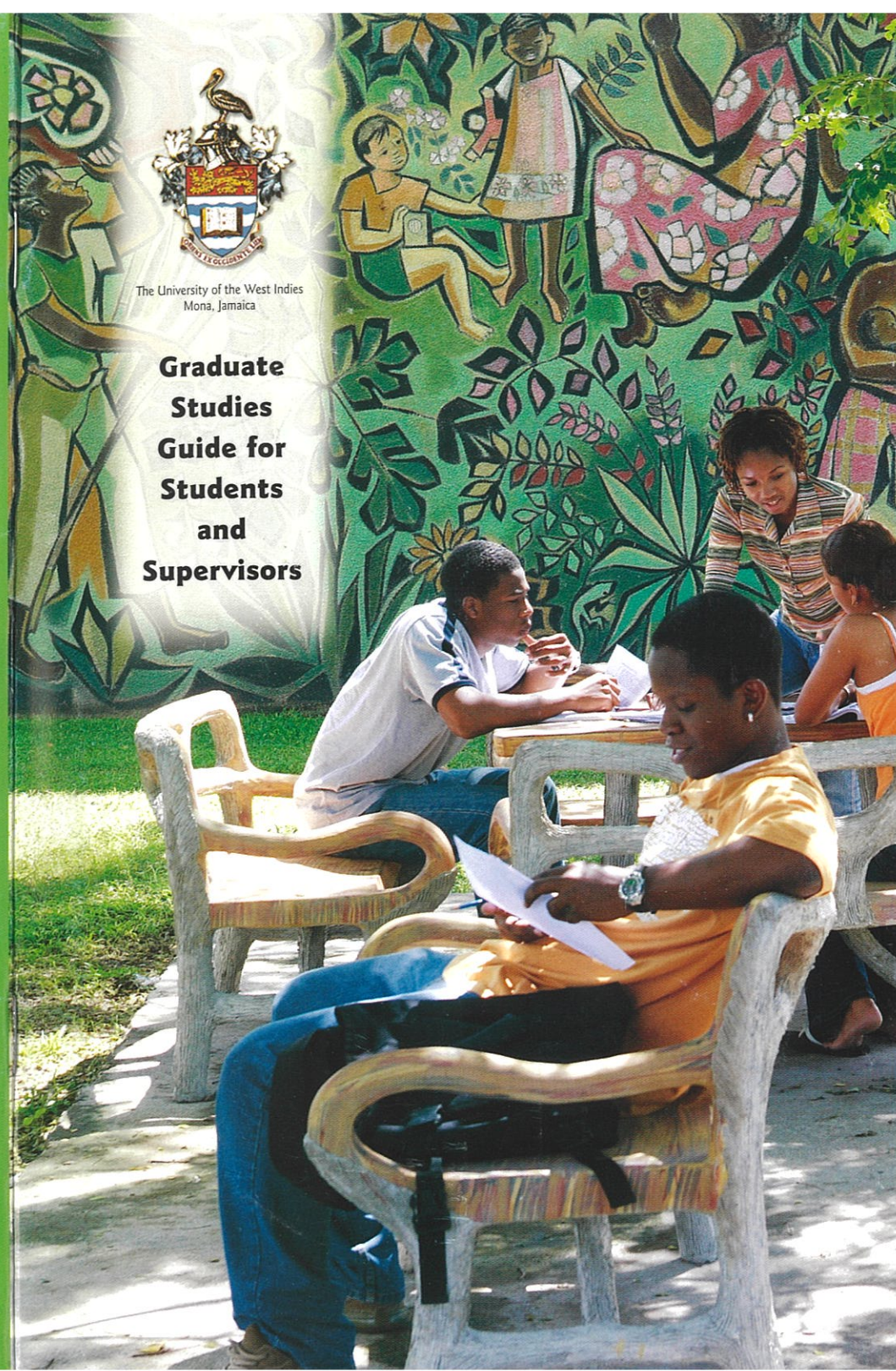




The University of the West Indies  
Mona, Jamaica

**Graduate  
Studies  
Guide for  
Students  
and  
Supervisors**



**THE UNIVERSITY OF THE WEST INDIES**



**GRADUATE STUDIES GUIDE FOR  
STUDENTS AND SUPERVISORS**

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## **GRADUATE STUDIES AND RESEARCH AT THE UNIVERSITY OF THE WEST INDIES**

Scholarship, research, creativity and their application to human development are the foundations of university life.

The University of the West Indies is committed to imparting existing knowledge through its diverse undergraduate courses and to advanced training at the graduate level. The foundation of this teaching and training is the University's research work that continuously generates new knowledge and understanding. Research informs the teaching programmes and is applied to human problems and the advancement of society regionally and globally.

Research degrees are offered through the M.Phil. and Ph.D. programmes. In these, students conduct research in conjunction with a supervisor, who is a faculty member and recognized scholar in a particular research field, or with a supervisory team of faculty and other experts in the relevant discipline. Following the award of the research degree, original findings are normally published; thus contributing to the dissemination of knowledge and to development.

Many of the taught Masters' Programmes also include training in research methodology and students are required to submit a Project Report or Research Paper in partial fulfillment of the requirement for the award of the Degree.

Guidelines are provided in this Booklet on the roles and responsibilities of the departments, institutes or centres offering the degrees as well as the roles and responsibilities of supervisors and students. Leadership and coordination are provided through the School for Graduate Studies and Research of the University of the West Indies, St. Augustine Campus.

## THE ADMINISTRATIVE STRUCTURE FOR GRADUATE STUDIES AND RESEARCH

The School for Graduate Studies and Research has overall responsibility for all Higher Degrees offered at the University of the West Indies. The office of the Dean of the School is situated on the Mona Campus in Jamaica. Final approval for the award of degrees, upgrading of registration, new programmes, must come from this office.

On each Campus, there is a Committee for Graduate Studies and Research which is responsible for the administration of all higher degrees on that Campus. This extends to such routine matters as application; registration; supervision; scholarships; progress reports; oral, written, project and thesis examinations; support for research and publication; thesis grants; hardship grants; general information; guidance and counselling and intervention and conflict resolution, where necessary.

In each Faculty, there is a Graduate Studies Sub-Committee which considers applications to that Faculty and makes recommendations. The Sub-Committee also makes recommendations concerning leave of absence, extensions to time limits, and any problems you may have concerning your Programme of Study.

The Administrative Staff in the Office of the School for Graduate Studies and Research at St. Augustine are always willing to assist you with whatever problems you may encounter. Please do not hesitate to come in and seek advice on any matter.

## ON MASTERS' (M.Phil) AND DOCTORAL (Ph.D) DEGREES

All Masters' (M.Phil or equivalent) and Doctoral (Ph.D) programmes of study at the University of the West Indies culminate in the presentation of a thesis conveying the results of the independent study and research carried out by the Graduate Student. It is necessary for Graduate Students, Supervisors, Advisory Committees and Examiners to ensure that the qualitative and quantitative distinction between the M.Phil Degree and Ph.D Degree be understood and maintained.

### THE MASTER'S THESIS

A Master's Thesis reviews the state of knowledge in a particular field, creates and evaluates a new design or novel experiments in a particular aspect of an area of study or makes an appropriate critique or interpretation of the subject. The Master's Thesis should be evidence of the Graduate Student's ability to review effectively the relevant literature in the field, to undertake independent research and to present the results in a clear, systematic and scholarly form.

It is expected that a Master's Thesis will make at least some independent contribution to knowledge or understanding in the subject area in which the student is working.

### THE DOCTORAL THESIS

A Doctoral Thesis must set forth a significant contribution to knowledge or understanding, adding to or critiquing through approved research methodologies to the current theoretical underpinnings and empirical base in the student's field of study.

The Thesis must be set forth in a scholarly manner demonstrating the original and independent investigations conducted and setting forth unambiguously its achievements, contributions and findings in a format appropriate to Doctoral Theses in the particular discipline.

The Doctoral Thesis must reflect not only mastery of the subject area under investigation and competence in research techniques, but also the ability to select an important problem for investigation and to deal with it in a mature and competent manner.

The Doctoral Degree is, by nature and tradition, the highest certificate of membership in the academic community. It is meant to indicate the presence

of superior qualities of mind, intellectual interest and high attainment and knowledge in a chosen field. It is not conferred merely as a certificate to a prescribed course of study and research, no matter how long or how faithfully pursued. Independent achievement at a high intellectual level is a necessary prerequisite to its conferment. A Doctoral thesis or parts thereof must be judged to be potentially publishable.

## PROCEDURAL GUIDELINES FOR THE UPGRADING OF AN M.PHIL. REGISTRATION TO THE PH.D.

1. Postgraduate students who are registered for the M.Phil. Degree and who wish to be considered for the upgrading of their registration to the Ph.D. must request the upgrading in the 2nd year of registration. Applications for upgrading will not be considered after the 3rd year of registration. Applicants should have completed all departmental coursework requirements by this time. Students should apply to the Assistant Registrar (Admissions), School for Graduate Studies and Research to have this matter initiated.
2. A Supervisor should state in his/her written report to the Head of Department/Director of Institute/Centre and Assistant Registrar why he/she considers the student to be outstanding and whether in his/her opinion the work can be developed to the level of the Ph.D.
3. All M.Phil. candidates should note that students who have submitted for examination outstanding M.Phil. Theses may be recommended by the University Examiners to have their registration status upgraded to that of the Ph.D. This is an alternative route to the Ph.D. but can only be determined after the M.Phil. thesis has been submitted and fully examined.
4. All recommendations from Departments/Institutes/Centres for Ph.D. registrations are subject to the approval of the Dean, School for Graduate Studies and Research.
5. The following are the procedural guidelines which students, supervisors and Departments/Institutes/Centres should follow in seeking the upgrading of registration status from the M.Phil. to Ph.D.
  - (i) The student should consult with the Supervisor on this matter.

- (ii) The student through the Supervisor and the Head of Department/Director of Institute or Centre should apply to the School for Graduate Studies and Research formally seeking upgrading of his/her registration.
- (iii) The Head of Department/Director of Institute or Centre should consult with the Student Advisory Committee, and if he/she is in agreement establishes an Upgrading Assessment Committee. If the Head of Department/Director of Institute or Centre is not in agreement, he/she should submit his/her comments to the Assistant Registrar on the matter, copying his/her letter to the Supervisor. Campus Committee for Graduate Studies and Research will deliberate and recommend in such instances.
- (iv) If the Head of Department/Director of Institute or Centre is a supervisor in an upgrading matter, he/she must delegate his/her responsibilities as Head of Department/Director of Institute or Centre in such a matter to a Senior academic colleague in the Department/Institute/Centre.
- (v) The Head of Department/Director of Institute or Centre will appoint an Upgrading Assessment Committee including and independent Chairman, after discussions with the Student Advisory Committee and other Departmental colleagues. He/she will consult also with the Chairman of the appropriate Faculty Committee (where applicable) and the Chairman of the Campus Committee on this matter.
- (vi) The Upgrading Assessment Committee should comprise the Supervisor(s), plus at least two independent Assessors normally chosen from the academic staff of the University, together with the Chairman. In the case of students for whom a Supervisory Committee has been appointed, such a Committee plus the independent Chairman should constitute the Upgrading Assessment Committee.
- (vii) Assessors should be chosen on the basis of their knowledge and experience at the appropriate level in the area of the student's research. One of the assessors may be drawn from outside the University community **in the appropriate circumstances.**
- (viii) The designated Chairman should request from the student a copy of his/her Upgrading Proposal for each of the Assessors and a mutually agreed date should be set for the oral presentation by the student of his/her:

- report on the work done and accomplishments to date under the M.Phil. registration;
  - research proposal to upgrade the work to the Ph.D. beyond the M.Phil. level. Students and Supervisors must note that the Upgrading Assessment Committee will make a rigorous review of the student's past performance and future prospects, so as to evaluate both the student's capacity for independent research at the Ph.D. level and the scope and quality of the expected Ph.D. research.
- (ix) The oral presentation by the student of the upgrading proposal should be conducted by the Chairman, and questions posed to the student by the Assessors. The Chairman will meet with the Assessors after the oral presentation and will receive from them either a joint report or individual reports on the presentation with a recommendation concerning the upgrading and any other relevant issues.
- (x) Such Reports together with that of the Chairman's should be forwarded to the Assistant Registrar for the deliberations of the Campus Committee for Graduate Studies and Research. Campus Committee then submits a recommendation to the Dean, School for Graduate Studies and Research, and the Supervisor and student would be informed by the Assistant Registrar of the decision.

## **THE M.A./M.Ed/M.Sc PROJECT REPORT OR RESEARCH PAPER**

The M.A./M.Ed./M.Sc. Project Report/Research Paper completed by students in taught Masters' Programmes should demonstrate:

- independent, wide ranging reading in the subject area;
- reasonably in-depth analysis of the literature;
- familiarity with research methods, data collection and analysis, and design and conduct of experiments, as appropriate to the specialisation;
- findings reported in the approved academic style appropriate to the discipline.

It is **not** expected that the student must necessarily make a contribution to knowledge, but should show a clear understanding of the topic being investigated and its application.

The upper limit in terms of length should be 125 pages, exclusive of notes, bibliography, appendices etc.

## **RESPONSIBILITIES OF DEPARTMENTS INSTITUTES/CENTRES**

### ***Responsibility to the Research Student***

The interaction between Graduate Research Students and the University usually begins with the Department in which there is a research interest. In particular, the Head of Department (or the Director of an Institute) and a particular member of Staff may serve as the very first point of contact. The responsibility of the Heads of Departments/Director of Institute/Centre to research students include:

- outlining to graduate students the areas of research strength in the Department;
- introducing Graduate Students to members of the academic, technical and administrative staff of the Department, particularly the key research players;
- outlining the expectations of M.Phil. and Ph.D. research and the issues and common problems experienced by students and Departments in the pursuit of such activities;
- providing an outline of the equipment and facilities in the Department for supporting graduate level research;
- identifying areas of support for research students:
  - financial support - teaching/research assistantships, demonstratorships, part-time tutoring, etc.
  - office space/a place to study,
  - technical support - laboratory space, equipment and materials, technicians, computers, library access, etc.

- administrative support - telephone/fax/e-mail, photocopying, thesis preparation, tea/coffee etc.
- University research funds, Departmental funds, external funding,
- research supervision and Advisory Committees.

It is within Departments that research will be undertaken and it is therefore vital that Heads of Departments create an enabling, supportive environment where the research work of all graduate students and by extension members of academic staff can flourish.

### ***Responsibility to the School for Graduate Studies and Research***

Heads of Departments/Directors of Institutes/Centres have a direct responsibility also to the School for Graduate Studies and Research to ensure progress and quality in terms of graduate research students:-

- recommending the acceptance of graduate research students
- ensuring that facilities are available for the conduct of the proposed research;
- nominating Supervisors and members of Advisory Committees;
- ensuring progress of all graduate students including the submission of timely progress reports each Semester;
- conducting research seminars for graduate students;
- nominating Examiners for Theses.

## **RESPONSIBILITIES OF THE SUPERVISOR**

1. Giving guidance about the nature of research in the relevant discipline(s) and the standard of performance expected at the M.Sc. Project Level, at the M.Phil. or Ph.D levels, about the planning of the research programme, about the objectives and scope of the research to be undertaken, about literature and sources, about requisite techniques (including arranging for instruction where necessary), and about attendance at classes and laboratories where relevant.
2. Advising the student of the nature of guidance or comment to be offered on the student's written work, since comments have to be in accordance with the general principle that the work should be the student's.
3. Arranging regular meetings with the student, usually once per week and with the Advisory Committee, usually once per semester.
4. Being accessible to the student at other times and as the need arises.
5. Giving detailed advice on the completion dates of successive stages of the research so that the completed research may be submitted within the scheduled time.
6. Requesting written work as appropriate and returning such work with constructive criticism in reasonable time and within the time period stated and or promised.
7. Arranging for the student to present his or her research to staff and other graduate students at Graduate Research Seminars at appropriate times during the student's registration.
8. Giving general guidance to students, where necessary, on matters pertaining to oral and other examinations, research seminars, etc.
9. Ensuring that the student is made aware of inadequacy of progress or of standard of work below that generally accepted; also reminding students of the time limits for the completion of the particular programme of study or research.
10. Paying particular attention to non-Campus or overseas students who may in the early stages need very frequent contact, and often advice of a seemingly elementary kind.



11. Having met with the Advisory Committee and the student, submit full reports every semester to the School for Graduate Studies and Research on the student's progress which the student must see. If the student is making insufficient progress, or the work is below standard, the Supervisor and the Advisory Committee should recommend whether the student should be allowed to continue or should be warned.
12. Reminding the student to act in accordance with University regulations governing entry to the thesis/research paper/project report examination (normally three months before the expected date of submission of the thesis).
13. Making recommendations to the Head of Department on the nomination of the examiners of the student's thesis/research paper/project report, (normally three months before the expected date of submission).
14. Ensuring that the final work of the student satisfies accepted standards of usage for scholarly writing, which includes standards of grammar, spelling, punctuation, references, footnotes, bibliography, and that the presentation conforms to the University's General Regulations (advising the student to consult the Thesis Guide).
15. Giving guidance and support to the student in the correction of the Thesis, Project Report, etc. as may have been required by the School for Graduate Studies and Research after the examination process has been completed and prior to the final acceptance of the Thesis.
16. Making representation to Head of Department, or to the Chairman, Campus Committee for Graduate Studies and Research, if an effective working relationship with the student has not been established.
17. Advising and assisting students on matters pertaining to the presentation of research findings at scholarly conferences, publication of findings in peer reviewed Journals, or in book form, etc.
18. Convening meetings at least once per semester of the Advisory Committee to review the progress of the student's research.

## RESPONSIBILITIES OF THE GRADUATE RESEARCH STUDENT

1. Keeping the schedule of meetings agreed to with the Supervisor(s) and/or Advisory Committee.
2. Taking the initiative in raising with the Supervisor problems or difficulties, however elementary they may seem.
3. Seeking guidance and comment on the research programme as necessary.
4. Accepting and acting on the advice given by the Supervisor, unless the student, after careful consideration and discussion with the Supervisor, and for good reasons, decides otherwise.
5. Maintaining good progress in one's research in accordance with the schedule agreed to with the Supervisor.
6. Assisting the Supervisor and the Advisory Committee in the completion of the Semester's Progress Report.
7. Passing creditably and at the first attempt any Departmental or Qualifying courses which may have been prescribed.
8. Giving and participating in Graduate Research Seminars and other scholarly activities.
9. Making representation to the Head of Department if an effective working relationship is not established with the Supervisor or any member of the Advisory Committee or if, for reasons beyond the student's control, the work is not proceeding satisfactorily. If the Supervisor is also the Head of Department, making such representation to the Dean of the Faculty and then to Chairman, Campus Committee for Graduate Studies and Research, or to any member of the Campus Committee for Graduate Studies and Research.
10. Presenting written material as required by the supervisor in sufficient time to allow for comments and discussion before proceeding to the next stage; for example, in the preparation of a Thesis or Project Report.

11. Taking responsibility for the final presentation of the Thesis or Project Report in terms of writing, style, grammar, spelling, references, end/footnotes, bibliography.
12. Submitting a Thesis, Project Report or Dissertation within the time limits set by the University.
13. Familiarizing yourself with the rules and regulations of the University, particularly the “**General Regulations for Postgraduate Degrees**” and its “**Policy on Research Ethics**” for example.

## ON COMMITTEES OF ADVISERS FOR GRADUATE RESEARCH STUDENTS

### APPOINTMENT

1. A Supervisor(s) and a Committee of Advisers are to be appointed by the School for Graduate Studies and Research for each graduate student registered at the University of the West Indies for a higher degree by research i.e. M.Phil. (or equivalent) and Ph.D. candidates.
2. Advisory Committees will be nominated by the Departmental Head, and appointed by the Dean, School for Graduate Studies and Research.
3. In keeping with normal practice, at the time of acceptance of an M.Phil. or Ph.D. candidate, Departments will nominate a Supervisor and where necessary Joint or Co-Supervisors to direct the graduate student’s research.
4. The Advisory Committee should be appointed as soon as possible after the graduate student has begun Master’s or Doctoral work and in general, no later than the end of the first semester of the student’s registration in the programme.

### MEMBERSHIP

1. The Advisory Committee shall be made up of at least three persons, including the Supervisor(s) of the student’s research.
2. The Supervisor will serve as Chairperson of the Committee of Advisers.

3. Committee members may be drawn from a different Faculty Campus, or from outside the University (one member).

### DUTIES AND RESPONSIBILITIES

1. Advisory Committees will provide a wider boundary of experience, intellect, reasoning and scholarship, a resource upon which the graduate student may draw, beyond that of the Supervisor(s). The Supervisor(s) remains principally responsible for guiding and directing the research work of the student and for his or her academic development.
2. The Advisory Committee shall take all reasonable steps to assist the graduate student to overcome any difficulties he or she may be facing in completing the research programme in the stipulated time and to act as a source of advice and support.
3. The Advisory Committee will be convened as soon as possible after their appointment to review the background of the graduate student and to discuss and approve a programme of study and research, and plans for executing the same.
4. The Advisory Committee will review at least once per Semester the research progress of the graduate student to date, his/her expected results and to make suggestions to the graduate student for the completion of the research including thesis preparation.
5. The Committee will formally report each Semester through the Registrar to the Dean, School for Graduate Studies and Research on the progress of the graduate student and make appropriate recommendations, with a copy of the recommendations being provided for the student. The Committee’s report will replace the existing Supervisor’s report.
6. Members of the Advisory Committee will serve as evaluators of all Graduate Research Seminar(s) given by the student and in any upgrading of the Registration (M.Phil. to Ph.D.) exercise.
7. Members of the Advisory Committee may serve as Internal Examiners of the student’s thesis, so as to assure the School for Graduate Studies and Research that the thesis and in particular a doctoral thesis contains original research, makes a contribution to knowledge and is presented in the acceptable manner.

8. Any other duties which may be assigned to the Advisory Committee from time to time by the Dean, School for Graduate Studies and Research, and to deal with specific issues concerning a student's progress.

*The Registry, UWI, St. Augustine, Trinidad. February 2001*

## **A CHECKLIST ON GOOD SUPERVISORY PRACTICE**

1. Is there a departmental document, available to students and supervisors, that describes the department's view on good supervisory practice?
2. What steps are taken to try and make a good match between a supervisor and prospective student?
3. Does the student present a report during the first two years which is assessed by people other than the supervisor?
4. Does the supervisor see the student often enough?
5. Are there regular occasions when both the student's progress and background knowledge of the subject are assessed?
6. Is the assessment procedure seen as satisfactory by both supervisor and student?
7. Are there occasions when the students have to make a public presentation and are these presentations satisfactory?
8. How is the topic of Research refined in the first two years?
9. When is a long-term programme of research laid out and a critical path defined?
10. Does the supervisor periodically check the student's record keeping to see whether it is systematic?

The above questions are aimed largely at the supervisor and department, though some of them equally to the student. There are a few more questions directed specially to the student.

1. Have you tried to plan your work systematically?
2. Have you identified the major difficulties?
3. Do you understand the relevant references?
4. Are your records in good order and could you answer a question on something you did six months ago?
5. Have you drafted the first version of any portion of the work that has been completed?
6. Do other people find your written work difficult of understand?
7. Are there any tables, figures or other matter, which could usefully be prepared at any early stage?

## **References**

1. Elphinstone, L. 1996. Supervising Postgraduate Students – Strategies for Departments and Supervisors. Royal Melbourne Institute of Technology University.
2. University of Queensland. 1996 Good Supervision: The Role of Supervisor. Office of the Dean, PG Studies, the University of Queensland.
3. Council of Graduate School, 1995. Research Student and Supervisor – An Approach to Good Supervisory Practice. Council of Graduate Schools, Washington, D.C.

## SUBMISSION OF THESES AND RESEARCH PAPERS

- Apply for Entry to the Examination on specified form.  
*(Obtainable from the Graduate Studies & Research Office)*
- Attach Certificate of Completion of study from your Supervisor.  
*(Obtainable from the Graduate Studies & Research Office)*
- Pay Required Examination Fee at the Cashier, Bursary as follows:

Research Paper/Project	JAS	100
MPhil		150
PhD		200

- Submission of 5 identical copies of Thesis or 4 identical copies of Research Paper to the Graduate Studies & Research Office is made by the candidate.
- Supervisor must certify that the thesis is presented in a technically acceptable form.  
*(Information obtainable from the Graduate Studies & Research Office)*

## PROCEDURE FOR EXAMINATION AND DEPOSIT OF RESEARCH PAPERS AND PROJECT REPORTS

1. The rules applicable to examination of theses shall not be applied to examination of Research/Project Reports, which shall be examined in accordance with rules similar to those obtaining in respect of coursework.
2. Research Papers/Project Reports shall be assigned a mark by the Internal Examiners, which, together with their reports and the relevant mark sheets shall be forwarded to the External Examiners for marking and comments/report. The mark awarded by the examiners, shall be subject number 3 below, constitute the final grade.
3. Candidates shall not be required to make corrections to Research Papers/Projects before the award of the degree, except in instances where minor correction would enable a marginal failure to be awarded a minimum pass grade.
4. Research Papers/Project Reports assigned grade "A" shall be lodged in the Campus Library: Research Papers/Project Reports assigned lesser grade may also be lodged on the recommendation of the relevant Supervisor.
5. Candidates may be required to make corrections to Research Papers/Projects Reports to be lodged in the Campus Library in order to ensure that such work reaches acceptable standards of presentation. Such corrections shall be made after the final grade is assigned.

## EXTRACT FROM GENERAL REGULATIONS FOR GRADUATE/DIPLOMAS AND DEGREES

### EXAMINATION FOR THESES

19. MPhil, MD and PhD degrees are examined primarily by thesis, but candidates are required to satisfy the Examiners in such oral, practical or written examinations as stipulated by the Board for Graduate Studies and Research and in Faculty Regulations.
20. Subject to Regulations 24-26, the Examiners of a PhD thesis shall, after reading the thesis, examine the candidate orally and may, at their discretion, also examine the candidate practically or by written questions or by both of these methods.
21. If an Examiner of an MPhil or MD thesis deems the thesis generally adequate but wishes to explore the candidate's knowledge of the field of study further, the Examiner may require that the candidate be examined orally, practically, or by written papers, or by both of these methods.
22. Examiners of theses are required to report to the Board for Graduate Studies and Research, through the Campus Registrar, within two months of receipt of a thesis. The report shall contain:
  - (a) An evaluation of the thesis;
  - (b) A recommendation in accordance with Regulations 20-27;
  - (c) An indication of any changes in the thesis which the Examiner thinks should be made before the award of the degree.

The Examiners may also recommend the award of high commendation.

23. If, in the opinion of the Examiners, an MPhil thesis is of such high standard and potential that it might be developed into a submission for the PhD degree, the Examiners may recommend to the Board for Graduate Studies and Research that the candidate be permitted to transfer registration to the PhD, but it shall be the right of the candidate at any time to accept conferment of the Master's degree.

24. If, in the opinion of the Examiners, a PhD thesis is of insufficient merit to justify the award of the PhD degree, the Examiners may, without further test, recommend to the Board for Graduate Studies and Research that the candidate be permitted to resubmit the thesis with revision for the MPhil degree, or that the MPhil be awarded without further revision of the work.
25. The Examiners may, without further test, recommend that a thesis be rejected. A candidate whose thesis is rejected by the Board for Graduate Studies and Research after it has received reports from all of the Examiners, shall not be permitted to present the same thesis for examination, or a revised version of the thesis with the same title, unless re-approval of candidature has been granted by the Board for Graduate Studies and Research.
26. If, in the opinion of the Examiners, the thesis is inadequate, but of sufficient merit to justify a second attempt at the examination, the Examiners may, without further test, recommend to the Board for Graduate Studies and Research that the candidate be permitted to resubmit the thesis for examination in a revised form. A candidate who is required by the Examiners to make such major changes to the thesis and to resubmit the thesis in a revised form for examination, must resubmit within eighteen months of the date of notification. The Campus Committee shall send to the candidate pertinent comments of the Examiners relating to the changes they propose.
27. If, in the opinion of the Examiners, the thesis is adequate but defective in ways which do not require it to be resubmitted for examination, they may require the candidate to make such amendments to the thesis as will remove the defects indicated before the award of the degree. Subject to Regulation 28, such changes shall be made after the oral examination for Ph.D. candidates. A candidate who is required by the Examiners to make such amendments to the thesis must do so within a period of six months after the date of notification. The Campus Committee shall specify how these changes are to be made. If the candidate fails to make the alterations required by the Examiners to the satisfaction of the student's Supervisor and the Campus Committee within that period, and is not granted an extension, he or she will be deemed to have failed the examination.

28. If the reports of the Examiners indicate that a thesis requires extensive revision, but not re-submission in accordance with Regulation 26, the Chairman of the Board for Graduate Studies and Research may, at his or her discretion, direct that the candidate be requested to satisfactorily effect such revision prior to any oral examination of the candidate, and such revision should be completed within twelve months of the date of notification,
29. If, in the opinion of the Examiners, the thesis is adequate but the candidate fails to satisfy the Examiners at the oral, practical, or written examination held in connection therewith, the Examiners may recommend to the Board for Graduate Studies and Research that the candidate be permitted to submit to a further oral, practical or written examination within a period not exceeding eighteen months from the decision of the Board for Graduate Studies and Research.
30. If, in the opinion of the Examiners, the thesis is adequate, and if the candidate satisfies the Examiners in any oral, practical or written examination required, the Examiners shall recommend to the Board for Graduate Studies and Research that the degree be conferred. Where Examiners recommend conferment of the degree, they are required to certify that the thesis is worthy of publication as a thesis approved for the degree of Master of Philosophy (MPhil), Doctor of Medicine (MD) or Doctor of Philosophy (PhD) of the University of the West Indies.
31. Oral examinations will be held within one month of receipt of the written reports of all of the Examiners, unless the Campus Committee in any particular case otherwise decides.
32. Candidates will be required to present themselves for any oral, practical or written examinations at such place, time and date as shall be notified to them by the Campus Registrar in writing.
33. An oral examination shall be Chaired by a senior academic appointed by the Campus Committee and shall be conducted simultaneously by at least two examiners. One of the examiners shall be the Supervisor of the candidate, unless the Board for Graduate Studies and Research in any particular case otherwise decides. The Board for Graduate Studies and Research may, at its discretion, appoint examiners specifically for the oral examination.

34. The Chairman of the oral examination and the examiners shall send a report on the oral examination to the Board for Graduate Studies and Research in which they shall report on the candidate's knowledge of his or her field of study and make a recommendation in accordance with the relevant clauses of these Regulations. The report should provide the Board with the details of any further changes required of the candidate by the examiners before recommending the award of the degree.
35. Candidates who fail to present themselves for any oral or written examination, or who fail to resubmit a revised thesis within the time periods specified in these Regulations, will be deemed to have failed the examination.

## SCHOLARSHIPS, GRANTS AND STUDENTSHIPS

### *UWI Scholarships*

Graduates of the UWI and West Indian graduates of any approved university are eligible for UWI scholarships. Only full-time students are considered for these awards. Awards are offered annually. The normal duration of an award is two years for a Master's degree and three years for a PhD. The holder of an award who is a candidate for a Master's but who is allowed to transfer to the PhD will have his award extended for one additional year. Other scholarships are administered on behalf of donors according to their terms of reference.

Graduates with First Class Honours are given first priority. Candidates with Lower Seconds will only be successful in exceptional circumstances. As agreed by Senate, priority is given to students pursuing higher degrees through research. Students pursuing higher degrees by coursework are, not normally considered for UWI awards but may be considered for a grant for the research portion of the course.

Most University awards are funded by the University Grants Committee. The value of the UWI award is presently J\$330,000.00 per annum, plus tuition and examination fees.

### *Non-UWI Scholarships*

There are several other graduate scholarships available, some of which are administered by the UWI. These are awarded according to the specific criteria developed by the donors.

Applications for scholarships are invited by means of advertisements placed in the newspapers of the contributing territories and on University Notice Boards in March of each year. The deadline for applications is May.

### *Research Grants*

Research grants are awarded to Departments/Faculties only for research projects that involve research students and the funding is normally restricted to capital items.

In establishing priorities for a research grant the Campus Committee is guided by the following considerations:-

- (i) The urgency of the programme/projects
- (ii) The contribution it is likely to make to the Caribbean region
- (iii) The likely effect on the further development of graduate studies
- (iv) Manpower needs within and outside of the University.

### *Procedure for Grant Applications*

Applications on the prescribed forms are to be submitted to the Assistant Registrar, Graduate Studies & Research, Mona, for consideration by the Campus Committee on Research & Publications and Graduate Awards.

Applications for grants are invited by means of advertisements placed in the University's News Notes and on University notice Boards three times yearly (November, January and May).

Deadline Dates for Application - Three weeks before each meeting

### **NOTE**

The Campus Committee requires a report on the expenditure of the grant and on the progress of the research project.

### *Conference Participation/Research Visits*

Subject to availability of funds, the Campus Committee considers requests from Supervisors/Heads of Departments for assistance with travel/costs in connection with research projects, in which research candidates are involved, and supports the attendance of graduate students involved in the presentation of a paper at regional and extra regional conferences.

### *Thesis Preparation*

A grant is available from the Departmental Allocations of Postgraduate Fund on application to the Department for full-time students towards the production of PhD/MPhil or its equivalent, provided that the thesis is submitted within one year in excess of the minimum time specified in the Regulations.

Where funds are available, small grants also be made to students to assist in the production of Research papers.

For the disbursement of funds for conference participation research visits and thesis preparation, no consideration shall be accorded members of staff who are also graduate students.

## **STUDENTSHIPS**

Financial support in the form of research studentships (departmental awards) is offered by various Departments in the University to enable students to pursue research in specific areas.

Part-time employment may also be available and enquiries should be made to the Head of the Department and/or Dean Faculty in which the student is pursuing a higher degree.

Graduate students may be employed within the University for up to eight (8) hours a week without losing their full-time student status.