



Regulations for MPhil/PhD and Professional Doctorate Studies

(14 September 2023 v7.0)

1. Establishment of the Doctoral School

UTM shall have a Doctoral School in the spirit of UTM Act.

2. School Board of the Doctoral School

2.1 Membership

Membership of the Doctoral School Board shall comprise of the following:

- (i) The Head of Doctoral School as Chairperson.
- (ii) The Head of each other School or his/her representative with a doctorate.
- (iii) The Head of Quality Assurance or his/her representative.
- (iv) The Head of Information Systems or his/her representative.
- (v) Four persons appointed from outside the UTM representing each of the following institutions: Mauritius Research and Innovation Council, Business Mauritius, Statistics Mauritius and Economic Development Board. The appointment is to be made by the Board of Governors on the recommendation of the Academic Council.
- (vi) One person elected by and from the students of the Doctoral School.
- (vii) Any member (local or overseas) co-opted by the Chairperson as and when required.
- (viii) The Doctoral School Board shall meet as often as required but at least once quarterly.
- (ix) Half of the members of the Doctoral School Board shall constitute a quorum.
- (x) Member as per (v) and (vi) above will be appointed for a term of 2 years.
- (xi) The Administrative Officer from the Doctoral School shall act as Secretary.

2.2 Terms of Reference

The Doctoral School through its School Board shall:

- (i) Develop and recommend research study programmes to address evolving socio-economic needs of the country within the global context.
- (ii) Ensure the relevance, feasibility, affordability and the benefits of research and consultancy to the University and the country.
- (iii) Ensure quality in research degrees (MPhil/PhD and Professional Doctorate).

- (iv) Recommend Regulations in relation to research and consultancy activities and research studies for approval by the Academic Council and the Board of Governors.
- (v) Ensure that all procedures including arrangements for registration, supervision, transfer, appointment of Examiners and examination of MPhil/PhD/Professional Doctorate students are properly and ethically adhered to.
- (vi) Consider reports for approval or for onward recommendation to the Academic Council.
- (vii) Keep a repository of research studies, research reports and consultancy activities undertaken at the University.
- (viii) Publish reports of its activities on an annual basis.
- (ix) Organize research dissemination activities.
- (x) Implement a framework for technology transfer.

3. Applying for MPhil/PhD/Professional Doctorate Studies

- (i) To be a research student of the University of Technology, Mauritius, a candidate must apply on the prescribed form to register for the degree of:
 - (a) Master of Philosophy (MPhil) or
 - (b) Master of Philosophy with possibility of transfer to Doctor of Philosophy (MPhil/PhD) or
 - (c) Doctor of Philosophy (PhD) or
 - (d) Doctor in Business Administration (DBA).
- (ii) Applications for MPhil/PhD/Professional Doctorate studies will be referred by the Head of Doctoral School to the Research Evaluation Committee (REC) for their consideration and recommendation.
- (iii) Registration by the issue of a letter from the Doctoral School, whether full-time or part-time, may only take place based on the recommendation of the Research Evaluation Committee.
- (iv) The Head of Doctoral School will set the Research Evaluation Committee with the appropriate members based on the research field.
- (v) Candidates registered for a research degree will not be allowed to concurrently register on another programme of study at UTM or any other University. Concealing any such information by any student may entail deregistration from UTM as a student.

4. Registering for MPhil or MPhil/PhD Degree

- (i) A candidate applying to register for MPhil or MPhil/PhD at the University of Technology, Mauritius shall hold a Bachelor with Honours with at least a Second Class in First Division or otherwise, qualifications approved by the School Board.
- (ii) To register as an MPhil or MPhil/PhD research student, a candidate must submit the following documents to the Student Affairs Office:
 - (a) Application for Admission form.
 - (b) Application form for an MPhil or MPhil/PhD Research Degree.
 - (c) MPhil or MPhil/PhD Research Proposal.
- (iii) The Student Affairs Office will process the application prior to submitting the request for admission to the Doctoral School.
- (iv) Prior to registration, a candidate may be interviewed by the Doctoral School.
- (v) Registered students for MPhil or MPhil/PhD shall be required to follow taught modules as determined by the University. No exemption shall be entertained.

5. Registering for PhD Degree

- (i) A candidate applying to register for PhD at the University of Technology, Mauritius shall hold a Bachelor with Honours Degree and a Masters Degree with at least one of the degrees being in the field of the Doctoral study.
- (ii) To register as a PhD research student, a candidate must submit the following documents to the Student Affairs Office:
 - (a) Application for Admission form.
 - (b) Application form for a PhD Research Degree.
 - (c) PhD Research Proposal.
- (iii) The Student Affairs Office will process the application prior to submitting the request for admission to the Doctoral School.
- (iv) Prior to registration, a candidate may be interviewed by the Doctoral School.
- (v) Registered students for PhD may be required to follow taught modules as determined by the University. No exemption shall be entertained.

6. Registering for Professional Doctorate Degree

Doctor in Business Administration (DBA)

- (i) A candidate applying to register for DBA at the University of Technology, Mauritius shall hold at least a Bachelor with Honours Degree and have at least 3 years' experience at middle or senior managerial level in any industrial sector.
- (ii) To register as a DBA research student, a candidate must submit the following documents to the Student Affairs Office:
 - (a) Application for Admission form.
 - (b) Application form for Professional Doctorate studies.
 - (c) Professional Doctorate Research Proposal.
- (iii) The Student Affairs Office will process the application prior to submitting the request for admission to the Doctoral School.
- (iv) Prior to registration, a candidate may be interviewed by the Doctoral School.
- (v) Registered students for DBA shall be required to follow taught modules as determined by the University. These shall include modules related to research methodologies. No exemption shall be entertained.

7. Duration of Studies

- (i) The minimum and maximum periods of registration excluding approved interruption of studies shall be as follows:

		MPhil	MPhil/PhD	PhD	Professional Doctorate
Full time	Minimum (months)	18	36	36	36
	Maximum (months)	30	60	60	48
Part time	Minimum (months)	24	48	48	48
	Maximum (months)	36	72	72	60

- (ii) When a candidate/student faces circumstances, which inhibit the proper continuation of the research, he/she may apply to the Head of Doctoral School with supporting evidence for the registration to be interrupted until proper progress can be resumed. Such interruptions over the research programme should not exceed twelve months. Interruption of studies needs the approval of Doctoral School Board.
- (iii) Candidates/students, who are undertaking research and wish to change their mode of study from part-time to full-time, or *vice versa*, or to change their research title or research directions, shall apply for such changes to the Head of the Doctoral School

- with the recommendation of the supervisor(s). Such changes need the approval of Doctoral School Board.
- (iv) Students will be required to pay all applicable fees in case the maximum duration of the study is exceeded. This will exclude approved periods of leave and interruption of studies.
 - (v) A candidate/student shall continue to re-register as a student of the University of Technology, Mauritius, subject to satisfactory progress, on an annual basis until the submission of the thesis. At the time of registration or re-registration, the candidate shall pay such fees as applicable at time of first registration by the University. Pro-rata fees will be applicable as appropriate.
 - (vi) A candidate/student shall be automatically de-registered in case he/she has reached the maximum duration of study unless otherwise approved by the Academic Council against payment of required fees.
 - (vii) In the event that the progress satisfies the requirement of an MPhil, the student may be awarded such a degree at the time of deregistration subject to submission of an MPhil thesis which will be examined following the same process as a PhD/Doctoral Degree.
 - (viii) Students registering for an MPhil/PhD/Professional Doctorate at UTM shall spend at least 40 % of the duration of their study by being based in the Republic of Mauritius, unless otherwise decided by the Academic Council upon the recommendation of the Doctoral School Board.

8. Termination of Registration

- (i) The Doctoral School Board may recommend, for the approval of the Academic Council, the termination of the registration of students not showing satisfactory progress in their research work and/or who have exceeded the maximum duration of their studies.
- (ii) Termination of registration may also be as a result of the Examination process.
- (iii) Research students who are not willing to progress with their research work may apply to the Head of Doctoral School for the termination of their registration.
- (iv) Termination of registration requires the approval of Academic Council upon recommendation of the Doctoral School Board.

9. MPhil/PhD/Professional Doctorate Supervision

- (i) An MPhil/PhD/Professional Doctorate student will have supervisor(s) as approved by the Doctoral School Board.

- (ii) The supervisor(s) of a PhD/Professional Doctorate student shall have a minimum of two years post-doctorate academic work experience in the related field of research. Academics with less experience can be appointed as co-supervisors.
- (iii) The Head of Doctoral School will keep a database of supervisors in various fields UTM staff, Alumni and Industry Experts with doctorate qualifications as well as Foreign Collaborators who can be resorted to, for allocation of supervision in the event that a candidate has not identified a supervisor.
- (iv) An internal supervisor would be authorized to supervise a set of maximum number of research students at any one time. The maximum number is as per the following table:

	Supervision (Maximum at any point in time including external supervision)	Supervision (Maximum at any point in time without completion)	Supervision External to UTM
Professor	8 (3)	5	2
Associate Professor	7 (3)	4	2
Senior Lecturer	5 (2)	3	2
Lecturer	4 (2)	2	2

Note: Figures in brackets are subject to number of completions

- (v) Supervisors can make a request for additional supervision which needs to be considered by the Doctoral School Board.
- (vi) The approval of the Director General is required for a supervisor to undertake MPhil/PhD/Professional Doctorate supervision external to UTM. Such approval is subject to supervisors already having a track record of supervision at UTM.
- (vii) Each supervisor shall have the responsibility of ensuring the progress of his/her research student and will submit a six-monthly report on the candidate's progress, addressing all concerns, to the Head of Doctoral School.

10. External Collaboration

- (i) The University of Technology, Mauritius encourages external collaboration with government bodies, industrial, commercial, professional or research establishments for the purpose of research leading to research degree awards.
- (ii) Such collaborations shall be intended to:
 - (a) contribute to the economic and social development of the country.

- (b) place the candidate and the University of Technology, Mauritius in the national and international research communities.
 - (c) be beneficial to the external body collaborating with the University of Technology, Mauritius and
 - (d) develop the candidate's experiences and perspectives of the subject area.
- (iii) The external collaboration in (i) above may be formal or informal.
- (iv) Formal collaboration may include:
- (a) Supervision expertise, facilities, resources or financial support and access to information; the name of the collaborating establishment to appear in the candidate's thesis.
 - (b) The description of the intended formal collaboration shall be established, in a letter to the University of Technology, Mauritius and submitted by the candidate, e.g. under formal link programmes, when requesting for registration on the MPhil/PhD/Professional Doctorate degree.
- (v) Informal collaboration may typically include access, by the candidate, to facilities, resources or discussion and will be acknowledged in the thesis, and any resulting publication/work.

11. Progress Monitoring for MPhil/PhD/Professional Doctorate Degrees

- (i) Students are required to make a formal presentation to stakeholders and submit a detailed progress report at the end of each year for full-time study and one and a half year for part time study. Each report will need to be signed by the supervisor(s) indicating extent of progress.
- (ii) The panel for evaluating such presentations will be determined by the Research Evaluation Committee.
- (iii) Students shall follow the guidelines for writing the progress reports at each milestone of their studies.
- (iv) Students are required to complete and pass any taught module as determined by the University at the time of their registration and to include the results in their progress reports.
- (v) The Research Evaluation Committee shall consider the progress reports and students' presentations to make appropriate recommendations to the Head of Doctoral School on the progress of the students.
- (vi) Students who are registered for MPhil shall deliver at least 1 seminar in the subject area of research during the course of full-time or part-time study.

- (vii) Student who are registered for MPhil/PhD, PhD or Professional Doctorate shall deliver at least 3 seminars in the subject area of research during the course of full-time or part-time study.
- (viii) These seminars will normally be held within the Doctoral Colloquiums to be organized by the Doctoral School.
- (ix) Students who are registered for Master of Philosophy with possibility of transfer to Doctor of Philosophy (MPhil/PhD) and wishing to transfer to PhD shall apply to the Doctoral School when they have made sufficient progress on their work and submit an MPhil transfer report for examination. This may be done after 12 months but not later than 24 months of full-time study or after 18 months but not later than 36 months of part-time study.
- (x) Students shall submit their MPhil or Doctoral Theses within the time frame of study as defined under section 7 and shall follow the guidelines for writing an MPhil or Doctoral thesis.

12. MPhil Transfer Examination

- (i) Students should submit four softbound hard copies and a soft copy of the MPhil transfer report in line with the 'Guideline for writing MPhil Transfer Report' and the Originality report as per the Anti-Plagiarism Regulation, together with the 'MPhil Transfer Submission Form' duly signed by the Supervisor(s) to the Doctoral School.
- (ii) Supervisor(s) concerned shall separately submit an undertaking that the MPhil transfer report has been found satisfactory for submission to the Doctoral School.
- (iii) The Doctoral School Board shall consider the MPhil transfer report in line with, inter alia the following:
 - (a) Duration of Studies.
 - (b) Approval from supervisor(s).
 - (c) Publication(s).
 - (d) Similarity Index.
 - (e) Structure of the transfer report.
 - (f) Title of the transfer report and
 - (g) Completion of any taught module as determined by the University prior to registration and seminar(s) delivered by the student.
- (iv) Should the submission be found acceptable, the Doctoral School Board shall make arrangement for a VIVA to be conducted for the student.

- (v) The VIVA for an MPhil to PhD transfer shall be done by local Assessors /External Overseas Assessors.
- (vi) Supervisor(s) concerned shall submit a list of Five (5) potential Assessors which needs to be approved by the Doctoral School Board and submitted for information to the Academic Council. The consent of the Assessors as well as confirmation of no conflict of interest with the student or supervisor(s) should be sought prior to such approval.
- (vii) Membership of the MPhil Transfer Assessment Panel shall be as follows:
 - (a) The Chair of the Assessing Panel, with a doctorate, appointed by the Doctoral School Board.
 - (b) Two Internal or External Assessors with a Doctorate appointed by the Doctoral School Board.
- (viii) Supervisors may attend the oral examination and may participate in the discussion if invited to do so by the Chair of the Assessing Panel.
- (ix) The MPhil Transfer Assessment Panel shall submit a report to the Doctoral School Board within one (1) week of the VIVA, explaining in detail the reason(s) for the recommendation(s) being made. The report must be prepared using the template provided by the Doctoral School.
- (x) The Doctoral School Board shall consider the report and either request the student to make amendments and resubmit his/her work within an appropriate time frame or else submit to the Chairperson of the Academic Council for his/her approval of the transfer from MPhil to PhD.
- (xi) A letter of transfer from MPhil to PhD shall be issued to the student within 1 week after receiving the approval of the Chairperson of the Academic Council.

13. MPhil/PhD/Professional Doctorate Examination process

13.1 Procedures for Submitting MPhil or Doctoral Thesis

- (i) Students are required to submit the MPhil or Doctoral Submission Notification Form to the Doctoral School at least three (3) months prior to the submission date.
- (ii) On receipt of the Notification Form, the Head of Doctoral School shall initiate procedures for the appointment of External Examiners.

- (iii) Supervisor(s) concerned shall submit a list of Five (5) potential External Examiners for the MPhil or Doctoral studies which needs to be approved by the Doctoral School Board and submitted for information to the Academic Council. The consent of the External Examiners as well as confirmation of no conflict of interest with the student or supervisor(s) should be sought prior to such approval.
- (iv) At submission time, the student shall submit three (3) softbound copies and a soft copy of the MPhil or Doctoral thesis, similarity index report, together with the corresponding Submission Form duly filled and signed by the supervisor(s), to the Head of Doctoral School.
- (v) The Doctoral School Board shall consider the MPhil or Doctoral thesis, in line with, *inter alia* the following:
 - (a) Duration of studies.
 - (b) Follow-up of progress recommendations.
 - (c) Approval and detailed report of supervisor(s).
 - (d) Publications.
 - (e) Similarity index.
 - (f) Title of the thesis.
 - (h) Completion of any taught module as determined by the University prior to registration and seminar(s) delivered by the student and
 - (g) List of potential External Examiners as submitted by the Supervisor(s).
- (vi) Should the submission be found acceptable, the Doctoral School Board shall proceed with the examination.

13.2. MPhil/PhD/Professional Doctorate Examination

- (i) The examination of MPhil/PhD/Professional Doctorate shall involve the thesis examination and an oral examination (Viva Voce) by two External Examiners.
- (ii) The Doctoral School Board shall appoint the Examination Panel. Membership of the PhD Examination Panel shall be as follows:
 - (a) A Chair, holder of a PhD with at least 5 years of post-doctoral experience.
 - (b) Two External Examiners who are knowledgeable in the subject area of the thesis.
- (iii) The Doctoral School shall send the thesis to the two Examiners as soon as possible and they shall be notified by email when this has occurred. Examiners will be required to examine the thesis independently and submit their individual preliminary report within 4 weeks of the receipt of the thesis using the template provided by the Doctoral School.

- (iv) The Examiners shall include their tentative recommendation(s) in their reports.
- (v) Once Examiners' reports are received, they shall be sent to the Chair of the Examination Panel who shall assess the reports and shall provide a recommendation within one week to the Head of the Doctoral School.
- (vi) In case of delays in receiving the individual preliminary report or there is a major disagreement in the recommendations made by the Examiners, the thesis shall be examined by a third Examiner as per provisions under 13.2 (iii & iv).
- (vii) The Chair of the Examination Panel shall consider all individual preliminary reports before submitting its recommendation to the Head of the Doctoral School, including the names of the External Examiners who will form part of the oral examination. Normally, External Examiners who have made similar recommendations will be retained.
- (viii) Following the recommendation of the Chair of the Examination Panel, the Doctoral School shall arrange an oral examination which will be held on-line with the student being physically present at UTM.
- (ix) Supervisors may attend the oral examination and may participate in the discussion if invited to do so by the Chair of the Examination Panel.
- (x) Supervisor(s) and the student shall withdraw from the examination room prior to the deliberations of the Examiners on the outcome of the oral examination.
- (xi) Viva Voce should be conducted, in such a way that the candidate has adequate opportunity, encouragement and time to explain his/her research and to defend the thesis. It is recommended that, during a long oral examination, short break(s) at appropriate point(s) be allowed with the consent of the student and the Examiners.
- (xii) Following the oral examination, the Examiners shall submit within one week at most, an Examiners' Joint Summary Report and make recommendation(s) to the Head of Doctoral School.
- (xiii) The recommendations made by the External Examiners, following the oral examination, shall be considered by the Doctoral School Board.

- (xiv) The outcomes of the examination will be communicated to the student and the Supervisor(s) within one week following approval of the Doctoral School Board.
- (xv) The Academic Council will consider only final approval of the award of a degree upon recommendation of the Doctoral School Board.
- (xvi) Prior to any award of a degree, the Doctoral School Board will ensure that the student has met all the necessary requirements including submission of the final version of the thesis.
- (xvii) Where a candidate of the University wishes the thesis to remain confidential for a period of time after completion of the work, an application shall be made to the Head of Doctoral School for its approval at the time of submission.
- (xviii) An approved period of confidentiality shall normally not exceed two years from the date of the oral examination.

14. External Examiners Report

Following the examinations, the External Examiners shall recommend any of the following outcomes to the Head of Doctoral School:

- (i) the candidate be awarded the degree.
- (ii) the candidate be awarded the degree subject to minor amendments being made to the thesis in 1 month, in 3 months or in 6 months to the satisfaction of the Supervisor(s).
- (iii) the candidate be awarded the degree subject to substantive amendments being made to the thesis in 9 months or in 12 months to the satisfaction of the examiners.
- (iv) for major changes requiring more than 12 months, the candidate be required to re-submit for the degree and be re-examined through an oral examination.
- (v) the candidate be awarded the degree of MPhil with or without amendments being made to the thesis in 3 months or in 6 months to the satisfaction of the Supervisor(s).
- (vi) the candidate not be awarded a degree and not be called to be examined again.

15. Research Publications

- (i) Prior to MPhil or transfer from an MPhil to PhD examination, the research student shall have authored at least one publication with the Supervisor(s).

- (ii) Prior to PhD or Professional Doctorate examination, the research student shall have authored at least one publication in a refereed journal, with the Supervisor(s).
- (iii) Publications in press shall be considered to meet the above requirements.

16. Anti-Plagiarism Policy

- (i) The University considers plagiarism as an act of intellectual and academic dishonesty and shall, under no circumstance, accept or tolerate any case of plagiarism.
- (ii) Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own, even unintentionally, or by failing to acknowledge the author(s)/source of a work.
- (iii) The University shall provide the appropriate tools to academic staff and students to determine the extent of similarity with existing work, so that a fair degree of plagiarism, if any, can be made.
- (iv) More details are available in the Regulations on Anti-Plagiarism.

17. Appeal

- (i) A student shall be allowed to make an appeal against the outcome(s) of his/her MPhil transfer examination or MPhil/PhD/Professional Doctorate examination.
- (ii) Such appeal shall be made in writing to the Registrar not later than 14 successive days following official receipt of the outcome(s) of the examination, providing clear justification(s) and supporting document(s) (if any).
- (iii) All cases of appeal shall be dealt with as per established procedures at the University.