

BINDURA UNIVERSITY OF SCIENCE EDUCATION

RESEARCH AND POSTGRADUATE CENTRE

MASTER'S AND DOCTOR OF PHILOSOPHY STUDENTS HANDBOOK

1. INTRODUCTION

This booklet has been prepared to provide information on some of the administrative and academic issues relating to postgraduate degrees of Bindura University of Science Education (BUSE) for the benefit of Applicants, Deans, Faculty Administrators, Chairpersons of Departments and Supervisors.

Postgraduate programmes at BUSE can be pursued at Doctoral level and Masters level. Masters degrees may be obtained in one of two ways; (i) by a research dissertation and (ii) by coursework and a research dissertation/research project.

All research degrees of BUSE may be pursued on either full time or part time basis.

Note that whilst this handbook draws from the University regulations on these degrees, it does not replace them and hence should be read in conjunction with the regulations.

2. MASTER'S DEGREES

2.1 A Master's degree programme exposes the student to hands-on research training. With the supervisor's guidance, the student embarks on a project which can be undertaken within the minimum period. An acceptable Master's thesis needs not constitute an original contribution to knowledge, but it must provide evidence that the candidate has mastered relevant research techniques, has shown scholarship, has developed a capacity for criticism of his own and other people's work, and has widened his/her knowledge and understanding of literature of his/her field of study.

Faculties in the University offer two types of Master's degrees, which are described below:

2.1.1 Master's degree by course work

2.1.1.1 A candidate entering a Master's degree by course work must generally have an appropriate degree, professional qualification and professional experience or approved equivalent qualifications.

Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

- 2.1.1.2 A candidate completes 60% of the requirement through coursework, and 40% by way of dissertation on a piece of supervised research. This dissertation is by definition smaller in scope than the one completed for an MPhil degree.
- 2.1.1.3 Specific Master's degree programmes offered in each Faculty are described in the University Prospectus.

2.1.2 Master of Philosophy (MPhil)

- 2.1.2.1 The MPhil degree is carried out primarily through supervised research work but may include an element of coursework not exceeding 25% of the total Programme.
- 2.1.2.2 Normally, applicants must have obtained an appropriate Honours degree in the First or Upper Second Division. Applicants who have obtained an appropriate Honours degree in the Lower Second or Third Divisions may be considered provided that they achieved First or Upper Second Class performance in their intended specialist field of study. Applicants who have obtained a general degree or approved equivalent qualification and have relevant experience may be considered by Senate on the recommendation of the Department and the Dean concerned.

3. DOCTORAL DEGREES

There are two types of doctoral degrees offered by the University – a Doctor of Philosophy and a Higher Doctorate degree. The former is obtained through research submitted as a thesis and is in practice the most common mechanism for obtaining a doctoral degree. The Higher Doctorates offered by the Institution are: the Doctor of

Laws (LLD), Doctor of Literature (D Litt) and Doctor of Science (DSc). These degrees are the highest academic awards of BUSE and are only awarded to persons who have published work of an exceptionally high standard, which would earn them authoritative standing in the field of research that forms the basis of the application.

4. **POSTGRADUATE STUDENT SUPPORT SERVICES**

The Research and Postgraduate Centre (RPGC) provides information and advice on issues important to effective engagement of postgraduate students in their studies. To this end, the RPGC offers:

- a central point of contact for your enquiries about any aspect of postgraduate affairs;
- information on services and facilities available at BUSE;
- information on available space for seminars and meetings;
- information on funding and other opportunities, and general help and information.

It is advisable for students to apply for financial support to several potential sources much before they embark on their postgraduate studies, say a year before commencement or in their final year of undergraduate study.

5. **Application for admission**

5.1 **Application procedure**

5.1.1 Master's by Course work

Prospective applicants should consult relevant Faculties for the information on programmes on offer and registration dates.

5.1.2 MPhil and DPhil

The Faculty will consider an application for a Master's or DPhil degree for applicants meeting the academic entry requirements. Prospective candidates wishing to register for an MPhil or DPhil should have a discussion with the prospective supervisor and Chairperson of Department prior to applying formally to the University.

Once the candidate gets a greenlight from the Department, he/she should then submit the following to the (RPGC):

- a *curriculum vitae* which includes your personal details, your academic history and any work experience;

- relevant academic credentials, key ones include certified copies of Ordinary Level and Advanced Level certificates, Degree certificates and transcripts;
- in the case of an application for DPhil, a summary of your Masters research and list any publications which have arisen from this;
- a research proposal, between 300 and 1200 words in length;
- the names of BUSE staff members who have agreed to serve as your supervisor/s;
- an indication of when you will be available to start your studies;
- an indication of how the study will be funded.

Advice on application procedures can be obtained from the Administrative Assistant in the RPGC.

5.2 Supervision of the dissertation/thesis

5.2.1 All research students should have at least one supervisor. Sometimes more than one supervisor may be appointed, particularly when the research is of an interdisciplinary nature. In most cases, one supervisor will be designated the main supervisor. It is required that at least one of the appointed supervisors be a full-time permanent member of the academic staff of the University.

All supervisors are selected for their expertise and involvement in the appropriate field of study. *Newly appointed members of the academic staff will not normally be appointed as a sole supervisor until their appointment has been confirmed following satisfactory completion of a probationary period.*

The choice of supervisor has to be recommended by the Department, verified by the Faculty Higher Degrees Committee (FHDC) and approved by Senex. It is important that the Chairperson of the Department is satisfied that the proposed supervisor has adequate knowledge, time and resources to do the job properly. Academic staff who do not have a PhD, will not normally supervise PhD degrees.

5.2.2 Memorandum of Understanding between Postgraduate Students and Supervisor(s)

It is important that supervisor(s) and student are fully aware of the extent of one another's responsibilities, to enable both to understand

the supervisor's contribution to supporting the student and where the supervisor's responsibilities end.

4.2.2.1 Roles and Responsibilities of student and Supervisor(s)

Responsibilities of the student:

- to acknowledge and accept primary responsibility for his/her education,
- to demonstrate a good work ethic,
- to strive to meet the expected throughput rate as stipulated in the regulations,
- to share ideas and to work collegially,
- to participate in and to contribute to the life of the department, including being available to demonstrate at undergraduate practicals/tutorials,
- to commit to co-publication with the supervisor(s),
- to familiarise him/herself with the University rules, particularly with regard to plagiarism, and to commit to respecting those rules.

Responsibilities of the supervisor:

- ensuring that the student has a clear understanding in general terms of the main aspects of graduate research; the concept of originality; the different kinds of research; the form and structure of the thesis; the necessary standards to be achieved; the importance of planning and time management; the procedures for monitoring and reporting progress,
- working with the student to establish an effective supervisory relationship, thereby supporting the student,
- giving guidance on the nature of the research and the standard expected; the planning and timing of successive stages of the research programme, literature and sources; research methods and instrumental techniques,

- ensuring that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles, avoidance of plagiarism, respect for copyright and of the implications of research misconduct,
- ensuring that the research project is completed fully, including preparation of a thesis with the time available, and advising the student accordingly,
- having an input into the student's development needs,
- providing timely, constructive and effective feedback on the student's work, including his/her overall progress within the programme,
- ensuring that regular supervisory sessions take place. The frequency of such sessions will vary according to Departmental policy, the nature of the research (e.g. whether laboratory work is involved), the particular research project, and may depend on whether the student is registered on a full time or part time basis. The key point is that both student and supervisor should have a clear, agreed understanding of the frequency and nature of contact required at any particular stage of the project,
- arranging as appropriate for the student to present work to staff or graduate seminars and should take an active part in helping the student to interact with others working in the field of research, for example, encouraging the student to attend conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals, and
- advising the student well in advance of any planned periods of absence from the University. He/she should ensure that appropriate arrangements for alternative supervision are made and that the student is informed accordingly.

5.3 Selecting a research topic

The selection of a topic for research for Master's or DPhil studies may occur in two ways. Either the topic of research is identified by the prospective student, or a supervisor might provide a number of possible projects from which the student can choose; either way the student and supervisor need to agree on the selected research topic.

There are several factors to be considered by academic staff and students in identifying a research student project:

- 5.3.1** the viability of the project and its feasibility within the timescale of the programme (three years for full-time DPhil);
- 5.3.2** the availability of the necessary resources and facilities: computers, library, administrative, funding, etc;
- 5.3.3** the academic ability of the student: a student should have shown evidence of sufficient levels of knowledge, skill, understanding and tenacity, giving rise to a reasonable expectation that the work will be completed successfully; an assessment may also be made of additional training which might be required e.g. bridging course in research methods, computing etc;
- 5.3.4** the adequacy of supervision: a supervisor should have sufficient academic expertise and induction in supervision to qualify him/her to support the student by guiding, monitoring and assessing progress in the research project; a supervisor should have enough time available to be readily accessible to the student, commensurate with the demands of the project; and
- 5.3.5** the adequacy of the research environment: a department should offer a stimulating research environment backed by a programme of activities such as regular research seminars by staff, students and visitors.

6. REGISTRATION

6.1 First registration

6.1.1 MPhil and DPhil students

There is no specific date for registration of newly entering research degrees: student's commencement is by mutual arrangement with the supervisor.

Registration follows formal acceptance by the Faculty for admission and involves the completion of two forms – a registration form and a

Memorandum of Understanding (MoU) obtainable from the Deputy Registrar (Academic) and payment to the Bursar of the required fees. All full time and part time graduate students are required to register annually in person for each academic year.

A short research proposal, between 300 and 1200 words in length outlining the scope and intensions of the research must accompany the registration forms. The registration processes is approved by the Dean and final acceptance lies with the Senex. New MPhil and DPhil students shall be required to develop a full research proposal during the first six months of their registration, and this should be a stated condition in the MoU.

If after six months of initial registration the student does not submit a Research Proposal of an acceptable standard, his/her registration on the Programme shall be cancelled forthwith. In appropriate circumstances, retrospective registration may be allowed.

Acceptance of the full proposal shall involve the candidate presenting a seminar, based on a written proposal, to departmental staff, other postgraduate students and others with specialist knowledge in the field of study, which demonstrates that:

- the candidate is familiar with the main literature in the field;
- there is sufficient scope in the topic for an MPhil and DPhil and there is a clear definition of the hypotheses or research questions proposed;
- the candidate has the ability to undertake the work;
- the potential contribution to knowledge has been identified and there is a clear definition of the key questions to be addressed in the context of the proposed hypothesis; and
- the method of research is sound and achievable and there is a clear knowledge of the experimental; procedures to be used, and the methodology to be pursued in the analysis of the results.

If a student does not begin studies within one calendar year from the date of approval of the application for registration, such approval shall lapse, and such a student must re-apply to the University for re-admission.

6.1.2 Master's by coursework

Students registering for Master's by coursework need to do so as stipulated in the academic calendar. Normally a specific day is set aside to complete the registration formalities (consult the relevant department).

6.2 Renewal of registration

MPhil and DPhil students will be responsible for their annual registration. Registration forms for returning candidates are obtained from the Deputy Registrar-Academic, whilst Progress Report forms are obtainable from the Faculty Office and downloadable from the RPGC Website.

In November, the FHDC shall consider every MPhil/DPhil student's progress against the objectives agreed in the MoU or Progress Report forms. Each supervisor is required to comment on the progress of their students and if the progress meets the work plan outlined in the MoU or Progress Report forms then the students will be coded "Continue" and may proceed to register the following year. If progress is deemed to be unsatisfactory by the supervisor and this is supported by the Chairperson of the Department, then this shall be discussed at the FHDC. If the decision is upheld by the FHDC, the student shall be assigned a status of FHDC-P (status pending FHDC decision) and be communicated with in writing to this effect. The student shall be given an opportunity to work on the highlighted areas and a revised Progress Report form shall be signed covering the period between November and the registration deadline of the following year. Should the progress during this "pending" period be satisfactory, as recommended by the supervisor and the Chairperson of the Department, the student shall be assigned a code of FHDC-C (FHDC concession to continue) and shall be allowed to register in the following year. If not, the student shall be coded DCN (Discontinue, ineligible to continue) and shall not be permitted to register the following year.

The supervisors shall report on each student's progress at least twice a year to the appropriate Department Board and/or to the Faculty Higher Degrees Committee. The Dean of the faculty shall summarise a student's annual reports and present the report to Senex every year.

6.3 Duration of Study

According to the regulations for the MPhil and DPhil degrees, the normal duration of the MPhil Degree Programme shall be as follows:

minimum: 2 years on Full-time, 3 years Part-time,

maximum: 4 years on Full-time, 6 years Part-time, and

the normal duration of the DPhil Degree Programme shall be as follows:

minimum: 3 years on Full-time, 4 years on Part-time

maximum: 5 years on Full-time, 8 years on Part-time

It is the Supervisor and Chairperson of Department's responsibility to impress upon the student the importance of completing the thesis within the maximum period.

If an extension beyond the maximum length is considered necessary, the student may apply for this stating his/her case through the supervisor and chairman of Department, to the Faculty office. This should be initiated not later than 3 months before the expiry of the registration period. The Dean has the authority to approve one extension of 6 months only, if the Supervisor, Chairperson of Department and FHDC so recommends. Any further extension requires Senex's approval.

Unless an extension is sought and granted, a student's candidature will automatically lapse if the thesis is not submitted before the time limit is reached.

In considering requests for extensions of the time limit, Faculties will wish to ascertain that submission of the thesis can reasonably be expected within the period of the extension required. A continuation fee is payable on receipt by the candidate of notification of the approval of the extension.

A candidate for the degree of DPhil is required to satisfy the examiners that his or her thesis forms an addition to the existing body of knowledge, shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject and is worthy of publication either in full or in abridged form.

Examiners are advised that their judgement of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research.

6.3 Change of registration

6.3.1 Transfer from MPhil to DPhil

After not less than 9 months, an MPhil candidate can apply to transfer his/her registration to DPhil. The application must be made to the Chairperson of Department who, after consultation with the Supervisor and the Department Board, must submit a written recommendation to the FHDC, including the work done and the manner in which it can be developed into a DPhil thesis. The application will be submitted to Academic Committee for approval and the length of further study if any, which will be required, will be prescribed.

6.3.2 Transfer from DPhil to MPhil

The Student should make application to the Chairperson of Department, who after consultation with the supervisor and Departmental Board will submit a recommendation to the FHDC. Such transfer requires Senex's recommendation.

6.4 Leave of Absence or Cancellation/Discontinuation of Studies

6.4.1 Leave of Absence (LOA)

If it is impossible for a candidate to continue with his/her studies/research in any given year (for example due to serious illness) but he/she intends continuing in the following year then he/she must apply for leave of absence, in writing, to the Dean. A maximum of one year LOA may be allowed by Senex. The request for LOA must include the Application for Leave of Absence form and must state the period, the reasons and include supporting documentation (e.g. medical certificate), and have the signed support of the supervisor and Head of Department.

6.4.2 Cancellation/Discontinuation of Studies

If a candidate will be discontinuing studies permanently then he/she must formally cancel registration in writing on the prescribed form. Applications for retrospective cancellation of registration are not accepted.

6.5 Appeals

The relationship between the supervisor(s) and student should always be a healthy one for the educational experience to be fruitful. If serious problems develop in this relationship, the student should normally:

- raise the matter with the supervisor(s) and seek to resolve the matter personally,
- if that does not work, the problem should be referred to the Chairperson of the Department,
- if the supervisor is the Chairperson, it should be referred to the faculty Dean, and
- if the supervisor is the faculty Dean, it should be referred to the PVC-Academic.

6.6 Supervision and attendance at the University

During the period of registration, a higher degree candidate shall maintain regular contact with the supervising Department and may be required to attend for certain periods at the University as directed by their approved supervisor(s). The time spent on campus varies with department and needs to be clarified with the supervisor(s) and Chairperson of the department.

A full-time student may be engaged in teaching at the University, provided that the total demand made by teaching duties does not exceed six hours of work, per week, including preparation and marking.

A student who is employed outside the University, or is a staff member employed in the University for more than 6 hours per week, other than on the research programme for which he/she proposes to be registered, may normally be accepted for registration only on part-time basis.

7. Submission of application for admission

7.2 Proposal Assessment

- 7.2.1 The RPGC captures details of the application and forwards it to the relevant Faculty Office.
- 7.2.2 The Faculty Office processes the application and forwards it to the relevant Departmental Chairperson.
- 7.2.3 The Departmental Chairperson shall ensure that the applicant presents his/her proposal before a Departmental panel which shall scrutinize the proposal on its feasibility, depth of study and appropriateness in relation to the student's study programme and availability of suitably qualified supervisors to determine whether the field of research is considered appropriate. Provided that the Department considers the conditions mentioned above are suitably fulfilled, the applicant is then assigned supervisors who shall assist in the preparation of a full research proposal.

In the event of the Department lacking expertise, the Department may outsource expertise in the area of study. The project proposal, the application forms, and minutes of the Departmental Board are then sent to the Dean of the Faculty for consideration by the FHDC.

- 7.2.4 The Departmental board can reject the proposal or ask the applicant to resubmit it after addressing raised concerns.

8. Faculty Recommendation

The Faculty Higher Degrees Committee shall deliberate on the recommendations of the Departmental board. It can recommend that the application should be forwarded to Senex or return it back to the Departmental board for reconsideration. In particular, the FHDC shall:

- 8.1 confirm that the student is eligible and qualified to be a candidate for a higher degree by research,
- 8.2 confirm that he/she should register for the specified research degree programme (e.g. DPhil Science, MPhil Science etc),
- 8.3 confirm the appointment and availability of the Supervisor(s),
- 8.4 record the scope/field of research,
- 8.5 record proposed title of thesis, and
- 8.6 record the date of commencement and the proposed minimum period of study. (And whether full time or part time).

9. Senex Approval

- 9.1 The Dean of the Faculty shall present recommendations of the Department and FHDC to Senex which shall make a final decision on the application.
- 9.2 The Deputy Registrar (Academic) shall notify the applicants of the results of their applications and copy the correspondence to the RPGC.

10. Research Training

Most students embarking on a first research degree have very little experience of undertaking research beyond an undergraduate project. Some Faculties may prescribe course-based training to equip students with skills and wider subject based understanding necessary to undertake successfully, within a prescribed period of time, sustained original research.

The training programme aims to provide:

- 10.1 a broad understanding of the context in which research takes place;
- 10.2 general transferable lifetime skills of value to graduates throughout their subsequent careers;

- 10.3 analytical and research skills, also of long term value to graduates; and
- 10.4 appropriate basic, subject based training to meet needs of students.

11. Supervisory Reports

- 11.1 The student should keep written records of his/her work, which may form the basis of progress reports required by the supervisor, Department or Faculty.
- 11.2 The supervisors shall report on each student's progress at least twice a year to the Faculty Higher Degrees Committee through the appropriate Department Board.
- 11.3 The Departmental Board should meet to consider the student and supervisor progress reports and submit its recommendations to the Faculty Higher degrees Committee.
- 11.4 The Dean of the Faculty shall then present to Senex, recommendations concerning continuation, amendment, or termination of a candidate's programme.

12. The Final Stages

- 12.1 The supervisor should initiate the procedures for the appointment of examiners well in advance of the thesis being submitted.
- 12.2 The supervisor should read and comment on a draft of the complete thesis.
- 12.3 The student should submit written work to the supervisor regularly and in good time, in accordance with the agreed timetable.
- 12.4 The student should take note of guidance and feedback offered by the supervisor.
- 12.5 The student should discuss any problems, such as those of access to data, information, facilities, equipment or supervisory relationship with the supervisor.
- 12.6 The importance of prompt identification and resolution of any problems cannot be over emphasised, and it is the responsibility of the student in the first instance to ensure that any problems are raised at the appropriate level at the earliest opportunity.
- 12.7 The student should take advice from the supervisor on the procedures for the submission and examination of the thesis.
- 12.8 Prior to submission, the student should provide the supervisor with the opportunity to see a draft of the complete thesis. The decision to submit rests with the student and

whilst the student should take due account of his/her supervisor's opinion, it must be stressed that at this stage it is advisory only.

Year 1

Period	Activity: Part Time or Full Time Programme
Six months	Summary of planned work
Twelve months	Description of work undertaken. Outline of problems being addressed and plan of further work to be completed. The report may form part of the upgrading procedure (from MPhil to DPhil)

Year 2

Period	Activity	
	Full-time	Part-time
Six months	Report on ongoing work. Revised plan for completion (DPhil) Thesis outline, setting out chapters and structure (MPhil)	Report on work in progress (MPhil/DPhil)
Twelve months	Detailed statement of research undertaken and remaining to be done (DPhil) Submission of the thesis (MPhil).	Report on work in progress (MPhil/DPhil)

	Appointment of examiners and arrangement of oral examination.	
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Year 3

Period	Activity	
	Full-time	Part-time
Six months	Thesis outline, setting out chapters and structure (DPhil)	Report on work in progress (DPhil) Thesis outline, setting out chapters and structure (MPhil)
Twelve months	Submission of the thesis (DPhil). Appointment of examiners and arrangement of oral examination.	Report on work in progress (DPhil) Submission of the thesis (MPhil). Appointment of examiners and arrangement of oral examination.

Year 4

Period	Activity
	Part-time
Six months	Report on work in progress (DPhil) Thesis outline, setting out chapters and structure (DPhil)
Twelve months	Submission of the thesis (DPhil). Appointment of examiners and arrangement of oral examination.

13. Responsibilities of the Department

The Department should establish a recommended maximum number of research students per member of staff and should ensure that supervisors receive the training and support necessary to undertake effective supervision. This support might include teaching relief or adjustment of other responsibilities.

The Department should provide all new students with written information on; current research areas of staff and research students in the Department; available facilities (e.g. office space, telephone, computers); procedures and services relevant to their study and Departmental procedures for monitoring progress.

- 13.1** The Department should maintain a file on the students' progress.
- 13.2** The Department should make arrangements for the provision of alternative supervision when the supervisor is absent or leaves the University.
- 13.3** The Department must ensure that the students have adequate facilities with which to pursue their research effectively. Departments should aim to provide facilities appropriate to their research activities.
- 13.4** The Chairperson of Department should discuss complaints about the quality of supervision with the supervisor, and where appropriate recommend training, or appoint an additional or replacement supervisor.
- 13.5** The Department must ensure that complaints procedures are operational and effective. However, it is the responsibility of students to ensure that any problems are raised at the appropriate level and at the earliest opportunity.

14. Assessment of Candidates

The responsibility for the writing, preparation and submission of the thesis rests with the student, although it is expected that the supervisor will read and comment on the draft, with a view to enabling the student to produce a thesis which is coherent, well documented and written in good English. It is the student's, rather than the supervisor's responsibility to decide when to submit, taking into account the supervisor's opinion.

The degree is awarded on the basis of:

- a) the Board of Examiners assessment of the thesis,

- b) the reports of the external examiner and internal examiners, and
- c) the candidate's performance at an oral examination.

15. Submission and marking of thesis

When the candidate is ready to submit his/her thesis for examination, the Departmental Board shall recommend to Senate through the FHDC, the appointment of Examiners, at least one being an External Examiner and two Internal Examiners.

Examiners are normally appointed in advance of the thesis being submitted and it is important, therefore, that the student should make his/her supervisor aware of the expected date of submission so that a recommendation for the appointment can be made to the Faculty.

A student must apply for entry to the examination on the appropriate form obtainable from the office of the Deputy Registrar (Academic). The examination entry form must be endorsed by the supervisor and the Chairman of the Faculty Higher Degrees Committee, who shall satisfy themselves that the thesis is in a form suitable for examination and that any other requirements have been satisfactorily completed.

The form must be returned, with the prescribed fee, upon submission of 4 copies in loose bound to the Deputy Registrar (Academic).

16. Oral examination

The purpose of an oral examination is to enable the examiners to clarify any ambiguities in the thesis, to satisfy themselves that the thesis is the student's own work, that the student is familiar with the relation of his/her work to the field of study and that his/her knowledge and understanding of related fields in the subject are the standard expected for the award of the degree.

It is often the case that the examiners wish to recommend the award of the degree subject to the completion of minor amendments to the thesis. In such cases, an internal examiner will normally act on behalf of both examiners (internal and external) to confirm that these have been satisfactorily completed and that the degree may be awarded. If more extensive amendment is required, then the examiners will recommend a formal resubmission of the thesis within a period approved by Academic Committee.

In cases where a formal resubmission is required, examiners are advised that their report should contain detailed advice to the student on the necessary amendments and improvements.

The candidate will be required to lodge with the Deputy Registrar (Academic), three bound copies of the approved thesis.