Regulations for Graduate Scholarships i.e. UWI Postgraduate, Eric Williams and Elsa Goveia Scholarships

Application Requirements:
1. Applicants are required to submit the following documents in support of their application:
   (a) Scholarship application form signed by the Head of Department.
   (b) Two (2) Graduate Scholarship Referee Report Forms (separate and apart from what was submitted for the M.Phil./Ph.D. degree)
   (c) Research Proposal – 2 pages in length
   (d) Official Transcripts from applicants who are not graduates of this university. (separate and apart from what was submitted for the M.Phil./Ph.D. degree)
   (e) Applicants must have submitted their application for a research degree i.e. M.Phil. or Ph.D. to be eligible for consideration of an award

Quality of Research Proposal and Referee Reports
2. The qualities of an applicant’s research proposal and graduate scholarship referee reports are critical to the selection process. Applicant’s should:
   (i) Use the guideline for writing a proper research proposal. It should be two pages in length.
   (ii) Applicants are encouraged to write these proposals in conjunction with their proposed supervisor (in the case of first year students) and approved supervisor (returning students who are currently in the system in either Year II and above of their research degree) as it is given a significant weighting in the selection process.
   (iii) Graduate scholarship referee reports are considered alongside the research proposal.

Regulations after the award of a scholarship
1. Scholarships are only awarded for full-time study. The award of a scholarship is conditional on your not being in employment during this period. Failing this, your scholarship will be immediately withdrawn and you will be required to repay any monies paid to you.
2. The tenure of a scholarship award can be for either one (1) or two (2) years. These awards are approved by the Campus Committee for Graduate Studies and Research.

3. Should you have a commitment to Government or another employer, it is your responsibility to arrange for the necessary release to allow you to take up the scholarship for the specified period of the scholarship and to have a copy of this release forwarded to the Senior Assistant Registrar, School for Graduate Studies and Research.

4. Graduate Scholarship students could be employed for no more than twelve (12) hours a week. Please refer to the Postgraduate Regulation for Higher Degrees and Diplomas, Page 17 of the Regulations #51 and #52 as follows:

   i. 51. Full-time students may take employment for not more than twelve (12) hours per week without losing their full-time status. Teaching and Research Assistants shall be registered as fulltime students.

   ii. 52. A candidate who is employed for more than twelve (12) hours per week shall be registered as a part-time student.

5. The University allows a student to commence a scholarship in either the start of the academic year e.g. Semester I 2009-10 (September 2009) or in Semester II of the 2009-10 (January 2010) academic year. Please note therefore, that if you are currently employed, no emolument payments will be made until there is evidence of your approved leave for the period by your employer. Deferral of scholarships for one (1) Semester is advised while you make arrangements for release from your employment.

6. In extenuating circumstances, candidates could request deferral of their scholarship for one (1) year subject to the approval of the Chair, Campus Committee for Graduate Studies and Research.

7. The award presently carries an emolument of TT$60,000.00 per annum and should be requested at the start of each quarter i.e. September 1st, December 1st, March 1st and June 1st. Please note the following regarding payment of the emolument:

8. **Registration**: Students in receipt of awards are required to register every semester and attach a copy of the scholarship award letter to their student registration online printout and submit to the Bursary for verification. In the event, the awards of scholarships are not made by the Committee in time for the student’s registration in September, the student is required to register and pay the required tuition fees and compulsory fees so that late registration and late fees are not incurred. Should a student receive the award of a scholarship, these fees would be reimbursed. Please be advised that the award of a scholarship is not guaranteed upon submission of an application form.

9. 11. **Applicable to Trinidad & Tobago Nationals only**: You will not be required to pay tuition and examination fees but other compulsory fees will be deducted from the award before quarterly installments are calculated.

10. 12. **Applicable to Regional and International Students**: You will be required to pay tuition, examination fees and other compulsory fees. Kindly contact the Scholarship Representative at the Bursary who will advise on the deductions.
11. 12(a) Please see the following link at it relates to the University’s tuition and examination fees [http://sta.uwi.edu/resources/documents/PostGraduateFeeBklt.pdf](http://sta.uwi.edu/resources/documents/PostGraduateFeeBklt.pdf) for information and guidance. 

You are asked to note that fees are subject to change each academic year.

12. All student payments will be made after registration each semester. However continued payment of your stipend will depend upon satisfactory progress as assessed by regular reports from your supervisor(s). Unsatisfactory performance at any time during the year may result in the termination of this award.

13. A scholar cannot change his/her course of study or transfer his/her registration unless he/she has received the approval of the Campus Committee for Graduate Studies and Research. The student therefore is required to submit a letter addressed to the Senior Assistant Registrar, Graduate Studies and Research, UWI St. Augustine requesting the necessary change or transfer.

14. Should a student request leave of absence for any period, the scholarship will be automatically suspended. Students are also asked to contact the Postgraduate Scholarship representative in the Bursary to inform them of any request for leave of absence. Only after re-registering and submission of the relevant forms, will the emolument payments resume.

15. A student cannot be the holder of more than one award. Students who are the recipient of another award, who have been employed as a Research Assistant or Teaching Assistant cannot also be the holder of a UWI Postgraduate, Eric Williams or Elsa Goveia Scholarship.

16. Once a student’s thesis is submitted during the scholarship period. The scholarship is automatically terminated.


Regulations for: (1) payment of the stipend, (2) renewal of the scholarship, (3) extension of the scholarship and (4) extension of the scholarships for upgraded students

(l)  **Payment of the Scholarship Emoluments**

(a) For the **first quarter only i.e. September 1st**, the stipend will be paid to you on completion of the enclosed form (Application for Emoluments for Postgraduate Scholarship) which must be signed by yourself, Supervisor/s and the Head of Department. You are then required to submit the forms to this office (Office for Graduate Studies and Research) for approval of the payment by the Chair, Campus Committee for Graduate Studies and Research. The forms would be subsequently forwarded to the Bursary for payment. The process should take approximately two (2) weeks from the date of receipt of the form. Kindly check with the student cashier (New Student Administration Building) thereafter to collect your stipend.

(b) For the **subsequent quarters i.e. December 1st, March 1st and June 1st**, you are required to submit completed progress and emolument forms (Appendix II) **simultaneously each quarter** which should also be signed by the Supervisor/s and Head of Department. In addition, it should also include the number of meetings with the Advisory Committee. (Please refer to your offer letter for your degree) Kindly contact
your relevant Department should these persons not be named and approved by the end of the first quarter of the scholarship.

(c) Should you register and defer the scholarship for one (1) or two (2) semesters, the first quarter payment will then be treated as in (b)

(d) Should you defer both the registration and the scholarship for one (1) or two (2) semesters, the first quarter payment will be treated as in (a) above and subsequently (b) would apply.

(e) Please note that the payments will not be processed until the forms are thoroughly completed by all persons i.e. student, supervisor(s) and Head of Department.

(2) **Renewal of the UWI Postgraduate Scholarships - Students should request the renewal of their awards at least two (2) months in advance of the termination date of the award**

Students can apply for the renewal of their scholarship. The student is required to complete the usual progress and emolument forms. The M.Phil. and Ph.D. eligibility for student renewals are as follows:

- one (1) year for M.Phil. (students are eligible for a total of two (2) years of the scholarship at the M.Phil. level) and
- one (1) year at a time for the Ph.D. (students are eligible to a total of two (2) years of the scholarship at the Ph.D. level)

For a renewal of a scholarship the progress report form must include the following:

(i) a detailed report on the progress of the student. *(Please attach any additional information in support of the application)*

(ii) whether or not the award should be continued.

(iii) flag any constraints that may exist and

The student, supervisor(s), Head of Department and Deputy Dean are required to sign the progress and emolument form. These forms must then be submitted to the Office for Graduate Studies and Research for approval by the Chair, Campus Committee for Graduate Studies & Research for continuation of the award. The student will be informed officially in writing of the outcome of the application. **Please note that the renewal of the scholarship is dependent on the availability of funding from the Bursary.**

(3) **Extension of Scholarship – Students should request the extension of their awards at least two (2) months in advance of the termination date of the award**

Students can apply for an extension of their scholarship. However, it must be noted that priority would be given to new scholarship applications over extensions. The student is required to complete the usual progress and emolument forms and must specify the period of the extension (located at the top of the form). The M.Phil. and Ph.D. eligibility for student extensions are as follows:

- **M.Phil. students**
  - One (1) semester only in the case of an M.Phil student who has received a scholarship for two
(2) years

- **Ph.D. students**
  - One (1) year in the case of a Ph.D. who has received a scholarship for two (2) years

Kindly note the following procedures when requesting an extension of a scholarship:

(i) The student’s supervisor must indicate whether he/she supports the request and is required to submit a detailed status report on the student’s work indicating:
  (a) what is complete and what is outstanding
  (b) the expected date of completion of student’s thesis. Regulations 53, 55, 56 and 58 from the Regulations for Graduate Diplomas and Degrees refer (see below).

The student, supervisor(s), Head of Department and Deputy Dean are required to sign the progress and emolument form. These forms must then be submitted to the Office for Graduate Studies and Research for approval by the Chair, Campus Committee for Graduate Studies & Research for extension of the award. The student will be informed officially in writing of the outcome of the application. Kindly submit all forms simultaneously and note that Referee Reports are not required with this application. **Please note that the extension of the scholarship is dependent on the availability of funding from the Bursary.**

**Extract of Regulations 53, 55, 56 and 58 from the Regulations for Graduate Diplomas and Degrees**

53. “A candidate who has been registered as a full-time student for 2 years in the case of the M.Phil or 3 years in the case of the Ph.D. shall not benefit from any extension of time for completion of the requirements of the degree by virtue of any change to part-time registration thereafter.

55. Candidates for the M.Phil. are required to submit their theses for examination within 3 years of their initial registration of full-time study or subject to Regulation 53, within 5 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.

56. Candidates for the MD and Ph.D. are required to submit their theses for examination within 5 years of their initial registration of full-time study or subject to Regulation 53, within 7 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.

58. A candidate whose period of registration is about to end (see Regulation 55-56) may apply for an extension of time. Such an application must be accompanied by a statement explaining why the thesis, research paper or project report has not been completed and indicating how much work remains to be done. Campus Committee approved extensions of time limits of up to 1 year for submission of Project Reports and Research Papers and up to 2 years for M.Phil. and Ph.D. theses”.

(4) **Extension of the scholarship after upgrade from M.Phil. to Ph.D.**

The Campus Committee for Graduate Studies and Research at its meeting dated **January 7, 2011** raised some concerns regarding upgrades and wishes the student and Departments to be guided by the following:

- When there is a Departmental delay in granting of the Upgrade in registration to PhD, the Department should be asked to take the responsibility by giving the student a Research or Teaching
Assistant position thereby allowing the fees to be waived and a stipend parallel to the scholarship to ensure living standards are maintained.

- M.Phil. students are made aware of what the process entails and the likelihood of an interim period without scholarship funding if they wait until the end of the scholarship to apply for an upgrade; in these cases they are advised to make proper arrangements to cover the period;
- The existing regulations only permit awarding of the scholarship on successful upgrade to the PhD, hence there could be no backdating of payment of emoluments.

A student who has received a scholarship at the M.Phil. level and upgraded to a Ph.D. can apply for an extension of their scholarship. However, it must be noted that priority would be given to new scholarship applications over extensions. Kindly note the following procedures when requesting an extension after an upgrade:

The student is required to write a letter addressed to the Senior Assistant Registrar, Office of Graduate Studies and Research requesting an extension of the scholarship. It must be accompanied by a copy of the official letter addressed to the student indicating that the student successfully upgraded to the Ph.D. The eligibility of the upgraded Ph.D. student extension is as follows:

- In the case of an M.Phil. student who has received two (2) years and one (1) semester of the scholarship, that student is only eligible to eight (8) months only of the scholarship, a total therefore of three (3) years of a scholarship.
- Starting on the date of the official letter informing the student of their successful upgrade to Ph.D., the extension of the scholarship will be with effect from the first of the subsequent month.
- Any extension is based on the availability of funding from the Bursary

The letter must be signed by the student, supervisor(s), Head of Department and Deputy Dean and submitted to the Office for Graduate Studies and Research for approval by the Chair, Campus Committee for Graduate Studies & Research for extension of the award. Please note that the extension of the scholarship is dependent on the availability of funding from the Bursary.

The Registry,
St. Augustine
February 2011