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| **7-Step Guide** |
| **for Students submitting Theses for Examination** |
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**YOU MAY DOWNLOAD AND PRINT A COPY OF THE 7-STEP GUIDE AVAILABLE AT** <https://sta.uwi.edu/admissions/postgrad/>

**THE UNIVERSITY OF THE WEST INDIES**

**OFFICE OF THE CAMPUS REGISTRAR**

***Graduate Studies and Research***

**St. Augustine Campus**

**7-Step Guide**

**For Students submitting MPhil and Doctoral Theses**

**for Examination**

| **STEPS** | **PROCEDURES** | **REFERENCE1[[1]](#endnote-1)** |
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| **1****Consultation & Verification** | (i) **Verify** your due date for submission of thesis(ii) **Consult** with your supervisor to determine whether the Thesis will be ready to be submitted for examination within the next three (3) months.(ii) **Verify** that the *credit requirements* for your programme have been fulfilled and the credits are reflected on your academic record ***(at least 9 credits for PhD students; 6 credits for MPhil students).***(iii) **Verify** that the *Graduate* *Research Seminar* requirements for your programme have been fulfilled ***(3 seminars for PhD students; 2 seminars for MPhil students).*** *Candidates enrolled in**Professional doctorates are to observe requirements as specified in the faculty regulations*(iv) **Consult** with Librarian at the St. Augustine Campus Library to ensure that requirements for the presentation of theses are satisfied in accordance with the provisions of the *Thesis Guide.*  | **Reg. 3.13** *Section 3***Reg. 1.67(a)-(b)** *Section 1***Reg. 1.68***Section 1 and* **Reg. 3.14***Section 3***Reg. 3.21*****Section 3*** |
| **2****Application** | (i) **Ensure** that you are duly registered and financially cleared for the current semester.(ii) **Submit** completed ***Application for Examination of Thesis*** Form (**MPhil, PhD & Professional Doctorate candidates**) three (3) months prior to the final date for submission of the thesis along with receipt of payment of the applicable examination fee to the Office of Graduate Studies & Research: MPhil TT$100; PhD TT$150  <https://sta.uwi.edu/resources/documents/postgrad/SGSR-09.doc> (iii) HOD/Graduate Coordinator to **submit** the completed form “[**Recommendations for Examiners of theses and Research papers**](http://www.mona.uwi.edu/postgrad/pdf/Recommendation_thesis_form.pdf) **(Nomination of Examiners form)**” to the Campus Office of Graduate Studies and Research at least three (3) months before the final date for submission of the thesis. <https://sta.uwi.edu/resources/documents/postgrad/SGSR-11.doc>  | **Reg. 1.30-1.34***Section 1***Reg. 3.15***Section 3***Reg. 3.1, 3.4 & 3.7***Section 3* |
| **3****Submission** | (i) Make appointment with Supervisor to **Run** thesis through plagiarism detection software to ensure that the work is plagiarism-free (**Turnitin** software recommended).(ii) **Submit** Thesis for examination when invited to do so by the Office of Graduate Studies and Research.*On the day of submission of the Thesis to the Office of Graduate Studies & Research, the following must also be presented:-** The Certificate of Completion of Thesis Form duly signed, along with the relevant number of hard copies of the thesis. <https://sta.uwi.edu/resources/documents/postgrad/Certificate%20of%20Completion-SGSR-12.docx>
* One (1) e-copy of the work in MS Word or PDF Format on CD with written verification by the Supervisor.
* One (1) e-copy of the Turnitin Originality Report along with a printed copy of the first page of the similarity index report.

Take along evidence of your current registration and financial clearance status***NB. Registration must be up-to-date before thesis can be accepted****.* ***Additionally, students are reminded to continue to register each semester for the thesis until the award of the degree has been declared by the Board.***  | **Reg. 1.83***Section 1***Reg. 3.19 & 3.21***Section 3* |
| **4****Examination** | i) **Read** the Examination Procedures for Theses. Pay special attention to the various types of assessment outcomes and the timelines that may be applied.ii) **Allow** two to four months for the examination process and receipt of examiners’ reports.**NOTE:** The thesis will be examined by at least two (2) examiners *(i.e. an internal examiner – independent; an external examiner).* Your supervisor will not serve as an examiner.**What’s next?**1. If the examiners deem the work to be **SATISFACTORY** the following shall apply:

**Doctoral candidates** * will be asked to satisfy the examiners at an **Oral examination**. The office of Graduate studies & Research will initiate the arrangements for the oral exam; and you will be informed of the final arrangements.
* If you satisfy the examiners at the **Oral examination**, you will be advised, in writing, by the OGSR to make the necessary corrections to your thesis before the degree can be awarded.
* If you fail to satisfy the examiners at the **Oral examination**, you may be permitted to submit to another oral exam. The decision and requirements will be communicated to you by the OGSR. You will be expected to re-register each semester until egree has been awarded.

**MPhil Candidates*** will be asked to make corrections to the thesis before the degree can be **awarded.**
1. If the examiners deem the work to be **UNSATISFACTORY** the following shall apply:

**Doctoral Candidates*** may be rejected
* may be awarded an MPhil
* may be permitted a second attempt at the examination
* may be required to make extensive revisions prior to oral

**MPhil Candidates*** may be rejected
* may be permitted a second attempt at the examination
* may be asked to satisfy the examiners at an oral exam in which case 4 (i) shall apply
* may be required to make extensive revisions before the award of the degree
1. Candidates who
2. Fail to present themselves for any oral or written examination; or
3. Fail to re-submit a revised thesis within the time periods specified in these regulations; or
4. Fail to satisfactorily make alteration in accordance with Regs. 3.28 and 3.31

 and who have not been granted an extension in respect of Regulation 3.30, 3.31 and 3.33 shall be deemed to have failed the examination. | **Reg. 3.23-3.40***Section 3***Reg. 3.24***Section 3***Reg. 3.4** *Section 3***Reg. 3.36 – 3.39***Section 3***Reg. 3.31, 3.34 & 3.35***Section 3***Reg. 3.31***Section 3***Regs. 3.28, 3.29, 3.30, 3.33***Section 3***Reg. 3.26, 3.29, 3.30, 3.33***Section 3***Reg. 3.40***Section 3* |
| **5****Correction** | **Doctoral and MPhil candidates**(i) Submit one (1) softbound copy of the corrected thesis **(plus one copy on CD)** which should be accompanied by a letter or memorandum from your supervisor(s) and/or any other person so authorized by the OGSR, confirming that you have completed all the necessary corrections to his/her/their satisfaction. 1. Submit statement of corrections.
2. Softbound corrected thesis and CD sent to Library by OGS&R for Post-Examination check. You will be advised if you need to do further Library corrections or proceed to step 6.
 | **Reg. 3.35 & 3.40***Section 3***Reg. 3.34 & 3.50***Section 3* |
| **6****Reproduction** | **Doctoral and MPhil candidates**(i) **Submit** 3 unbound identical copies of the corrected thesis ***(PLUS one copy on CD)*** to the Account Unit Office of the Alma Jordan Library (lobby/ground floor of the Library:-Room 145).Cost of binding: Up to 350 pages - $60.00 per copy 350 pages – 500 pages - $70.00 per copyFor any additional copies required, an increased cost would be incurred. * A receipt will be given upon payment.
* Bound theses can be collected from the Accounts Unit office in fifteen (15) working days after the date of submission.
* Kindly present the receipt when collecting bound copies.

(ii) **Submit** 3 copies of the ***“***[[***Declaration Form for the Reproduction of Thesis/Research Paper/Project***](http://www.mona.uwi.edu/postgrad/pdf/reprodn_of_%20thesisform.pdf)***”*** *along with item (i)****.***](http://www.mona.uwi.edu/postgrad/pdf/Recommendation_thesis_form.pdf) <https://sta.uwi.edu/resources/documents/postgrad/Reproduction_of_Thesis.pdf> **(iii) The year of conferral of Degree must be on the Cover and the spine of the Bound Thesis** | **Reg. 3.22***Section 3* |
| **7****Award of Degree/ Graduation** | (i) When you have been recommended for the award of the degree, your name will be placed on an Award List for submission to the Board for Graduate Studies and Research for approval.(ii) When your award has been officially declared by the Board, you will be invited to collect your ***Award of Degree letter*** at the OGSR. You may also **check** online to see when the degree has been awarded(iii) After the degree has been awarded, **allow** at least one month for processing of certificate, then make the necessary arrangements to collect your degree certificate at the Examinations Section(iv) **Plan** to attend the Presentation of Graduates Ceremony in October/November, when your degree has been awarded. <https://sta.uwi.edu/graduation/index.asp>  | **Reg. 3.35***Section 3* |

**NOTE -** The relevant forms for graduate studies and research are available on our website at

<https://sta.uwi.edu/admissions/postgrad/downloads.asp>

 **REFERENCE**

<https://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf>

1. Regulations for Graduate Diplomas and Degrees (2014)

Prepared by:

Assistant Registrar, Office of Graduate Studies & Research, Mona Campus

May 2010 (original)

December 2014 (revised)

January 2015 (revised by SARs Cave Hill, Mona and St. Augustine)

April 2015 (revised by SAR, St. Augustine)

August 2016 (revised by SAR, St. Augustine) [↑](#endnote-ref-1)