

31. Regulations for the Degrees Doctor of Business Administration (DBA)

1. Introduction

The purpose of these regulations, and any related policies, guidelines and procedures established by the Open University of Mauritius, is to assure and enhance the quality of education and training of doctoral students, and to create a framework that guides and supports the student and their supervisors.

This Doctorate of Business Administration (DBA) has been designed to offer individuals the opportunity to improve business performance by combining experience acquired as a professional and the academic research techniques learnt at the university while producing an original doctoral-level research project. Therefore, people in employment can pursue practised-based research within an organisation to tackle real workplace challenges. As part of the DBA, students are taught the use of research techniques that enable them to understand and reflect upon their ability to utilise and apply theory in order to improve workplace practices. Thus, they develop doctoral-level thinking, a superior capacity to investigate, and research skills as they work through the issues of corporate concern. The synthesis of practical experience and theoretical frameworks together with effective methodological approaches also empower individuals and organizations with new perspectives that add value.

The DBA differs from a PhD. The DBA is a professional doctorate that focuses on business issues and makes contribution to workplace practice, policies and strategies through research carried out in the context of professional practice while the PhD aims at making significant contribution to an area of knowledge.

After completing the DBA successfully, the students are expected to acquire several skills including:

- demonstrating expertise in one or more subject disciplines;
- identifying vital and novel business issues;
- searching and reviewing literature;
- developing business research questions;
- using research methods effectively;
- mastery of techniques to collect, analyze and present data;
- creating knowledge that is of theoretical and practical significance;
- demonstrating an ethical attitude when designing and conducting research;

- Writing skills required to present the ideas in a coherent way; and
- Presentation skills required to disseminate work.

2. Aim

The DBA course aims at empowering learners to extend and build upon their professional experience through:

- (a) A thorough grounding in research methodology, methods and techniques;
- (b) Development of vital skills including critical thinking, conducting research, writing, synthesising, and analysing, that are necessary to produce an original research-based thesis as well as to contribute significantly to the relevant literature and professional practice;
- (c) Preparation of a substantial and original thesis emanating from an in-depth investigation and analysis of a particular corporate issue or set of issues;
- (d) Bridging the gap between theory and practice by establishing solid between links between the University and the world of business; and
- (e) Development of professional excellence through a programme of study that is both academically challenging and professionally relevant.

3. Admission

Applicants must have the following:

1. A Master's-level degree, either an MBA or a specialist MA or M.Sc. in a related area;
2. Evidence of substantial management or professional work experience, including within the academic profession.

Prior Learning and Prior Experiential Learning may be considered by the Open University of Mauritius for admission to this programme. Applicants may be asked to pass an entry test. Applicants with undergraduate degrees and professional experience can elect to complete an MBA degree while pursuing their doctorate. The MBA degree comprises 15 modules.

The admission of an applicant may be subject to conditions specified by the Director/Head of the Academic Affairs Division.

4. Registration

A student for the DBA degree must register at the start of the programme of study and shall undertake to comply with the Open University of Mauritius Act, Statutes, Rules and Regulations and Charter. Registration shall normally be effective from 1 January or 1 July in any year according to the quarter in which the programme of study and research is started. A student must re-enrol by the beginning of each year the programme of study is pursued. The registration of a student who fails to re-enrol may be deemed to have lapsed. No student is entitled to register or re-enrol unless the prescribed annual fees for the year have been paid.

5. Mode of Study

Part-time basis and/or in collaboration with industry, a research establishment or other institution having suitable facilities for carrying out research

Course Stage

Year 1-Semester I

OUdb001111: Research Issues and Professional Practice

OUdb001112: Systematic Literature Review

OUdb001113: Quantitative Methods for Business

Year 1-Semester II

OUdb001121: Research Methods I: Quantitative Research Methods for Business

OUdb001122: Research Methods II: Qualitative Research Methods for Business

Mentored Stage

Year 2-Semester I

OUdb001211: Business Specialisation Research

Supervised Stage

Year 2 – Semester II

Year 3 – Semesters I and II

OUdb001311: DBA Thesis

1. Assessment

Each module carries 100 marks and will be assessed as follows:

OUdb001111: Research Issues and Professional Practice

This element will require a written submission of 3,000 words.

OUdb001112: Systematic Literature Review

This element will require a written submission of 5,000 words.

OUdb001113: Quantitative Methods for Business.

Students will be given a set of data that they have to analyse. The assignment will consist of writing a report on the data analysis.

OUdb001121: Research Methods I: Quantitative Research Methods for Business

This element will require a written submission of 2,500 words.

OUdb001122: Research Methods II: Qualitative Research Methods for Business

This element will require a written submission of 2,500 words.

OUdb001211: Business Specialisation Research

The element will require the submission of a research proposal.

For a student to pass a module, an overall total of 40% for combined continuous assessment must be obtained.

OUdb001311: DBA Thesis

The element will require the submission of a thesis of 50,000 words.

The thesis is then submitted formally to the University. Assessment takes the form of a review followed by an oral 'defence' of the thesis, usually referred to as the 'viva voce' which is Latin for 'with the living voice'. The examination is conducted in person or by live video link at the University's discretion. The DBA degree is awarded to successful students.

A student shall indicate by means of explicit references the citation of the work of others or work by the student which is not part of the submission for the degree. Work submitted for another degree may not comprise part of the submission for the degree of Business Administration.

A student shall inform the Director/Head of the Academic Affairs Division, not earlier than six months nor later than two months before the thesis is presented; the proposed title of the thesis must be clearly stated. The title of the thesis must be approved by the Director/Head of

the Academic Affairs Division. No change whatever in the approved title may be made except with the consent of the Director/Head of the Academic Affairs Division.

At the completion of the programme of study or research a candidate for the degree shall evidence their acquisition of these skills by means of programme of study and research for the degree of DBA must include all of the following:

- (i) Research leading to a contribution to new knowledge;
- (ii) Sufficient study in discipline-specific matters as to permit a graduate to contribute at the forefront of the relevant profession or research; and
- (iii) Training in elements that allow the student to develop transferable and generic skills.

At the completion of the programme of study or research a candidate for the degree shall evidence their acquisition of these skills by means of:

(i) Presentation of a thesis that for the DBA should form a distinct contribution to the current knowledge of the subject. The thesis should also show evidence of a systematic study of the subject.

(ii) Successful defence of thesis or portfolio at the viva voce examination. The purpose of such an examination shall be to establish that the:

- work presented arises from the candidate's own efforts;
- candidate has an awareness of their broader subject discipline beyond the confines of the thesis – their knowledge being typical of a competent researcher in the discipline ; and
- candidate is capable of exercising independent critical analysis of data presented.

For the DBA degree, the examination shall in addition seek to establish that:

(a) the candidate has developed the ability to formulate investigations into appropriate questions for study;

(b) the candidate is capable of designing a programme of systematic study appropriate to address questions identified as in (a) above.

Students must score at least 40% of the total marks to clear the modules.

Grading

Percentage Range	Description	Grade	Grade Point
70.0% and above	Excellent	A	5
$60.0\% \leq x < 70.0\%$	Very Good	B	4
$50.0\% \leq x < 60.0\%$	Good	C	3
$45.0\% \leq x < 50.0\%$	Satisfactory	D	2
$40.0\% \leq x < 45.0\%$	Pass	E	1
$00.0\% \leq x < 40.0\%$	ungraded	U	0

All the five modules must be cleared before proceeding to the research stage.

2. Minimum Period of Study for DBA

The minimum period of part-time study and research shall be thirty-six months.

3. Maximum Period of Study for DBA

The maximum period for a part-time student shall be seventy-two months.

4. Extension of Time

A student may apply for an extension of the maximum period of study and research by writing to the Director-General of the Open University of Mauritius having first obtained the approval of the principal supervisor and Director/Head of the Academic Affairs Division (or authorised signatory). Such an application shall be considered by the Open University of Mauritius Research Degrees Committee after seeking the opinion of the student's supervisor(s) and Dean of Faculty if necessary. The Open University of Mauritius Research Degrees Committee may extend the maximum period of study and research by not more than twelve months at any one time. The registration of a student for whom the maximum period of registration has ended, and for whom no further extension has been granted, shall be deemed to have lapsed and will be terminated.

A student pursuing a programme of study and research on a full-time basis may not simultaneously register for another award of the University, or any other University, except that:

- (i) if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months;
- (ii) exceptionally and subject to approval by the Open University of Mauritius Research Degrees Committee, a student registered at two institutions (the Open University of Mauritius and a collaborative partner) may submit his or her thesis for examination at

both institutions. Satisfactory performance at each institution would result in a joint/dual award for the thesis.

5. Transfer from Another Institution

The Open University of Mauritius Research Degrees Committee may permit a student who has started a programme of study and research at another institution to complete it as a registered student of the Open University of Mauritius. The Research Degrees Committee shall specify the minimum and maximum periods of study and research in each case.

6. Temporary Withdrawal and Suspension of Registration

A programme of study and research shall be continuously pursued except that the Director/Head of the Academic Affairs Division may approve temporary suspension of registration for a period not exceeding a total of twelve months, provided the student has not already reached the period of maximum registration and has demonstrated good cause for such a suspension. The Director/Head of the Academic Affairs Division shall report any such period of approved temporary suspension of registration to the Director-General/Registrar. In such cases, the student's maximum period of registration shall be extended by the same amount of time.

The Open University of Mauritius Research Degrees Committee may, on the recommendation of the Director/Head of the Academic Affairs Division, approve a further period of temporary suspension of registration beyond that already approved by a Director/Head of the Academic Affairs Division, if the student has not yet reached the end of the maximum period of registration.

The Open University of Mauritius Research Degrees Committee may, on the recommendation of the Director/Head of the Academic Affairs Division, approve a period of temporary suspension of registration beyond the maximum period of registration.

In either case, the period of temporary suspension of registration shall not exceed twelve months at any one time and shall extend the student's maximum period of registration by the same amount of time.

Temporary suspension of registration shall not normally be permitted in the case of a student registered on a continuing basis but the Open University of Mauritius Research Degrees Committee may grant permission in exceptional circumstances.

7. Transfer Between Modes of Study

A student may be permitted by the Director/Head of the Academic Affairs Division to transfer between full-time, part-time and collaborative registration. The Director/Head of the Academic Affairs Division shall inform the Director-General/Registrar of any such transfers. The minimum and maximum periods of registration shall be determined in each case according to the periods in which the student was registered under each mode.

8. Supervision

The Director/Head of the Academic Affairs Division shall appoint one or more supervisors for each student.

As supervision of doctoral students - a key factor determining the successful and timely completion of a DBA - remains a complex multi-factorial process, and an original research project rarely follows an easily predictable path, every learner is assigned two supervisors as from the second semester. The Principal Supervisor, who is an expert in the field in which the learner wishes to conduct the doctoral study, must possess a PhD. The Second Supervisor provides all necessary administrative support as well as guidance in the field of research methodology and data analysis. The Second Supervisor is an internal staff holding a PhD with experience in supervision of doctoral projects who must monitor and evaluate the research progress at regular intervals. The internal supervisor will act as the DBA student counsellor'. The Second (internal) Supervisor will also ensure that there is a proper communication between the Principal Supervisor and student, and intervenes in case of conflict between the supervisor and the student. As the combination of time pressure with high academic ambitions can be burdensome, the Open University of Mauritius also provides additional support to learners to cope with the stress. Through regular meetings of learners from all disciplines, the Open University of Mauritius endeavours to maintain a positive social environment at the doctoral programme level as it is considered to be vital for the quality of a DBA programme. Open University of Mauritius, which does not have a policy on the number of learners being supervised by a supervisor, ensures that there is high quality of supervision as the student-supervisor relationship has the potential to be wonderfully enriching and productive, but it can also be extremely difficult and personally devastating.

9. Reports to Supervisors

A student shall report on the progress of the research to the supervisor(s) in such manner and at such intervals as the supervisors may determine but at least once every six months.

A formal written annual report shall be made to the Director/Head of the Academic Affairs Division on the anniversary of the student's initial registration. The report shall comprise a

section written by the student and a section written by the principal supervisor. The Director/Head of the Academic Affairs Division shall supply to the Open University of Mauritius Research Degrees Committee on a quarterly basis a complete list of postgraduate research students, indicating any for whom an annual progress review has not been completed and the reasons why.

An unsatisfactory outcome at an annual review will result in the initiation of unsatisfactory academic progress procedures unless a request for recognition of extenuating circumstances is found to be valid by an extenuating circumstances panel.

Refusal by a student to submit a written annual report may be considered as a reasonable ground for termination of studies by the Open University of Mauritius Research Degrees Committee.

The supervisor(s) may require a student to follow a programme of lectures, seminars, colloquia or equivalent educational activities as part of the programme of study and research.

10. Unsatisfactory Academic Progress

A student's registration may be terminated on the grounds of unsatisfactory academic progress. If the Supervisors judge a student's progress to be unsatisfactory they must inform the Director/Head of the Academic Affairs Division. The details of this consultation will be documented and both parties must be in agreement that the student's progress is unsatisfactory. If there is a disagreement between the parties then the case will be referred to the Open University of Mauritius Research Degrees Committee for a decision.

The student will be sent written notification that their progress has been deemed unsatisfactory and offered the opportunity to remedy this. The student will be offered at least three months to meet specified targets.

Following the specified period, the student's case will be reviewed by the supervisors, and one other member of the Open University not previously involved in the case but with knowledge of field of research. If all parties agree that the student has failed to meet the targets to the required standard then a recommendation for programme termination will be made to the Open University of Mauritius Research Degrees Committee. If there is a disagreement between the parties then the case will be referred to the Open University of Mauritius Research Degrees Committee for a decision.

Where a student makes a request for the recognition of extenuating circumstances during or after the specified period, this will be considered by the Director/Head of the Academic Affairs Division. Where extenuating circumstances are found to be valid, the deadline will normally

be extended by up to three months subject to the approval of the Open University of Mauritius Research Degrees Committee.

A student retains the right to permanently withdraw from a programme of study.

In cases where the student appears to have withdrawn from the programme of study and failed to make contact with the Faculty, it will be sufficient for a recommendation of termination to be made to the Open University of Mauritius Research Degrees Committee solely on the basis of evidence showing that reasonable efforts have been made to contact the student at the last email and postal address provided and warning the student of the consequences of not contacting the University within at most 10 working days.

11. Format of Thesis

The thesis shall be temporarily bound before it is examined. One copy per examiner shall be submitted to the Director/Head of the Academic Affairs Division for distribution and, if required, a copy shall be submitted for use by the supervisor. Where appropriate, a copy of the thesis may also be required by a collaborating organisation.

The thesis shall be typed on A4 sized paper. All pages should be numbered. The title page shall bear the approved title, and student's name, the Degree for which the student is registered and the year in which the thesis is presented. A summary of the work, not exceeding 300 words in length and a signed Statement of Originality must be included in each copy following the title page. Whenever possible, subsidiary papers and other material should form part of the thesis, but a student is at liberty to submit such material separately for consideration by the examiners.

The thesis shall be written in English except when the Open University of Mauritius Research Degrees Committee has given permission for another language to be used owing to the nature of the subject. The summary should always be written in English.

Following recommendation by the examiners that an award be made, at least one copy of the thesis, and any additional copies as deemed necessary, shall be submitted to the Director/Head of the Academic Affairs Division. One copy of the thesis of a successful student will be retained in the University Library and the others by the Director/Head of the Academic Affairs Division and, where appropriate, by the collaborating organisation concerned. A student is advised to keep an additional copy for personal use.

The thesis shall be permanently bound. The binding shall be in blue cloth and hard-backed. The Degree, the year, and the student's name shall appear on the spine. A digital copy of the final thesis shall also be submitted. No alterations or additions may be made to a thesis after it has been submitted except with the agreement of the examiners.

The Harvard Referencing System must be used.

12. Examination

The examination shall be conducted by at least two examiners, at least one of whom must be external to the University.

Normally, there should be one internal and one external examiner. In case, an internal examiner is not available, two external examiners will be selected.

The internal examiner will have the dual role of examining and chairing the viva voce examination unless an independent chair is appointed. The examiners must have expertise in examining at the appropriate level so that they are familiar with the standards expected and the achievement likely to be attained. An external examiner must have experience of at least one relevant examination. Where an external examiner does not have the experience necessary, an additional external examiner shall be appointed who may not hold such specialist knowledge but who could supply the necessary examination experience. This does not remove the requirement for an experienced internal examiner unless an independent chair has also been appointed and the arrangements are approved by the Research Degrees Committee.

An external examiner shall not have held any appointment of the University, other than that of external examiner, during the period in which the student had been registered for the Degree, nor had any supervisory relationship with the student. The examiners shall be appointed by the Open University of Mauritius on the recommendation of the Open University of Mauritius Research Degrees Committee. The examiners will not have had any prior formal involvement with the project or have acted as supervisor of the student.

Internal examiners shall normally have expertise in the area relevant to the student's field of research and be demonstrably research active, hold permanent appointments as Lecturer, Senior Lecturer, Reader, Professor, University Director, Professorial or Senior Research Fellow with the Faculty (honorary or joint appointees and retired staff members may also be eligible for appointment).

Independent Chairs will be appointed by the Research Degrees Committee in the following circumstances

- where a student is being re-assessed upon appeal
- in cases where two external examiners are required including:
 - where the candidate is a member of the staff of the university;

- where the University is unable to provide an internal examiner with the appropriate subject matter expertise and a second external examiner is appointed;
- where two external examiners are required due to lack of examining experience of the preferred subject matter expert and the nominated internal examiner has no prior experience of chairing a viva;
- in any other special case as determined by the Open University of Mauritius Research Degrees Committee.

The Chair will be appointed by the Research Degrees Committee on the recommendation of the Director/Head of the Academic Affairs Division. The Chair will not have had any prior formal involvement with the project or have acted as supervisor of the student.

Each examiner shall submit an independent report on the content and style of the thesis prior to the viva voce examination.

The viva voce examination should normally be held not less than 30 days and not more than 90 days after submission of the thesis. Only with the approval of the Open University of Mauritius Research Degrees Committee and with the written agreement of both the examiners and the candidate, the viva voce examination may exceptionally be held after 20 days from the date of submission.

The viva voce examination shall be conducted in the presence of the examiners at the Réduit. Exceptionally, and subject to the approval of the Open University of Mauritius Research Degrees Committee, the examination may be arranged at another venue, provided all parties, including the student, agree. The viva voce examination may take place via video-conference. The student's supervisor(s) may or would ordinarily be present at the viva voce examination. The student may request in writing to the Director/Head of the Academic Affairs Division at the time of the thesis submission that the supervisor(s) be present or not be present at the viva voce examination. Reasons need not be given. If the supervisor(s) are present, they may only take part or comment at the invitation of the chair. If the supervisor(s) are not present, the examiners may, in consultation with and through the chair, seek answers to questions from the supervisor before, during or after the examination.

No persons other than the above shall be present at or otherwise take part in the viva voce examination. The Director/Head of the Academic Affairs Division, or Head of Department at the behest of the Director/Head of the Academic Affairs Division, if not an examiner or supervisor, may be present as an observer.

After the examination, the examiners shall report on the viva voce examination, together with any reports that may have been submitted by the supervisor(s) in response to a request by

the examiners. They shall preferably present a joint report but are at liberty to present separate ones if they so wish. They shall jointly make one of the following recommendations, as appropriate.

- (i) that the Degree be awarded;
- (ii) that the Degree be awarded, subject to specified, minor corrections and/or additions being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding six months;
- (iii) that the Degree not be awarded, but that the student be permitted to submit a revised thesis, by a specified date, normally twelve months, with or without further research, and be examined with or without a further viva voce examination [the examiners may, however, recommend (iv) or (v) as an alternative to (iii)];
- (iv) that for those students registered for the DBA, that Degree not be awarded but that the Degree of Master of Philosophy be awarded, if appropriate, after specified minor corrections and/or additions have been made to the thesis or portfolio, and if the student submits the thesis for that Degree within six months or as otherwise agreed by the Open University of Mauritius Research Degrees Committee;
- (v) that for those students registered for the DBA, that Degree not be awarded but the student be permitted to submit a revised thesis, for the degree of Master of Philosophy, by a specified date, (normally twelve months), with or without further research, and be examined with or without a further viva voce examination;
- (vi) that the Degree not be awarded and with no recommendation regarding a re-submission of the thesis (normally only applicable following a re-submission).

If specified minor corrections are required in a thesis or portfolio, the Internal Examiner shall inform the student of the nature of the corrections, within 20 days of the viva, in the form of a written list. Any corrections required in a thesis shall be completed within six months of the viva voce examination unless the Open University of Mauritius Research Degrees Committee allows a longer time. The thesis shall be permanently bound within the same time limit if it was not so bound when examined. The Internal Examiner shall, within 30 days of completion by the student, certify that any specified, minor corrections have been carried out satisfactorily

and included in the bound thesis. In the case of any resubmission, the student may be liable for additional composition and/or re-examination fees.

The recommendation of the examiners shall be considered by the Research Degrees Committee. If a recommendation that the Degree be not awarded is approved, the student's programme shall be terminated.

A student shall be informed in writing within 20 days after the viva of the reasons for the examiners' rejection of the original thesis, normally by being sent by the Director-General/Registrar (or nominee) a Statement of Requirements prepared by the examiners listing the principal aspects of the thesis which require improvement, a copy of which will be appended to the Examination Entry Form.

A student may submit a revised thesis once only, on the recommendation of the examiners and with the approval of the Open University of Mauritius Research Degrees Committee. The Examiners shall determine the date by which the revised thesis shall be submitted, normally twelve months after the original viva voce. If the thesis is not submitted by the specified date the student's registration may be deemed to have lapsed; the Open University of Mauritius Research Degrees Committee may, however, grant an extension of the time permitted.

The procedure for submitting a revised thesis shall be the same as that for submitting the original.

A revised thesis shall normally be examined by both original examiners but the Open University of Mauritius Research Degrees Committee may appoint other examiners. The examiners may not recommend re-submission for a second time but may make one of the recommendations, as appropriate, in accordance with (i), (ii), (iv) or (vi) above and should do so within 90 days of receipt of the revised thesis.

If the examiners are unable to agree on a recommendation, the Research Degrees Committee shall appoint an additional external examiner to review the thesis and the original examiners' reports which will be anonymised. The additional examiner may require the student to undergo another viva voce examination. The Open University of Mauritius Research Degrees Committee shall consider the reports of all examiners before reaching a decision

Matters concerning the examination of a student are confidential to those taking part in the examination and appropriate officers of the University. The contents of the thesis are similarly confidential until the award has been approved by the Research Degrees Committee and the thesis is available for dissemination.

Dissemination of knowledge is one of the objects of the University. Copies of theses accepted for the DBA are placed in the University Library and are available for anyone to consult. A

student is therefore advised to mark the thesis as copyright. It shall, however, be a condition of acceptance of a thesis that the University Librarian be empowered to reproduce the thesis by photocopy or otherwise and to lend copies to those institutions or persons who, in the Librarian's opinion, require them for academic purposes.

If it is considered that the thesis contains matter of a confidential nature, the author may instruct the Librarian to restrict access to a thesis for a period not exceeding five years. Access to the thesis may be allowed during this period only with permission of person(s) specified by the student and/or sponsoring organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the thesis, the author may instruct the Librarian to restrict access for a period not exceeding one year. If it is desired to extend the restriction beyond the above periods, or restrict access on other grounds, application must be made by writing to the University Librarian.

While the copyright of the thesis belongs to the author, a student is required to assign to the University or its nominee any intellectual property rights (whether patentable or otherwise) that the student is considered to have acquired resulting directly or indirectly from study at the University in return for a fair proportion of any net receipts. A student may, however, be subject to a specific agreement with the student's sponsor concerning the assignment of intellectual property rights to the sponsor.

13. Award

The Degree shall be awarded to a successful student by the Open University of Mauritius Research Degrees Committee. The date of the award shall be the date on which the Open University of Mauritius Research Degrees Committee approves the award.

No student shall be entitled to the award of a Degree unless all fees for tuition and residence and any other sums due to the University have been paid, and the rightful property of the University returned.

The Degree shall be awarded to a successful student by the Open University of Mauritius Research Degrees Committee. The date of the award shall be the date on which the Open University of Mauritius Academic Council approves the award.

Degrees shall be formally conferred at a Congregation held for the purpose. The Director-General/Registrar shall publish the names of those who have been awarded Degrees.

After the formal conferment, each graduate shall be given a Degree Certificate. The Certificate shall either be handed to the graduate or sent through the registered post to the student's address as listed in the University records. A replacement Certificate can be issued only on receipt of a written request from the graduate and on payment of the appropriate fee.

14. The Open University of Mauritius Research Degrees Committee

Terms of Reference of the Open University of Mauritius Research Degrees Committee

The Open University of Mauritius Research Degrees Committee will be responsible to the Board of the Open University of Mauritius through the Academic Council.

Purpose

The Open University of Mauritius Research Degrees Committee oversees the management of research degrees. It aims at fostering the development of the postgraduate research community. The Open University of Mauritius Research Degrees Committee has powers delegated to it from the Board and Academic Council to approve and administer research degree registrations, examination arrangements, monitor student progress and make recommendations for the award of research degrees, in accordance with the university's Academic Regulations for Research Awards. It also has an oversight of the training of research students, along with a responsibility for monitoring the quality of supervision of research students and for enhancing the quality of such supervision, including mechanisms for achieving this.

Terms of Reference

- a. To approve, monitor and administer research degree registrations, transfers and examination arrangements and make recommendations following examinations. In particular to:
 - i. approve programmes of work proposed in applications to register for the degrees of DBA;
 - ii. approve the appointment of Principal and Second Supervisors for the candidate's programme of work and approve the appointment of any additional supervisor(s) and/or adviser(s) as appropriate;
 - iii. satisfy itself that the conditions under which a candidate works meet the university's requirements;
 - iv. monitor the progress of candidates through considering their submission of an annual research progress report;
 - v. approve changes to supervisory arrangements for candidates;
 - vi. approve extensions and interruptions to the period of registration of candidates;
 - ix. approve changes in the mode of study of candidates;
 - x. approve the withdrawal of students from their programme of study;
 - xi. approve examiners and examination arrangements;

- xii. receive and consider internal and external examiners reports, and, where appropriate, recommend the conferment of the relevant award on a candidate to Academic Council; and the comments/evaluation from external examiners about the process of the viva voce;
 - xiii. to provide feedback to students, supervisors, school/institute and designated lead representatives on the outcome of submissions made to the Committee;
- b. To receive and consider statistical data, and any other information relating to the progress of research students, either in relation to the university as a whole, or its constituent schools and institutes;
 - c. To be responsible for the monitoring of the quality of supervision of research students and for taking such steps as may be required to maintain and improve the quality of such supervision;
 - d. To implement and monitor mechanisms for the training of supervisors;
 - e. To monitor the development of 'key skills' programmes;
 - f. To consider matters brought to the Committee by the Chair, schools and institutes;
 - g. To promote the development of the postgraduate research community through the encouragement of the specific infrastructure support required to enable postgraduate research to progress;
 - h. To establish Sub-Committees and Working Groups, as appropriate, to facilitate furthering the work of the Committee;
 - i. To propose to Academic Council changes to the Academic Regulations for Research Awards as the need arises.
 - j. To prepare an annual report on the work of the Committee for consideration by Academic Council.

Membership

Present in a decision making capacity:

- Chair – Director-General or the Director/Head of Academic Affairs Division
- Two designated members of the Academic Council
- Two designated members of the Board
- Two representatives of the Academic Affairs Division
- Two representatives of the Open School Division
- Two members with a doctorate, who not members of the staff of the Open University of Mauritius, recommended by the Chair of Open University of Mauritius Research Degrees Committee and approved by the Academic Council and Board.

Secretary

Co-opted members may attend on an occasional basis where it is considered their attendance would be beneficial to the work of the Committee. This must be agreed by the Chair in advance of attending.

Attendance

In the event of less than full representation, the committee will be considered quorate when six of those who can act in a decision making capacity are present.

Notes

- i. Persons with experience of successful research degree supervisions at DBA/PhD level shall, normally, be preferred.
- ii. No one registered as a candidate for a research or other degree of the University may be a member of the Committee.
- iii. Any matter that cannot be resolved by the Committee should be referred to Academic Council and Board for consideration.
- iv. The Secretary of the Committee will be responsible for keeping minutes and enacting follow-up actions. Chair's Actions should be explicitly noted as such in the minutes. The minutes may be subject from time-to-time to internal or external audit.
- v. The responsibility for maintaining accurate student records rests with the Academic Affairs Division. These records may be subject from time-to-time to internal and external audit.