



**PAPUA NEW GUINEA**

**UNIVERSITY OF TECHNOLOGY**



# **POSTGRADUATE CALENDAR**

**2018**

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2018

Published in February 2018

## **Introduction**

This is the second edition of the stand alone Postgraduate Calendar. The Calendar contains the updated rules and regulations of the Higher Degrees. The publication of this Calendar on UNITECH website is a reflection on our commitment to integrity and transparency; and to allow greater and easy accessibility to all stakeholders. The information in the Calendar is current as of February 2018 and is subject to alteration. If any error is detected, please bring it to the attention of the Senior Assistant Registrar (Academic).

**VERONICA THOMAS (Mrs)**  
Registrar

**LAE**  
February 2018

## **Preface**

The Papua New Guinea University of Technology (UNITECH) was established in May 1965 in Port Moresby as the Papua New Guinea Institute of Higher Technical Education. In 1968 it moved to a 200-hectare campus nine kilometres from the city of Lae, and in March 1970, it became the Papua New Guinea Institute of Technology. The Institution finally achieved its present status in August 1973, when it became The Papua New Guinea University of Technology. UNITECH's teaching activities continued to emphasize on skills training in various fields of engineering, technology, applied and natural sciences with the purpose of supplying manpower to local industries, businesses and government departments.

Since its inception, postgraduate studies and research was at the forefront of UNITECH. All the 13 academic departments have postgraduate programs up to the PhD-levels. Altogether, UNITECH has 15 PhD, 28 Masters, 2 Postgraduate Diploma and 2 Postgraduate Certificate Courses. The PhD and Master of Philosophy (MPhil) are research based degrees, whereas Master of Science, PG Diploma and PG Certificate are mix of course work and research. To promote scholarship development and further strengthen the in-house PG program, UNITECH introduced the Graduate Assistantship Program (GAP) in 2001 and revised it in 2005 to attract first-degree graduates with good academic standing and/or industrial experience to study at the Masters and PhD levels. Postgraduate programs were further developed as well, especially in the Agriculture Department, with support from Australian Centre for International Agricultural Research (ACIAR), Women in Agriculture Scholarships from the New Zealand Government, Trukai Industries Ltd, and the Morobe Provincial Government. The Agriculture Department is in the forefront of postgraduate studies and research at UNITECH, which has served as a catalyst and a role model for other academic departments, such as the Department of Surveying and Land Studies and the Department of Communication Studies, which are presently offering online Masters courses. Agriculture Department and Surveying and Land Studies Departments have their two more new Master courses approved to be offered in 2019 through distance mode.

The number of students in the postgraduate programs at UNITECH is increasing every year. Under the European Union funded ERAMUS MUNDUS program, UNITECH has hosted postgraduate students from Guyana, Jamaica, Haiti, Fiji, East Timor and the Solomon Islands, which is also a recognition of the strength of PG studies and research programs at UNITECH.

In all of its activities, academic integrity and quality assurance of the postgraduate programs are of prime importance to UNITECH and Papua New Guinea. In this respect, regular publication of updated versions of the Postgraduate Calendar is a good reflection of progress and continuous quality improvement.

**Professor S. Akanda**

Dean, Postgraduate School

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## **1 REGULATORY FRAMEWORK**

Higher degree candidates are governed by the University's Rules for the Degree of Doctor of Philosophy, Rules for the Degree of Master of Philosophy, Rules for the Degree of Master of Science, General Rules for Postgraduate Diplomas and Rules for the form of theses, Special Rules relating to their individual Courses – Special Rules for the Postgraduate Diploma in Agriculture, Electrical Engineering, Special Rules for the Postgraduate Diploma in Engineering Mathematics, Special Rules for the Postgraduate Diploma in Land Studies, Special Rules for the Diploma in Physical Planning (a postgraduate qualification) – and candidates for the degree of Master of Science in Land Studies are governed by the Special Rules for the Degree of master of Science in Land Studies.

## **2 GENERAL**

References to higher degree candidatures should be taken to include candidates for the various postgraduate diplomas.

## **3 HIGHER DEGREES COMMITTEE**

The Higher Degrees Committees' terms of references are:

- to administer the Rules for the Degree of Doctor of Philosophy, the Rules for the Degree of Master of Philosophy, the General Rules for the Master's Degree based on course work, the General Rules for Postgraduate Diplomas and the Rules for the form of Theses.

The formal involvement of the Higher Degrees Committee with various postgraduate candidatures is precisely specified in the various Rules.

## **4 ADMISSION TO CANDIDATURE**

An applicant for admission to candidature for any postgraduate degree or diploma shall complete an application form and submit it to the Head of the Department in which he or she proposes to study. This form is available from the Registrar. If the Head of Department supports the application, he or she shall complete the departmental section of the form and forward it to the Registrar.

The Registrar shall present the application to the next following meeting of the Higher Degrees Committee which shall consider it in relation to the rules relating to admission contained in the various Rules. If the application is successful, the Registrar shall record this in the minutes of the Higher Degrees Committee and shall notify the candidate by letter of his or her admission of the details of his or her candidature.

## **5 REGISTRATION**

A candidate shall register for his or her degree or postgraduate diploma as soon as possible in accordance with instructions given by the Registrar in the letter of admission. The Registrar shall either supply the registration form with the letter of admission or ask the candidate to come to his or her office for the purpose of completing the form.

## **6 RE-REGISTRATION**

A candidate shall re-register annually throughout the period of candidature not later than the end of the fourth week of the first semester in each year of the candidature. To this end, and in accordance with the provisions of rules 16(3) for the degrees of PhD and MPhil, 6(3) for the degree of MSc and 14(2) for the Postgraduate Diploma, the Principal Supervisor or Tutor shall report to the Committee through the Head of Department, not later than the last day in February in the year in which the candidate seeks to re-register, on the candidate's work during the previous year and make a recommendation as to whether or not the candidate should be permitted to re-register. Where a candidate is not recommended to re-register, the Committee shall take action in accordance with the provisions of the various Rules to suspend or terminate the candidature.

## **7 FEES**

A candidate shall pay such fees, including examination fees, as may be determined by the Council from time to time. The Registrar shall advise the candidate of the fees he or she has to pay and of the deadlines applying to them.

## **8 PROGRESS OF CANDIDATE**

The various Rules have been framed to cover the generality of things which may happen during the course of candidature. For example, they cover transfers from one degree to another, changes in status from full to part-time and vice versa, interruptions in candidature and terminations of candidature and so forth. The Rules make clear the involvement of the Committee in every such case. Where the Rules do not cover a particular situation, for example where a candidate has overrun the time permitted him or her to submit a thesis, a recommendation shall be placed by the Principal Supervisor, with the approval of the Head of Department, before the Committee which shall recommend a course of action to the Academic Board. In practice, however, the rules do cover most of his or her degree situations and intelligent reading and use of them should avert or solve most difficulties. No action should be taken with regard to any higher degree candidature without a thorough consultation of the appropriate Rules having first taken place and recommendations should in general be made to the Committee in the context of a particular Rule. An example may help. Where a PhD candidate has made such satisfactory progress with his or her candidature that he or she is in a position to submit a thesis earlier than the end of his or her minimum period of study (rules 15(3) and 17(3), the Principal Supervisor and the Head of Department may recommend, in accordance with the provisions of Rule 15(5), that the minimum period of study for the candidate be reduced. To repeat, the Rules do regulate most situations and any action should be taken only in relation to the existence, or the absence, of a particular

provision.

## **9 EXAMINATION OF CANDIDATURE – COURSE WORK CANDIDATES**

Candidates for the degree of Master of Science and for the Postgraduate Diploma alike are required to present themselves for written examination as prescribed by the Committee on the recommendation of the Head of Department.

These examinations shall be conducted in accordance with the approved procedures for university examinations.

Examiners shall be appointed by the Committee in accordance with Rule 20 of the General Rules for Postgraduate Diplomas and Rule 16 of the Rules for the Degree of Master of Science. The examiners shall report as prescribed in Rule 23 and 18 respectively. Following consideration of the reports of the Examiners, the Committee shall take action in accordance with the provisions of the Rules.

The examination of candidates for the Degree of Master of Science for the Postgraduate Diploma falls within the province of the Higher Degrees Committee and not the University's Examinations Committee. Under no circumstances should a report be made to the Examinations Committee in relation to the examination performance of a higher degree candidate.

## **10 EXAMINATION OF CANDIDATURE – THESIS CANDIDATES**

When a candidate for the degree of PhD or MPhil wish to be examined, he or she shall give notice to the Registrar in writing of his or her intention to present a thesis and shall at the same time indicate the proposed title of the thesis and submit a short summary of not more than 200 words. He or she shall in addition pay the prescribed fee. Such notice shall be given at least three months before the date intended for presentation. The Registrar shall seek the approval of the Committee for the proposed title and shall notify the candidate.

The Committee shall appoint Examiners for the candidate in accordance with the appropriate Rules and the Registrar shall invite them to act as Examiners.

The candidate shall submit four copies of the thesis in accordance with Rule 17(4) for the degrees of MPhil and PhD. The Registrar shall send copies to the examiner.

The Examiners shall report to the Committee through the Registrar and, following consideration of the reports of the Examiners, the Committee shall take action in accordance with the provisions of the Rules.

## **10 CONFIDENTIALITY**

The report of the Examiners shall be confidential to the Committee and to the Academic Board.



**12 NOTIFICATION TO CANDIDATES**

The Registrar shall publish a list of successful candidates for higher degrees and the Postgraduate Diploma. Such a list shall not be published until approval of the Higher Degree Committee, the Academic Board and the Council has been granted.

**13 AWARD OF THE DEGREES OF PHD AND MPhil ON THE BASIS OF PUBLICATIONS**

Rule 25 for the degrees of PhD and MPhil make provisions for the award of those degrees on the basis of publications.

## **RULES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY**

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**AWARD OF THE DEGREE OF PHD ON THE BASIS OF PUBLICATIONS**

## **1 NATURE OF THE DEGREE**

The degree of Doctor of Philosophy (PhD) may be awarded by the University in recognition of the successful completion of a course of further study and research, the results of which are judged to constitute a contribution to learning and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.

## **2 HIGHER DEGREES COMMITTEE**

There shall be a Higher Degrees Committee (referred to in these Rules as “the Committee”) appointed by the Academic Board which shall administer the Rules for the degree of PhD.

## **3 ADMISSION TO CANDIDATURE**

- (1) An application for admission to candidature for the degree of PhD shall have a Master's degree of the University or of another tertiary institution approved by the Committee, in a field of study related to the subject of the proposed research.
- (2) Notwithstanding the provisions of Rule 3(1) above, the Committee may, in exceptional circumstances, accept as a candidate for the degree of PhD an applicant who does not have a Postgraduate Diploma or a Bachelor's degree of Honours standard but who has satisfied the Committee of his or her fitness to undertake advanced work. All such applicants shall in the first place be provisionally admitted to candidature for a period to be determined by the Committee. All such cases shall be reported to the Academic Board.
- (3) An applicant for admission to candidature for the degree of PhD shall be approved by the Committee only on the recommendation of the Head of Department in which the candidate proposes to register (referred to in these Rules as the “Head of Department”); the Head of Department shall be required to certify that adequate supervision and facilities are available.

Where part of the research is to be carried out in a department other than that in which the candidate proposes to register, the Head of the other Department(s) shall be required to certify that adequate facilities and whether necessary supervisions are available. For the purpose of these Rules other recognized academic units in the University, which contain one or more members of academic staff as determined by the Council, shall be regarded as departments.

- (4) No applicant who is already a candidate for a degree at another institution may be admitted into candidature.
- (5) Professors and Associate Professors of this University may be admitted into candidature

for the degree of PhD with the agreement of the Vice Chancellor who shall act as Principal Supervisor.

- (6) At the time of admission, the Committee shall determine on the recommendation of the Head of Department, the field of further study and research of the candidate.

#### **4 SPECIAL CONDITIONS**

The Committee may approve or prescribe special conditions for any candidate, including undertaking a preparatory course and/or performing satisfactorily in an examination.

#### **5 STATUS OF CANDIDATURE**

- (1) An applicant who satisfies the provisions of Rule 3(1) or 3(2) shall be admitted with the status of either a full-time or a part-time candidate. An applicant shall not be admitted with the status of a part-time candidate unless the Committee is satisfied that he or she will be able to work regularly on his or her study and research and maintain contact with his or her supervisor(s).
- (2) An applicant shall not be admitted as a full-time candidate if he or she is undertaking or continuing work other than that comprised in his or her course of further study and research for more than six hours a week.

#### **6 COMMENCEMENT OF CANDIDATURE**

A candidature shall commence with effect from the date of approval of the application by the Committee.

#### **7 INTERRUPTION OF CANDIDATURE**

A candidature may be interrupted with the approval of the Committee for such period or periods as the Committee may specify.

#### **8 TERMINATION OF CANDIDATURE**

After taking into account the recommendation of the Head of Department and the Principal Supervisor, and after giving a candidate an opportunity to be heard, the Committee may recommend to the Academic Board the termination of a candidature at any time on the grounds of unsatisfactory performance or failure to comply with these Rules.

#### **9 STUDY AWAY FROM THE UNIVERSITY**

- (1) Subject to the provisions of Rule 15(6), a candidate may be permitted to undertake part of his or her course of further study and research elsewhere than in the University provided that:
  - (a) the institution or place away from the University is considered appropriate by the Committee;

- (b) the University, through the Principal Supervisor, retains control of the Candidate's course of further study and research;
- (c) the Principal Supervisor is able to visit the institution or place away from the University as required in order to direct the course being undertaken by the candidate.

Where a candidate is permitted to undertake part of his or her course of further study and research elsewhere than in the University, the Committee may appoint an external supervisor under the provisions of Rule 16(4).

## **10 REGISTRATION**

- 1) A candidate shall register for the degree of PhD with the Registrar as soon as possible following the acceptance of the application by the Committee.
- 2) A candidate shall re-register annually throughout the period of candidature not later than the end of the fourth week of the first semester in each year of the candidature.
- 3) A candidate shall be registered in one of the departments of the University.
- 4) A candidate may not enroll for any other degree, diploma or certificate of this University or of any other institution during the period of candidature.

## **11 FEES**

A candidate shall pay such fees as may be determined by the Council from time to time.

## **12 TRANSFERS**

- (1) A candidate for the degree of Master of Philosophy (MPhil) may be permitted by the Committee after consideration of a report from the Head of Department and Principal Supervisor to become a candidate for the degree of Ph.D. Where such a transfer is permitted the candidature for the degree of MPhil shall be deemed to have been terminated. Such a transfer shall not be permitted until one year has elapsed from the date of commencement of candidature for the degree of PhD nor after the candidate has given notice of his or her intention to present a thesis for the degree of MPhil.
- (2) A candidate may be permitted by the Committee after consideration of a report from the Head of Department and the Principal Supervisor to become a candidate for the degree of MPhil Where such a transfer is permitted the candidature for the degree of PhD shall be deemed to have been terminated. Such a transfer shall not be permitted until one year has elapsed from the date of commencement of candidature for the degree of PhD nor after the candidate has given notice of his or her intention to present a thesis for the degree of PhD.

- (3) In cases where such transfers are permitted, the Committee shall make any adjustment necessary to the period of candidature.

### **13 CHANGE IN STATUS OF CANDIDATURE**

The Committee may, after consideration of a report from the Head of Department and the Principal Supervisor, permit a candidate to change his or her candidature from full-time to part-time status or from part-time to full-time status. In such cases, the Committee shall make any adjustment necessary to the period of candidature.

### **14 COURSE OF FURTHER STUDY AND RESEARCH**

- (1) At the time of admission to candidature, the Committee shall determine the minimum and maximum duration of the period of further study and research of the candidate.
- (2) A candidate admitted with the status of full-time candidate shall normally spend a minimum of three years and a maximum of five years on his or her further study and research.
- (3) A candidate admitted with the status of a part-time candidate shall normally spend a minimum of five years and a maximum of eight years on his or her further study and research.
- (4) When a candidate changes the status of his or her candidature, the Committee shall determine the new period of the candidature.
- (5) The periods of study referred to in 15(2) and 15(3) above may be varied by the Committee after taking into account the recommendation of the Head of Department and the Principal Supervisor.
- (6) A candidate shall normally be required to spend a minimum of 2 semesters in attendance at the University or at an institution affiliated or admitted to the University in the terms of Section 24(1)(t) of the Papua New Guinea University of Technology Act, 1965.

### **15 PERIOD OF FURTHER STUDY AND RESEARCH**

- (1) At the time of admission to candidature, the Committee shall determine the minimum and maximum duration of the period of further study and research of the candidate.
- (2) A candidate admitted with the status of a full-time candidate shall normally spend a minimum of three years and a maximum of five years on his or her further study and research.

- (3) A candidate admitted with the status of a part- time candidate shall normally spend a minimum of five years and a maximum of eight years on his or her further study and research.
- (4) Where a candidate changes the status of his or her candidature, the Committee shall determine the new period of the candidature
- (5) The period of study referred to in 15(2) and 15(3) may be varied by the Committee after taking into account the recommendation of the Head of Department and the Principal Supervisor.
- (6) A candidate shall normally be required to spend a minimum of 2 semesters in attendance at the University or at an Institution affiliated or admitted to the University in the terms of section 24(1)(t) of the Papua New Guinea University of Technology Act, 1965.

## **16 SUPERVISION**

- (1) At the time of admission to candidature, the Committee shall appoint a full-time member of the academic staff as a Principal Supervisor for the candidate. For the purposes of this Rule, the Vice Chancellor and the Pro Vice Chancellor (Academic)
- (2) shall be deemed to be members of the academic staff.
- (3) The duties of the Principal Supervisor shall be to instruct and advise the candidate on the pursuit of his or her course of further study and research, to report to the Committee on the candidate's progress and to recommend to the appointment of appropriate examiners.
- (4) The Principal Supervisor shall present to the Committee, through the Head of Department, not later than the last day in February in the year in which the candidate seeks to re-register, a report on the candidate's work during the previous year and a recommendation as to whether or not the candidate should be permitted to re-register.
- (5) The Committee may appoint other supervisors, either internal or external, to assist the Principal Supervisor in the duties defined above. It shall be the responsibility of the Principal Supervisor to co-ordinate the supervision and to provide joint reports to the Committee where appropriate.
- (6) It shall be the responsibility of the candidate regularly to report to and consult with the supervisor(s).
- (7) Where the Principal Supervisor is absent from the University for more than three months, the Committee may appoint a replacement.
- (8) Where it is recommended to the Committee a person be appointed as a supervisor who

is in candidature for a higher degree, whether of this University or of another institution, the facts of that candidature shall be made known to the Committee which shall determine the appropriateness of the appointment.

- (9) Expenses associated with the appointment of External Supervisors shall be covered by the candidate.

## **17 PRESENTATION OF THESIS**

- (1) A candidate who wishes to be examined for the degree of PhD shall give notice to the Registrar in writing of his or her intention to present a thesis and shall at the same time indicate the proposed title of the thesis which shall be subject to the approval of the Committee and submit a short summary of not more than 200 words of its proposed contents. The notice shall be accompanied by the prescribed fee.
- (2) A candidate shall give notice of the intended presentation of a thesis at least three months in advance of the intended date of presentation.
- (3) A candidate may only submit a thesis after the expiry of the minimum duration of the period of further study and research.
- (4) Having given proper notice a candidate shall subsequently present to the Registrar a digital copy of the thesis and supporting work, including:
  - a) A certificate from the Principal Supervisor to the effect that the thesis is properly presented and prima facie worthy of examination.
  - b) A short abstract of the thesis comprising not more than 300 words.
  - c) A certificate signed by the candidate to the effect that the whole of the work has not been submitted for a higher degree to any other university or institution.
- (5) After examination of the thesis, the candidate should make the corrections as suggested by the examiners and subsequently present to the Registrar four bound copies of the thesis. Each copy of the thesis presented shall be in the form prescribed in the Rules for the Form of Theses
- (6) Each copy of the thesis presented shall become the property of the University

## **18 CONTENTS OF THESIS**

- (1) a candidate may not submit, as the main content of his or her thesis, work previously accepted for a degree in this University or in any other institution, but may incorporate such work or material in the thesis if he or she specifies the work or material which has been so incorporated.



- (2) If any of the work submitted has been carried out in collaboration with another person the candidate shall state clearly and fully the extent of the collaboration, and shall clearly identify in the thesis the parts of the thesis which are not the result of his or her own work.
- (3) The thesis shall contain a note on the sources of information which have been available to the candidate in the preparation of the thesis.
- (4) The thesis shall be written in English and must be an account of the candidate's own work. The candidate may submit in support of his or her candidature any work he or she has published, whether or not the work is related to the thesis.

## **19 APPOINTMENT OF EXAMINERS**

- (1) After the candidate has given notice of his or her intention to present a thesis, the Committee shall appoint at least two examiners who shall be external to the University and may as it deems fit appoint one or more examiners who are internal to the University. The Committee may subsequently appoint additional examiners either in lieu of or additional to the first mentioned examiners.
- (5) A supervisor shall not normally be appointed as an examiner.

## **20 EXAMINATION**

- (1) The Examiners shall consider the thesis presented by the candidate.
- (2) Before making their reports the Examiners may consult together or otherwise communicate with each other in relation to the thesis or work submitted, and shall state in their reports whether they have so consulted or communicated.
- (3) A candidate shall take written, oral or practical examinations in the branch of knowledge appropriate to the subject of the thesis if so required by at least one of the examiners. The Committee shall make such arrangements as it deems appropriate for the examinations.

## **21 REPORT OF THE EXAMINERS**

- (1) Having completed their examination of the candidate the Examiners shall report to the Committee through the Registrar. If the recommendations differ the Committee may invite the Examiners to consult among themselves, or may otherwise take such steps as it considers appropriate, with the object of resolving their differences.
- (2) In the report, the Examiners shall make one of the following recommendations either: -
  - (a) that the degree of PhD be awarded; or

- (b) that the degree of PhD be awarded subject to the candidate making minor corrections to his or her thesis subject to the satisfaction of the Head of Department and the Principal Supervisor (where the corrections are not so substantial as to justify a recommendation that he candidate should present a revised thesis); or
  - (c) that the degree of PhD be not awarded but that the candidate be permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion; or
  - (d) that the degree of MPhil be awarded; or
  - (e) that the degree of PhD be not awarded and that he candidature be terminated.
- (3) An Examiner shall recommend that the candidate be permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion in the terms of Rule 21(2)(c) only if in his or her opinion the thesis shows merit and may, by a limited amount of further work under approved supervision, be sufficiently improved for representation.
- (4) The report of the Examiners shall be confidential to the Committee and to the Academic Board.
- (5) After consideration of the report the Examiners, the Committee shall either;
  - (a) recommend to the Academic Board that the degrees of PhD be awarded; or
  - (b) permit the candidate to present a revised thesis and to present himself or herself for examination again on a subsequent occasion; or recommend to the Academic Board that the degree of MPhil be awarded; or
  - (c) recommend to the Academic Board that the degree of PhD be not awarded and that the candidature be terminated.
- (6) The Committee shall not recommend to the Academic Board that the degree of PhD be awarded unless the Examiners have reported:
  - (a) that the candidate possesses a good general knowledge of the particular field of learning within which the subject of his or her thesis falls; and
  - (b) that the candidate has made a significant, substantial and original contribution to knowledge in the particular field of learning within which the subject of his or her thesis falls.

- (7) In the event of the Committee approving a recommendation of the Examiners that the candidate be permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion in the terms of Rule 21(2)(c), the Committee shall inform the candidate of the further work he or she is required to do in order to re-present the thesis and shall specify the period within which the thesis may be re-presented.

## **22 RE-EXAMINATION**

- (1) Where a candidate has been permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion, the arrangements and rules for the re-examination shall be as if the candidate were being examined for the first time.
- (2) The Examiners for the re-examination shall be the same as for the first examination unless otherwise determined by the Committee.
- (3) A candidate who has failed in a re-examination to satisfy the Examiners shall not be permitted to present himself or herself for re-examination on a further occasion.

## **23 PUBLICATION OF RESULTS**

The Registrar shall publish a list of successful candidates for the degree of PhD.

## **24 DISPOSAL OF THESES**

- (1) The Registrar shall deposit two copies of the thesis of each candidate who has been awarded the degree of PhD in the University Library.
- (2) The author of a thesis for the degree of PhD deposited in the University Library may apply to the Committee for the imposition of a period of restriction of up to two - years in the first instance during which time the author's permission is necessary for access to the thesis on the prescribed form available from the Registrar. The period of restriction may be extended for further periods each not exceeding one year at the discretion of the Committee provided that the total period of restriction does not exceed five years.

## **25 AWARD OF THE DEGREE OF PHD ON THE BASIS OF PUBLICATIONS**

- (1) Notwithstanding the provision of Rules 1 to 24 above, in the case of full-time members of the staff of the University or graduates of the University, work published in internationally recognized journals, or accepted for publication by the internationally acknowledged publishers, may be presented and considered for the award of the degree of PhD.
- (2) Such work shall be presented and examined in accordance with the following Rules:

17(1), 17(2), 17(4)(b), 17(4)(c), 17(6)  
18(1), 18(2), 18(3), 18(4)  
19(1)  
20(1), 20(2), 20(3)  
21(1), 21(2)9a, 21(2)(d), 21(2)(e), 21(4), 21(5)(a), 21(5)(c), 21(5)(d), 21(6)  
23  
24(1)

- (3) The following additional Rules shall apply for work so presented:
- (a) where the work consists of a series of texts or articles, the subject matter shall be so linked as to embrace the overall theme, and the candidate shall include additional editorial material, such as an introduction and conclusion, to link the individual contributions and to convert them into a more integrated work.
  - (b) the Head of Department of the candidate, or some other person designated by the Committee, shall be required to certify that the thesis is worthy of examination.

## RULES FOR THE DEGREE OF MASTER OF PHILOSOPHY

Nature of the Degree

Higher Degrees Committee

Admission to Candidature

Special Conditions

Status of Candidature

Commencement of Candidature

Interruption of Candidature

Termination of Candidature

Study away from the University

Registration

Fees

Transfers

Change in Status of Candidature

Course of Further Study and Research

Period of Further Study and Research

Supervision

Presentation of Thesis

Contents of Thesis

Appointment of Examiners

Examination

Report of the Examiners

Re-Examination

Publication of the Results

Disposal of Theses

AWARD OF THE DEGREE OF MPhil ON THE BASIS OF PUBLICATIONS

## **1 NATURE OF THE DEGREE**

The degree of Master of Philosophy (MPhil) may be awarded by the University in recognition of the successful completion of a course of further study and research, the results of which are judged to constitute a contribution to learning and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.

## **2 HIGHER DEGREES COMMITTEE**

There shall be a higher Degrees Committee (referred to in these Rules as “the Committee”) appointed by the Academic Board which shall administer the Rules for the degree of MPhil.

## **3 ADMISSION TO CANDIDATURE**

- (1) An applicant for admission to candidature for the degree of MPhil shall have either:
  - (a) a Merit degree or Postgraduate Diploma of the University or of a tertiary institution approved by the Committee; or
  - (b) a Bachelor's degree of Honours standard of a tertiary institution approved by the Committee;
  - (c) completed a minimum qualifying period of one year in supervised research training at the University, acceptable to the Higher Degrees Committee (applicable to graduates of the Papua New Guinea University of Technology).
- (2) Notwithstanding the provisions of Rule 3(1) above, the Committee may, in exceptional circumstances, accept as a candidate for the degree of MPhil an applicant who does not have a Postgraduate Diploma or a Bachelor's degree of Honours standard but who has satisfied the Committee of his or her fitness to undertake advanced work. All such applicants shall in the first place be provisionally admitted to candidature for a period to be determined by the Committee. All such cases shall be reported to the Academic Board.
- (3) An applicant for admission to candidature for the degree of MPhil shall be approved by the Committee only on the recommendation of the Head of Department in which the candidate proposes to register (referred to in these Rules as the “Head of Department”); the Head of Department shall be required to certify that adequate supervision and facilities are available. Where part of the research is to be carried out in a department other than that in which the candidate proposes to register, the Head of the other Department(s) shall be required to certify that adequate facilities and where necessary supervision is available. For the purpose of these Rules other recognized academic units in the University, which contain one or more members of academic staff as determined by the Council, shall be regarded as departments.

- (4) No applicant who is already a candidate for a degree at another institution may be admitted into candidature.
- (5) Professors and Associate Professors of this University may be admitted into candidature for the degree of MPhil with the agreement of the Vice-Chancellor who shall act as Principal Supervisor.
- (6) At the time of admission, the Committee shall determine on the recommendation of the Head of Department, the field of further study and research of the candidate.

#### **4 SPECIAL CONDITIONS**

The Committee may approve or prescribe special conditions for any candidate, including undertaking a preparatory course and/or performing satisfactorily in an examination.

#### **5 STATUS OF CANDIDATURE**

- (1) An applicant who satisfies the provisions of Rule 3(1) or 3(2) above shall be admitted with the status of either a full-time or a part-time candidate. An applicant shall not be admitted with the status of a part-time candidate unless the Committee is satisfied that he or she will be able to work regularly on his or her study and research and maintain contact with his or her supervisor(s).
- (2) An applicant shall not be admitted as a full-time candidate if he or she is undertaking or continuing work other than that comprised in his or her course of further study and research for more than six hours a week.

#### **6 COMMENCEMENT OF CANDIDATURE**

A candidature shall commence with effect from the date of approval of the application by the Committee.

#### **7 INTERRUPTION OF CANDIDATURE**

A candidate may be interrupted with the approval of the Committee for such period or periods as the Committee may specify.

#### **8 TERMINATION OF CANDIDATURE**

After taking into account the recommendation of the Head of Department and the Principal Supervisor, and after giving a candidate an opportunity to be heard, the Committee may recommend to the Academic board the termination of a candidature at any time on the grounds of unsatisfactory performance or failure to comply with these Rules.

## **9 STUDY AWAY FROM THE UNIVERSITY**

- (l) Subject to the provisions of Rule 15(6), a candidate may be permitted to undertake part of his or her course of further study and research elsewhere than in the University provided that:
  - (a) the institution or place away from the University is considered appropriate by the Committee;
  - (b) the University, through the Principal Supervisor, retains control of the candidate's course of further study and research;
  - (c) the Principal Supervisor is able to visit the institution or place away from the University as required in order to direct the course being undertaken by the candidate.
- (2) Where a candidate is permitted to undertake part of his or her course of further study and research elsewhere than in the University, the Committee may appoint an external supervisor under the provisions of Rule 16(4).

## **10 REGISTRATION**

- (1) A candidate shall register for the degree of MPhil with the Registrar as soon as possible following the acceptance of the application by the Committee.
- (2) A candidate shall re-register annually throughout the period of candidature not later than the end of the fourth week of the first semester in each year of the candidature.
- (3) A candidate shall be registered in one of the departments of the University.
- (4) A candidate may not enroll for any other degree, diploma or certificate of this University or of any other institution during the period of candidature.

## **11 FEES**

A candidate shall pay such fees as may be determined by the Council from time to time.

## **12 TRANSFERS**

- (1) A candidate for the degree of Doctor of Philosophy (PhD) may be permitted by the Committee after consideration of a report from the Head of Department and Principal Supervisor to become a candidate for the degree of MPhil. Where such a transfer is permitted the candidature for the degree of PhD shall be deemed to have been terminated. Such a transfer shall not be permitted until one year has elapsed from the date of commencement of candidature for the degree of PhD nor after the candidate has given notice of his or her intention to present a thesis for the degree of PhD.



- (2) A candidate may be permitted by the Committee after consideration of a report from the Head of Department and the Principal Supervisor to become a candidate for the degree of PhD. Where such a transfer is permitted the candidature for the degree of MPhil shall be deemed to have been terminated. Such a transfer shall not be permitted until one year has elapsed from the date of commencement of candidature for the degree of PhD nor after the candidate has given notice of his or her intention to present a thesis for the degree of MPhil.
- (3) In cases where such transfers are permitted, the Committee shall make any adjustment necessary to the period of candidature.

### **13 CHANGE IN STATUS OF CANDIDATURE**

The Committee may, after consideration of a report from the Head of Department and the Principal Supervisor, permit a candidate to change his or her candidature from full-time to part-time status or from part-time to full-time status. In such cases, the Committee shall make any adjustment necessary to the period of candidature.

### **14 COURSE OF FURTHER STUDY AND RESEARCH**

- (1) After admission to candidature, a candidate shall follow a course of further study and research for a prescribed period in the field approved by the Committee.
- (2) A candidate shall, not later than three months after admission to candidature, submit for approval by the Committee a plan of his or her proposed further study and research.
- (3) The first year of candidature shall be probationary.

### **15 PERIOD OF FURTHER STUDY AND RESEARCH**

- (1) At the time of admission to candidature, the Committee shall determine the minimum and maximum duration of the period of further study and research of the candidature.
- (2) A candidate admitted with the status of full-time shall normally spend a minimum of one year and a maximum of two years on his or her further study and research.
- (3) A candidate admitted with the status of a part-time shall normally spend a minimum of two years and a maximum of four years on his or her further study and research.
- (4) Where a candidate changes the status of his or her candidature, the Committee shall determine the new period of the candidature.
- (5) The periods of study referred to in 15(2) and 15(3) above may be varied by the Committee after taking into account the recommendation of the Head of Department and the Principal Supervisor.

- (6) A candidate shall normally be required to spend a minimum of 2 semesters in attendance at the University or at an institution affiliated or admitted to the University in terms of Section 24(1)(t) of the Papua New Guinea University of Technology Act, 1965.

## **16 SUPERVISION**

- (1) At the time of admission to candidature, the Committees shall appoint a full-time member of the academic staff as a Principal Supervisor for the candidate. For the purposes of this Rule, the Vice Chancellor and the Pro Vice chancellor (Academic) shall be deemed to be members of the academic staff.
- (2) The duties of the Principal Supervisor shall be to instruct and advise the candidate on the pursuit of his or her course of further study and research, to report to the Committee on the candidate's progress and to recommend to the Committee the appointment of appropriate examiners.
- (3) The Principal Supervisor shall present to the Committee, through the Head of Department, not later than the last day in February in the year in which the candidate seeks to re-register, a report on the candidate's work during the previous year and a recommendation as to whether or not the candidate should be permitted to re-register.
- (4) The Committee may appoint other supervisors, either internal or external, to assist the Principal Supervisor in the duties defined above. It shall be the responsibility of the Principal Supervisor to co-ordinate the supervision and to provide joint reports to the Committee where appropriate.
- (5) It shall be the responsibility of the candidate to report regularly to and consult with the supervisor(s).
- (6) Where the Principal Supervisor is absent from the University for more than three months, the Committee may appoint a replacement.
- (7) Where it is recommended to the Committee that a person be appointed as a supervisor who is in candidature for a higher degree, whether of this University or of another institution, the facts of that candidature shall be made known to the committee which shall determine the appropriateness of the appointment.
- (8) Expenses associated with the appointment of External Supervisors shall be covered by the candidate.

## **17 PRESENTATION OF THESIS**

- (1) A candidate who wish to be examined for the degree of MPhil shall give notice to the Registrar in writing of his or her intention to present a thesis and shall at the same time indicate the proposed title of the thesis which shall be subject to the approval of the

Committee and submit a short summary of not more than 200 words of its proposed contents. The notice shall be accompanied by the prescribed fee.

- (2) A candidate shall give notice of the intended presentation of a thesis at least three months in advance of the intended date of presentation.
- (3) A candidate may only submit a thesis after the expiry of the minimum duration of the period of further study and research.
- (4) Having given proper notice, a candidate shall subsequently present to the Registrar a digital copy of the thesis and supporting work, including:
  - (a) A certificate from the Principal Supervisor to the effect that the thesis is properly presented and prima facie worthy of examination.
  - (b) A short abstract of the thesis comprising not more than 300 words.
  - (c) A certificate signed by the candidate to the effect that the whole of the work has not been submitted for a higher degree to any other university or institution.
- (5) After examination of the thesis, the candidate should make the corrections as suggested by the examiners and subsequently present to the Registrar four bound copies of the thesis. Each copy of the thesis presented shall be in the form prescribed in the Rules for the Form of Theses.
- (6) Each copy of the copy of the thesis presented shall be the property of the University

## **18 CONTENTS OF THESIS**

- (1) A candidate may not submit, as the main content of his or her thesis, work previously accepted for a degree in this University or in any other institution, but may incorporate such work or material in the thesis if he or she specifies the work or material which has been so incorporated.
- (2) If any of the work submitted has been carried out in collaboration with another person the candidate shall state clearly and fully the extent of the collaboration, and shall clearly identify in the thesis the parts of the thesis which are not the results of his or her own work.
- (3) The thesis shall contain a note of the sources of information which have been available to the candidate in the preparation of the thesis.
- (4) The thesis shall be written in English and must be an account of the candidate's own work. The candidate may submit in support of his or her candidature any work he or

she has published, whether or not the work is related to the thesis.

## **19 APPOINTMENT OF EXAMINERS**

- (1) After the candidate has given notice of his or her intention to present a thesis, the Committee shall appoint at least two examiners who shall be external to the University and may as it deems fit appoint one or more examiners who are internal to the University. The Committee may subsequently appoint additional examiners either in lieu of or additional to the first mentioned examiners.
- (2) A supervisor shall not normally be appointed as an examiner.

## **20 EXAMINATION**

- (1) The Examiners shall consider the thesis presented by the candidate.
- (2) Before making their reports the Examiners may consult together or otherwise communicate with each other in relation to the thesis or work submitted, and shall state in their reports whether they have so consulted or communicated.
- (3) A candidate shall take written, oral or practical examinations in the branch of knowledge appropriate to the subject of the thesis if so required by at least one of the Examiners. The Committee shall make such arrangements as it deems appropriate for the examinations.

## **21 REPORT OF THE EXAMINERS**

- (1) Having completed their examination of the candidate the Examiners shall report to the Committee through the Registrar. If the recommendations differ the Committee may invite the Examiners to consult among themselves, or may otherwise take such steps as it considers appropriate, with the object of resolving their differences.
- (2) In their report, the Examiners shall make one of the following recommendations either:
  - (a) that the degree of MPhil be awarded; or
  - (b) that the degree of MPhil be awarded subject to the candidate making minor corrections to his or her thesis subject to the satisfaction of the Head of Department and the Principal Supervisor (where the corrections are not so substantial as to justify a recommendation that the candidate should present a revised thesis); or
  - (c) that the degree of MPhil be not awarded but that the candidate be permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion; or

- (d) that the degree of MPhil be not awarded; or
- (3) An Examiner shall recommend that the candidate be permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion in the terms of Rule 21(2)(c) only if in his or her opinion the thesis shows merit and may, by a limited amount of further work under approved supervision, be sufficiently improved for representation.
- (4) The report of the Examiners shall be confidential to the Committee and to the Academic Board.
- (5) After consideration of the report of the Examiners, the Committee shall either:
  - (a) recommend to the Academic Board that the degree of MPhil be awarded; or
  - (b) permit the candidate to present a revised thesis and to present himself or herself for examination again on a subsequent occasion;
  - (c) recommend to the Academic Board that the degree of MPhil be not awarded, and that the candidature be terminated.
- (6) The Committee shall not recommend to the Academic Board that the degree of MPhil be awarded unless the Examiners have reported;
  - (a) that the candidate possesses a good general knowledge of and understanding of existing studies relevant to the subject of his or her thesis and gives evidence of sufficient experience in methods of research and;
  - (b) that in their opinion the thesis merits the award of the degree of MPhil in that it is clearly written and well argued, clearly and concisely presented, shows a sound knowledge of both primary and secondary sources and contains a full bibliography and, where appropriate, a description of methods and techniques used in the research.
- (7) In the event of the Committee approving a recommendation of the Examiners that the candidate be permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion under the terms of Rule 21(2)(c), the Committee shall inform the candidate of the further work he or she is required to do in order to re-present the thesis and shall specify the period within which the thesis may be re-presented.

## **22 RE-EXAMINATION**

- (1) Where a candidate has been permitted to present a revised thesis and to present himself or herself for examination again on a subsequent occasion, the arrangements and rules for the re-examination shall be as if the candidate were being examined for

the first time.

- (2) The Examiners for the re-examination shall be the same as for the first examination unless otherwise determined by the Committee.
- (3) A candidate who has failed in a re-examination to satisfy the Examiners shall not be permitted to present himself or herself for re-examination on a further occasion.

## **23 PUBLICATION OF RESULTS**

The Registrar shall publish a list of successful candidates for the degree of MPhil.

## **24 DISPOSAL OF THESES**

- (1) The Registrar shall deposit two copies of the thesis of each candidate who has been awarded the degree of MPhil in the University Library.
- (2) The author of a thesis for the degree of MPhil deposited in the University Library may apply to the Committee for the imposition of a period of restriction of up to two years in the first instance during which time the author's permission is necessary for access to the thesis on the prescribed form available from the Registrar. The period of restriction may be extended for further periods each not exceeding one year at the discretion of the Committee provided that the total period of restriction does not exceed five years.

## **25 AWARD OF THE DEGREE OF MPhil ON THE BASIS OF PUBLICATIONS**

- (1) Notwithstanding the provision of Rules 1 to 24 above, in the cases of full-time members of the staff of the University or of graduates of the University; work published in internationally recognized journals, or accepted for publication by the internationally acknowledged publishers, may be presented and considered for the award of the degree of MPhil.
- (2) Such work shall be presented and examined in accordance with the following Rules:  
  
17(1), 17(2), 17(4)(b), 17(4)(c), 17(6)  
18(1), 18(2), 18(3), 18(4)  
19(1)  
20(1), 20(2), 20(3)  
21(1), 21(2)9a), 21(2)(d), 21(2)(e), 21(4), 21(5)(a), 21(5)(c), 21(5)(d), 21(6)  
23  
24(1)
- (3) The following additional Rules shall apply for work so presented:  
  
(a) where the work consists of a series of texts or articles, the subject matter shall

be so linked as to embrace the overall theme, and the candidate shall include additional editorial material, such as an introduction and conclusion, to link the individual contributions and to convert them into a more integrated work.

- (b) the Head of Department of the candidate, or some other person designated by the Committee, shall be required to certify that the thesis is worthy of examination.

## RULES FOR MASTER DEGREES BASED ON COURSE WORK

### RULES FOR THE DEGREE OF MASTER OF SCIENCE

Nature of the Degree

Higher Degrees Committee

Admission to Candidature

Course of Advanced Study

Special Conditions

Supervision

Status of Candidature

Commencement of Candidature

Interruption of Candidature

Termination of Candidature

Registration

Fees

Transfers

Change of Status of Candidature

Duration of Course of Advanced Study

Appointment of Examiners

Examination

Report of the Examiners

Re-Examination

Publication of the Results

Disposal of Theses



## **1 NATURE OF THE DEGREE**

The degree of Master of Science (M Sc.), Master of Technology (M. Tech), and other common Masters programs may be awarded by the University in recognition of the successful completion of a course of advanced study by a candidate for the degree.

## **2 HIGHER DEGREES COMMITTEE**

There shall be a higher Degrees Committee (referred to in these Rules as “the Committee”) appointed by the Academic Board which shall administer the Rules for the degree of MSc.

## **3 ADMISSION TO CANDIDATURE**

- (1) An applicant for admission to candidature for the degrees as mentioned in Rule (1) above shall have either:
  - (a) a Postgraduate Diploma of the University or of a tertiary institution approved by the Committee; or
  - (b) a Bachelor's degree of the University or of a tertiary institution approved by the Committee in a field of study appropriate to the course of advanced study proposed plus at least two years of professional experience in the relevant area of study; or
  - © an average of 65% marks or a GPA of 2.6 out of 4
- (1) Notwithstanding the provisions of Rule 3(1) above, the Committee may, in exceptional circumstances, accept as a candidate for the degrees mentioned in Rule 1 above an applicant who does not meet the requirements of Rule 3(1) above, but who has satisfied the Committee of his or her fitness to undertake advanced work. All such applicants shall in the first place be provisionally admitted to candidature for a period to be determined by the Committee. All such cases shall be reported to the Academic Board.
- (2) An applicant for admission to candidature for the degree of MSc shall be approved by the Committee only on the recommendation of the Head of Department in which the candidate proposes to register (referred to in these Rules as the “Head of Department”); the Head of Department shall be required to certify that adequate supervision and facilities are available. Where part of the course of advance study is to be carried out in a department other than that in which the candidate proposes to register, the Head of the other Department(s) shall be required to certify that adequate facilities and other recognized academic units in the University, which contain one or more members of academic staff as determined by the Council, shall be regarded as departments.

## **4 COURSE OF ADVANCED STUDY**

- (1) After admission to candidature, a candidate shall follow such a course of advanced study as the Committee may prescribe and shall submit a dissertation on a subject

approved by the Committee on the commendation of the Head of Department.

- (2) The first year of the candidature shall be probationary.

## **5 SPECIAL CONDITIONS**

The Committee may approve or prescribe special conditions for any candidate, including undertaking a preparatory course and/or performing satisfactorily in an examination.

## **6 SUPERVISION**

- (1) The Committee shall appoint a full-time member of the academic staff as a Course Supervisor for the course of advanced study. For the purposes of this Rule, the Vice Chancellor and the Pro Vice Chancellor (Academic) shall be deemed to be members of the academic staff.
- (2) The duties of the Course Supervisor shall be to instruct and advise the candidate(s) on the pursuit of the course of advanced study, to report to the Committee on the progress of the candidate(s) and to recommend to the Committee the appointment of appropriate examiners.
- (3) The Course Supervisor shall present to the Committee, through the Head of Department, not later than the last day in February a report on the candidate's work during the previous year a recommendation as to whether or not the candidate(s) should be permitted to re-register.
- (4) It shall be the responsibility of each candidate regularly to report to and consult with the Course Supervisor.
- (5) Where the Course Supervisor is absent from the University for more than three months, the Committee may appoint a replacement.

## **7 STATUS OF CANDIDATURE**

- (1) An applicant who satisfies the provisions of Rule 3(1) or 3(2) above shall be admitted with the status of either a full-time or a part-time candidate. An applicant shall not be admitted with the status of a part-time candidate unless the Committee is satisfied that he or she will be able to work regularly on his or her study and research and maintain contact with his or her supervisor(s).
- (2) An applicant shall not be admitted as a full-time candidate if he or she is undertaking or continuing work other than that comprised in his or her course of further study and research for more than six hours a week.

## **8 COMMENCEMENT OF CANDIDATURE**

A candidature shall commence with effect from the date of approval of the application by the Committee.

## **9 INTERRUPTION OF CANDIDATURE**

A candidate may be interrupted with the approval of the Committee for such period or periods as the Committee may specify.

## **10 TERMINATION OF CANDIDATURE**

After taking into account the recommendation of the Head of Department and the Principal Supervisor, and after giving a candidate an opportunity to be heard, the Committee may recommend to the Academic Board the termination of a candidature at any time on the grounds of unsatisfactory performance or failure to comply with these Rules.

## **11 REGISTRATION**

- (1) A candidate shall register for the degree of MSc with the Registrar as soon as possible following the acceptance of the application by the Committee.
- (2) A candidate shall re-register annually throughout the period of candidature not later than the end of the fourth week of the first semester in each year of the candidature.
- (3) A candidate shall be registered in one of the departments of the University.
- (4) A candidate may not enroll for any other degree, diploma or certificate of this University or any other institution during the period of candidature.

## **12 FEES**

A candidate shall pay such fees as may be determined by the Council from time to time.

## **13 TRANSFERS**

- (1) A candidate for the Postgraduate Diploma may be permitted by the Committee after consideration of a report from the Head of Department and Principal Supervisor to become a candidate for the degree of MSc. Diploma shall be deemed to have been terminated.
- (2) A candidate for the degree of MSc may be permitted by the Committee after consideration of a report from the Head of Department and the Principal Supervisor to become a candidate for the Postgraduate Diploma. Where such a transfer is permitted the candidature for the degree of MPhil shall be deemed to have been terminated. Where such a transfer is permitted the candidature for the degree of MSc shall be deemed to have been terminated.

- (3) In cases where such transfer is permitted, the Committee shall make any adjustment necessary to the period of candidature and to the prescribed course of advanced study.

#### **14 CHANGE OF STATUS OF CANDIDATURE**

The Committee may, after consideration of a report from the Head of Department and the Principal Supervisor, permit a candidate to change his or her candidature from full-time to part-time status or from part-time to full-time status. In such cases, the Committee shall make any adjustment necessary to the period of candidature.

#### **15 DURATION OF COURSE OF ADVANCED STUDY**

- (1) The minimum duration of the course of advanced study of a full-time candidate shall normally be twelve calendar months and the maximum duration shall normally be twenty-four calendar months.
- (2) The minimum duration of the course of advanced study of a part-time candidate shall normally be twenty-four calendar months and the maximum duration shall normally be forty-eight calendar months.
- (3) Where a candidate changes the status of his or her candidature, the Committee shall determine the new duration of the course of advanced study.
- (4) The duration of the course of advanced study referred to in 15(1) and 15(2) above may be varied by the Committee after taking into account the recommendation of the Head of Department and the Principal Supervisor.

#### **16 APPOINTMENT OF EXAMINERS**

At least two examiners shall be appointed, and both of them shall be external to the University, to examine the dissertation.

#### **17 EXAMINATION**

The Committee shall, on the recommendation of the Head of Department and the Principal Supervisor, prescribe examinations for the course of advanced study of each candidate provided that:

- (a) each candidate shall be required to present himself or herself for written examination;
- (b) each candidate shall be required to submit for the approval of the Committee a full research proposal for the dissertation by 31<sup>st</sup> October during the first year of the study
- (c) each candidate shall be required to undertake a project and to submit a written report on

the projection in the form of a dissertation which shall contribute at least 25% to the total course assessment.

- (d) Each candidate shall submit four copies of his or her dissertation which shall be in such a form as may be prescribed by the Head of Department and the Principal Supervisor;
- (e) The dissertation of a candidate shall be presented before the expiry of the maximum duration of the course of advanced study.

## **18 REPORT OF THE EXAMINERS**

- (1) Having completed their examination of the candidate the Examiners shall report to the Committee through the Registrar.
- (2) In their report, the Examiners shall make one of the following recommendations either:
  - (a) that the degree of MSc be awarded; or
  - (b) that the degree of MSc be awarded but that the candidate be permitted to submit revised dissertation; or
  - (c) that the degree of MSc be not awarded but that the candidate be permitted to present himself or herself for some or all of the written examination papers on one subsequent occasion; or
  - (d) that the degree of MSc be not awarded and that the candidate be permitted to repeat the whole of the course and examinations on one subsequent occasion; or
  - (e) that the degree of MSc be not awarded and that the candidature be terminated.
- (3) The report of the Examiners shall be confidential to the Committee and to the Academic Board.
- (4) After consideration of the report the Examiners, the Committee shall either:
  - (a) recommend to the Academic board that the degree of MSc be awarded; or
  - (b) permit the candidate to present a revised dissertation within a period to be determined by the Committee; or
  - (c) permit the candidate to present himself or herself for some or all of the written examinations on one subsequent occasion no later than twelve months after the date of the first examination; or

- (d) permit the candidate to repeat the whole of the course and examinations on one subsequent occasion; or
  - (e) recommend to the Academic Board that the degree of MSc be not awarded and the candidature be terminated.
- 5) The Committee shall not recommend to the Academic Board that the degree of MSc be awarded unless the Examiners have reported that the candidate's work in their opinion merits the award of the degree.

## **19 RE-EXAMINATION**

- (1) Where a candidate has been permitted to present himself or herself for examination again on a subsequent occasion, the arrangements and rules shall be as if the candidate were being examined for the first time.
- (2) The Examiners for the re-examination shall be the same as for the first examination unless otherwise determined by the Committee.
- (3) A candidate who has failed in a re-examination to satisfy the Examiners shall not be permitted to present himself or herself for re-examination on a further occasion.

## **20 PUBLICATION OF RESULTS**

The Registrar shall publish a list of successful candidates for the degree of M Sc.

## **21 DISPOSAL OF THESES**

The Registrar shall deposit two copies of the thesis of each candidate who has been awarded the degree of M Sc in the University Library.

## RULES FOR POSTGRADUATE DIPLOMA

Nature of the Award

Higher Degrees Committee

Admission to Candidature

Course of Advanced Study

Named Courses

Unspecified Courses

Responsibility for Courses

Special Conditions

Tuition

Status of Candidature

Commencement of Candidature

Interruption of Candidature

Termination of Candidature

Registration

Fees

Transfers

Change in Status of Candidature

Duration of Course of Advanced Study

Credit Content of Courses

Appointment of Examiners

Examination

Decision of the Examiners

Report of the Examiners

Publication of Results

## **1 NATURE OF THE AWARD**

The Postgraduate Diploma may be awarded by the University in recognition of the successful completion of a prescribed course of advanced study by a candidate for the diploma.

## **2 HIGHER DEGREES COMMITTEE**

There shall be a Higher Degrees Committee (referred to in these Rules as “the Committee”) appointed by the Academic Board which shall administer the Rules for Postgraduate diploma.

## **3 ADMISSION TO CANDIATURE**

- (1) An applicant for admission to candidature for the Postgraduate Diploma shall have either:
  - (a) a Bachelor’s degree of a tertiary institution approved by the Committee in a field of study appropriate to the course of advanced study proposed; or
  - (b) an appropriate Diploma or Certificate qualification of an institution approved by the Committee together with industrial or professional experience.
- (2) Notwithstanding the provisions of Rule 3(1) above, the Committee may, in exceptional circumstances, accept as a candidate for the Postgraduate Diploma, an applicant who does not have a Diploma or a Certificate qualification together with industrial or professional experience but who has satisfied the Committee of his or her fitness to undertake advanced work. All such applicants shall in the first place be provisionally admitted to candidature for a period to be determined by the Committee. All such cases shall be reported to the Academic Board.
- (3) An applicant for admission to candidature for the Postgraduate Diploma shall be approved by the Committee only on the recommendation of the Head of Department in which the candidate proposes to register (referred to in these Rules as the “Head of Department”); the Head of Department shall be required to certify that adequate supervision and facilities are available.
- (4) No applicant who is already a candidate for a degree or diploma at another institution may be admitted into candidature.

## **4 COURSE OF ADVANCED STUDY**

After admission to candidature, a candidate shall follow such a course of advanced study formed by the combination of subjects at a level suitable for inclusion in the Postgraduate Diploma together with, where appropriate, a project as the Committee on the recommendation of the Head of Department may prescribe and shall present himself or herself for examination as prescribed.

## **5 NAMED COURSES**



Certain combinations of subjects may be recognized by the Committee and the Academic Board as named Postgraduate Diploma courses and shall, subject to the overriding authority of these Rules, be prescribed in special rules.

## **6 UNSPECIFIED COURSES**

Other combinations of subjects may be approved as courses by the Committee, in which case the subjects shall be prescribed by the Committee and the Academic Board and the course shall bear the name of Postgraduate Diploma and be prescribed in these general rules.

## **7 RESPONSIBILITY FOR COURSES**

- (1) The Committee may appoint for named courses a board of study under the chairmanship of the Head of Department, in which the candidates for the course are registered, which shall be responsible to it for the everyday running and operation of the course.
- (2) For unnamed courses, the Head of Department in which the candidate is registered shall be responsible to the Committee for the course of the candidate.

## **8 SPECIAL CONDITIONS**

The Committee may approve or prescribe special conditions for any candidate, including undertaking a preparatory course and/or performing satisfactorily in an examination.

## **9 TUITION**

- (1) At the time of admission to candidature, the Committee may appoint a full-time member of the academic staff as Tutor for the candidate.
- (1) The duties of the Tutor shall be to instruct and advise the candidate on the pursuit of his or her course of advanced study.

## **10 STATUS OF CANDIDATURE**

- (1) An applicant who satisfies the provisions of Rule 3(1) or 3(2) above shall be admitted with the status of either a full-time or a part-time candidate. An applicant shall not be admitted with the status of a part-time candidate unless the Committee is satisfied that he or she will be able to work regularly on his or her course of advanced study and maintain contact with his or her Tutor, where appropriate.
- (2) An applicant shall not be admitted as a full-time candidate if he or she is undertaking or continuing work other than that comprised in his or her course of advanced study for more than six hours a week.

## **11 COMMENCEMENT OF CANDIDATURE**

A candidature shall commence with effect from the date of approval of the application by the Committee.

## **12 INTERRUPTION OF CANDIDATURE**

A candidature may be interrupted with the approval of the Committee for such period or periods as the Committee may specify.

## **13 TERMINATION OF CANDIDATURE**

After taking into account the recommendation of the Head of Department and where appointed of the Tutor and after giving the candidate an opportunity to be heard, the Committee may recommend to the Academic Board the termination of a candidature at any time on the grounds of unsatisfactory performance or failure to comply with these Rules.

## **14 REGISTRATION**

- (1) A candidate shall register for the Postgraduate Diploma with the Registrar as soon as possible following the acceptance of the application by the Committee.
- (2) A candidate shall re-register annually throughout the period of candidature not later than the end of the fourth week of the first semester in each year of the candidature.
- (3) A candidate shall be registered in the department in which the majority of his or her subjects are taught.
- (4) A candidate may not enroll for any other degree, diploma or certificate of this University or of any other institution during the period of candidature.

## **15 FEES**

A candidate shall pay such fees as may be determined by the Council from time to time.

## **16 TRANSFERS**

- (1) A candidate for the degree of MSc may be permitted by the Committee after consideration of a report from the Head of Department and Tutor to become a candidate for the Postgraduate Diploma. Where such a transfer is permitted the candidature for the degree of MSc shall be deemed to have been terminated.
- (2) A candidate may be permitted by the Committee after consideration of a report from the Head of Department and the Tutor to become a candidate for the Degree of Master of Science. Where such a transfer is permitted the candidature for the Postgraduate Diploma shall be deemed to have been terminated.

- (3) In cases where such transfers are permitted, the Committee shall make any adjustment necessary to the period of candidature and to the prescribed course of advanced study.

## **17 CHANGE IN STATUS OF CANDIDATURE**

The Committee may, after consideration of a report from the head of Department, and where appointed from the Tutor, permit a candidate to change his or her candidature from full-time to part-time status or from part-time to full-time status. In such cases, the Committee shall make any adjustment necessary to the period of candidature.

## **18 DURATION OF COURSE OF ADVANCED STUDY**

- (1) The minimum duration of the course of advanced study of a full-time candidate shall be two semesters.
- (2) The minimum duration of the course of advanced study of a part-time candidate shall be four semesters.
- (3) Where a candidate changes the status of his or her candidature, the Committee shall determine the new duration of the course of advanced study.

## **19 CREDIT CONTENT OF COURSES**

- (1) A credit shall be defined as a unit of value attached to a particular subject or project indicating the contribution of the subject or project to the complete course.
- (2) One credit shall typically equal 2 contact or teaching hours per week for one semester (equivalent to 30 contact or teaching hours).
- (3) Notwithstanding the provisions of Rule 18(1) and 18(2), the content of a Postgraduate Diploma course shall normally lie within the range of 20 to 25 credits, including where appropriate the project.

## **20 APPOINTMENT OF EXAMINERS**

The Examiners for the subjects and, where appropriate, the project shall be appointed by the Committee on the recommendation of the head of Department in which the subject, and where appropriate, the project, are taught.

## **21 EXAMINATION**

The Committee shall prescribe examinations for the course of advanced study of each candidate, provided that:

- (a) each candidate shall be required to present himself or herself for written examination in each subject which forms a part of his or her course of advanced study;

- (b) where appropriate, a candidate shall undertake a project and submit a written report on the project in the form of a minor dissertation.

## **22 DECISION OF THE EXAMINERS**

- (1) The Examiners shall consider the performance of candidate in the examinations for each subject and in the project, where appropriate.
- (2) The Examiners may require a candidate to present himself or herself for examination again on subsequent occasions in any subject, and where appropriate the project, if the candidate has failed to satisfy them.

## **23 REPORT OF THE EXAMINERS**

- (1) The Examiners shall report to the Head of Department in which the candidate is registered following their examination of the candidate in the examinations for each subject and, where appropriate, the project.
- (2) The Head of Department shall consider the reports of the Examiners and shall forward them to the Committee with a recommendation either:
  - (a) that the Postgraduate Diploma be awarded; or
  - (b) that the Postgraduate Diploma be not awarded and that the candidature be terminated.
- (3) The Reports of the Examiners and the Head of Department shall be confidential to the Committee and to the Academic Board.
- (4) After consideration of the report of the Head of Department, the Committee shall either:
  - (a) recommend to the Academic Board that the Postgraduate Diploma be awarded; or
  - (b) recommend to the Academic Board that the Postgraduate Diploma be not awarded and that the candidature be terminated.

## **24 PUBLICATION OF RESULTS**

The Registrar shall publish a list of successful candidates for the Postgraduate Diploma.

## RULES FOR POSTGRADUATE CERTIFICATE

Nature of the Postgraduate Certificate

Postgraduate Committee

Admission to Candidature

Course of Advanced Study

Named Courses

Unnamed Courses

Responsibility for Courses

Special Conditions

Tutor

Status of Candidature

Commencement of Candidature

Interruption of candidature

Termination of Candidature

Registration

Fees

Transfers

Change in Status of Candidature

Duration of Course of Postgraduate Certificate Study

Credit Content of Courses

Appointment of Examiners

Examination

Decision of Examiners

Report of the Examiners

Publication of Results

## **1 NATURE OF THE POSTGRADUATE CERTIFICATE**

The Postgraduate Certificate may be awarded by the University in recognition of the successful completion of a prescribed course of advanced study by a candidate for the certificate.

## **2 POSTGRADUATE COMMITTEE**

These shall be a Postgraduate Committee (referred to in these Rules as “the Committee”) appointed by the Academic board which shall administer the Rules for Postgraduate Certificates.

## **3 ADMISSION TO CANDIDATURE**

- (1) An application for admission to candidature for the Postgraduate Certificate shall have either:
  - (a) A bachelor degree of a tertiary institution approved by the Committee in a field of study appropriate to the course of advanced study proposed; or
  - (b) an appropriate Certificate qualification of an institution approved by the Committee together with industrial or professional experience.
- (2) Notwithstanding the provision of Rule 3(1) above, the Committee may, accept as a candidate for the Postgraduate Certificate an applicant who does not have a **Bachelor degree or an appropriate Diploma or Certificate qualification together with industrial or professional experience** but who has satisfied the Committee of his/her fitness to undertake advanced work. All such applicants shall in the first place be provisionally admitted to candidature for a period to be determined by the Committee. All such cases shall be reported to the Academic Board.
- (3) An applicant for admission to candidature for the Postgraduate Certificate shall be approved by the Committee only on the recommendation of the Head of Department in which the candidate proposes to register (referred to in these Rules as the “Head of Department”); the Head of Department shall be required to certify that adequate tuition and facilities are available.
- (4) No applicant who is already a candidate for a degree, diploma or certificate at another institution may be admitted into candidature.

## **4 COURSE OF ADVANCED STUDY**

After admission to candidature, a candidate shall follow such a course of advanced study formed by the combination of subjects at a level suitable for inclusion in the Postgraduate Certificate together with, where appropriate, a project as the Committee on the recommendation of the Head of Department may and shall present himself for examination

as prescribed.

## **5 NAMED COURSES**

Certain combinations of subjects may be recognized by the Committee and the Academic Board as named Postgraduate Certificate courses and shall, subject to the overriding authority of these Rules, be prescribed in special rules.

## **6 UNNAMED COURSES**

Other combinations of subjects may be approved as courses by the Committee, in which case the subjects shall be prescribed by the Committee and the Academic board and the course shall bear the name of Postgraduate Certificate and be prescribed in these general rules, and approved by the Postgraduate Committee.

## **7 RESPONSIBILITY FOR COURSES**

- (1) The Committee may appoint for named courses a board of study under the chairmanship of the Head of Department in which the candidates for the course are registered which shall be responsible to it for the everyday running and operation of the course.
- (2) For unnamed courses, the Head of Department in which the candidate is registered shall be responsible to the Committee for the course of the candidate.

## **8 SPECIAL CONDITIONS**

The Committee may approve or prescribe special conditions for any candidate, including undertaking a preparatory course and/or performing satisfactorily in an examination.

## **9 TUTOR**

- (1) At the time of admission to candidature, the Committee may appoint a full-time member of the academic staff as a Tutor for the candidate.
- (3) The duties of the Tutor shall be to instruct and advise the candidate on the pursuit of his course of advanced study.

## **10 STATUS OF CANDIDATURE**

- (1) An applicant who satisfies the provisions of Rule 3(1) or 3(2) above shall be admitted with the status of either a full-time or part-time candidate. An applicant shall not be admitted with the status of a part-time candidate unless the Committee is satisfied that he will be able to work regularly on his course of advanced study and maintain contact with his Tutor, where appointed.
- (2) An applicant shall not be admitted as a full-time candidate if he is undertaking or

continuing work other than that comprised in his course of advanced study for more than six hours a week.

## **11 COMMENCEMENT OF CANDIDATURE**

A candidate shall commence with effect from the date of approval of the application by the Committee.

## **12 INTERRUPTION OF CANDIDATURE**

A candidate may be interrupted with the approval of the Committee for such period or periods as the Committee may specify.

## **13 TERMINATION OF CANDIDATURE**

After taking into account the recommendation of the Head of Department and where appointed the Tutor and after giving the candidate an opportunity to be heard, the Committee may recommend to the Academic Board the termination of a candidature at any time on the grounds of unsatisfactory performance or failure to comply with these Rules.

## **14 REGISTRATION**

- (1) A candidate shall register for the Postgraduate Certificate with the Registrar as soon as possible following the acceptance of the application by the Committee.
- (1) A candidate shall re-register annually throughout the period of candidature not later than the fourth week of the first semester in each year of the candidature.
- (2) A candidate shall be registered in the department in which the majority of his subjects is taught.
- (3) A candidate may not enroll for any other degree, diploma or certificate of this University or of any other institution during the period of candidature.

## **15 FEES**

A candidate shall pay such fees as may be determined by the Council from time to time.

## **16 TRANSFERS**

- (1) A candidate for the degree of Master of Science may be permitted by the Committee after consideration of a report from the Head of Department and the Tutor to become a candidate for the Postgraduate Certificate. Where such a transfer is permitted the candidature for the degree of Master of Science shall be deemed to have been terminated.



- (3) A candidate may be permitted by the Committee after consideration of a report from the Head of Department and where appointed the Tutor to become a candidate for the degree of Master of Science. Where such a transfer is permitted the candidature for the Postgraduate Certificate shall be deemed to have been terminated.
- (4) In cases where such transfer is permitted, the Committee shall make any adjustment necessary to the period of candidature and to the prescribed course of advanced study.

## **17 CHANGE IN STATUS OF CANDIDATURE**

The Committee may after consideration of a report from the Head of Department and where appointed the Tutor; permit a candidate to change his candidature from full-time to part-time status or from part-time to full-time status. In such cases, the Committee shall make any adjustment necessary to the period of candidature.

## **18 DURATION OF COURSE OF POSTGRADUATE CERTIFICATE STUDY**

- (1) The minimum duration of the course of study of a full-time candidate shall be not less than one semester.
- (2) The minimum duration of the course of study of a part-time candidate shall be two semesters.
- (3) Where a candidate changes the status of his/her candidature, the Committee shall determine the new duration of the course of study.

## **19 CREDIT CONTENT OF COURSES**

- (1) A credit shall be defined as a unit of value attached to a particular subject or project indicating the contribution of the subject or project to the complete course.
- (2) One credit shall typically equal 2 contact or teaching hours per week for one semester (equivalent to 30 contact or teaching hours).
- (3) Notwithstanding the provisions of Rule 18(1) and 18(2), the content of a Postgraduate Certificate course shall normally lie within the range of 10 to 15 credits, including, where appropriate, the project.

## **20 APPOINTMENT OF EXAMINERS**

The Examiners for the subject and, where appropriate, the project shall be appointed by the Committee on the recommendation of the Head of Department in which the subject, where appropriate, the project, are taught.

## **21 EXAMINATION**

The Committee shall prescribe examinations for the course of advanced study of each candidate, provided that

- (a) each candidate shall be required to present himself or herself for written examination in each subject which forms a part of his course of advanced study;
- (b) where appropriate, a candidate shall undertake a project and submit a written report on the project in the form of a minor dissertation.

## **22 DECISION OF THE EXAMINERS**

- (1) The Examiners shall consider the performance of the candidate in the examinations for each subject in the project, where appropriate.
- (4) The Examiners may require a candidate to present himself or herself for examination again on subsequent occasions in any subjects and, where appropriate, the project, if the candidate has failed to satisfy them.

## **23 REPORT OF THE EXAMINERS**

- (1) The Examiners shall report to the Head of Department in which the candidate is registered following their examination of the candidate in the examinations for each subject and, where appropriate, the project.
- (2) The Head of Department shall consider the reports of the Examiners and shall forward them to the Committee with a recommendation either
  - (a) that the Postgraduate Certificate be awarded, or
  - (b) that the Postgraduate Certificate be not awarded and that the candidature be terminated
- (3) The reports of the Examiners and of the Head of Department shall be confidential to the Committee and to the Academic Board
- (4) After consideration of the report of the Head of Department, the Committee shall either
  - (a) recommended to the Academic Board that the Postgraduate Certificate be awarded; or
  - (b) recommended to the Academic Board that the Postgraduate Certificate be not awarded and that the candidature be terminated.

- (5) The Committee shall not recommend to the Academic Board that the Postgraduate Certificate be awarded unless the Examiners have reported that the candidate's work in their opinion merits the award of the Postgraduate Certificate.

## **24 PUBLICATION OF RESULTS**

The Registrar shall publish a list of successful candidates for the Postgraduate Certificate.

## RULES FOR THE FORM OF THESIS

- 1 These Rules shall normally apply to theses submitted for the degree of Doctor and of Master and should be read in conjunction with the Rules for those degrees.
- 2 The main body of a thesis for the degree of Doctor of Philosophy should not normally exceed 100,000 words in length and for the degree of Master 60,000 words in length. This limit is exclusive of footnotes, tables, figures, maps and appendices. Appendices should however be limited to material genuinely necessary in support of the main argument of the thesis.
- 3
  - (a) Candidates are required to submit four copies of a thesis.
  - (b) The copies of the thesis shall be paper bound, lettered on the spine as follow:
    - (i) at the bottom across – PNGUT or if the volume is too thin for this PNGUT; then, vertical to the spine
    - (ii) 70mm from the bottom and across, with the degree and year of submission of the thesis, i.e. PhD 1981.
    - (iii) Evenly spaced between the statement of the degree and year and the top of the spine, the name of the author and an abbreviated title of the thesis. No further lettering or any decoration is required on the binding. In the binding of theses which included photographic prints, folded graphs etc, leaves at the spine shall be packed to ensure even thickness of the volume.
    - (iv) If the thesis is too bulky to be bound in a single volume, each volume forming part of the thesis shall be bound and marked as described above and shall carry the volume number on the spine.
  - (c) Two copies of the thesis shall be lodged in the Library. The remaining two copies of the thesis shall be lodged with the Head of Department and the Principal Supervisor.
  - (d) Notwithstanding the provisions of Rule 3(b), a candidate may be permitted to present theses in an unbound form, provided that they may be transmitted without the possibility of disarrangement, prior to their lodgement in the Library and with the Head of Department and Principal Supervisor. In these circumstance, it shall be the responsibility of the candidate to ensure that the four copies of the thesis are bound in accordance with the provisions of Rule 3(b) and no degree shall be awarded until these arrangements are completed.
- 4
  - (a) These theses shall be presented in a permanent and legible form either in original typescript, stencil copy, printed copy, plain paper photocopy or a comparably permanent process. A copy produced by dyeline, or a coated-paper photocopy is not acceptable.
  - (b) Double or one-and-a-half spacing shall be used, except for intended quotations, footnotes or bibliographies, where single spacing may be used.

- (c) International A4 size paper of good quality shall be used for the thesis which shall be typed on one side of the paper only. Exceptionally, paper other than International A4 size may be used when the nature of the thesis requires it.
- (d) Margins at the binding edge shall be not less than 40mm and other margins shall be not less than 20mm. Exceptionally, margins of a different size may be used when the nature of the thesis requires it.
- (e) Pages shall be numbered through the thesis in arabic numerals in the upper right-hand corner, including appendices but excluding the table of contents and other materials preceding the beginning of the general text of the thesis. Pages preceding the beginning of the general text may be numbered with lower case roman numerals.
- (f) The title page of the thesis shall give the following information:
  - (i) the title of the thesis
  - (ii) the full name of the author
  - (iii) the degree for which the thesis is submitted
  - (iv) the name of the University
  - (v) the month and year of its submission
- (g) The certificate from the Principal Supervisor to the effect that the thesis is properly presented and **prima facie** worthy of examination, the abstract of summary of the contents of the thesis and the certificate signed by the candidate to the effect that the whole of the work has not been submitted for a higher degree to any other university or institution shall be bound into the thesis before the acknowledgements.
- (h) The acknowledgements shall be bound into the thesis before the beginning of the general text of the thesis.
- (i) The table of contents page shall be bound into the thesis before the beginning of the general text of the thesis.
- (j) The general text of the thesis shall be bound into the thesis before the Appendices and Bibliography or List of References.
- (k) Whenever practicable diagrams, maps, illustrations, computer printouts, published papers and tables shall be bound into the thesis at a part accompanying the text.
- (l) Photographic Print shall be on single white paper or permanently mounted on cartridge paper for binding.
- (m) Other illustrative material which cannot conveniently be bound in the text, such as maps and slides, shall normally be packed in such a way that it can be bound with the thesis. If the amount of such material is substantial, it shall be gathered into a supplementary volume and packed in a rigid container similar in format to the bound

thesis. All loose material shall be marked with the author's name. Initials and degree for which the work is submitted in such a way that it can readily be linked with the thesis. Folded diagrams or charts included in the text shall be arranged so as to open out to the top and left.

- (n) Where a candidate would be meeting with real difficulty in complying with the provisions of these Rules, the Principal Supervisor may apply to the Higher Degrees Committee for a particular Rule(s) to be waived.

## NOTES FOR THE GUIDANCE OF CANDIDATES

The following notes are intended to assist candidates in the production of theses. They do not form part of the Rule.

- 1 For points not covered by the rules on these Notes candidates are advised to refer to the recommendations of British Standard 4821 (British Standards Institution pamphlet "Recommended for the Presentation of Theses"). Further useful references may be obtained from the Registrar.
- 2 Examples of theses produced in accordance with the Rules for the Form of Theses are available for inspection in the Library which also holds a list of approved bookbinders.
- 3 A completed and signed Declaration Relating to Disposition of Thesis Form should be pasted to the inside front cover of the copies of the thesis deposited in the Library.
- 4 Before presenting for examination candidates are strongly advised to proofread the thesis very carefully.
- 5 The Summary or Abstract should indicate:
  - (a) the problem investigated
  - (b) the procedure followed
  - (c) the general results obtained
  - (d) the major conclusions reached
- 6 Numbers one to ten in the text should be spelled out and numbers from 11 on typed in numerals. If, however, a sentence begins with a number it must always be spelled out. If numbers appear in series, eg. 1, 438 and 12,7000, they should all either be spelled out or expressed in numerals. Consistency should be aimed for throughout the thesis.
- 7 Standard abbreviations and symbols commonly used within the discipline are accepted. Whenever possible, units and symbols included in the Papua New Guinea standards should be used.
- 8 It is the responsibility of the candidate to construct an accurate and appropriate bibliography which should include authors and titles that are cited in the text. Each citation should be accurate and complete enough for the reader to find its source in ordinary library references. References to unpublished sources may be described as personal communication. All citations and references should be consistent within the thesis.

## SPECIAL RULES FOR MASTER PROGRAMS

**Special Rules for MSc in Agriculture**

**Special Rules for Masters in Civil Engineering**

**Special Rules for Master of Science in Land Studies**



SPECIAL RULES FOR MSc IN AGRICULTURE

- (2) There will be a three-member advisory committee including the Principal Supervisor appointed by the HOD, Agriculture to help the student in selecting the courses and monitor the progress over the period of the study period. The major responsibility of guidance will lie with the Principal Supervisor.
- (2) The thesis will be marked as "Satisfactory" or "Unsatisfactory". To pass, the candidates have to have a satisfactory grade.

## SPECIAL RULES FOR MASTERS IN CIVIL ENGINEERING

### COMPREHENSIVE EXAMINATION GUIDELINES

#### 1. INTRODUCTION

These Guidelines are philosophy of the Civil Engineering Department's policy on comprehensive examinations. This set of examinations requires the students to demonstrate an adequate background in their field of specialization. The comprehensive examination committee should have the freedom and responsibility to determine the range of material covered and the level of expertise demanded of the student.

#### 2. COMPREHENSIVE "FIELDS" AND NUMBER OF EXAMINATIONS

Candidates must do two comprehensives within the following approved "fields" including mastery of relevant theory and methodology:

2 Core Subjects

2 Specialized subjects

Students may take more than one comprehensive examination in a field. Examining committees are charged with the responsibility of ensuring that where a student takes more than one examination in a field the examinations are in clearly different areas and are sufficiently comprehensive to merit the title *comprehensive* examinations.

#### 3. CONTENT

Student's Principal Supervisor and committee members should bear in mind that all comprehensive examinations must test the student's knowledge of the relevant theory and methods (quantitative, qualitative, and/or interpretive) in that area.

#### 4. TIMING

The Student in consultation with the Principal Supervisor and the other members of the Committee should organize a comprehensive examination at any time after the applicant student finishes 48 credit points.

#### 5. COMMITTEE

Committee will have three academic staff members appointed by the Head of the Department in consultation with the Principal Supervisor. The Principal Supervisor will be the Chairperson of the Committee. The other two members would be regular faculty appointments from the Department. Once the Committee is formed, the Head of the Department should inform the Dean of Postgraduate School.

## **6. ORGANIZATION AND ADMINISTRATION**

Students may take comprehensives in one of three organization and administration: as a two-hour oral examination, as a six-hour written examination, or as a take-home examination with oral defense.

## **7. ORAL EXAMINATION**

The examination should last about two hours. There can be as many rounds of questioning as the committee deems appropriate. The entire proceedings must be recorded. There must be an agreed upon reading list, negotiated between the student and the committee, in no case containing more than 50 items.

## **8. SIX-HOUR WRITTEN**

The examination will take the form of two three-hour sessions - one in the morning, one in the afternoon – with a one-hour break between sessions. Separate sets of questions will be handed out for the morning and the afternoon sessions, with the answer booklets being collected after each session. The reading list, negotiated between the student and the committee, may in no case contain more than 50 items. Normally students would be required to answer four or five questions in each of the two sessions.

## **9. TAKE-HOME EXAMINATION WITH ORAL DEFENSE**

The comprehensive must take the form of a set of questions rather than a literature review. The student should be informed of the reading list and in no case containing more than 50 items.

The Committee members should determine the date for the return of the completed examination. Failure to submit within this time frame constitutes a failure of the examination. The oral defense must take place on an agreed upon date no more than 30 days later. The oral examination does not involve a presentation by the student. Normally the oral defense would not last more than two hours.

## **10. NOTIFICATION OF INTENT TO TAKE A COMPREHENSIVE**

Application for comprehensive examination is required at the end of completing the first year of study in the Masters program. The application form is available at the Department of Civil Engineering or at the office of the Dean of Postgraduate School of the Papua New Guinea University of Technology. Application is confirmed upon payment of a registration fee of K200.

The Head of the Department on the written advice of the Chair of the Committee of the student who plans to take an oral or sit-down examination must notify the Postgraduate School in writing of their intention to do so at least one month prior to the examination date.

In the case of the take-home examination with oral defense, the student and committee agree

upon a date that the questions will be given to the student of which notice should be at least one month. It is the responsibility of the chair of the examining committee to inform the Postgraduate School in writing that a comprehensive has begun. This letter will have to be copied to the Head of the Department.

The notification must indicate the membership of the committee, the field/area of the examination, the name of the student, the date the examination questions were given to the student and the date set for submission of the completed set of answers.

## **11. SUPERVISION**

### **(a) SIX-HOUR WRITTEN EXAMINATION**

A member of the examination committee must preside over the administration of a written exam. She/he ensures that suitable space is provided and that all examination materials are provided. He/she must remain in the Department for the duration of the examination in case any questions or problems should arise. This responsibility may be shared with another member of the examining committee but may not be downloaded to a staff member.

### **(b) ORAL EXAMINATION**

The Principal Supervisor will be responsible for the conduct of the orals (e.g. the number of rounds of questions) and for recording the proceedings.

### **(c) REPORTING OF RESULTS**

All comprehensive examinations are to be graded on a pass/fail basis.

### **(d) ORAL EXAMINATION**

The student will leave the examination room. Members of the examination committee will discuss the verdict (preferably immediately, but within 72 hours in any case) and inform the Postgraduate School in writing of their decision. If no consensus can be reached, then two favorable evaluations out of three are considered a pass. The chair of the committee should then (1) inform the candidate of the result; and then (2) inform the Postgraduate School in writing of the results. In the event two of three examiners fail the student, then the Dean Postgraduate School (or his/her delegate) will convene a meeting of the examining committee to review the decision. Members of the examination committee may change their decision at the meeting.

### **(e) SIX-HOUR WRITTEN**

Each of the three examiners will independently assign a grade (pass or fail) and provide written feedback on each answer, as well as a grade for the entire examination. These assessments (grades and comments) will be signed; i.e. not anonymous. In the case of passing answers, the feedback may be quite brief.

These comments and results will be transmitted in writing by the Chair of the Committee to

the Head of the Department to communicate to the Dean of Postgraduate School within three weeks of the date the examination. Overall passing grades from two of the three examiners constitute a passing grade on the examination.

In the event that two of three of the examiners submit overall failing grades for a student, the Dean of Postgraduate School (or his/her designate) will convene a meeting of the examining committee to review the decision. Members of the examination committee may change their decision at this meeting.

As soon as possible after the committee members submitted their assessments to the Postgraduate School through the Head of the Department (normally within a week), she/he will inform the student in writing of the result of the examination. This includes a copy of the examiners' written comments.

## **12. TAKE-HOME EXAMINATION WITH ORAL DEFENSE**

The examination committee decides at the end of the oral defense whether or not the written answers and the oral defense constituted a pass or fail. There are no rewrites or revisions. If the examination committee cannot come to a consensus on whether the exam is a pass or fail, then they must vote. Two votes in favor constitute a pass.

## **13. APPEALS AND RETAKES**

### **(a) APPEALS**

Students may appeal their grades on procedural grounds according to the University Rules.

### **(b) RETAKES**

A student has two chances to retake a failed comprehensive examination. They must take the examination in the same field, the same area, and same examining committee. A student can retake the second time but with different field taken from the first retake exam. In case the students failed for the second time, the Principal Supervisor may recommend to the Head of the Department for the offer of a Postgraduate Diploma.

Any retake of a failed comprehensive examination must be completed within 12 months of the notification. If registration is interrupted (e.g., if student changes to inactive status), the one-year time period will be based on total months of regular registration from the original notification that the student failed the comprehensive exam.

## **14. DELIVERY**

Face to face and distance mode. 66 hours face to face/online lecture, 30 hours Residential/laboratory

## SPECIAL RULES FOR THE MASTER OF SCIENCE IN LAND STUDIES

- 1 An applicant for admission to candidature for the degree of Master of Science in land Studies shall have either:
  - (a) a Postgraduate Diploma in Land Studies of the University; or
  - (b) A Bachelors degree of Honours standard in Surveying, Cartography or Land Economy of a tertiary institution approved by the Higher Degrees Committee.
- 2 A candidate shall follow and obtain a minimum of 200 credit points (four credit points being equivalent to one hour per week of lectures, tutorials, practical or project classes for one semester) in the course of advanced study set out below:

Subject	Credit Points	Minimum Maximum
(a) Professional Subjects from Schedule A	0	100
(b) General Studies Subjects from Schedule B	0	50
(c) Major Project Leading to a Dissertation	100	200

Such subjects and project topics to be selected by the candidate, subject to the advice of the Head of the Department of Surveying and Land Studies and approved by the Higher Degrees Committee provided that the Committee on the advice of the Head of the Department of Surveying and Land Studies may substitute a subject or subjects for those prescribed.

### **SCHEDULE "A": PROFESSIONAL SUBJECTS**

Code Subject	Hours/ Week	Credit Points
SVP30 Advanced Project	5 for 1 semester	100-200
SVP31 Advanced Geodetic Computation	5 for 1 semester	20
SVP32 Advanced Geodetic Techniques	5 for 1 semester	20
SVP33 Digital Photogrammetry	5 for 1 semester	20
SVP34 Remote Sensing	5 for 1 semester	20
SVP35 Cadastral	5 for 1 semester	20
SVP36 Advanced Computer Application Surveying	5 for 1 semester	20
SVP37 Advanced Computer Application to Valuation	5 for 1 semester	20
SVP38 Advanced Land Appraisal	5 for 1 semester	20
SVP39 Urban Property Management	5 for 1 semester	20

SVP40	Rural Property Management	5 for 1 semester	20
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**SCHEDULE “B”: GENERAL STUDIES**

Code	Subject	Hours/ Week	Credit Points
LA124	Communication & Logical Reasoning	3 for 2 semesters	24
LA130	Technical Communication	2 for 2 semesters	16
LA224	Communication & Problem Solving	3 for 2 semesters	24
LA443	Preparation & Presentation of Scientific Papers	1 for 1 semester	4
SS100	Society, Technology & Development	2 for 1 semester	16
MA355	Mathematics 3E	2 for 1 semester	8
MAP62	Engineering Mathematics II	4 for 1 semester	16
MA351	Mathematics 3S	4 for 1 semester	16
MAP63	Engineering Mathematics III	4 for 1 semester	16
MAP64	Engineering Mathematics IV	4 for 1 semester	16
CH569	Environmental Impact Studies	3 for 1 semester	12
CH233	Applied Geology and Mineralogy	2 for 1 semester	8

## SPECIAL RULES FOR THE POSTGRADUATE DIPLOMAS

### Postgraduate Diploma in Engineering Mathematics



## SPECIAL RULES FOR THE POSTGRADUATE DIPLOMA IN ENGINEERING MATHEMATICS

- General
- Admission to Candidature
  - Enrolment
  - Course of Study
  - Tutors
- Termination of Registration
  - Assessment
- Award of the Diploma
  - Fees

## **1 GENERAL**

- (1) In these Rules, unless the contrary intention appears, the “Department” means the “Department of Mathematics and Computer Science” and the “Diploma” means the “Postgraduate Diploma in Engineering Mathematics”.
- (2) The Department will report to the Higher Degrees Committee, which will be responsible to the Academic Board for approval of the course content, admission of candidates and the award of the diploma.

## **2. ADMISSION TO CANDIDATURE**

- (1) An applicant for admission to candidature for the diploma shall have either:
  - (a) a bachelor's degree of the University or of another tertiary institution approved by the Higher Degrees Committee in a field of study relevant to the diploma.
  - (b) an equivalent qualification and/or experience approved by the Higher Degrees Committee.
- (2) The Academic Board shall be informed of all applicants accepted for candidature under 2(b), above.
- (3) An applicant for admission to candidature for the diploma shall be approved by the Higher Degrees Committee on the recommendation of the Department.
- (4) An applicant shall be admitted as either a full-time or a part-time candidate.

## **3 ENROLMENT**

- (1) No applicant who is already enrolled for a degree or diploma at another institution may be admitted to candidature.
- (2) No candidate may enroll for any other degree or diploma of this University or any other institution during the period of candidature.

## **4 COURSE OF STUDY**

After admission to candidature for the diploma, a candidate shall be required to:

- (1) Spend a minimum of 4 semesters on part-time study.
- (2) Undertake such courses of study and complete such course work as the Higher Degrees Committee, on the recommendation of the Department, may prescribe.

## **5 TUTORS**

- (1) When necessary, the Department may appoint a full-time member of staff as a Tutor for each candidate.
- (2) The duties of the Tutor shall be to instruct and advise the candidate on his or work.

## **6 TERMINATION OF REGISTRATION**

After taking into account the recommendation of the Department, and after giving the candidate an opportunity to be heard, the Higher Degrees Committee may terminate a candidate's registration at any time on the grounds of unsatisfactory performance, failure to comply with these rules.

## **7 ASSESSMENT**

- (1) The Department shall recommend to the Higher Degrees Committee the form of assessment.
- (2) Reports on a candidate's coursework and project report shall be considered by the Department.
- (3) The Department shall recommend to the Higher Degrees Committee whether or not the candidate shall be awarded the diploma.
- (4) A candidate not recommended for the award of diploma shall be permitted to be re-assessed within twelve months of completion of the course.

## **8 AWARD OF THE DIPLOMA**

The Higher Degrees Committee shall consider the recommendation of the Department and decide whether or not the candidate has satisfied the requirements for the diploma. If the candidate's work is adjusted to be of sufficient merit by the Department, he or she shall be recommended to the Academic board for the award of the Diploma

## **9 FEES**

A candidate for the diploma shall pay such fees as may be determined by the Council from time to time in the terms of the Fees Statute.

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References: PGC 153: 15th 2007; AB 292-04/2008: 18<sup>th</sup> Sept 2008; AB 308-08/2012: 14th Nov 2012; AB 320\_04/2015: 13th Nov 2015; AB 323-03/2016, 2nd Nov, 2016; AB 324-01/2017: 29th March: 2017; AB 326-03/2017, 13th Sept 2017; AB 327-04/2017: 22nd Nov 2017