



THE UNIVERSITY OF THE WEST INDIES
SCHOOL FOR GRADUATE STUDIES AND RESEARCH

PROPOSAL CHECKLIST

<Insert name of programme here>

#	DOCUMENTS SUBMITTED WITH PROPOSAL	YES	NO	COMMENTS
1	Complete Cover Sheet with Relevant Signatures (Head of Department/Bursar/Dean of Faculty/Director, GSR)			
2	Approval Faculty Board/Dean/Director (Five Islands & Global campuses)			
3	CETL Comments/Approval of Course Outlines			
4	Comments from other campuses			
5	Comments from relevant DISCUS where similar programme exists within a Campus			
6	Head of Department Approval			
7	Library Impact Statement			
8	Budget (with Bursary assistance and approval) (All budget pages should receive signature of the Bursar/Staff assigned by the Bursar) <i>(For programme amendments, if there is no change in the budget, the Bursary should be advised and their approval must be obtained)</i>			
9	For Amendments: A Table showing the modifications of individual courses (credits/delivery modes/assessments)			
10	For Amendments: New Course outlines within the proposal, and existing courses (already approved) as Appendices			
11	All course credits comply with the guidelines (1 credit = 12h of Lecture <u>or</u> 24h of lab work/supervised assignments <u>or</u> 48h of unsupervised assignments)			