherlock 2001, p.211) has shown how theory and practical work interact.  
E.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Sherlock 2001, p.211).
- (iii) When an **author has published more than one cited document in the same year**, these are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the parentheses: -  
E.g. John (1972a, p.31) elaborates on...
- (iv) If there are **two authors** the surnames of both should be given: -  
E.g. Bretzel and Hansel (1895, p.251) have argued that...
- (v) If there are **more than two authors** the surname of the first author only should be given, followed by et al.: -  
E.g. In many rural areas, people have farms with a total amount of... (Picket *et al.* 1928, p.31)  
(A full listing of names should appear in the bibliography.)
- (vi) If the **work is anonymous** then "Anon" should be used: -  
E.g. In an article (Anon 1995, p.69) it was stated that...
- (vii) If it is a reference **to a newspaper article with no author** the name of the paper can be used in place of "Anon": -  
E.g. Lots of travellers seem to be going to Mauritius. (Newsweek 2005, p.3)  
(You should use the same style in the bibliography.)
- (viii) If you refer to **a source quoted in another source** you cite both in the text: -  
E.g. A research by Rosas (1997 cited Banes 2001, p.98) showed that...  
(You should list only the work you have read, i.e. Jones, in the bibliography.)
- (ix) If you refer to a **contributor in a source\*** you cite just the contributor: -  
E.g. Textile industries have been cited as the cornerstone in this field (Bedford 1958, p.56).

See Section 2 below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceeding) in the bibliography.

- (x) If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else's work it is suggested that you should mention the person's name and you must cite the source author: -

E.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Matthews (2001, p.87).

E.g. "Expressive interfaces will always elicit positive emotions", Bob Seagull said in a recent article (Kendall 2003, p.87).

(You should list the work that has been published, i.e. Marshall, in the bibliography.)

#### **Personal communications: -**

- Taken from: AIA, 1990. Publication Manual of the Artificial Intelligence Association. 2nd ed. Port-Louis: AIA.

They do not provide recoverable data and so are not included in the reference list.

Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.

E.g. Many designers do not acknowledge the usability issues. (Personal communication, May 20, 1994).

#### **References or Bibliography**

At the end of a piece of work, list the references to documents cited in the text. This list may be called a *Bibliography* or more commonly *References*. Exceptionally you may be asked to list references not cited in the text but which make an important contribution to your work. These are usually listed under the heading of *Further Reading*.

**In the Harvard System, the references are listed in alphabetical order of authors' names.** If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1998a, 2001b) if more than one item has been published during a specific year.

Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. Underlining is an acceptable alternative to italics when bibliographies are hand written.

#### **Reference to a book**

Author's SURNAME, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

E.g. MILLER, B.A. AND SATE, B., 1995. *The Mauritian Diaspora*. 2nd ed. London: Longman.

#### **Reference to a contribution in a book**

Contributing author's SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In*: INITIALS. SURNAME, of author or editor of publication followed by ed. or eds. if relevant. *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

E.g. ZIGGY, A.R., 1985. Social acceptance of intermarriages. *In*: B.S. MARIKA, ed. *Annual review of Socio-ethnic situation in Mauritius*. Central Park, CA: Sebe, 512-525.

#### **Reference to an article in a journal**

Author's SURNAME, INITIALS., Year of publication. Title of article. *Title of journal*, Volume number and (part number), Page numbers of contribution.

E.g. MCGIL, W.A., 1997. Approaches to intelligent information retrieval. *Natural language Processing*, 7 (3), 147-168.

#### **Reference to a newspaper article**

Author's SURNAME, INITIALS., (or NEWSPAPER TITLE,) Year of publication. Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

E.g. LE MAURICIEN, 1998. Sorting out the problem. *Le mauricien*, 4 June, p.28a.

#### **Reference to a map**

Originator's SURNAME, first name or initials, (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) year of publication. *Title*, Scale. (should be given normally as a ratio) Place of publication: Publisher.

E.g. PERRY, Norton, 1981. *Islands surrounding the African continent*, 1:8,000,000. Cape Town: 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](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://readingss.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@dackmail.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  
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**Form RDRF**

**Reference Form**

<b>Section to be filled by Applicant:</b>	
<b>Address</b>	
<b>Telephone and/or Email Address</b>	

Dear Referee,

The above named candidate is applying for admission to a research degree. Your completion of this confidential form will greatly help us in the assessment of the applicant's suitability to undertake the proposed study. Please enclose the completed form in a sealed envelope and forward it to the student for onward transmission to the Admissions' Office

I have known the candidate: <i>Please tick or fill in as appropriate.</i>	
<b>For a period of</b>	<b>1 year</b> <input type="checkbox"/>
	<b>2 years</b> <input type="checkbox"/>
	<b>3 years</b> <input type="checkbox"/>
	<b>More than 3 years</b> <input type="checkbox"/>
<b>In my capacity as</b>	<b>Lecturer</b> <input type="checkbox"/>
	<b>Project/Thesis Supervisor</b> <input type="checkbox"/>
	<b>Others, please specify</b>

- II The rating below indicates my assessment of applicant's performance and potential in comparison with other student's with the same level of education and experience with whom I have been associated for the past five years.

Please complete this section by ticking appropriate boxes.

	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
<b>Academic Achievement</b>					
<b>Intellectual Ability</b>					
<b>Capability for Original Thinking</b>					
<b>Capability to Work Independently</b>					
<b>Writing Skills</b>					
<b>Motivation for Research Work</b>					

- 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.

<b>Referee's Name</b>	<b>Position</b>	<b>Date</b>
<b>Institution</b>	<b>Signature</b>	



**UNIVERSITY  
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MAURITIUS**

Form SA1

**Supervisor Agreement Form**

Faculty/Centre:	
Student'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"/>
My research project will be:	Fully Sponsored <input type="checkbox"/> Partially Sponsored <input type="checkbox"/> Self-Sponsored <input type="checkbox"/>
If sponsored, please indicate the Sponsoring Institution/Department:	
Title of Synopsis:	
Field of Specialisation:	

	Name of Supervisor(s)	Specify Main/Co/Assoc	Internal/ External	Area(s) of Expertise
1				
2				

I/we declare that I/we have read the synopsis of the above student and I/we agree to supervise the project.

_____ Name of Supervisor(s):	_____ Signature	_____ Date
_____ Name of Assoc/Co-Supervisor:	_____ Signature	_____ Date

Supervisor(s) - Please attach a copy of your CV including your publications.

\*The main/local Supervisors should sign



**Student's Progress Form**

Please refer to the **University Guidelines for Students Registered for Postgraduate Research Programmes**. This Report will be used by the Faculty Research Committee, as a tool for the monitoring of MPhil/PhD Research Programmes. The assessment made thereon will, constitute the official notification for re-enrolment for the period ending January/August.

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

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

Faculty/Centre:

Student's Name:

Student ID:

<b>A1</b>	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"/>
<b>A2</b>	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"/>
<b>A3</b>	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"/>
<b>A4</b>	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"/>
<b>A5</b>	Are you satisfied with the Faculty provisions for the timely allocation of resources / facilities. If No, please give details, which may assist in prompt problem solving by the Faculty Research Committee?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>A6</b>	Are you satisfied with the Faculty provisions on Safety Issues? If No please comment.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

<b>A7</b>	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"/>
<b>A8</b>	Overall, are you satisfied with the Faculty provisions for the management of your research programme of study? If No, please comment.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>A9</b>	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.)?	
_____		_____
	<b>Student's Name</b>	<b>Signature</b>
	<b>Date</b>	
<b>B</b>	<b>TO BE FILLED BY THE SUPERVISOR (MAIN OR CO-SUPERVISOR) AND TO SUBMIT TO THE DEAN OF FACULTY</b>	
<b>B1</b>	I/we have read the above and wish to make the following comments, if any.	
<b>B2</b>	Has the student shown consistent and satisfactory progress during the period of registration? If the answer is <b>No</b> , indicate the nature of problems affecting progress of research work.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>B3</b>	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. <b>Date:</b>	
<b>B4</b>	<b>SUPERVISOR'S RECOMMENDATION ON STATUS OF STUDENT'S REGISTRATION</b> <i>(Please tick the appropriate box below)</i>	
<b>PERIOD ENDING JANUARY/AUGUST</b>		
	• 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"/>
_____		_____
<b>Name of Supervisor(s) *</b>		<b>Signature</b>
		<b>Date</b>

\* The main/local Supervisors should sign



**UNIVERSITY  
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Form RDDC

**Transfer Report/Thesis Declaration Form**

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

**Declaration of Student:**

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

(i)	I have read and understood the sections on <b>Plagiarism</b> found in the University's "Handbook on Rules, Regulations and Procedures Governing MPhil/PhD Programmes (20.../20...)" and certify that the thesis embodies the results of my own work.
(ii)	I have adhered to the 'Harvard system of referencing' or a system acceptable as per "The University of Mauritius Referencing Guide" for referencing, quotations and citations in my dissertation. Each contribution to, and quotation in my thesis from the work of other people has been attributed, and has been cited and referenced.
(iii)	I have not allowed and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.
(iv)	I am aware that I may have to forfeit the degree in the event that plagiarism has been detected after the award.
(v)	Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism during my stay as registered student of the University of Mauritius is entirely my own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism.
(vi)	Research work has IPR with potential for commercialization. <span style="float: right;">Yes <input type="checkbox"/>          No <input type="checkbox"/></span>
<hr/> <b>Student's Signature</b> <span style="float: right;"><b>Date</b></span>	
<b>Declaration of Supervisor(s)*: I/we certify that all necessary corrections have been completed satisfactorily</b>	
<hr/> <b>Signature of Supervisor(s)</b> <span style="float: right;"><b>Date</b></span>	

\* The main/local Supervisors should sign.



**UNIVERSITY  
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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
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Read and Approved by Supervisor \*

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

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



**UNIVERSITY  
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MAURITIUS**

**Form RDT2**

**External Assessor's Report & Recommendation**

<b>External Assessor's Name:</b>	
<b>Student's Name:</b>	
<b>Student ID:</b>	
<b>Title of the MPhil Transfer Report:</b>	

**Please make one of the following recommendations:**

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

External Assessor	Signature	Date
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**Please give a detailed report on the following:**

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

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



**UNIVERSITY  
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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	Signature	Date

Submit to:	Registrar's Office, 7 <sup>th</sup> 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.



**UNIVERSITY  
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MAURITIUS**

**Form RDE2**

**External Examiner's Report & Recommendation**

<b>External Examiner's Name:</b>	
<b>Student's Name:</b>	
<b>Student ID:</b>	
<b>Programme of Study:</b>	<input type="checkbox"/> MPhil <span style="margin-left: 200px;"><input type="checkbox"/> PhD</span>
<b>Thesis Title:</b>	

**Please make one of the following recommendations:**

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

<b>External Examiner</b>	<b>Signature</b>	<b>Date</b>
--------------------------	------------------	-------------

**Please give a detailed report on the following:**

The student's understanding of the field of study and familiarity with published work in the field.
An assessment of the thesis in relation to the research objectives, methodologies and findings.
Originality and contribution to the knowledge of the subject.
General presentation of the thesis.
Viva Voce Examination, where applicable

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

VA/gg/29/01/09