

## PARA-CLINICAL VETERINARY MEDICINE

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## PRE-CLINICAL VETERINARY MEDICINE

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## FACULTY REGULATIONS

To be read in conjunction with Regulations for Postgraduate Degrees, The Manual of Procedures for Graduate Diplomas and Degrees, the Graduate Studies Guide for Students and Supervisors and the Thesis Guide.

### Additional Requirements for Admission

#### QUALIFYING EXAMINATIONS

When an applicant's undergraduate qualifications are weak the Board may require the candidate to pursue qualifying courses and write Qualifying Examinations.

Heads of Departments should set out the qualifying courses recommended on the application form, which must be approved by the Campus Committee.

Qualifying courses must be extensive enough to remedy weaknesses in an applicant's academic record and to prepare the applicant for research work in the discipline.

The qualifying courses and the assessment procedure must be provided to the Campus Registrar. The Campus Registrar will supply this information to the applicant in the letter of admission.

A candidate for a Qualifying Examination will be registered as a qualifying student and for the individual courses. Such candidates may not register for a degree until such examinations have been passed.

The administration of the examination is the responsibility of the Campus Registrar.

Heads of Departments must ensure that the signed mark sheets are sent to the Chairman of the Campus Committee.

The results of all Qualifying Examinations shall be communicated to the candidate in writing.

### Requirements for Completion of Degrees

#### DEPARTMENTAL EXAMINATIONS

Candidates deemed acceptable for admission to graduate diplomas and degree programmes but deficient in the knowledge of some aspects of the field to be pursued or in research methodology, may be required to pursue courses from the undergraduate or graduate programmes or to follow a reading programme. Such candidates must pass the appropriate examinations before being allowed to write examinations for the degree or to submit any thesis, research paper, short dissertation or project report.

The procedures for the Departmental Examinations shall be the same as for Qualifying Examinations.

### **MPhil/PHD**

Candidates shall register for the MPhil degree in the first instance, but a candidate may have his/her registration upgraded to a PhD degree, if in the opinion of the supervisor/s and of the Faculty Sub-Committee for Higher Degrees his MPhil thesis research work qualifies the candidate for a PhD registration.

Candidates are expected to give two seminars, one in the middle of the course and the other at the end of the course before final submission of his thesis to the University. These seminars will be judged by a panel of two examiners drawn from the same Faculty.

The examiners for oral examination will comprise two internal examiners with one being the candidate's first supervisor. A third internal examiner may be appointed at the request of the supervisor but with approval of the Faculty Sub-Committee for Higher Degrees.

### **Doctor of Medicine (MD)**

Assessment is done by thesis, prescribed by the appropriate regulations of The University of the West Indies for Doctoral theses. The thesis must embody a critical account of the results of personal observation or original research in any branch of knowledge related to the curriculum for the degree of Bachelor of Medicine and Bachelor of Surgery and should normally be submitted within five (5) years, but not less than three (3) years, of approval of the research proposal.

### **Doctor of Medicine (DM) Specialist Degree**

Applicants to the Doctor of Medicine (DM) programmes are required to hold a medical degree with eligibility for registration in the country of study. The University's Regulations for Graduate Diplomas and Degrees apply to DM students, but there are also specific regulations governing the DM programme in each Speciality, e.g. All applicants must have a posting at a recognized hospital in the country of study.

### **TAUGHT GRADUATE COURSES FOR MPhil AND PhD STUDENTS**

Candidates who are accepted into the MPhil programme will be required to register for taught graduate courses amounting to a minimum of 6 credits. Candidates gaining direct entry into the PhD programme are required to register for a minimum of 9 credits. Such candidates must pass all taught graduate courses before proceeding to their research project.

Students, who enter either the MPhil or PhD degree, holding a taught Masters degree or Postgraduate Diploma, may be granted exemption from the course requirements of the research degree. However, such students may be asked, by the Department in which they are registering and with the approval of the Campus Committee, to take additional course credits, if such courses provide a specific knowledge-base or skill required for the proposed research degree.

Students who upgrade from the MPhil to the PhD, will be allowed to have their course credits added to the course requirements of the PhD.

### **SUPERVISION**

#### ***Supervisor***

On the acceptance of an MPhil, PhD or MD candidate, the Department will nominate a supervisor and where necessary joint or co-supervisors for appointment by the Campus Committee.

The Chief Supervisor must hold a graduate degree of the same or higher level as the degree being supervised.

The designation 'Joint Supervisor' should be used in cases where University staff members are considered equally responsible to the Board for the supervision of the candidate, while the designation 'Co-Supervisor' should be applied to persons from outside the University who are assisting in the supervision of the candidate.

A topic which crosses the boundaries of Departments or Faculties will require the appointment of more than one Supervisor and consultation with those competent to jointly supervise such a topic should take place before the topic and the names of Supervisors are sent to the Board.

In event of a candidate wishing to do a research degree which is not readily identifiable with a particular Faculty or Department, the application of that candidate will be referred by the Campus Office for Graduate Studies & Research to the Dean of the School for Graduate Studies & Research, who, in consultation with the Campus Coordinator, will seek to ascertain whether it is feasible to empanel a Committee of Supervisors and whether there are adequate facilities available to support the proposed research, in order to determine whether the application should be approved. If it is determined that the application should be approved, the Dean will then return the application to the Campus Office for Graduate Studies & Research.

#### ***Advisory Committee and Responsibilities of the Advisory Committee***

By the end of the first semester of registration an advisory committee will be assigned to each student reading for an MPhil PhD or MD degrees. The committee will be composed of three persons including the Supervisor. The committee may include no more than one person from outside the University.

### **GENERAL EXAMINATION REGULATIONS**

All examinations, whether by thesis or by written papers, are conducted on behalf of the Campus Registrar, who is responsible for setting and publishing the dates for each examination in consultation with Departments concerned, and for informing candidates of such dates.

Examination timetables should be published at least one month before the series of examinations begin. Notification of oral defence of a thesis should be provided at least two weeks before the examinations.

Candidates must submit theses, research papers and project reports for examination to the Campus Office for Graduate Studies and Research.

The transmission of theses and other examination papers to and from examiners is the responsibility of the Campus Registrar.

It is essential that graduate research students and their Supervisors have a shared set of expectations about all aspects of supervision, time frame for project execution, important milestones and the overall manner in which the research will be executed. The ground rules must be set early and the mutually agreed expectations made explicit. Graduate students must seek clarity from their Supervisors early on with respect to:-

- Supervisor availability, both for routine and non-routine contact
- The provision of feedback and advice
- The timelines for such advice

Similarly, Supervisors must be explicit with their students about:-

- The need for regular meetings
- The benefits of graduate level courses
- The need for mastery of methodological, writing and speaking skills
- The benefits of seminar and conference presentations
- The importance of publication
- The necessity for completion within the time limits

Supervisors, the Advisory Committee and research students must be very clear about:-

- The objectives and scope of the research project
- The financial, physical, human and intellectual resources available for executing the research project

The above are frequently the most difficult areas for the Supervisor and student to agree upon, but must be achieved through dialogue and reason early in the student's registration period in the University.

Graduate research students must be aware that there is no substitute to consistent, carefully planned, intelligent work in the pursuit of research excellence. Graduate students must show a commitment to the agreed objectives being pursued and must be supported at every step by their Supervisor. Graduate students must also be encouraged by their Supervisors to show independence of thought and action and to develop into first rate professionals themselves. They should be familiar with the rules and regulations of the University, work within deadlines and communicate regularly with their Supervisor and Advisory Committee members.

The main responsibilities of the Graduate Research Student are to:

1. Keep the schedule of meetings agreed to with the Supervisor(s) and/or Advisory Committee.
2. Take the initiative in raising with the Supervisor, problems or difficulties, however, elementary they may seem.
3. Seek guidance and comment on the research programme.

4. Accept and act on advice given by the Supervisor, unless the student, after careful consideration and discussion with the Supervisor, and for good reasons, decides otherwise.
5. Maintain good progress in one's research in accordance with the schedule agreed to with the Supervisor.
6. Assist the Supervisor and the Advisory Committee in the completion of the semester's progress report.
7. Pass creditably and at the first attempt any Departmental or Qualifying courses which may have been prescribed.
8. Give, and participate in, Graduate Research Seminars and other scholarly activities.
9. Make 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 satisfactory. If the Supervisor is also the Head of Department, making such representation to the Dean of the Faculty and then to the Chairman of the Campus Committee, or with any member of the Campus Committee for Graduate Studies and Research.
10. Present 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. Take responsibility for the final presentation of the thesis or project report in terms of writing, style, grammar, spelling, references, end/footnotes, and bibliography.
12. Submit a thesis, project report or dissertation within the time limits set by the University.
13. Familiarize himself/herself with the rules and regulations of the University, particularly the "General Regulations for Postgraduate Degrees" and its "Policy on Research Ethics" for example.