



PAPUA NEW GUINEA  
**University  
of  
Technology**

---

**POSTGRADUATE  
CALENDAR  
2022**

---

**POSTGRADUATE SCHOOL**



**PAPUA NEW GUINEA**  
**UNIVERSITY OF TECHNOLOGY**



# **POSTGRADUATE CALENDAR**

# **2022**

## **OFFICE OF THE REGISTRAR**

PNG University of Technology

Private Mail Services

Lae 411, Morobe Province

**PAPUA NEW GUINEA**

T: +(675) 473 4251

F: +(675) 475 7667

[www.unitech.ac.pg](http://www.unitech.ac.pg)

## **Introduction**

This is the third 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 PNGUoT 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 April 2022 and is subject to alteration. If any error is detected, please bring it to the attention of the Senior Assistant Registrar (PG).

**VERONICA THOMAS (Mrs)**  
**Registrar**

**LAE**  
**APRIL 2022**

## **Preface**

The Papua New Guinea University of Technology (PNGUoT) 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 kilometers from the city of Lae, Morobe Province, 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 (PNGUoT). The PNGUoT's teaching activities emphasized skills training in various fields of engineering, technology, applied, and natural sciences to supply human resources to academia, local industries, businesses, and government departments. The University launched the Strategic Plan 2020-2024 to realize the vision "to grow world-class technocrats for the real world -by 2024 and beyond". The strategic plan has seven (7) strategic domains aligned with PNG Vision 2050. The University is also working to externalize its programs to make them more accessible to the students.

Since its inception, postgraduate studies and research have been at the forefront of PNGUoT. All 13 academic departments have postgraduate programs up to PhD-levels. To promote scholarship development and further strengthen the in-house PG program, the PNGUoT 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 studying at the Master's and PhD levels. Postgraduate programs were further strengthened, especially in the Agriculture Department, with support from the 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 at the forefront of postgraduate studies and research at the PNGUoT, which has served as a catalyst and 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 Master's courses.

All the academic departments are now equipped with highly qualified, professional staff with experience in PG supervision and research facilities to carry out innovative research. The PNGUoT is committed to strengthening the in-house postgraduate programs to build a skilled and qualified knowledge nation through increasing the numbers, offering more choices to the students, and developing a research culture. There are currently 20 PhD, 34 Masters, 1 PG Diploma, and 2 Postgraduate Certificate courses on offer at the PNGUoT. In addition, the Department of Surveying and Land Studies offers a couple of Master's level programs in the distance mode. The Departments are on the proper footings to meet the challenges of the coming days in delivering a skilled workforce for academia and industries for PNG and the global market.

The number of students in the postgraduate programs at the PNGUoT is increasing every year. As part of international collaboration and internationalization, the University has hosted postgraduate students from Guyana, Jamaica, Haiti, Fiji, East Timor, and the Solomon Islands through the European Union-funded ERASMUS MUNDUS (CARPIMS, BULA) programs. In addition, under the Queen Elizabeth Commonwealth Scholarships Program of the Associations of the Commonwealth Universities (ACU), the PNGUoT hosts one student every year. The PNGUoT has bilateral agreements with universities in Australia, Indian Japan, China, Fiji,

Hungary, Spain, Italy, and Portugal. In addition, in the external quality assessment of the universities conducted by the DHERST in 2019, out of 12 evaluation criteria, Postgraduate Studies and Research was the sole criterion fully achieved. These demonstrate the strength of PG studies and research programs at PNGUoT.

The postgraduate programs' academic integrity and quality assurance are important to PNGUoT in all of its activities. In this respect, regular publication of updated versions of the Postgraduate Calendar reflects progress and continuous quality improvement.

**Professor S. Akanda**  
Dean, Postgraduate School

## **OFFICERS OF THE UNIVERSITY**

### **CHANCELLOR**

Dame Jean Kekedo, CSM, OBE, DBE

### **PRO-CHANCELLOR**

Mr Sam Koim, LLB, OBE

### **VICE-CHANCELLOR**

Associate Professor Dr Ora Renagi, OL., PhD (James Cook), M. Sc (James Cook), B. Sc (UPNG).

### **DEPUTY VICE CHANCELLOR**

Associate Professor Dr Garry Sali, PhD (VUW), BA Hons. (UPNG)

### **PRO VICE-CHANCELLOR (ACADEMIC)-Acting**

Dr. Moses Kavi, PhD (QUT, Aust.), MEng Sc (Uni. NSW, Sydney), BEEL (Power, PNGUoT), Dip Comm. Eng (PNGUoT)

### **PRO VICE-CHANCELLOR (ADMINISTRATION)**

Professor Kaul Gena, PhD (Akita University, Japan), MSc (Akita University, Japan), BSc (UPNG)

### **REGISTRAR**

Mrs. Veronica Thomas, BA in Politics, (Victoria Uni. of Wellington), Pub. Admin (Admin Col.), EMBA (PNGUoT).

### **BURSAR**

Mr. Diraviam Tharmaraj, M.Com. (Madurai Kamaraj University, India), ACMA (ICAI, India), CPA- PNG, Advanced Diploma in Management Accounting (CIMA, London)

### **ACTING UNIVERSITY LIBRARIAN**

Mrs. Rena Gonduan, B Arts (JCU, Aust.), Dip. Lib. Sci. (Ad Col. PNG).

## TABLE OF CONTENTS

Contents	Page
Introduction	i
Preface	ii
Officers of the University	iii
Table of Contents	iv
<b>HIGHER DEGREES</b>	<b>1-13</b>
General Rules	
Regulatory Framework	
General	
Higher Degrees Committee	
Admissions to Candidature	
Supervision Requirements	
Responsibilities of the Principal Supervisor	
Responsibilities of the Student	
Conflict Resolution	
Changes of Supervisor during the Candidacy	
Registration	
Re-registration	
Fees	
Progress of Candidates	
Examination of Candidature – Course Work Candidates	
Examination of Candidature – Thesis Candidates	
Academic Integrity	
Confidentiality	
Notification to Candidates	
<b>Award of the Degrees of PhD and MPhil on the basis of Publications</b>	

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

14-25

Nature of the Degree  
Higher Degrees Committee  
Admissions to Candidature  
Special Conditions  
Status of Candidature  
Commencement of Candidature  
Interruption of Candidature  
Termination of Candidature  
Study away from the University  
Registration  
Fees  
Transfers  
Changes in Status of Candidature  
Courses 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 PHD ON THE BASIS OF PUBLICATIONS**

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

26-36

Nature of the Degree  
Higher Degrees Committee  
Admissions to Candidature  
Special Conditions



Status of Candidature  
Commencement of Candidature  
Interruption of Candidature  
Termination of Candidature  
Study away from the University  
Registration  
Fees  
Transfers  
Changes in Status of Candidature  
Courses 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**

## **RULES FOR MASTER'S DEGREES BASED ON COURSE WORK**

37-45

## **RULES FOR THE DEGREE OF MASTER OF SCIENCE (MSc, MCS, MTech)**

Nature of the Degree  
Higher Degrees Committee  
Admissions to Candidature  
Courses of Advanced Study  
Special Conditions  
Supervision  
Status of Candidature  
Commencement of Candidature

Interruption of Candidature  
Termination of Candidature  
Registration  
Fees  
Transfers  
Changes 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 These

## **RULES FOR POSTGRADUATE DIPLOMA**

**46-51**

Nature of the Award  
Higher Degrees Committee  
Admissions to Candidature  
Courses 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

Changes 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

## **RULES FOR POSTGRADUATE CERTIFICATE**

**52-57**

Nature of the Postgraduate Certificate

Postgraduate Committee

Admissions to Candidature

Courses 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

Appointments of Examiners

Examination

Decision of Examiners

Report of the Examiners

Publication of Results

**RULES FOR THE FORM OF THESIS 58-60**

**NOTES FOR THE GUIDANCE OF CANDIDATES 61**

**SPECIAL RULES FOR MASTERS PROGRAMS 62**

**SPECIAL RULES FOR THE MASTER OF SCIENCE  
IN AGRICULTURE 63**

**SPECIAL RULES FOR THE MASTER OF SCIENCE IN LAND STUDIES 64-65**

**SPECIAL RULES FOR THE POSTGRADUATE DIPLOMAS 66**

**SPECIAL RULES FOR THE POSTGRADUATE DIPLOMA  
IN ENGINEERING MATHEMATICS 67-70**

General

Admissions to Candidature

Enrolment

Courses of Study

Tutors

Termination of Registration

Assessment

Award of the Diploma

Fees

**LIST OF POSTGRADUATE PROGRAMS IN THE DEPARTMENTS 71-73**

## **APPENDICES (FORMS)**

**74 - 96**

HoD's recommendation-PG Application (PNGUoT/PG/FORM-1)

Appointment of Principal Supervisor (PNGUoT/PG/FORM-2)

Sponsoring Organization/Off Campus Student (PNGUoT/PG/FORM-3)

Students' Progress Report (PNGUoT/PG/FORM-4)

Intention to Submit Thesis (PNGUoT/PG/FORM-5)

Submission of Thesis for Examination (PNGUoT/PG/FORM-6)

Submission of Final/Corrected Thesis (PNGUoT/PG/FORM-7)

Thesis Examination Report Form-PhD (PNGUoT/PG/FORM-8)

Thesis Examination Report Form-MPhil (PNGUoT/PG/FORM-9)

Thesis Examination Report Form-Master's-Non-grading (PNGUoT/PG/FORM-10)

Thesis Examination Report Form-Master's -Grading (PNGUoT/PG/FORM-11)

## **HIGHER DEGREE PROGRAMS**

**General Rules**

**Regulatory Framework**

**General**

**Higher Degrees Committee**

**Admissions to Candidature**

**Supervision Requirements**

**Responsibilities of the Principal Supervisor**

**Responsibilities of the Student**

**Conflict Resolution**

**Changes of Supervisor during the Candidacy**

**Registration**

**Re-registration**

**Fees**

**Progress of Candidates**

**Examination of Candidature - Course Work Candidates**

**Examination of Candidature - Thesis Candidates**

**Academic Integrity**

**Confidentiality**

**Notification to Candidates**

**Award of the Degrees of PhD and MPhil on the basis of Publications**

## **1 GENERAL RULES**

## **2. REGULATORY FRAMEWORK**

The University's Rules govern higher degree candidates for the Degree of Doctor of Philosophy, Rules for the Degree of Master of Philosophy, Rules for the Degree of course-based Master's programs (MSc, MCS, MTech, MAOL, EMBA, MBA), General Rules for Postgraduate Diplomas and Rules for the form of theses, Special Rules relating to their Courses –Special Rules for the Postgraduate Diploma in Engineering Mathematics, 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.

## **3 GENERAL**

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

## **4 HIGHER DEGREES COMMITTEE**

The Higher Degrees Committee is now renamed to Postgraduate Studies, Research and Innovation Committee (PSR&IC).

The Higher Degrees Committees' terms of reference 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.

## **5 ADMISSIONS TO CANDIDATURE**

An applicant for admission to candidature for any postgraduate degree or diploma shall complete an online application form. On closing of the application, the Postgraduate Office (SAR-PG) will forward the applications and supporting documents to the respective academic departments for further processing. If the Head of the Department endorses the application, s/he will complete the departmental section of the form (prescribed form, **PNGUoT/PG/FORM-1**) and forward it to the Chairman, Postgraduate Studies, Research and Innovation Committee (PSR&IC).

The Chairman, PSR&IC, shall present the application to the following meeting of the Higher Degrees Committee, which shall consider it with the rules relating to admission contained in the various Rules. If the application is successful, the PSR&IC shall record this in the Committee's minutes and recommend it to the Academic Board (AB) for final approval. The Registrar shall then notify the candidate by letter of their admission of the details of their candidature.

## **6 SUPERVISION REQUIREMENTS**

- (1) The supervisor should hold a PhD degree, but holders of a Master's degree may be allowed to supervise Master's degree students under the particular circumstances with a recommendation from the Head of Department (HoD)
- (2) The supervisor should be actively involved in research and development and possess a high level of experience and expertise in the area of student's research and specialization.
- (3) The supervisor should have prior experience in successfully supervising PG students to completion to supervise PhD students.
- (4) The supervisor should be familiar with the general rules and regulations of the University, staff and student code of conduct, PG rules and regulations, research code of conduct, policy on plagiarism, and use of the similarity index.
- (5) An academic staff enrolled in a PG degree at the University will not be eligible to supervise another postgraduate student.
- (6) When a student is permitted to enrol as an external student, it has to be ascertained that proper supervision is available at the location of study/research, along with adequate access to facilities and resources. The sponsoring organization should fill out a prescribed form (**PNGUoT/PG/FORM-3**). The Supervisor in the study location would be a Co-supervisor.
- (7) A supervisor must be free of explicit or alleged conflicts of interest. Supervisors and Co-supervisors must not supervise the students who are close relatives and/or with whom they have close personal relationships.
- (8) No supervisor should be allowed to supervise more than 5 students (full-time equivalents) at any one time.
  - (i) The Postgraduate Studies, Research and Innovation Committee (PSR&IC) can make an exception under special circumstances with a recommendation from the Head of the Department (HoD).
- (9) The Principal Supervisor should be an academic staff of the University and/or affiliated colleges and must be from the Department the student has registered.
  - (i) Under an exceptional circumstance where a suitable supervisor is unavailable in the degree offering department, someone from another department within the same field of study can be engaged as the Principal Supervisor. In such a case, the nomination has to be approved by the PSR&IC upon recommendation of the HoD.



- (ii) If the Principal Supervisor is from a department other than the one the student has enrolled in, a Co-supervisor must be appointed from the parent academic Department.
- (10) The PSR&IC should appoint a Principal Supervisor (**PNGUoT/PG/FORM-2**) for all the Research Degree (PhD, MPhil) students at the time of registration based on the recommendation of the respective Head of Department.
- (11) The Principal Supervisor must complete a prescribed form and sign as a consent to supervise the student.
- (12) The Co-supervisor (s) can be appointed from the University and/or external to the University to support the student in specialized areas but should fulfill the academic qualifications and be approved by the PSR&IC.
- (13) Expenses associated with the appointment of External Supervisors shall be covered by the candidate

## **7 RESPONSIBILITIES OF THE PRINCIPAL SUPERVISOR**

- (1) Coordinating the overall supervision of a student's HDR program.
- (2) The Principal Supervisor should advise the student to attend orientation and to read and understand all the relevant documents relating to postgraduate studies, for example:
  - (a) requirements, rules, and regulations governing the PG studies
  - (b) research ethics, thesis format, plagiarism policy
  - (c) respect for intellectual property rights, and
  - (d) where to seek help, etc.
- (3) Meeting with the student and co-supervisors at the commencement of the program to establish mutual expectations and responsibilities, including program planning and budgeting.
- (4) Negotiating roles and responsibilities with co-supervisors, in conjunction with the candidate, at the commencement of the candidature
- (5) Convening the supervisory panel (or team) (where applicable), including arranging panel meetings throughout the students' candidature, including discussing the progress of milestones and reports.
- (6) Advising the Dean of Postgraduate School, through the HoD, of problems arising about issues of academic misconduct.
- (7) Reporting any issues with the candidature, including unsatisfactory progress.

- (8) Ensuring supervisor and student reports (e.g., progress reports, confirmation of candidature) are submitted on time.
- (9) Advising new supervisors and co-supervisors on panels on skills development, and professional development opportunities.
- (10) The Principal Supervisor (and co-supervisors) and the student should discuss:
  - (a) The respective roles, expectations, and requirements for the degree.
  - (b) Key project milestones and timelines should be re-visited from time to time to stay on track.
  - (c) Working relationships
  - (d) Processes to ensure the student becomes an independent researcher
  - (e) Tactics to help broaden the horizon of communication with professionals to build a professional relationship congenial for the success of the research project leading to the completion of the degree.
- (11) The Principal Supervisor should ensure that students are allowed to meet and discuss matters related to research as frequently as possible.
- (12) The Principal Supervisor must inform the student about relevant research ethics, respect for intellectual property rights, academic honesty and integrity, especially avoiding plagiarism.
- (13) The Principal Supervisor should be responsible for providing tailored guidance and constructive feedback
- (14) Ensuring students have the resources required for their program, including access to a reasonable budget, a desk, laboratory space, plots for fieldwork, or access to small-holder farmers/gardens.
- (15) Assisting the student in the laboratory or field to demonstrate a task or helping the student find someone else suitable to illustrate the task (technical staff, other researchers, training at an external organization) or directing them to relevant online resources.
- (16) To offer academic advice on methods or literature (i.e., peer-reviewed papers)
- (17) The Principal Supervisor should keep the students informed and updated about the progress/failures and advise the proposed direction to overcome those lapses with milestones.
- (18) The Principal Supervisor (in consultation with Co-supervisors) is responsible for carefully monitoring the performance of the candidate relative to the standard required for the program

and advising that inadequate progress or work below the average generally expected is brought to the candidate's attention

- (19) The Principal Supervisor should be responsible for nominating the thesis examiners.
- (20) The Principal Supervisor should be responsible for certifying (**PNGUoT/PG/FORM-6**) that the student thesis:
  - (a) conforms the PNGUoT thesis format requirement
  - (b) is prima facie and worthy of examination
  - (c) is checked with Turnitin for similarity index and plagiarism, and it is free of any plagiarized materials and contains the Turnitin report.
  - (d) candidate (student) signed the "Statement of Originality."
- (21) The Principal Supervisor may contact and provide necessary advice in writing, keep the records to avoid any misunderstanding, and furnish the progress report to the PSR&IC.
- (22) The Principal Supervisor should be responsible for submitting the annual progress report in a prescribed form (**PNGUoT/PG/FORM-4**) to the PSR&IC through the HoD along with the signature of the student. In this process, the Principal Supervisor can discuss and get feedback from the Co-Supervisor (s).
- (23) The Principal Supervisor is responsible for facilitating the operation of the supervisory team to ensure support for the candidate by encouraging all supervisors to be actively involved in supporting the candidate's research endeavours. Where this does not occur, the Principal Supervisor shall consult with the HoD and the Dean.

## **8 RESPONSIBILITIES OF THE STUDENT**

- (1) Must attend the induction program and read relevant documents, such as research ethics, university rules and regulations, PG studies regulations, thesis submission requirements and timelines, thesis format, plagiarism, etc.
- (2) The candidate is responsible for the preparation (word processing, reference databases) and submission of the thesis.
- (3) The candidate must make sure that the research is done following the rules and regulations of the PNGUoT.
- (4) Develop and maintain a professional relationship with the Principal/Co-supervisor (s)
- (5) Maintain the appointment schedule as agreed upon and provide regular updates to the supervisor (s) on the progress.

- (6) Must keep the written record of discussions, necessary advice from the Principal Supervisor and Co-supervisor, and key milestones and deadlines. This would be crucial to avoid any misunderstandings.
- (7) Students must also contact the co-supervisor (s) to get intellectual and practical advice/input on the research.
- (8) Completing and submitting their full research proposal to the Postgraduate School, in consultation with their supervisor (s), **within three (3) months of enrolment (PhD, MPhil) or by the end of October of their first year of studies (course-based students)**. In this case, the students must submit the academic ethics clearance for the research.
- (9) Completing 6 (six) monthly progress reports.
- (10) Completing the confirmation of candidature (PhD candidates only)
- (11) Maintaining contact and initiating meetings with supervisors through face-to-face meetings, emails, telephone, or teleconference (for other supervisory team members out of campus and/or abroad).
- (12) Setting the agenda of the meetings and sending this to the supervisors before the meeting, ideally at least one day before the meeting.
- (13) Taking detailed notes at every meeting and reporting back to the supervisory team with a return email.
- (14) Keeping to the schedule as agreed with the supervisory team and approved in the research proposal.
- (15) Maintaining the agreed level of productivity, including the expectations set with the supervisory panel and research plan.
- (16) Completing the training in research methods, workshops, and any necessary coursework, e.g., research methodology, in the allotted timeframes.
- (17) Attending and presenting peer-reviewed papers in the relevant seminars and workshops.
- (18) Be familiar with the university guidelines on ethical research and applying for ethics clearance and working and conducting research in line with the ethics clearance as and when necessary.
- (19) Reporting any issues with the research process on time to the Principal Supervisor and panel of supervisors.

- (20) Discuss any issues bordering on academic misconduct or research integrity with the supervisory panel.
- (21) Taking the initiative to identify problems and potential solutions to these problems promptly and discuss these with the supervisory team as soon as possible.
- (22) Ensuring that the thesis conforms to the requirements of the University; and
- (23) Discuss with supervisors any issues timely, including research methodology and dissatisfaction that the student might have with the supervisory process.

## **9 CONFLICT RESOLUTION**

- (1) In case of any misunderstanding, the student must immediately communicate/discuss the matters with the Principal Supervisor for an amicable resolution.
- (2) Both the supervisor and the student work proactively with university processes for resolving conflict with an open mind and respect for each other.
- (3) If the student and the supervisor cannot resolve their differences, they must approach the HoD in writing to mediate. In case the HoD is the Principal Supervisor, the student can ask for mediation through the Dean of the PG School.
- (4) The candidate and the Supervisor should have the opportunity to be heard orally and/or in writing and be allowed to provide relevant documents.
- (5) The HoD should talk to both parties separately and/or together for an amicable solution. If the HoD can't resolve the differences, the HoD should send a report to the Dean of PG School with proper recommendations.
- (6) The Dean, in such cases, can accept the recommendation of the HoD or form a separate committee to investigate the matters. Based on the recommendations of the Committee, the PSR&IC will take the necessary course of action deemed appropriate.

## **10 CHANGES OF SUPERVISOR DURING THE CANDIDACY**

- (1) In case the replacement of a Principal Supervisor is required, then any of the Co-Supervisor (s) may be appointed in consultation with the HoD and the candidate. In the absence of a Co-supervisor (s), the PSR&IC would make a new appointment in consultation with the HoD and the candidate, following the guidelines mentioned under supervision.

- (2) When the Principal Supervisor leaves the University, s/he should inform the HoD and the PSR&IC at least two months in advance so that a replacement supervisor can be found and appointed without adversely affecting the student's progress.
- (3) In case of any misunderstanding and/or breakdown of the supervisory relationship, it is the responsibility of both the supervisor and the student to immediately talk to each other with an open mind and resolve the differences. If they cannot resolve the differences, they should approach the departmental PG Coordinator for help. The PG Coordinator, in that case, may seek help from the HoD to resolve the differences.
- (4) If the PG Coordinator and the HoD fail to resolve the differences, the HoD should provide a report to the PSR&IC along with the recommendation.
- (5) The PSR&IC may accept the recommendation of the HoD or form a separate committee to investigate the matter and report back to PSR&IC with recommendations.
- (6) If the replacement of the Principal Supervisor is impossible or too late for the student to complete the research and submit the thesis within the stipulated time, the PSR&IC may ask the student to withdraw or discontinue. In the latter case, the student has to apply for re-admission to start afresh.

## **11 REGISTRATION**

A candidate shall register for his or her degree or postgraduate diploma as soon as possible following 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 to complete the form.

## **12 RE-REGISTRATION**

A candidate shall re-register annually throughout the period of candidature during the university-approved period. To this end, and following the provisions of rules 17(4) for the degrees of PhD, 16 (4) for MPhil, 6(2b) for the degree of MSc, and 14(3) for the Postgraduate Diploma, the Principal Supervisor or Tutor shall report in a prescribed form to the Committee through the Head of Department 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 following the provisions of the various Rules to suspend or terminate the candidature.

## **13 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 they have to pay and the deadlines applying to them. A part-time candidate for PhD and MPhil programs will pay only half of the approved tuition fees per year. This reduced fees will not be applicable

to compulsory fees.

#### **14 PROGRESS OF CANDIDATE**

The various Rules have been framed to cover the generality of things that 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 of 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, following 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.

#### **15 EXAMINATION OF CANDIDATURE – COURSEWORK CANDIDATES**

- (1) Candidates for the degree of course-based programs (MSc/MTech/MCS and the Postgraduate Diploma) alike are required to present themselves for written examination as per the assessment criteria for the subjects approved by the Academic Board.
- (2) The examinations shall be conducted and examined by the respective lecturers in accordance with the approved procedures for university examinations.
- (3) The minimum pass mark for a particular subject would be 55 with an "E" grade.
- (4) There should be no **SUPPLEMENTARY EXAMINATION** for any failed subject. The candidates must pass any failed subject before moving to the next stage (semester).
- (5) 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.

## 16 EXAMINATION OF CANDIDATURE – THESIS CANDIDATES

- (1) When a candidate for the degree of PhD or MPhil wishes to be examined, he or she shall give notice (**PNGUoT/PG/FORM-5**) 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.
- (2) The Committee shall appoint Examiners for the candidate in accordance with the appropriate Rules as outlined below, and the Registrar shall invite them to act as Examiners.
  - (a) The **HoDs**, in consultation with the **Principal Supervisor**, should send the nominations of at least three examiners external to the University along with their CVs to the PSR&IC two months before submitting the thesis.
  - (b) Before the nominations are forwarded to the PSR&IC, the Principal Supervisor must write to the proposed examiners to ensure they are willing to examine the thesis (if possible, to send a short abstract of the thesis) within the stipulated period of four (4) weeks. Only a digital copy of the thesis will be sent to the examiners. The examiners should also be informed of the remuneration for examining the thesis.
  - (c) No more than one examiner be nominated for the same thesis from the same organization/university
  - (d) The nominated examiners must be:
    - (i) Reputable expert in the thesis research area with a significant level of publications in the relevant discipline.
    - (ii) Previous experience in the examination of a postgraduate thesis.
    - (iii) Hold a PhD degree
    - (iv) Be free from any real or perceived conflict of interest against the candidate, supervisor (s), or the University. The conflict of interest may include a personal relationship with the candidate or the supervisor (s), relatives of the candidate or the supervisor (s), employer of the candidate, co-authored any research article with the candidate or the supervisor (s), has a personal relationship with the candidate and/or the supervisor(s), the candidate and the examiners are from the same institution, has a business interest with the candidate and/or the supervisor (s), acting as a referee for the candidate or the supervisor (s), involved in advising on the current thesis research, the examiners have a commercial interest in the outcome of the present thesis research, the examiners have a formal grievance against the PNGUoT, and the examiner was an employee of the PNGUoT within the last 3 (three) years.



- (3) The digital copy of the thesis will be sent to two examiners as determined by the PSR&IC from the nominated list from the Department, and the 3<sup>rd</sup> one will be kept in reserve.
- (4) No more than one thesis should be sent to one examiner at a time.
- (5) The HoD **MUST** forward a digital copy of PhD/MPhil/Master-course based (both in pdf and word) thesis for each student to the Executive Officer, PSR&IC, for sending to the previously approved examiners for assessment.
- (6) 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.

## 17 ACADEMIC INTEGRITY

Academic integrity is one of the core values at the PNGUoT. The university is committed to safeguarding it and creating awareness among the students to realize its importance/value so that academic integrity becomes a part of the best practices of PNGUoT culture. The use of **TURNITIN** as a check and balance mechanism would be valuable and essential for the postgraduate thesis to uphold the quality and integrity of the PG programs.

- (1) The allowable similarity index excluding cover page, title page, acknowledgments, declaration of originality, contents, quotes, references/bibliography, and fewer than five (5) words would be a maximum of 10% for PhD thesis.
- (2) The allowable similarity index excluding cover page, title page, acknowledgments, declaration of originality, contents, quotes, references/bibliography, and fewer than five (5) words would be a maximum of 12% for MPhil thesis.
- (3) The allowable similarity index excluding cover page, title page, acknowledgments, declaration of originality, contents, quotes, references/bibliography, and fewer than five (5) words would be a maximum of 15% for Course-based Master's program thesis and assignments.
- (4) If the similarity index in a PG thesis from a single source is more than 5% without a citation, the thesis contents should be revised and paraphrased.
- (5) The Principal Supervisor of PG students/Lecturer (for any assignment) would make the final determination on the plagiarized materials based on the similarity index report as well as his/her judgment. The Principal Supervisor/Lecturer would, if appropriate, then make the recommendations as stipulated in the University Academic Integrity policy guidelines for any breach.
- (6) The Principal Supervisor of the PG students should provide all the possible supports in using anti-plagiarism software (TURNITIN) to produce the final version of the thesis.

- (7) In the case of a PG thesis, the Principal Supervisor has to certify to the PSR&I committee through the HOD that the particular thesis does not contain any plagiarized materials. A copy of the TURNITIN similarity index report be also included in support of the certification

**18 CONFIDENTIALITY**

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

**19 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.

**20 AWARDS OF THE DEGREES OF PHD AND MPhil ON THE BASIS OF PUBLICATIONS**

Rule 26 for the degrees of PhD, and Rule 25 for the degree of MPhil make provisions for the award of those degrees on the basis of publications.

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

**Nature of the Degree**

**Higher Degrees Committee**

**Admissions 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 PHD ON THE BASIS OF PUBLICATIONS**

## **1 NATURE OF THE DEGREE**

The University may award the degree of Doctor of Philosophy (PhD) 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 ADMISSIONS TO CANDIDATURE**

- (1) An application for admission to candidature for the degree of PhD shall have a Master’s degree from the University or another tertiary institution approved by the Committee in a field of study related to 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. In the first place, all such applicants shall 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 (PNGUoT/PG/FORM-1).

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 regularly work on his or her study and research and maintain contact with his or her supervisor(s).
- (1) 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. CANDIDATURE CONFIRMATION**

- (1) The research-based PhD students, once accepted, will initially be on probation for six months and one year, respectively, for the full- and part-time candidates. Within three months of enrolment, the candidate (full-time) should submit the full research proposal and a timeline and budget and present the public seminar.
- (2) The part-time students would be allowed six months to submit the full proposal and the public seminar.
- (3) Within six months of enrolment, the candidate should present a public seminar to the PNGUoT audiences and an evaluation panel on the research proposal.
- (4) A panel consisting of the Principal Supervisor, Co-Supervisor (if any), Head of the respective Department, one more departmental academic staff nominated by the HoD in the absence of the co-supervisor, one member from another academic department, one external expert member (external to the University), and the Dean of the Postgraduate School and/or the nominee will evaluate the candidate on the following aspects:
  - (a) the proposed research proposal is adequate for the degree.
  - (b) research objectives/hypothesis.

- (c) the literature review is adequate for the study.
  - (d) the methodology is sound and adequate.
  - (e) data collection method and statistical analyses are sound and appropriate to achieve the research objectives.
  - (f) strong analytical, problem-solving, and critical thinking abilities
  - (g) in-depth knowledge of the discipline
  - (h) potential ability to conduct independent and original research
  - (i) presentation organization, clarity, and quality
  - (j) capacity to answer questions
  - (k) ability to communicate efficiently and effectively
  - (l) timeline is adequate to finish within 3-4 years (full-time study) and 5-7 years for part-time studies, and,
  - (m) adequate funding is guaranteed for timely completion of studies
- (5) Based on the affirmative report of the panel, the candidate will be confirmed as a PhD candidate and be allowed to complete the research within the stipulated time.
- (6) In case the candidate fails the review, s/he will be allowed another chance within the next 3 months. If unsuccessful the 2<sup>nd</sup> time, the candidate will be advised to complete and submit an MPhil thesis. In the case of a part-time candidate, s/he will be allowed another chance within the next six months (one year in total).
- (7) All PhD students have to publish at least one research article from his/her research in a peer-reviewed journal before being allowed to submit the final thesis.

## **7 COMMENCEMENT OF CANDIDATURE**

A candidature shall commence with effect from the date of approval of the application by the Committee. However, the candidature will remain provisional until confirmation, as outlined in 6(1) to 6(7)

## **8 INTERRUPTION OF CANDIDATURE**

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

## **9 TERMINATION OF CANDIDATURE**

After taking into account the recommendation of the Head of Department and the Principal Supervisor, and after allowing a candidate a hearing, 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.

## **10 STUDY AWAY FROM THE UNIVERSITY**

- (1) Subject to the provisions of Rule 16(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 can visit the institution or place away from the University as required 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 17(5). The organization must fill out a form (PNGUoT/PG/FORM-3) confirming the above requirements.

## **11 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 may be allowed to defer the registration for up to one (1) year on the recommendation of the Principal Supervisor and the Head of Department (HoD). The application has to be approved by the Postgraduate Studies, Research and Innovation Committee (PSR&IC).
- (3) A candidate shall re-register annually throughout the period of candidature during the time approved by the University in each year of the candidature.
- (4) A candidate shall be registered in one of the departments of the University.
- (5) 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. A part-time candidate will pay half of the approved tuition per year. However, this reduction does not apply to Compulsory fees.

## **13 TRANSFERS**

- (1) A candidate for the degree of Master of Philosophy (MPhil) may be permitted by the Committee after considering a report from the Head of Department and 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.
- (2) A candidate may be permitted by the Committee after considering 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.

## **14 CHANGES 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.

## **15 COURSES 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, no later than three (3) months after admission to candidature, submit for approval by the Committee a plan of his/her proposed further study and research.

## **16 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 16(2) and 16(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 terms of section 24(1)(t) of the Papua New Guinea University of Technology Act, 1965.

## 17 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 as per Rules under 6 (1) to 6 (11) (General Rules: **SUPERVISION REQUIREMENTS**) on the recommendation of the HoD. The Principal Supervisor must complete a prescribed form and sign as a consent to supervise the student (PNGUoT/PG/FORM-2). 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 responsibilities of the Principal Supervisor shall be as prescribed under 7 (1) to 7 (23) (General Rules: **RESPONSIBILITIES OF THE PRINCIPAL SUPERVISOR**), including the following:
- (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 the appointment of appropriate examiners.
- (4) The Principal Supervisor shall present to the Committee, through the Head of Department, before the registration week approved by the University in the year in which the candidate seeks to re-register, a progress report (**PNGUoT/PG/FORM-4**) 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 coordinate 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), including the ones as prescribed under 8 (1) to 8 (23) (General Rules: **RESPONSIBILITIES OF THE STUDENT**).
- (7) Where the Principal Supervisor is absent from the University for more than three (3) 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 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/Co-Supervisors shall be covered by the candidate.

## **18 PRESENTATION OF THESIS**

- (1) A candidate who wishes to be examined for the degree of PhD shall give notice to the Registrar in writing in a prescribed form (**PNGUoT/PG/FORM-5**), 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 HoD a digital copy (word and pdf) of the thesis and supporting work, including:
  - (a) A certificate from the Principal Supervisor (**PNGUoT/PG/FORM-6**) to the effect that the thesis is properly presented and prima facie worthy of examination and free from plagiarism as prescribed under the Rules 17(1), 17(4), and 17(7), (General Rules: **ACADEMIC INTEGRITY**).
  - (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) The HOD will send the copy of the thesis to the Registrar along with a Certification from the Principal Supervisor and the Academic Integrity Report (TURNITIN Report) for sending it to the pre-approved examiners.
- (6) After examination of the thesis, the candidate should make the corrections as suggested by the examiners (**PNGUoT/PG/FORM-7**) 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"
- (7) Each copy of the thesis presented shall become the property of the University

## **19 CONTENTS OF THE 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 that 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.

## **20 APPOINTMENTS 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 as per the Rules under 16 (1) to 16 (2) (General Rules: **EXAMINATION OF CANDIDATURE – THESIS CANDIDATES**). The Committee may subsequently appoint additional examiners either in lieu of or addition to the first-mentioned examiners.

## **21 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 concerning 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.

## **22 REPORTS OF THE EXAMINERS**

- (1) Having completed their examination of the candidate, the Examiners shall report to the Committee through the Registrar in a prescribed form (**PNGUoT/PG/FORM-8**). 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 the 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 his 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 terms of Rule 22 (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 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 terms of Rule 22 (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.

## **23 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.

## **24 PUBLICATION OF RESULTS**

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

## **25 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.

## **26 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:  
  
18(1), 18(2), 18(4)(b), 18(4)(c), 18(6)  
19(1), 19(2), 19(3), 19(4)  
20(1)  
21(1), 21(2), 21(3)  
22(1-7),  
24, 25(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**

**Admissions to Candidature**

**Special Conditions**

**Status of Candidature**

**Commencement of Candidature**

**Interruption of Candidature**

**Termination of Candidature**

**Study away from the University**

**Registration**

**Fees**

**Transfers**

**Changes in Status of Candidature**

**Courses 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 University may award the degree of Master of Philosophy (MPhil) 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 research 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 ADMISSIONS 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 a tertiary institution approved by the Committee; or
  - (b) a Bachelor's degree of Honours standard of a tertiary institution approved by the Committee; or must have an average mark of **72%** (First to Final year) or a cumulative **GPA of 3.7** out of **5**.
  - (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 (**PNGUoT/PG/FORM-1**).

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 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 the 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 regularly work 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 allowing a candidate a hearing, 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(5). The organization has to fill out a form (**PNGUoT/PG/FORM-3**) confirming the above requirements.

## **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.
- (1) A candidate may be allowed to defer the registration for up to one (1) year on the recommendation on the Principal Supervisor and the Head of Department (HoD). The application has to be approved by the Postgraduate Studies, Research and Innovation Committee (PSR&IC).
- (3) A candidate shall re-register annually throughout the period of candidature during the duration approved by the University in each year of the candidature.
- (4) A candidate shall be registered in one of the departments of the University.
- (5) 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. A part-time candidate will pay half of the approved tuition per year. However, this reduction does not apply to Compulsory fees.

## **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 CHANGES 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 COURSES 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 (**PNGUoT/PG/FORM-2**) for the candidate as per Rules under 7 (1) to 7(11) (General Rules: **SUPERVISION REQUIREMENTS**). The Principal Supervisor must complete a prescribed form and sign as a consent to supervise the student. 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 responsibilities of the Principal Supervisor shall be as prescribed under 8(1) to 8(23) (General Rules: **RESPONSIBILITIES OF THE PRINCIPAL SUPERVISOR**), including the following:
- (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 Committee the appointment of appropriate examiners.
- (4) The Principal Supervisor shall present to the Committee, through the Head of Department before the registration week as approved by the University in the year in which the candidate seeks to re-register, a progress report (**PNGUoT/PG/FORM-4**) 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 Co-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 coordinate the supervision and to provide joint reports to the Committee where appropriate.
- (6) It shall be the responsibility of the candidate to regularly report to and consult with the

supervisor(s), including the ones as prescribed under 8(1) to 8(23) (General Rules: **RESPONSIBILITIES OF THE STUDENT**).

- (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 that a person be appointed as a Supervisor who is in candidature for a higher degree, whether of this University or 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 MPhil shall give notice to the Registrar in writing in a prescribed form (**PNGUoT/PG/FORM-5**) 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 HoD a digital copy of the thesis (in .doc and pdf) and supporting work, including:
  - (a) A certificate to the from the Principal Supervisor to the effect that the thesis is properly presented and prima facie worthy of examination and free from plagiarism as prescribed under the Rules 17(2), 17(4), and 17(7), (General Rules: **ACADEMIC INTEGRITY**).
  - (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.
- (2) The HoD will send the copy of the thesis to the Registrar along with a Certification from the Principal Supervisor (in a prescribed form, **PNGUoT/PG/FORM-6**) and the Academic Integrity Report (TURNITIN Report) for sending it to the pre-approved examiners.

- (3) After examination of the thesis, the candidate should make the corrections as suggested by the examiners to the satisfaction of the Principal Supervisor and certified and confirmed by the Principal Supervisor (**PNGUoT/PG/FORM-7**), 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.
- (4) Each 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 that 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 as per the Rules under 16 (1) to 16 (2) (General Rules: **EXAMINATION OF CANDIDATURE – THESIS CANDIDATES**). The Committee may subsequently appoint additional examiners either in lieu of or in addition to the first-mentioned examiners.

## **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 in the prescribed form (**PNGUoT/PG/FORM-9**). 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 of 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'S DEGREES BASED ON COURSE-WORK**

**RULES FOR THE DEGREE OF MASTER OF SCIENCE (MSc, MCS, MTech)**

Nature of the Degree

Higher Degrees Committee

Admissions to Candidature

Courses of Advanced Study

Special Conditions

Supervision

Status of Candidature

Commencement of Candidature

Interruption of Candidature

Termination of Candidature

Registration

Fees

Transfers

Changes of Status of Candidature

Duration of Course of Advanced Study

Appointment of Examiners

Examination

Reports 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), Master of Communication Studies (MCS), and other common Master's 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 ADMISSIONS 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**
  - © for direct entry to (with a Bachelor's Degree) any course-based Master's program, the candidates must have an aggregated average of **65%** marks from (first year to final year) or a cumulative **GPA of 3.0** out of **5**.
- (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 (**PNGUoT/PG/FORM-1**). 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 COURSES OF ADVANCED STUDY

- (1) After admission to candidature, a candidate shall follow such a course of advanced study as the Committee may prescribe and submit a dissertation on a subject approved by the Committee on the recommendation of the Principal Supervisor and 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) It is not essential to appoint a Principal Supervisor at the time of enrolment. However, the Committee shall appoint a full-time academic staff member as a Course Supervisor for the course of advanced study on the recommendation of the HoD, until the Principal Supervisor is appointed. The Committee must appoint a Principal Supervisor as per Rules under 6 (1) to 6 (11) (General Rules: **SUPERVISION REQUIREMENTS**) by the end of Semester-1 of studies on the recommendation of the HoD (**PNGUoT/PG/FORM-2**). 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 the same as the Principal Supervisor as under the Rules prescribed under 7(1) to 7(23) (General Rules: **RESPONSIBILITIES OF THE PRINCIPAL SUPERVISOR**), until a Principal Supervisor is appointed, including the following:
  - (a) 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.
  - (b) The Course Supervisor/Principal Supervisor shall present to the Committee, through the Head of Department, before the Registration period approved by the University 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.
- © It shall be the responsibility of each candidate regularly to report to and consult with the Course Supervisor/ Principal Supervisor, including the ones as prescribed under 8(1) to 8(23) (General Rules: **RESPONSIBILITIES OF THE STUDENT**).
- (3) Where the Principal Supervisor is absent from the University for more than three months, the Committee may appoint a replacement.

- (4) 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 another institution, the facts of that candidature shall be made known to the committee which shall determine the appropriateness of the appointment.
- (5) Expenses associated with the appointment of External Supervisors/Co-Supervisor (s) shall be covered by the candidate.

## **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 regularly work 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 allowing the candidate a hearing, 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 and other course-based programs with the Registrar as soon as possible following the acceptance of the application by the Committee.
- (2) A candidate may be allowed to defer the registration for up to one (1) year on the recommendation on the Principal Supervisor and the Head of Department (HoD). The

application has to be approved by the Postgraduate Studies, Research and Innovation Committee (PSR&IC).

- (3) A candidate shall re-register annually throughout the period of candidature during the university approved period of the first semester in each year of the candidature.
- (4) A candidate shall be registered in one of the departments of the University.
- (5) 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, the 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 the prescribed course of advanced study.

## **14 CHANGES 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. 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 PRESENTATION OF THESIS

- (1) A candidate who wishes to be examined for the degree of Course-based Master's Programs (MSc/MTech/MCS) shall give notice to the Registrar in writing in a prescribed form (**PNGUoT/PG/FORM-5**) of his/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 **HOD** a digital copy (both in .doc and pdf) of the thesis and supporting work, including:
  - (a) A certificate (**PNGUoT/PG/FORM-6**) from the Principal Supervisor to the effect that the thesis is properly presented and prima facie worthy of examination and free from plagiarism as prescribed under the Rules 17(2), 17(4), and 17(7) (General Rules: **ACADEMIC INTEGRITY**).
  - (b) A short abstract of the thesis comprising not more than 300 words.
- © 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) The HOD will send the copy of the thesis (both in .doc and pdf) to the Registrar along with a Certification from the Principal Supervisor (in a prescribed form) and the Academic Integrity Report (TURNITIN Report) for sending it to the pre-approved examiners.
- (6) After examination of the thesis, the candidate should make the corrections as

suggested by the examiners to the satisfaction of the Principal Supervisor and certified by the Principal Supervisor to that effect (**PNGUoT/PG/FORM-7**), 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".

- (7) Each copy of the thesis presented shall be the property of the University

## **17 APPOINTMENTS OF EXAMINERS**

At least two examiners shall be appointed as per Rules outlined under 16 (1) to 16 (2) (General Rules: **EXAMINATION OF CANDIDATURE – THESIS CANDIDATES**), and both of them shall be external to the University to examine the dissertation/thesis.

## **18 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 project in the form of a dissertation/thesis, 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.

## **19 REPORTS OF THE EXAMINERS**

- (1) Having completed their examination of the candidate, the Examiners shall report to the Committee through the Registrar in a prescribed form (**PNGUoT/PG/FORM -10 or 11**).
- (2) In their report, the Examiners shall make one of the following recommendations either:
  - (a) that the degree of MSc/MTech/MCS be awarded; or



- (b) that the degree of MSc/MTech/MCS be awarded but that the candidate be permitted to submit a revised dissertation; or
  - (c) that the degree of MSc/MTech/MCS 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/MTech/MCS 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/MTech/MCS 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/MTech/MCS 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/MTech/MCS be not awarded and the candidature be terminated.
- 5) The Committee shall not recommend to the Academic Board that the degree of MSc/MTech/MCS be awarded unless the Examiners have reported that the candidate's work, in their opinion, merits the award of the degree.

## **20 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 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.

## **21 PUBLICATION OF RESULTS**

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

## **22 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

Admissions 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

Changes in Status of Candidature

Duration of Course of Advanced Study

Credit Content of Courses

Appointment of Examiners

Examination

Decision of the Examiners

Reports of the Examiners

Publication of Results

## **1 NATURE OF THE AWARD**

The University may award the Postgraduate Diploma 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 ADMISSIONS TO CANDIDATURE**

- (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 COURSES 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 the 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 academic staff member as Tutor for the candidate.
- (2) 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 regularly work 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 the Tutor (where appointed) and after allowing the candidate 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 may be allowed to defer the registration for up to one (1) year on the recommendation of the Head of Department (HoD). The application has to be approved by the Postgraduate Studies, Research and Innovation Committee (PSR&IC).
- (3) A candidate shall re-register annually throughout the period of candidature during the period approved by the University in the first semester in each year of the candidature.
- (4) A candidate shall be registered in the department in which the majority of his or her subjects are taught.
- (5) A candidate may not enroll for any other degree, diploma, or certificate of this University or 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 the prescribed course of advanced study.

## **17 CHANGES IN STATUS OF CANDIDATURE**

After consideration of a report from the Head of the Department and the Tutor (where a Tutor is appointed), the Committee may 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 two 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 APPOINTMENTS OF EXAMINERS**

The Examination of the enrolled subjects will be conducted and assessed by the Lecturers teaching the subjects as per the rules of the University.

## **21 EXAMINATION**

The Committee shall appoint the Examiners of the Research Project Report submitted in the

form of a minor dissertation on recommendations from the HOD. The examiners may be internal to the University, including the Supervisor/Course Coordinator.

- (a) each dissertation will be examined by two examiners. Each subject which forms a part of his or her course of advanced study.

## **22 DECISIONS OF THE EXAMINERS**

- (1) The Examiners shall consider the performance of the 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 REPORTS 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

Admissions to Candidature

Courses 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

Changes in Status of Candidature

Duration of Course of Postgraduate Certificate Study

Credit Content of Courses

Appointments of Examiners

Examination

Decisions of Examiners

Reports 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 to administer the Rules for Postgraduate Certificates.

## **3 ADMISSIONS TO CANDIDATURE**

- (1) An application for admission to candidature for the Postgraduate Certificate shall have either:
  - (a) a bachelor's degree from 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's 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 already a candidate for a degree, diploma, or certificate at another institution may be admitted into candidature.

## **4 COURSES 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 the 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 the 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 regularly work 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 the Tutor (where appointed) and after allowing the candidate 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.
- (2) A candidate may be allowed to defer the registration for up to one (1) year on the recommendation on the Head of Department (HoD). The application has to be approved by the Postgraduate Studies, Research and Innovation Committee (PSR&IC).
- (3) A candidate shall re-register annually throughout the period of candidature during the time approved by the University in the first semester of each year of the candidature.
- (4) A candidate shall be registered in the department in which the majority of his subjects is taught.
- (5) 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 considering 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 the tutor (where appointed) 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 the prescribed course of advanced study.

## **17 CHANGES IN STATUS OF CANDIDATURE**

The Committee may, after consideration of a report from the Head of Department and the tutor (where appointed) 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 two 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 APPOINTMENTS OF EXAMINERS**

The Examination for the subject and, where appropriate, the project shall be done by the

Lecturers teaching the subject as per the Rules of the University.

## **21 DECISIONS OF THE EXAMINERS**

- (1) The Examiners shall consider the performance of the candidate in the examinations for each subject in the project, where appropriate.
- (3) 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.

## **22 REPORTS 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 the Head of Department shall be confidential to the Committee and 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.

## **23 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 Thesis in an unbound form provided that they may be transmitted without the possibility of disarrangement, before their lodgement in the Library and with the Head of Department and Principal Supervisor. In this 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 dye line, 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 the 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 valuable 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 should be typed in numerals. If, however, a sentence begins with a number, it must always be spelled out. If numbers appear in series, e.g., 1, 438, and 12,7000, they should 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 that 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'S PROGRAMS**

**Special Rules for MSc in Agriculture**

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

**SPECIAL RULES FOR MSC IN AGRICULTURE**

- (1) There will be a three-member advisory committee, including the Principal Supervisor appointed by the HoD, Agriculture, to help students select the courses and monitor their progress over 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 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 Bachelor's 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

**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

Admissions to Candidature

Enrolment

Courses 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. ADMISSIONS 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 COURSES 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.

---

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; AB-335:15<sup>th</sup> Nov 2019; AB 343-26<sup>th</sup> Nov 2021; Wilson,

*PNG University of Technology*

B.A (2021) "PNG University of Technology Department of Agriculture Best-practice guide for Higher Degree by Research supervision for staff and students" Australian Centre for International Agricultural Research (ACIAR), Canberra, Australia.).

# List of Postgraduate Programs by Departments

The PNGUoT offers diverse Postgraduate Programs from the Postgraduate Certificate to the Doctor of Philosophy levels. All the 13 academic departments offer Postgraduate Programs. The Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) are Research-based degrees with no course work. PG Diploma, Master of Science/MCS/MTech/Arts, are a mix of course work and research. Graduate Certificate is by course work.

## Program Duration (For full time Study):

PhD	Three years
MPhil	Two years
MSc/MCS/MTech/MAOL	Two years
EMBA	Module-based (1-2 years)
MBA	One and a half year
PG Diploma	One Year
Graduate Certificate	One semester

Name of the Department	Name of the Programs
Agriculture	Doctor of Philosophy in Agriculture
	Master of Philosophy in Agriculture
	Master of Science in Agriculture
	Master of Science in Agricultural Extension and Rural Development – Distance mode*
Applied Physics	Doctor of Philosophy in Applied Physics
	Master of Philosophy in Applied Physics
	Master of Science in Applied Physics
	Master of Technology in Exploration Geophysics
Applied Sciences	Doctor of Philosophy in Applied Sciences
	Master of Philosophy in Applied Sciences
Architecture and Building	Doctor of Philosophy in Architecture
	Master of Philosophy in Architecture
Business Studies	Doctor of Philosophy in Information Technology
	Doctor of Philosophy in Economics
	Doctor of Philosophy in Finance

	Doctor of Philosophy in Banking
	Master of Philosophy in Economics
	Master of Philosophy in Finance
	Master of Philosophy in Banking
	Executive Master of Business Administration (EMBA)
	Master of Business Administration (MBA)
<b>Civil Engineering</b>	Doctor of Philosophy in Civil Engineering
	Master of Philosophy in Civil Engineering
	Master of Engineering in Civil Engineering
	Master of Science in Solid Waste and Resource Management
<b>Communication and Development Studies</b>	Doctor of Philosophy in Communication and Development Studies
	Master of Philosophy in Communication and Development Studies
	Master of Communication Studies (MCS)
	Master of Arts in Organizational Leadership (MAOL)- in Distance mode*
	Postgraduate Certificate in Student Centred Teaching
	Graduate Certificate in Communication of Science and Technology (SCICOM)
<b>Electrical and Communication Studies</b>	Doctor of Philosophy in Electrical and Communication Engineering
	Master of Philosophy in Electrical and Communication Studies
	Master of Engineering in Communication Engineering
<b>Forestry</b>	Doctor of Philosophy in Forestry
	Master of Philosophy in Forestry
	Master of Science in Forestry
<b>Mathematics and Computer Science</b>	Doctor of Philosophy in Computer Science
	Doctor of Philosophy in Mathematics
	Master of Philosophy in Computer Science
	Master of Philosophy in Information Technology
	Master of Philosophy in Mathematics
	Postgraduate Diploma in Mathematics
<b>Mechanical Engineering</b>	Doctor of Philosophy in Mechanical Engineering
	Master of Philosophy in Mechanical Engineering
	Master of Engineering in Mechanical Engineering
<b>Mining Engineering</b>	Doctor of Philosophy in Mining Engineering
	Doctor of Philosophy in Mineral Processing
	Master of Philosophy in Mining Engineering
	Master of Philosophy in Mineral Processing
<b>Master Surveying and Land studies</b>	Doctor of Philosophy in Geomatics
	Doctor of Philosophy in Property Studies
	Doctor of Philosophy in Surveying*
	Master of Philosophy in Geomatics
	Master of Philosophy in Property Studies
	Master of Philosophy in Surveying

	Master of Science in Land Studies*
	Master of Science in Remote Sensing and Geographic Information System (MSc in RS & GIS)- Distance Mode
	Master of Science in Urban and Regional Planning- Distance Mode
	Postgraduate Diploma in Advanced Surveying Practice*

\*Not on offer



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**Statement by Academic Head of Department (PG Application)**

1. Do you support the application of .....for  
.....Program in the Department of .....?

**YES/NO**

If the answer is **No**, pl provide the reason (s):

If you support the course of study:

2. Is the Department willing and able to be responsible for this student in this course of study? If the candidate does not have the required knowledge and experience of research methodologies, please identify the strategies through which the Department will assist the student.
3. Are the physical facilities necessary for the course of study available? If not, is support contingent upon receipt of additional resources? Specify requirements. What resources will be available to the candidate?
4. Where will the work be carried out? (Indicate proportional time allocation.) in your Department/ Approved Centre/Research Concentrations? Elsewhere?
5. Have you any other comments?

Signature: .....

Name of the Head of Department: .....

Name of the Department.....

Date: .....



## THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

### Statement by Principal Supervisor (PG Application)

1. I certify that I have read the Regulations for the award of the degree of ....  
.....and am willing to supervise  
.....( candidate). I also confirm that I do not have any  
conflict of interest with the candidate (e.g., a close familial bond or close personal  
relationship with).
2. Furthermore, I also confirm that I will, to the best of my ability:
  - a) provide professional guidance to the students to produce high-quality research, monitoring  
the progress towards submission of the thesis, and completion of the degree.
  - b) provide tailored guidance and constructive feedback.
  - c) advise the student to attend the orientation, read all the relevant documents, such as  
regulations governing research ethics, thesis format, and degree requirements, , anti-  
plagiarism policy, and available help, etc.
  - d) discuss with the student on the expectation, norms, and values, process/guidelines,  
meeting the expectation, milestones with specific timelines; mentoring each of them to  
become an independent researcher, help broaden their horizon of communication with  
professionals, and build a professional relationship congenial for the success of the  
research project leading to the completion of the degree.
  - e) allow the students to meet and discuss matters related to research as frequently as possible  
on mutually agreed terms.
  - f) Coordinate the supervision of co-supervisor (s) where applicable and submit joint regular  
progress reports in accordance with the requirements described in the regulations.

Signature of Principal Supervisor: .....

Name of Principal Supervisor: .....

Date: .....

#### **Recommended by:**

Signature of the Head of the Department:.....

Name of the Head of the Department:.....

Date:.....





## THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

### Statement by Sponsoring Organization (PG Application)

In the case of a student proposing to conduct all or part of the research program outside the Papua New Guinea University of Technology (PNGUoT), or a student relying on funding from an outside organization, the following information and undertaking should be completed by a responsible person in the sponsoring organization.

1. I certify that..... (Organization) is willing to sponsor ...  
..... (the student) for .....Program in  
accordance with the regulations of the Postgraduate programs of PNGUoT.
2. For full-time studies, the student will not be working more than 6 hours/week  
on activities other than his/her research.
3. The organization has appropriate physical facilities required for the proposed  
study program.
4. The organization has proper supervision capacity to oversee the research  
activities of the student.

Name: .....

Position: .....

Organization: .....

Signature: .....

Date: .....

Seal of the Organization:

Recommended Co-supervisor:

Name.....

Signature.....

Date.....



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**PROGRESS REPORT FOR HIGHER DEGREE CANDIDATES FOR  
THE ACADEMIC YEAR .....**

**TO BE SUBMITTED BY PRINCIPAL SUPERVISORS UNDER RULES 17 (4) OF RULES FOR  
THE DOCTOR OF PHILOSOPHY, 16 (4) OF THE MASTER OF PHILOSOPHY AND RULES 6  
(2b) OF THE MASTER OF SCIENCE (COURSE-BASED PROGRAMS)**

**PLEASE TYPE THE REPORT IN DETAILS. FULL ANSWERS ARE REQUIRED TO EACH  
SECTION**

1. NAME OF SUPERVISOR:
2. DEPARTMENT:
3. NAME OF CANDIDATE:
4. DEGREE:
5. DATE OF COMMENCEMENT OF CANDIDATURE:
6. TITLE OF THE RESEARCH THESIS:
7. PROGRESS REPORT ON THE WORK FOR THE PERIOD (DATE):
- 7.2 DIFFICULTIES ENCOUNTERED DURING THIS PERIOD:
- 7.3 STRENGTHS OBSERVED DURING THIS PERIOD WHICH COULD BE FURTHER ENCOURAGED  
FOR THE REST OF CANDIDATURE:

7.4 WEAKNESSES OBSERVED DURING THIS PERIOD:

8. EXPECTED DATE OF COMPLETION OF CANDIDATURE:

(IF IT IS DIFFERENT FROM ORIGINAL DATE)

9. PUBLICATIONS FROM THE RESEARCH WORK (IF ANY):

10. WORK PROPOSED FOR THE NEXT PERIOD FROM (DATE):  
(Attach extra pages if necessary. Please also include completion of candidature).

---

CANDIDATE'S SIGNATURE

---

DATE

---

PRINCIPAL SUPERVISOR'S SIGNATURE

---

DATE

---

HEAD OF DEPARTMENT'S SIGNATURE

---

DATE



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

Registrar  
The PNG University of Technology

**NOTICE OF INTENTION TO SUBMIT THE THESIS**

(The candidate must notify the Registrar, PNGUoT, at least **THREE** months before intended submission of the thesis for examination)

Surname	
Given Name (s)	
Date of birth	
Student ID	
Email	
Department	
Date of commencement of the candidature	
Degree	
Thesis Title	
Principal Supervisor	
Intended thesis submission date for the examination	
Certification by the student	I understand that as per PNGUoT postgraduate rules, I must: (i) notify the Registrar at least <b>3</b> months before submission of the thesis (ii) be fully registered with complete payment of the required fees before submission of the thesis.
Signature of Student	Signature.....Date.....
Signature of Principal Supervisor	Signature.....Date.....
<b>For Office Use Only</b>	
Verification: the EO, PSR&IC Signature .....Date.....	

**Approved**

REGISTRAR

Signature.....Date.....

**Note: Please send your completed form to the Executive Officer, PSR&IC, Ms Pamela Dubaba, or email to: [pamela.dubaba@pnguot.ac.pg](mailto:pamela.dubaba@pnguot.ac.pg)**



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**The Chairman  
Postgraduate Committee**

**CERTIFICATION OF PG THESIS BY THE PRINCIPAL SUPERVISOR AND HOD**

Name of the student	
Student ID	
Department	
Degree	
Date of commencement of the candidature	
Thesis Title	
Name of Principal Supervisor	
Certification by Principal Supervisor	<ul style="list-style-type: none"><li>i) This thesis is the outcome of the research conducted by the above-mentioned student during the candidature</li><li>ii) The student signed the statement of originality</li><li>iii) The thesis conforms to the PNGUoT thesis formatting requirements</li><li>iv) The thesis fulfills the PNGUoT plagiarism policy requirements and does not contain any plagiarised materials to the best of my knowledge. The TURNITIN report is attached</li><li>v) The thesis is <i>prima facie</i> worthy of examination</li></ul>
Signature of the Principal Supervisor	Signature.....Date.....
HOD's recommendation	I received the digital copies (.doc and .pdf) of the thesis entitled -----

	<p>-----from Mr/Ms -----a  candidate of ----- program of the  Department. These copies are forwarded to the PG Office  for proper assessment by the previously approved  external examiners.</p> <p>Signature: .....Date:.....</p> <p>Name of the HOD:.....</p>
--	---



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**FINAL THESIS SUBMISSION FORM**

**CERTIFICATION AND RECOMMENDATION BY THE PRINCIPAL SUPERVISOR AND  
THE HEAD OF THE DEPARTMENT**

**THE CHAIRMAN  
POSTGRADUATE STUDIES, RESEARCH AND INNOVATION COMMITTEE  
PNGUOT**

Name of the student	
Student ID	
Year of enrolment	
Department	
Degree	
Thesis Title	
Name of the Principal Supervisor	
Name of the Co-Supervisor (s)	
Certification by the Principal Supervisor	<p>i) The student made the required corrections (document attached) as suggested by the examiners to my satisfaction.</p> <p>ii) The thesis conforms to the PNGUoT thesis formatting requirements.</p> <p>iii) The student signed the Statement of Originality</p>
Signature of the Principal Supervisor	Signature.....Date.....



<p>Certification and recommendation by the HOD.</p>	<p>i) I am in receipt of the four (4) bound and one (1) digital (pdf) copies of the thesis entitled -- -----from Mr/Ms ----- -----a candidate of ----- program of the Department.</p> <p>ii) The bound and digital copies are forwarded to the Postgraduate School for further processing.</p> <p>iii) Both the external examiners recommended award of the degree</p> <p>iv) With the submission of the thesis, the student completed all the requirements for the degree of.....</p> <p><b>RECOMMENDATION:</b></p> <p>Signature: .....Date:.....</p> <p>Name of the HOD:</p>
	<p>Stamp of the Department:</p>



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**THESIS EXAMINATION REPORT FORM – PhD**

1. DETAILS OF CANDIDATURE AND THESIS

1.1 NAME OF CANDIDATE: -----

-----

1.2 DEPARTMENT: .....

1.3 DEGREE: -----

-----

1.4 TITLE OF THE THESIS: -----

-----

-----

2. REPORT OF EXAMINER

2.1 Does the work of the candidate constitute a contribution to learning and give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject?

-----

-----

- 2.1 Does the candidate possess a satisfactory knowledge and understanding of existing studies relevant to the subject of his/her thesis and give evidence of sufficient experience in methods of research?

-----  
-----

- 2.2 Does the thesis merit the award of the degree 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 research?

-----  
-----

- 2.4 Concise statement as to why the Examiner is making the recommendation which follows: (Please continue on a separate sheet if necessary)

-----  
-----  
-----  
-----  
-----  
-----

3 RECOMMENDATION OF THE EXAMINER

(Please see note 5.4 below)

-----  
-----  
-----

4 SIGNATURE

Name of Examiner:-----

Signature: -----

Date: -----

5 NOTES

- 5.1 The examiner report to the Higher Degree Committee through the Registrar

- 5.2 If the recommendations of the Examiners differ, the Committee may invite the Examiners to consult among themselves, or may otherwise take such steps as it considers appropriate with the object to resolving their differences
- 5.3 The Committee shall consider the report of the Examiners and proceed in accordance with the provisions of Rule 21(5) of the Rules for the Degree of Master of Philosophy
- 5.4 The examiner shall make one of the following recommendations in the section 3 of this form:
  - 5.4.1 that the Degree of PhD be awarded; or
  - 5.4.2 that the Degree of PhD be awarded subject to the candidate making minor corrections to his/her thesis subject to the satisfaction of the Head of the Department and the Principal Supervisor (where the corrections are not so substantial as to justify recommendation that the candidate should present a revised thesis);
  - 5.4.3 that the degree of PhD be not awarded but the candidate be permitted to present a revised thesis and to present himself/herself for examination again on a subsequent occasion; or
  - 5.4.4 that the degree of PhD be not awarded, and that the candidate be terminated
- 5.5 Where a candidate is permitted to present a revised thesis and to present himself/herself for examination again on a subsequent occasion, the arrangements and rules for re-examination shall be as if the candidate were being examined for the first time except that a candidate who has failed in a re-examination to satisfy the Examiner shall not be permitted to present himself/herself on a subsequent occasion.
- 5.6 The Registrar shall publish a list of successful candidates for the degree of PhD



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**EXAMINATION REPORT FORM – MPhil**

1. **DETAILS OF CANDIDATURE AND THESIS**

1.1 **NAME OF CANDIDATE:** -----

-----

1.2 **DEPARTMENT:** -----

-----

1.3 **DEGREE:**-----

-----

1.4 **TITLE OF THE THESIS:** -----

-----

-----

2. **REPORT OF EXAMINER**

2.1 Does the work of the candidate constitute a contribution to learning and give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject?

-----

-----

2.2 Does the candidate possess a satisfactory knowledge and understanding of existing studies relevant to the subject of his/her thesis and give evidence of sufficient experience in methods of research?

-----  
-----

- 2.3 Does the thesis merit the award of the degree 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 research?

-----  
-----

- 2.4 Concise statement as to why the Examiner is making the recommendation which follows: (Please continue a separate sheet if necessary)

-----  
-----  
-----  
-----  
-----  
-----

3. RECOMMENDATION OF THE EXAMINER  
(Please see note 5.4 below)

-----  
-----  
-----

4. SIGNATURE

Name of Examiner:-----

Signature: -----

Date: -----

5. NOTES

- 5.1 The examiner report to the Higher Degree Committee through the Registrar

- 5.2 If the recommendations of the Examiners differ, the Committee may invite the Examiners to consult among themselves, or may otherwise take such steps as it considers appropriate with the object to resolving their differences
- 5.3 The Committee shall consider the report of the Examiners and proceed in accordance with the provisions of Rule 21(5) of the Rules for the Degree of Master of Philosophy
- 5.4 The examiner shall make one of the following recommendations in the section 3 of this form:
  - 5.4.1 that the Degree of MPhil be awarded; or
  - 5.4.2 that the Degree of MPhil be awarded subject to the candidate making minor corrections to his/her thesis subject to the satisfaction of the Head of the Department and the Principal Supervisor (where the corrections are not so substantial as to justify recommendation that the candidate should present a revised thesis);
  - 5.4.3 that the degree of MPhil be not awarded but the candidate be permitted to present a revised thesis and to present himself/herself for examination again on a subsequent occasion; or
  - 5.4.4 that the degree of MPhil be not awarded, and that the candidate be terminated
- 5.5 Where a candidate is permitted to present a revised thesis and to present himself/herself for examination again on a subsequent occasion, the arrangements and rules for re-examination shall be as if the candidate were being examined for the first time except that a candidate who has failed in a re-examination to satisfy the Examiner shall not be permitted to present himself/herself on a subsequent occasion.
- 5.6 The Registrar shall publish a list of successful candidates for the degree of MPhil



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**EXAMINATION REPORT FORM -----MSc in AGRICULTURE/FORESTRY/MASTER  
OF COMMUNICATION STUDIES (MCS)**

1. NAME OF THE CANDIDATE:

2. DEPARTMENT:

3. DEGREE:

4. TITLE OF THE THESIS:

5. REPORT OF THE EXAMINER

5.1 Does the work of the candidate constitute a contribution to learning and give evidence of systematic study and of ability to relate the results of such study to general body of knowledge in the subject?

5.2 Does the candidate possess a satisfactory knowledge and understanding of existing studies relevant to the subject of his/her dissertation and give evidence of sufficient experience in methods of research?



5.3 Does the dissertation merit the award of the degree 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?

5.4 Concise statement as to why the Examiner is making the recommendation which follows (please continue on a separate sheet if necessary)

6. MARKING SCHEME AND GRADE

**SATISFACTORY** or **UNSATISFACTORY**

7. RECOMMENDATION OF THE EXAMINER (please refer to clause-11 below)

8. SIGNATURE

Name of the Examiner: .....

Signature: .....

Date: .....

9. A “**Satisfactory**” grade implies **pass**.

10. The examiner report to the Higher Degree Committee through the Registrar.

11. The examiner shall make one of the following recommendations:

11.1.1. that the Degree of MSc/MCS be awarded; or

- 11.1.2. that the Degree of MSc/MCS be awarded subject to the candidate making minor corrections to his/her dissertation subject to the satisfaction of the Head of the Department and the Principal Supervisor; or
  - 11.1.3. that the degree of MSc/MCS be not awarded but the candidate be permitted to present a revised dissertation and to present himself/herself for examination again on a subsequent occasion; or
  - 11.1.4. that the degree of MSc/MCS be not awarded and that the candidature be terminated
- 11.2 Where a candidate is permitted to present a revised thesis and to present himself/herself for examination again on a subsequent occasion, the arrangements and rules for re-examination shall be as if the candidate were being examined for the first time except that a candidate who has failed in a re-examination to satisfy the Examiner shall not be permitted to present himself/herself on a subsequent occasion.
- 11.3 The Registrar shall publish a list of successful candidates for the degree of MSc/MCS



THE PAPUA NEW GUINEA  
UNIVERSITY OF TECHNOLOGY

**THESIS EXAMINATION REPORT FORM -----MSc / RS**  
**&GIS/MURP/MScSWRM/MTech/MEng -Communication/MEng-Civil/MEng-Mechanical**

1. NAME OF THE CANDIDATE
2. DEPARTMENT:
3. DEGREE:
4. TITLE OF THE THESIS:
5. REPORT OF THE EXAMINER

5.1 Does the work of the candidate constitute a contribution to learning and give evidence of systematic study and of ability to relate the results of such study to general body of knowledge in the subject?

5.2 Does the candidate possess a satisfactory knowledge and understanding of existing studies relevant to the subject of his/her dissertation and give evidence of sufficient experience in methods of research?

5.3 Does the dissertation merit the award of the degree 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?

5.4 Concise statement as to why the Examiner is making the recommendation which follows (please continue on a separate sheet if necessary)

6. MARKING SCHEME

Per cent Mark	Grade
85 and above	A
75 – 84	B
65 – 74	C
55 – 64	D
Less than 55	FAIL

7. MARKS AND THE GRADE

8. RECOMMENDATION OF THE EXAMINER (please refer to clause-12 below)

9. SIGNATURE

Name of the Examiner: .....

Signature: .....

Date: .....

10. Final grades will be determined based on the average of the marks from the two examiners

11. The examiner report to the Higher Degree Committee through the Registrar

12. The examiner shall make one of the following recommendations:

12.1.1 that the Degree of MSc/MTech/RS &GIS /MURP/MScSWRM/MEng -Communication /MEng-Mechanical/MEng-Civil/ be awarded; **or**

12.1.2 that the Degree of MSc/RS&GIS/MURP/MScSWRM/MTech/MEng -Communication/MEng-Civil/MEng-Mechanical, be awarded subject to the candidate making minor corrections to his/her dissertation subject to the satisfaction of the Head of the Department and the Principal Supervisor; **or**

12.1.3 that the degree of MSc/RS&GIS/MURP/MScSWRM/MTech/MEng-Communication/MEng-Civil/MEng-Mechanical be not awarded but the candidate be permitted to present a revised dissertation and to present himself/herself for examination again on a subsequent occasion; **or**

12.1.4 that the degree of MSc/RS&GIS/MURP/MScSWRM/MTech/MEng -Communication /MEng-Civil/MEng-Mechanical be not awarded, and that the candidature be terminated

12.2 Where a candidate is permitted to present a revised thesis and to present himself/herself for examination again on a subsequent occasion, the arrangements and rules for re-examination shall be as if the candidate were being examined for the first time except that a candidate who has failed in a re-examination to satisfy the Examiner shall not be permitted to present himself/herself on a subsequent occasion.

12.3 The Registrar shall publish a list of successful candidates for the degree of MSc/RS &GIS/MURP/MScSWRM/MTech/MEng-Communication/MEng-Civil/MEng-Mechanical