CONTACTING GRADUATE STUDIES AND RESEARCH DURING PERIOD OF REMOTE ACCESS

(Should you wish to speak to a member of staff please access our LIVE CHAT at

 <https://sta.uwi.edu/admissions/postgrad/>) between the hours of 8.30 am to 4.30 p.m)

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|  | **FUNCTION** | **BUSINESS PROCESS/PROCEDURE** | **HOW TO CONTACT AND WORK WITH THE****POSTGRADUATE TEAMS** |
| 1 | ***Applications*** | Applications for the 2022/2023 Academic Year are now open!Deadline Date: **July 31, 2022.** | **Applicants can access and complete the relevant online application form at** https://sta.uwi.edu/admissions/postgrad/ |
|  |  | * **Confirmation Receipts and all supporting documents must be uploaded via e-courier.**
* **At no time are you to hand deliver or post/mail your Confirmation Receipt and supporting documents.**
* **Applications and/or supporting documents received by post/mail will not be processed at this time.**

An application fee applies to ALL postgraduate programmes. | **Applicants MUST scan and upload ALL supporting documents via e-courier as ONE upload. Receiving documents singly will delay the processing of your application.**These documents include:1. Confirmation Receipt from online application
2. Proof of payment – scanned receipt, online payment receipt
3. Certified Certificates
4. Curriculum Vitae

Any other relevant supporting documents |
| 2 | ***Status letters and registration******matters*** | Persons will be required to submit their request for Status Letters via email to our Customer Service Representatives | For further information please contact Customer Service Representatives below via the Live Chat Feature accessible at: <https://sta.uwi.edu/admissions/postgrad/>: |
|  |  | Requisite fee can be paid online using TouchNet facility <https://secure.touchnet.net/C24203_ustores/web/store_main.jsp?STOREID=17&SINGLESTORE=true> | **Mr. Owen Bruce** **Owen.Bruce@sta.uwi.edu –****Status Letters, General information and Registration Matters**  |
|  3 | ***Examinations*** | The Examination Section of the Office of Graduate Studies and Research will receive and process electronic copies of relevant documents related to various examination matters. Please submit electronic copies of the following documents to PGExaminations@sta.uwi.edu: | For further information please contact us at PGExaminations@sta.uwi.edu |
|  |  | * Re-entries to complete Research Projects/Papers
* Transfer of registration
* Deferral of exams
* Exemption and credits
* Extensions
* External Sitting of Exams
* Marksheets
* List of Examiners
* Supplementary Grade Report Forms
* Rescinding of Required to Withdraw (RTW)
* Requests for third and final attempts
* Remarking
* Consultations
* External Examination
* Application for the Examination of Research Projects/Papers
* Nomination of Examiners for externally examined Research Papers/Research Projects
* Examiners’ Reports
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| 4 | ***Board of Examiners’ meetings*** | Board of Examiners’ Meetings will continue via the respective Departments’ video conferencing facility i.e., Zoom or Microsoft teams | For further information please contact:Mrs. Jenelle Lezama-Thomas Jenelle.Lezama@sta.uwi.edu andMrs. Liselli Joseph Liselli.Joseph@sta.uwi.edu |

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| 5 | ***Submission and Examination of Research Projects/Papers*** | Electronic submission of Externally Examined Research Projects/Papers will be received and processed.Students should submit via e-mail to PGExaminations@sta.uwi.edu:1. One (1) PDF copy of the research paper/project report (large files are to be submitted via drop box link)
2. Turnitin Report in PDF format
3. Certificate of Completion form

signed by the Supervisor(s) and Head of Department | For further information please contact us at PGExaminations@sta.uwi.eduFor the programmes where students are to submit to the Department, they are required to follow the procedures as prescribed by the Department. |
| 6 | ***Examination of theses and MFA******Manuscripts*** | **PhD/MPhil and MFA**OGSR will receive and process electronic copies of relevant documents related to the following processes: | For any queries during this period you can contact members of the Research Group via e-mail at the following e-mail addresses:**Ms. Candace Maundy** – candace.maundy@sta.uwi.edu (School of Educations, Faculty of Medical Sciences, Faculty of Science and Technology)**Ms. Sherelle Trim** - sherelle.trim@sta.uwi.edu (Faculty of Law, Faculty of Engineering, School of Humanities, Seismic Research Unit)**Mrs. Shernelle Babb** - Shernelle.Babb@sta.uwi.edu (Faculty of Food and Agriculture, Faculty of Social Sciences, SALISES, Institute of International Relations)**Ms. Vanessa Duncan** - Vanessa.Duncan@sta.uwi.edu (Administrative Assistant,MPhil and PhD Matters) |
|  |  | * Graduate Research Seminar Reports
* Application for Entry to the Examination of Thesis Forms
* Certificate of Completion
* Submission of Theses/Manuscripts for Examination/Resubmission of Examination/Revisions before proceeding to Oral Examinations.
* Submission of Corrected Thesis for the Award of the Degree.
* Nomination of Examiners
* Arrangements for PhD Oral Examinations.
* CITI Programme Completion Certificate & Transcript
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|  |  | Documents must be sent via e-mail to: PGResearch@sta.uwi.edu |
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|  7 | ***Award of Degrees*** | Electronic submission of award grids will be received and processed.Faculties, Departments and Institutes are asked to submit to PGAwards@sta.uwi.edu:1. Award grids signed by the Head and Deputy Dean or Dean
2. Examiners’ reports
3. Correspondence (email or memo)

on the agreement of the final mark and grade | For further information please contact us at **PGAwards@sta.uwi.edu** |
| 8 | ***Miscellaneous / General*** | **Information related to*** **Scholarships,**
* **Research and Publications**
* **Research Ethics**

**BANNER Related Matters** | **For further information please contact:** **Sarah.Kalloo@sta.uwi.edu** **(Scholarships and Campus Research and Publications Fund)** **campusethics@sta.uwi.edu** **(Research Ethics)** |
|  |  |  | **Karlene.Hernandez@sta.uwi****.edu** **shernise.lashley@sta.uwi.edu****-BANNER** |
|  |  |  | **The Director, School for Graduate Studies and Research may be contacted at GraduateStudiesandResearc** **h.Director@sta.uwi.edu** |
|  |  |  | **General Enquiries can be directed to** **Postgrad@sta.uwi.edu** |