



**FIJI NATIONAL
UNIVERSITY**

Handbook for Research Programmes

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Section 1

1.1 Introduction

This Handbook for Research Programmes provides you general information about the PostGraduate research programs at the Fiji National University. As a research student, you become part of community of scholars who are helping to fulfill the vision of the Fiji National University to create, disseminate and preserve knowledge that is necessary for the continuous socio-economic and political advancement of Fiji, its neighbors in the Pacific and the world, and for the common good. This handbook will give the necessary guidance on overall processes involved from admission to graduation for candidates wishing to pursue Master's Degree through a written thesis, Master of Philosophy or a Doctorate Degree

You will find the information useful on your journey to becoming a successful student as you pursue your postgraduate research studies. The sections contain information on pre-enrolment to admission and submission of thesis. The available student support with information on relevant FNU policies and forms are given as well.

1.2 FNU Colleges and Research Opportunities

FNU has five Colleges. You can be a research student and have access to FNU facilities through any of the campuses around Fiji.

FNU offers you a chance to research in a range of specialized fields at five Colleges. The Colleges are listed. You may wish to get more information on research opportunities from the following:

College of Agriculture, Fisheries & Forestry, Contact deanagr@fnu.ac.fj

College of Business, Hospitality and Tourism Studies, Contact deanbusiness@fnu.ac.fj

College of Engineering, Science & Technology, Contact deaneng@fnu.ac.fj

College of Higher Education, Contact deanhumanities@fnu.ac.fj

College of Medicine, Nursing & Health Sciences, Contact deanmed@fnu.ac.fj or Registrar@fnu.ac.fj

1.3 Choosing to Do Research

Making a decision to research is a huge step. You might be putting off your career to pursue full time study or balancing part time study and work. You will make many decisions and one of them would be whether to study full time or part time. An important consideration to make is that anything that detracts you from research, such as work, could delay the writing of your thesis. Secondly, you are embarking to write a good thesis that is of publishable quality. The demands on your times could be stressful and you need to be focused. Psychological preparation will ensure that you have an exciting and rewarding research study.

Obviously, you would have considered research area based on such factors as interests, your undergraduate degrees, motivation and your career development goals.

You might want to also consider the following as a way of reflecting:

How important is research in your career advancement?

How committed are you to engaging in research which can be extensive, long, solitary process?

What are the costs in terms of fees and other financial obligations?

It is helpful to have considered the myriad facets of your personal and professional life so that you are able to enjoy the research process.

1.4 Characteristic of Research Programs

FNU has a qualifications framework which describes, inter alia, the levels of studies and expectations from each level. Different levels of studies provide different levels of knowledge, skills and attributes, competencies to perform tasks and procedures, levels of accountabilities, and purpose of the program.

Post-graduate studies commence at level 8 of the framework, and continue to Level 10. The complete framework is shown in Appendix 1.

1.5 Credit Points

University awards credit points for the units and programs it offers. The credit points (cp) measure only the workload, not their level of difficulty. A credit point signifies 15 hours of learning. Details on this are provided in the University Student & Academic Regulations. You can access this document online at www.fnu.ac.fj. The following minimum credits have to be obtained for research programs:

- Post-Graduate Certificate
A Postgraduate Certificate comprises of a minimum of 80 credit points at Level 8.
- Post-Graduate Diploma
A Postgraduate Diploma comprises of a minimum of 120 credit points at Level 8.
- Master's Degree

A minimum of 240cp has to be obtained to qualify for a Master's Degree, of which at least 120 credit points needs to be at Level 8 competency, and 120 at Level 9 competency.

- **Master of Philosophy**
A minimum of 200cp has to be obtained at Level 9 competency to qualify for a MPhil Degree.
- **Doctorate Degree**
This requires 360 credit points at Level 10 competency.

1.6 Entry Requirements

Fiji National University may consider for admitting students to a research degree program through the various pathways. These are:

1. **Postgraduate Certificate**
The minimum entry requirement for admission to a Postgraduate Certificate programme is completion of Bachelor's degree programme in the subject with a minimum GPA of 3.0 or equivalent.
2. **PostGraduate Diploma**

The minimum entry requirement for admission to a Postgraduate Diploma programme is completion of Bachelor's degree program in the subject with a minimum GPA of 3.0 or equivalent
3. **Master's Degree**
The minimum requirement for admission to a degree of Master is the completion of a Bachelor's degree with a GPA of 3.0 or equivalent. You may pursue the PostGraduate Diploma program and then make a choice of completing your Masters by research through a written thesis.
4. **Master of Philosophy**
The minimum entry requirement for admission to a degree of Master is the completion of a Bachelor's degree programme in the subject with a minimum GPA of 3.0.
5. **Doctor of Philosophy**
The minimum entry requirement for admission to a degree of Doctorate is the completion of a degree of Master or equivalent in the subject of the doctorate. A Bachelor's with Honours obtained at Level 8 may qualify a student to be admitted to study for a degree of doctorate.

1.6.1 Alternative Entry

There are alternative ways of entry into all the research programs. If you do not have the prerequisites, you may be admitted to research degree if you are able to demonstrate your ability to succeed in the programs at the respective this level based on your maturity, work experience or prior learning. In such cases, the

Dean may place any relevant prerequisite for you to progress. This may include relevant prerequisite requirements such as prescribed courses that you will have to pass to proceed further. It is advisable to contact the respective Dean who will be able to advise you of any such requirements.

1.7 College Handbook

Each College provides comprehensive information to potential students about postgraduate research opportunities to enable them to make an informed choice. You can get this information directly from the College. Such information includes research expertise available, minimum qualifications for research including personal, professional and educational experience, language requirements if applicable, supervision arrangements, time requirements for completion of thesis, examination of thesis and current fees structure. Please contact the College PostGraduate Office for this.

1.8 Steps in Application

Identifying a supervisor is an essential part of the application process. You may be a current student at FNU in PostGraduate program or else you might be intending to begin your research studies as a new student. In both cases, the following guidelines may be assistance to you.

1.8.1 Step 1: Finding a Supervisor

Before applying, you will need to identify a supervisor to match your research interests with the research supervision capacity of the College. Choosing a supervisor is an important aspect of your study, as you will be working with him/her over the term of your study. Research students generally have at least two supervisors. Principal Supervisor is in charge of the overall supervision of your thesis and will provide you with necessary mentoring and guidance.

The process of finding a supervisor has to start months before you enroll for your research. The reason for this is that your supervisors are usually senior staff in the Colleges/Schools who would have significant academic responsibilities. We encourage students to find their supervisors and connect with them early on. The first communication could be by email, following face to face meetings. In some cases, the College might want to allocate you a supervisor who might not have been your initial choice. The reason for this is that College may want an even distribution of students across supervisors available while matching the research expertise available and your research area.

Sometimes a student may find that the exact expertise that he/she is looking for is not available at FNU. In such cases, as long as one of the members of the panel is a FNU staff, the student may select and propose for approval a principal supervisor who is based with any other organization/university.

For external supervisor(s) University Post Graduate Committee will set the frame work. The selection of the Principal Supervisor will be a joint exercise where student will have the final say. It is important for the student to make no representation on any financial obligation on the part of the FNU.

1.8.2 More Information on Supervisors

The following are some sources that would give you additional information for selecting your supervisors:

1.8.3 Research Interest List

All Colleges have a list of potential supervisors with their research interests (normally listed on the University website). You may also converse with School and Department staff who will be able to give you advice on this. It is important to establish that the supervisor is available.

1.8.4 Curriculum Vitae

Research supervisors' curriculum vitae are usually available in a concise form on the University website. These will give an indication of staff research interests as well as thesis supervision record.

1.8.5 Research Publications

Reading published works of potential supervisors is a way of getting familiar with their work. It will give you an indication of the specific problems that have been investigated and methods that were used. Consider the specifics of research reports and way in which it matches with your research needs. The authors of the papers might also have indicated future research areas. If you plan to research these areas then there is greater compatibility between you and your supervisor.

1.8.6 Expression of Interest

Before you lodge a formal application, you may initiate contact with potential supervisors by emails. It is also advisable that you copy the Dean on your interests and enquiries. This will ensure follow-ups.

1.9 Step 2: Admission

Once you have established the prospective supervisors, you can apply for admission to the research degree program. Applications are open throughout the year. However, enrolment is at the commencement of the terms. For PhD scholars, the appropriate term may be the annual term.

1.9.1 Fees

FNU has established fees for all research courses. The current fee structures can be obtained from the FNU website. Tuition fees are payable at the beginning of each term.

1.9.2 Time for Completion

The following table provides the minimum and maximum time periods for completion of research degrees. For any extension beyond the stipulated guidelines, approval of an average of 50 hours per week will have to be obtained from the College PostGraduate Committee (CPGC).

Table: Completion time per programme (for thesis)

Research Degree	Full Time Minimum	Full Time Maximum	Part Time Minimum	Part Time Maximum
Masters By Course Work And Thesis	No Requirement	2 years	No Requirement	7 years
Masters By Research	No Requirement	3	No Requirement	7 years
Masters In Philosophy	No Requirement	3	No Requirement	7 years
Doctor Of Philosophy	No Requirement	5	No Requirement	10 years

FNU's free structure is credit point based rather than time based. As such, the total fee for a qualification does not depend on the completion period for the programme. However, the University reserves the right to amend fees occasionally. In such cases, it may decide to levy new fees on continuing students as well. As such it is advisable to complete the thesis without delay.

Section II: Proposal Guidelines

Proposal writing is a significant part of your research study. This is a formal requirement of all research programs at FNU. The quality of your academic research proposal is of fundamental importance to your application. You will need to convince the supervisors that the research you propose is of importance and of interest from an academic viewpoint i.e. capable of providing new insights and knowledge into an area or areas of human activity. Proposals show that

- the problem you have identified is significant enough to merit an investigation,
- the planned methods are suitable for the investigation,
- the problem can be investigated and results processed with the resources constraints for the thesis, and
- that the results are likely to make an original contribution to knowledge.

Generally, the level of sophistication of your proposal will be determined by the phase of your study as well as the requirement of the College PostGraduate Committee which may have defined regulations on the structure of the proposals.

2.1 General Guidelines for proposal

In the initial periods of study you will write 3-4 page documents which succinctly summarize your intended research activity. As you progress through your study, your proposal will be refined and reflect the rigor of your work. Your final proposal will have to meet the word limits, and other specifications set by the College PostGraduate Committee. You may use the following as guidelines for the different sections of the proposal.

2.1.1 Title page

The title page should contain the name of the proposed research, candidate, supervisor(s) and the department or school to which it will be submitted.

2.1.2 Research Title

The proposed research title should be clear, precise and should summarize the details which are given in the proposed research.

2.1.3 Introduction

A proposal starts with the introduction of research problem and some background information that supports or validates the existence of stated problem and need for the proposed research.

2.1.4 Rationale

This section gives reasons for why this research is significant

2.1.5 Literature Review

A literature review summarizes the nature of studies which have been already done in the field of proposed research. It will bring out the gaps and arguments in the existing research that support the need of the proposed research, and how the proposed research will fill those gaps. A proposal should reflect your

understanding of relevant bodies of literature and where your study fits in that context. This section need not be lengthy, however it should be complete. It should trace the central themes in the literature, highlight major areas of disagreement, and reflect a critical stance toward the materials reviewed.

2.1.6 Conceptual Framework

In this section, you will provide your own perspective. What theories or concepts will guide the study? How or why do they suggest the specific hypotheses or research questions? What are the strengths and weaknesses of the proposed framework?

2.1.7 Research Questions or Hypotheses

Following the description of the conceptual framework, there should be a clear, crisp statement of the research hypotheses, or, some questions which will be addressed in the proposed research. Finally, an explanation of why testing the hypotheses or answering the questions is appropriate for clarifying the research problems and is consistent with the conceptual framework should be included.

2.1.8 Methodology

Methodology section gives the details of how the student will carry out the proposed research. Here, student needs to provide information on data required, process of data collection, various possible data sources, data analysis, methods and techniques to be applied and research presentation. Clarity in this section is important with description of the instruments that will be used. Consider: Why are they appropriate for this study? Is there evidence of the instruments' reliability and validity? How and to whom will they be administered? What procedures will be followed in the data analysis? For qualitative studies, there should be an explanation of the purpose of observations and interviews, and, if possible, some indication of their content and format. The description of the proposed methodology should contain enough detail to indicate that the research student knows what he/she is doing.

2.1.9 Ethical Considerations

If the research involves questionnaire or interviews with human beings, then FNU requires an ethical clearance prior to the beginning of the research. This is done to save the personal freedom and for the safety of the participants. In the research proposal student needs to mention that ethical approval will be taken prior to the beginning of the field research. The College PostGraduate Committee will provide more information on this. Please read Ethical Clearance at FNU section below for more information.

2.2.1 Budget

Research proposals also require budget information. Budget information include the amount of total expected cost both direct and indirect, cost of any equipment required, cost of field study etc.

2.2.2 Timeline

This section contains detailed time table for the project, such as, time spent on literature review, primary and secondary data collection, data analysis, writing and presentation and expected time of submission of thesis.

2.2.3 Conclusion

Proposal also contains a section titled as conclusion which restates the significance of the proposed research in the theoretical and practical world.

2.2.4 References

This section will include a list of all sources sighted. College that you are enrolled in may have prescribed minimum number that you will have to adhere for your proposal.

2.3 FNU Ethical Clearance

As a researcher, you become part of FNU and international scholars who have the academic freedom to carry out investigations. Such inquiries may involve people, animals and /or plant life. Your responsibility as a researcher is to adhere to the highest ethical standards during the research process. This means that you will approach your research with integrity and sensitivity to ensure that work produced has met all the requirements of FNU defined regulations for ethics as well as any specific regulations of the Governments and organizations of your country where the research is conducted. You will be required to submit evidence of any such clearance requirements as part of your final proposal to College PostGraduate Committee. While your field of research may have specifics which you will have to consider as part of the ethical clearance, the following apply across the disciplines for all research.

2.3.1 Information on Selection of Participants

The methods used to select your participants must be based on integrity and be free from coerciveness. For example, if you were to consider researching on groups such as children under your supervision in schools or on prisoners, how much autonomy would they have to decide not to be part of your sample? How free would the guardians or parents be not to give consent? You will have to convince the committee that selection of such groups is significantly justified.

2.3.2 Informed Consent with Right to Withdraw

You will at all times be expected to have obtained informed consent from human participants of your research. Informed consent means the participants are competent to give the consent. You will have to give them the necessary information in terms of demands made on their time of written, verbal or practical involvement. Language used must avoid technical jargon. You will also inform them of their right to withdraw their participation at any time without any negative consequences. For example, in school settings, if your research participants are you students, they should be able to withdraw without fear of any negative consequences.

2.3.3 Confidentiality of Participants

Ethics demands that participants' personal details and confidential data be kept in a secure way so that details are not revealed. For example, if you have audio tapes, you will have to consider a protected way of keeping these. You will need to determine how you will store and protect the various forms of data collected during your research. As part of our thesis submission, you will need to deposit all information such as tapes, notes, videos recorded and any other information that supports the thesis including all the aspects

mentioned above with FNU. The arrangements for these will have to be thought through and revealed to the participants.

2.3.4 Clearance from Other Organizations

It is your responsibility to satisfy any conditions of organizations such as regulations of Ministry of Education, Health and other organizations if you chose to research in schools or hospitals or any other setting.

2.4 Confirmation of Candidature

Confirmation of candidatures means that you as a student will make the transition from provisional admission to full registration as a research student upon approval of your proposal. Generally, if you wish to pursue Master's Degree through a written thesis, Master of Philosophy or a Doctorate Degree, you will enroll and have time limits for submission and approval of proposals as set out by the College Post Graduate Committee.

For full time students, these limits are by the end of the first term (generally within 6 months) for Masters by Research and Master of Philosophy. For PhD, proposal submission is before the end of the first year of your program.

The University shall strive to maintain a fair process of selecting the candidates. Candidatures are decided by the College PostGraduate Committee. Once your proposal is approved, you will be given a letter of confirmation of candidature for the research program.

If you select your supervisors who are not a part of any College, then your proposal will be dealt with the University PostGraduate Committee. The UPGC comprises:

Director of Planning and Development (as in charge of Research) – Chairperson.

Each College Dean or his/her permanent nominee.

Director of NTPC or his/her permanent nominee.

Registrar (or his nominee) as Secretary.

Section III: Supervisor & Student Roles and Responsibilities

3.1 Supervisor's Role and Responsibilities

Your supervisor is the central person in your postgraduate research degree. The main role of the supervisor is to guide you to achieve the best that you are capable of producing as a research student. Your supervisor is also the chair of the supervisory panel and will report to the College PostGraduate Committee (CPGC) or the UPGC, as the case may be. These committees deal with matters concerning individual postgraduate students, including admission, extensions or leave of absence, the appointment of examiners, facilitation of thesis examination with defense and awards of degree.

It is important that you and your supervisor have a shared understanding of expectations and responsibilities. You and your supervisor will establish the framework of working relationship in the early contacts. Every supervisory relationship is different but working on principles of professionalism, respect and integrity will ensure that you both can work amicably within the accepted norms of postgraduate research. The supervisor will do the following:

3.1.1 Early Discussions

Within the early contacts with students, the principal supervisor will arrange a meeting of the associate supervisor (s) with the student. While not limited in scope, the discussions at these initial contacts should include PostGraduate handbooks, relevant sections of University Student & Academic Regulations, nature of research and the standards expected. The resources that are available such as literature, library and student services should be pointed out as well.

The supervisor has a specific responsibility for care of overseas students in that they may need frequent contact in the early stages of their studies.

3.1.2 Continuing Support and Mentoring

A major role of the supervisor is to assist the student with the preparation of the research proposal/plan, and ensuring that this is completed within the time limits specified. The supervisor will also provide guidance to students on ethical issues that may potentially arise in the course of research. The supervisor will be raising student awareness of FNU's Ethical Clearance requirements and Intellectual property and ensure that the student understands the implications of these. College specific ethical guidelines and any external ethics guideline such as of regulatory bodies where these apply, need to be brought to the attention of the student.

Supervisors will also provide information on the issue of plagiarism and to relevant sections of UASR on this. The supervisor will raise the awareness of the student on the seriousness of plagiarism and its consequences.

3.1.3 Meetings

The supervisor is expected to maintain contact with the student through regular meetings. The schedules of these meetings are to be made available to the CPGC. The supervisor will be available at appropriate times for consultation and discussions to ensure that student's progress is satisfactory and according to the timelines submitted in the proposals. Any deviation shall be addressed so that the overall completion time plan is adhered to.

3.1.4 Successive Stages

The supervisor will be advising on the necessary completion dates of successive stages of the work so that the thesis may be submitted within the scheduled time. The supervisor will be requesting written work as appropriate, and returning such work with constructive criticism within a reasonable time. S/he will be ensuring that the student is made aware of inadequacy of progress or of standards of work below that generally expected.

3.1.5 Progress Reports

The University monitors the progress of students enrolled in various stages of any defined program of study. This progress is premised on the principles of early identification of students not making satisfactory progress, responsive communication and supportive intervention, tracking and reporting of students' progress and open and fair processes and decision-making. As a research student, you are responsible for working together with your supervisors and in critically reflecting upon your progress in a purposeful and critical way. Student to submit progress reports to committee for approval under the signature of the supervisor. The supervisor will be submitting brief term reports on the appropriate form to the College PostGraduate Committee (or UPGC as the case may be).

3.1.6 Supervisor Unable to Continue

It is the responsibility of the University to ensure adequate and appropriate supervision throughout your period of candidature. Supervisors will inform the College PostGraduate Committee if they are unable to continue supervision temporarily or permanently. The Chair of the College PostGraduate Committee will initiate the necessary processes and secure an alternative supervisor. If you are aware of impending changes in your supervision arrangements, check with your supervisor and College PostGraduate Committee to ensure that alternative arrangements are in place.

3.2 Student Roles and Responsibilities

All students are expected to work conscientiously throughout the period of their candidature and to produce a thesis, which makes a contribution to knowledge as per the University Qualifications Framework. It is also expected that the student will submit the completed thesis on times. Students should become familiar with standards expected of the relevant degree in their subject (PhD, Masters of Philosophy, Master's degree) by discussing these with their supervisors. Previous thesis and dissertations lodged in the library can be consulted as well. Your responsibility is to further understand the supervisory relationship and the following guidelines will inform you of that:

3.2.1 Commitment to Research

At this level of study, your time commitment to research is the key to your success. You are advised to have a timeline of specific goals for each term of study and to meet these. A minimum week for a full time student is 50 hours. Depending on the stage in your program, there may be greater demands on your time as you progress. Expect that you might work evenings and weekends over your thesis. You will have to take responsibility for knowing when various forms are due as well.

3.2.2 Regular Meetings

You and your supervisor are busy people. It is always advisable to make regular supervising appointments in advance. At your meetings, you will need to establish with your supervisors:

- How often and when you meet?
- Face to face or meeting using electronic media such as Skype or conference calls.
- Length of the supervision sessions.
- An agenda and goals for the supervision sessions.
- Time for the next supervisory session.

3.2.3 Agenda for Supervisory Sessions

It is your responsibility to set the agenda for supervisory sessions. Give your supervisor some written material and advance notice of your agenda. Supervision is generally more productive and effective if you and your supervisor are adequately prepared.

- Provide your supervisor with any readings, which may form the background to the session (e.g. giving references to published writing or providing copies of your own or others' writing).
- Give notice, either orally or in writing, of any specific questions or issues you wish to raise.

3.2.4 Maintaining Record of Supervisory Sessions

The contact that you have with your supervisors is part of your research so keep updated notes to inform your study. You need to keep a record of decisions reached in supervisory sessions. It is a good idea that you and your supervisor spend about 10 minutes recording in writing any consensus decisions that have a direct effect on your research. This may include:

- Time and date of the next supervisory session
- Tasks you have agreed to complete before the next supervisory session
- Tasks your supervisor will undertake before the next supervisory session.

You should type the records and email to your supervisor well before the next meeting, preferably within 72 hours of the meeting.

3.2.5 Informing Supervisors of Progress

Your supervisors are there to support you in your research, and need to be regularly informed of your progress. Should your principal supervisor be unable to continue supervising temporarily or permanently, it is expected that your associate supervisor will assume that responsibility until an alternative supervisor is designated.

3.2.6 Meeting Agreed Deadlines

You should assume responsibility for editing your work. Try to submit draft material that is at an advanced and relatively 'polished' stage of development so your supervisor can focus on the content rather than correcting grammatical and typographic errors. Avoid resubmitting the same draft material several times. Your supervisors are not responsible for editing your work.

3.3 Handling Disputes

In cases of conflicts, it is important that these are resolved in the early stages so that the supervisory relationship does not deteriorate. At the early stages, these need to be worked out between the supervisor and the student. Let your supervisor know how the supervisory relationship is working for you. Do not make your supervisor second-guess your needs. If you feel your supervisor is not meeting your needs, then say so. If you feel your supervisor is being too dominating and directive, articulate this as well. If you want more or less support than you are getting, ask for it.

If the relationship has deteriorated or you feel uncomfortable raising this with your supervisor then the following procedure applies:

3.3.1 Chair of the PostGraduate Committee

All Colleges will have the appointed Chair of College PostGraduate Committee who will act as the go between the supervisor and the student to resolve any disputes and bring both parties to find an amicable solution.

3.3.2 Appeal Procedures

Situations that cannot be resolved through the above needs to be resolved through the appeals procedures outlined in the University Academic & Student regulations.

3.3.3 Changing Supervisors

In some cases, it may be in the best interest of the student to get a new supervisor appointed. It is the prerogative of the University to decide this based on the student's research needs and availability of another supervisor. Any such changes shall be done without prejudice to the student.

3.4 Leave of Absence

Leave of absence involves deletion of a period for which a student would otherwise have been studying for a degree. The deleted period is not counted when calculating time limits for a degree or programme. Leave of absence is most commonly granted to cover a period of illness or any other exceptional circumstances. The maximum leave of absence is allowed is only 3 years. Any further extension is on need basis and will be granted by CPGC.

As any leave taken by student also affects the supervision requirements, the following needs to supply for request of extension:

- Any documents in support of your request if appropriate. This should always be provided if the request is on medical grounds. It is the responsibility of the student to obtain such medical evidence, e.g. in the form of a certificate from his/her doctor.
- Your plans for completing the research by the end of the recalculated period. A realistic and full plan, which has been approved by the principal supervisor with specific details and timings, is appropriate.
- A supporting letter from the principal supervisor.

Section IV: Thesis Submission and Examination

4.1 Submission of Thesis

Candidates shall submit their thesis at the end of the time frame for which they were enrolled. Intention for Submission of Thesis shall be made three months before the end of the date of submission on prescribed form for this purpose to the College PostGraduate Committee. Upon receipt of the intention of submission, the Office will notify the examiners of the intended dates. This alerts examiners of future work requirement and allows you to format the thesis according to requirements of the College.

At the end of this three month notice, you will submit the thesis. Your supervisor will sign off on the nominated form that the thesis fulfills the College requirements.

If students are unable to submit the thesis by the end of the minimum time requirements of their research program then application for extension must be made 6 month early to the College PostGraduate Committee. For any extension of time beyond the maximum, Senate shall deliberate.

It is the responsibility of the student to ensure that they meet the requirements of the thesis format in consultation with their supervisors. Some Colleges may provide more detailed guidelines for particular fields of study. Therefore, students must seek the approval of the Chair, College Post Graduate Committee if they believe that their thesis preparation demands a major departure from these guidelines. The request must be supported by the student's supervisors.

A high standard of presentation is required. Students are encouraged to use a leading word-processing or desktop publishing computer package combined with a high quality printer to ensure that presentation of text and any illustrative matter is both clear and attractive to the reader. A major consideration in the presentation of the thesis is the ease with which an examiner can undertake the task of examination. To this end, the following factors should be taken into account when preparing the thesis.

4.2 Format of Thesis

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4.2.1 Length of Thesis

A thesis is intended among other things to demonstrate a student's capacity to report on the research in a clear and succinct manner. It is recognized that the length of a thesis may vary according to the topic and the discipline (e.g., a PhD thesis is normally between 95,000 – 100,000 words). There is some variation in

international standards regarding the length of a doctoral thesis and students are advised to consult their supervisors regarding appropriate word limits in their disciplines. A very short thesis may suggest lack of scope in a project while a very long thesis may suggest a failure in judgment through inclusion of material that could be left out.

Fiji National University sets upper limits on the length of a higher degree research thesis, not including bibliography, appendices and footnotes:

Doctor of Philosophy – 100,000 words

- Master of Philosophy – 60,000 words
- Masters – 45,000 words

These upper limits may be exceeded only in exceptional cases where approval has been given by the Chair, Post Graduate Committee on application from the student and with the support of the principal supervisor.

4.2.2 Text Layout and Binding

- The text should be copied or printed on both sides of the page (double-sided) on good quality A4 (297mm x 210mm) paper
- The print size of text in the main body of the thesis should not be less than 12 point
- The lines of text should be in 1.5 or double spacing
- Each page should have a left and right hand margin of at least 3cm, and a top and bottom margin of at least 2cm
- The page should be numbered sequentially

Depending on the referencing system used, references/footnotes may appear in the body of the text, at the bottom of each page, at the end of each chapter, or at the end of the thesis

- The text must be legible as the intelligibility of the thesis depends in part on its presentation.

It is recommended that the copies of the thesis submitted for examination be soft-bound and double sided. Loose-leaf binders of the two-hole or spring type are not acceptable. Plastic spiral binding is preferred.

4.3 Order and Content

These are some general guidelines for you in the order and content of your thesis. The college in which you undertake your study will give the further specifications for format which you will have to meet.

4.3.1 Preliminary Pages

- Title Page

The title of the dissertation should be a meaningful description of the content. Use word subtitles for formulas, symbols, superscripts, subscripts, Greek letters, etc. The month and year must be the actual month and year in which you submit your thesis to the office of the University Registrar. Also include the degree for which the thesis is submitted including the words, "submitted in fulfillment of the requirements of the degree of doctor of philosophy/Master of philosophy/Master"

- Copyright Notice Page (date is year of conferral) – center on page as follows:

©Copyright by Student Name 2012

All Rights Reserved

- Signature Page

The College Post Graduate Committee must endorse the supervisors who sign the signature page. All signatures on the signature page must be original. No photocopies of signature pages are allowed for the university copies.

- Abstract
- Preface and /or Acknowledgments
- Table of contents, with page references
- List of tables, with titles and page references
- List of Illustrations, with titles and page references

4.3.2 Text

- Introduction

Main body, with the larger divisions and more important sub-divisions indicated by suitable, consistent headings.

4.3.3 References

- Appendices
- Bibliography or List of References

4.4 THESIS EXAMINATION PROCESS

4.4.1 Stage 1

1. Supervisor will appoint examiners and inform the College PostGraduate Committee who will appoint examiners and do the necessary paperwork.
 - Masters by research and Master of Philosophy: two examiners will examine the thesis-one internal and one external
 - PhD: three examiners will examine the thesis one internal and two external

In all cases above, these examiners will be independent of the supervisors.

2. Student will fill the *Intention of Submission of Thesis* Form. Upon receiving this, Chair of College PostGraduate Committee will alert examiners. This is done 3 months early so that it gives an indication to the examiners of work they are required to undertake. It will also allow you time to format and work with your supervisor to get the thesis in a form ready for submission.

4.4.2 Stage 2

1. On the submission date, student will submit the required number of copies with *Submission of Thesis* Form to the College PostGraduate Committee as follows:

Masters Degree: two copies

Master of Philosophy 2 copies

PhD: 3 copies

Copies of the thesis will be dispatched to examiners within 36 hours.

2. Examiners will be requested to provide their report within 8 weeks of their receipt of the thesis (students should expect that it may take up to one week from the date of thesis submission, for the examiner to receive the thesis).
3. Email reminders will be sent to examiners at weekly intervals if the report or a response from the examiner has not been received within the 8 weeks.
4. If no report is received by the given date or there has been no response from the examiner, the University may appoint a replacement examiner (12 weeks after dispatch of the thesis). Candidates will be informed of progress at this point.

4.4.3 Thesis Defense

You will be expected to defend your thesis through an oral examination to justify award of the research degree. This is known as viva. Examination of the written thesis with the oral examinations allows the examiners to establish evidence of contribution to knowledge, originality of work and for you to answer any queries that are raised by the examiners during the preliminary examination of thesis. The viva may also be accompanied with written or practical exams as well depending upon your research area.

The Chair of the PostGraduate committee will organize the oral examination the thesis defense which will be conducted by the Chairperson of Examiners. Normally, all examiners will participate, either in person or by an available form of electronic conferencing.

In exceptional circumstances, when only one examiner is available, that examiner and the Chairperson of Examiners will conduct the oral examination. An examiner who is unable to participate in the examination may be asked to submit a list of questions to be put to the student at the examination. The student's supervisors may be present as observers but may not speak unless called on to do so.

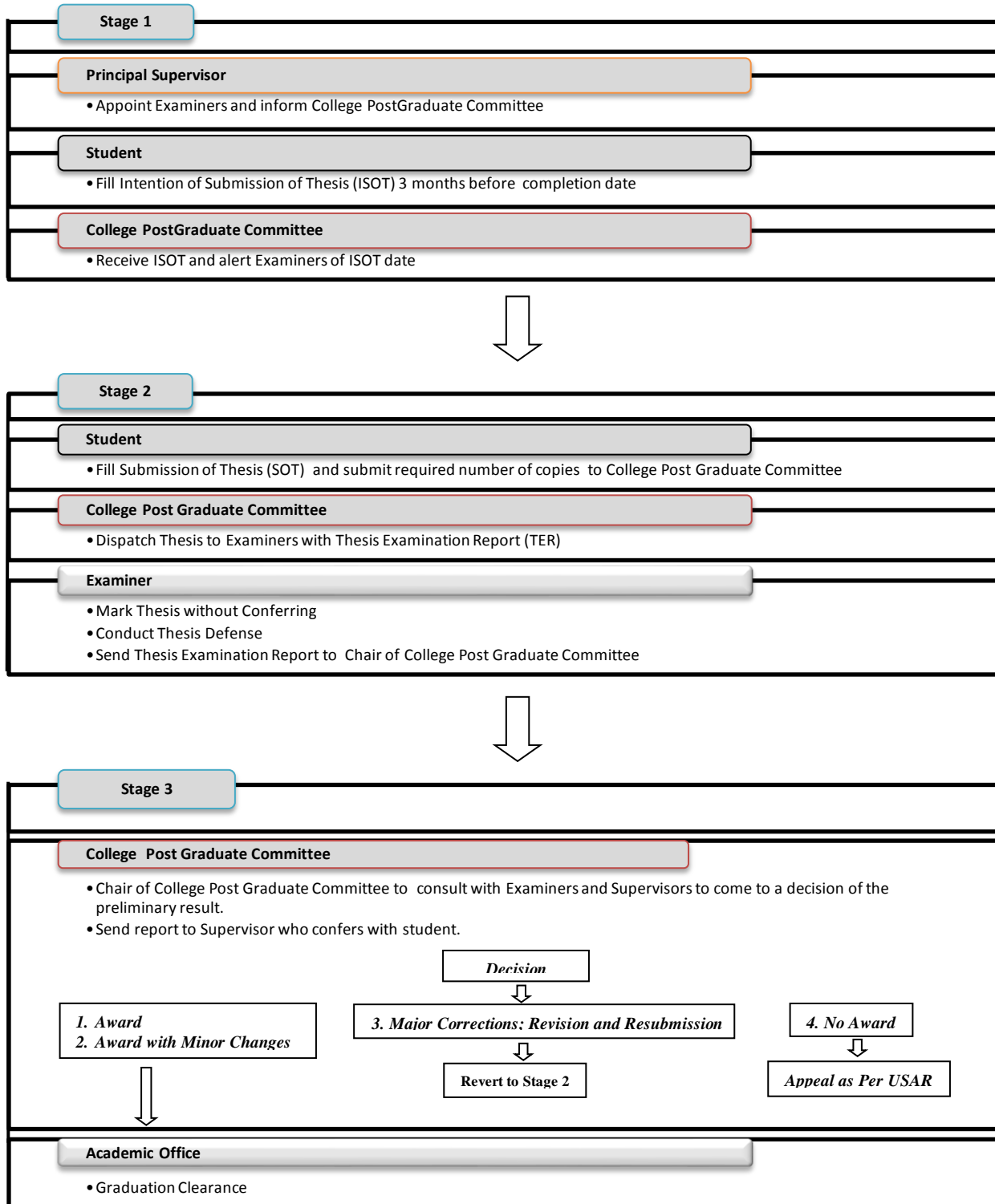
On completion of the oral or written examination, the participating examiners will make a recommendation to the Chairperson of Examiners. The Chairperson of Examiners will prepare a report on the outcome of the oral or written examination for the Chair of the College PostGraduate Committee.

4.4.4 Stage 3

1. When all reports have been received from examiners, the supervisor is notified and provided with a copy of those reports. The supervisor is then invited to provide his/her comments on the reports to the next available meeting of the College PostGraduate Committee.
2. The College PostGraduate Committee will make a determination regarding the outcome of the Examination, in the light of the examiners' reports. The range of decisions includes:
 - i. Award
 - ii. Award with Minor Corrections;
 - iii. Major Corrections; Revision and Resubmission
 - iv. No Award
3. A letter will be written to the candidate advising the decision of the College PostGraduate Committee regarding the outcome of the thesis examination and a copy of the examiners' reports will be enclosed with that letter.
4. If the Committee determines that either corrections or a revision to the thesis is required, the candidate will be advised of the time allowed in which to undertake the corrections.
5. If a Major Corrections decision is made, the candidate will be enrolled for twelve months and must pay tuition fees. The commencement date for this enrolment shall be decided between the candidate and the supervisor but must be no later than 3 months from the date of the Committee's decision. All examiners from the first examination process will be invited to participate in the re-examination.

6. A corrected or revised thesis must be again presented to the College PostGraduate Committee for consideration.
7. When the College PostGraduate Committee has determined that the requirements for the degree have been satisfied, it will recommend to Senate that the candidate has completed all requirements.
8. After Senate has approved the completion, the candidate will receive a formal letter from the College PostGraduate Committee.
9. If the completed degree is a Doctorate, you may use the title of "Dr" only after the Vice Chancellor in a graduation ceremony has conferred the degree.
10. After completing, the doctorate student is allowed two public seminars.
11. If a student wishes to publish the Thesis paper, should use indexed or ranked journals.

4.5 SUMMARY OF FNU THESIS EXAMINATION PROCESS



4.6 Library Deposit of Thesis

Before graduation, you will have to deposit copies of your thesis with FNU. Student is required to submit soft copies along with three (3) bound copies the thesis and all three copies should be submitted to the Office of College PostGraduate Committee. One (1) copy will go to University Library, (1) copy will go to the University Research Committee and (1) copy will remain with the College. The office of College PostGraduate Committee will submit your bound thesis to the libraries for you.

The printed Thesis in the Library will be used to setup information repositories. You may make additional copies for yourself and for your advisor(s) if you choose at the time you submit the required copies.

4.7 Intellectual Property Policy

The university has created policies on all aspects of rights over and responsibility for creating original work. In the pursuit of creating and disseminating of new knowledge, you will abide by the Intellectual Property Policy. You are encouraged to read and familiarize yourself with the relevant sections of this policy.

Section V: Other Relevant Information

5.1 Library

Having access and using the library are central to the research student. The library will support your access to materials for your research. Liaise with your supervisors to order books, journals that you may require.

5.1.1 Distance Student

You will be entitled to same borrowing rights as a campus student. Email the librarian on Librarian@fnu.ac.fj and arrangements will be made for the nearest campus near you to act as the point of collection of requested materials.

5.1.2 Extended borrowing

As a research student, you will have extended borrowing privilege. This will be up to a period of 3 months.

5.1.3 Inter- Library Loans

You will be entitled to inter- library loans. All requests are to made to the Head Librarian for this.

5.1.4 Online Journals

FNU has a growing number of online journals. Check with your librarian.

5.1.5 PostGraduate Reading Rooms

All research students will access to specially allocated rooms from where you can do your research.

5.2 Research Grants

You may be entitled to apply for research grants from the University Research Committee. Please liaise with your supervisor on this.