



The University of the West Indies

Guidelines for Submission of New Research Graduate Programme Proposals (MPhil; PhD) to The Board for Graduate Studies and Research

Objectives and Structure of the Guidelines Document

These guidelines apply to all new research graduate programmes being proposed for the consideration of the Board for Graduate Studies and Research. The main objectives of the guidelines are: (1) To identify responsibilities and procedures to be followed by Departments and Faculties in developing proposals for the introduction of new research graduate programmes at the University of the West Indies; (2) To indicate the information that Departments and Faculties should consider in their decision to develop and deliver new research graduate programmes and should provide to the Board in seeking approval of the new programmes; and (3) To assist the Campus Committees of the School for Graduate Studies and Research, and the Board for Graduate Studies and Research, in determining the appropriateness and viability of proposed new programmes.

This guidelines document consists of a brief section on **Responsibilities and Procedures** and a **Format for Proposals** being prepared for submission to the Board. The format itself has two components:

- (1) **A Cover Page:** which provides summary information about the proposed programme and which must be submitted as part of the programme proposal; and
- (2) **A Programme Description:** which provides the Sections that must be completed and indicates the type of information required in each Section. The Sections are: Academic Aims and Objectives; Rationale; Demand; Marketing and Recruitment; Access and Support; Participating Faculty and Course of Study; Regulations and Assessment Procedures; Quality Assurance; and Budget.

Responsibilities and Procedures

The proposing Department should:

- Initiate the necessary consultation with other Departments that already have or may be considering the development of similar or related programmes;

- Foster intra- and inter-Campus collaboration including, where possible, the sharing of resources in the delivery of the programme;
- Resolve amicably potential conflict or competition concerns;
- Consult with the Campus Librarian, with regards to library resources and access;
- Consult with the Campus Bursar, to ensure the development of a realistic budget for the programme in the case of non-UGC funded programmes;
- Consult with the Campus IT Services regarding any additional call on their resources;
- Consult with the Open Campus if distance delivery is proposed for the courses required within the programme;
- Consult with the Instructional Development Unit for guidance with course development if new courses are being developed in support of the programme.

Once a draft Proposal has been prepared, it should be circulated directly to the appropriate Departments and Faculties on all Campuses for comments. These Departments and Faculties will be given a thirty-day period to provide the comments requested. Comments might include general advice and suggestions, possible articulation opportunities, opportunities for collaboration and resource sharing, enrollment trends in related programmes, and problems and concerns. All responses should be addressed to the proposing Dean, with a copy to the Head of Department. Following this exercise, a revised Proposal should be prepared and submitted to the Chair, Campus Committee for Graduate Studies and Research for the Committee's review and recommendations; and for onward submission to the Board for Graduate Studies and Research, should the Campus Committee so decide. All proposals so submitted should include any written responses of other Departments and Faculties as Appendices to the Proposal. Written responses received from the Campus Librarian, Campus Bursar, IDU or Computer Centre should also be appended as part of the proposal. Proposals should be submitted to the Campus Committee in the Semester preceding that in which they are to be considered by the Board for Graduate Studies and Research.

The Board for Graduate Studies and Research may: (1) Approve the Programme unconditionally; (2) Approve the Programme conditionally, subject to minor modifications or clarifications to be overseen by the Chair of the Campus Committee and/or the Chair of the Board; (3) Request a resubmission, following major modifications to the Programme or Proposal; (4) Not approve the Programme. In the event of (4), it is the responsibility of the Board to provide a clear rationale for its decision. In special circumstances, and subject to the recommendation of the Chair of the Campus Committee for Graduate Studies and Research, a proposed Programme may be approved administratively by the Chair of the Board for Graduate Studies and Research. In such cases, the Proposal must be brought to the next Meeting of the Board for ratification.



The University of the West Indies

New Research Graduate Programme Proposals (MPhil; PhD)

COVER PAGE

CAMPUS:	
PROPOSED PROGRAMME TITLE:	
PROPOSED AWARD: (e.g. MPhil, PhD)	
ACADEMIC UNIT(S) THAT WILL OFFER PROGRAMME:	
PROPOSED START DATE:	
PROGRAMME SUMMARY:	
SIGNATURES:	DATES:
Head of Department _____	_____
Bursar ¹ _____	_____
Dean of Faculty ² _____	_____
Campus Coordinator, ³ SGSR _____	_____
FOR BGSR USE ONLY:	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Modify and Resubmit <input type="checkbox"/> Not Approved	

Chair, BGSR _____	Date _____

¹ Through this signature, the Bursar confirms, in the case of non-UGC funded programmes, that the Budget proposed for the programme is realistic.

² Through this signature, the Dean confirms that the Campus Librarian and the Open Campus, the IDU and the Campus IT Services (as appropriate) have been consulted and are satisfied with the Programme from the perspective of their responsibilities.

³ Through this signature, the Campus Coordinator confirms that the Campus Committee has agreed to forward the Programme to the Board for Graduate Studies and Research for consideration.

PROGRAMME DESCRIPTION

A. ACADEMIC AIMS AND OBJECTIVES

1. Describe the academic purpose, goals and objectives of the proposed programme.
2. Indicate if the programme replaces an existing programme(s) or is an entirely new programme, *sensu*, no similar programme previously existed.
3. Explain how the programme advances the Departmental, Faculty, Campus and the University Strategic Plan, and show how the delivery of the programme will facilitate implementation of the Strategic Plan(s).
4. What is the expected life of the programme? What factors (internal and external) could assure or threaten the sustainability of the programme?

B. RATIONALE

1. Indicate the value of the programme in advancing knowledge in the field identified, and in contributing to international recognition of the University of the West Indies as a research institution of global repute.
2. Indicate the value of the programme in contributing to national and regional development, and identify ways in which the programme could have significant impact in this context.
3. Identify potential international collaborators in the research area of the proposed programme.
4. Identify potential funding agencies that might support research in the area of the proposed programme.
5. Identify existing or projected programmes in the same or related area at any of the Campuses and their possible impact on the proposed programme.
6. Identify opportunities for inter-programme articulation and inter-campus collaboration at UWI in programme delivery, particularly in research supervision.
7. Comment on whether the programme is likely to produce Intellectual Property that merits protection, and comment on the possibility of commercialisation of the Intellectual Property.
8. For programmes designed to prepare graduates for immediate employment, assess the likely employment demand. Indicate any employers who have specifically requested the development of the programme.

C. ESTABLISH DEMAND

Indicate the likely demand for the programme and estimate enrollment over a three to five year period. Indicate how the estimate of demand was determined.

D. MARKETING AND RECRUITMENT

1. Describe the approaches that will be taken to:
 - Identify and sensitise the target markets of students;
 - Promote the programme;
 - Implement an advertising campaign to complement the marketing initiatives;
 - Identify likely sources of financial and other support to facilitate recruitment.
2. Indicate the delivery strategy and marketing processes to be used to encourage increased participation of persons from the UWI 12 Countries, as well as extra-regional participants.

E. ACCESS AND SUPPORT

1. Describe the criteria for admission of students to the proposed programme.
2. Provide a list of courses and other prerequisites that may be required for each specialisation within the programme, if these requirements go beyond the standard matriculation requirements for entry to MPhil and PhD programmes.
3. Identify the academic staff, administrative support, infrastructural support, equipment and library resources required to support the programme, and confirm that these are available to support the programme. This aspect of the proposal should be reviewed by the Head of Department and Dean to ensure that the resources required can be accommodated within Departmental and Faculty resource utilisation plans. If this is not the case, the proposal should clearly indicate how these costs will be met through special arrangements within or external to UWI.
4. Identify the costs associated with conducting the research projects in the programme, and indicate the sources through which these costs will be met, whether these be internal or external to UWI.

F. PARTICIPATING FACULTY AND COURSE OF STUDY

1. Identify the UWI staff who will be available to serve as research supervisors to students in this programme and provide brief CVs for the staff identified.
2. Describe the responsibility and qualifications of non-UWI persons who will be involved in programme delivery, whether in supervision of research projects or course delivery. Indicate the mechanisms for selecting such persons to ensure that students receive a high quality experience. Where non-UWI supervisors are likely to be involved, attention must be paid to E4 above.
3. Candidates accepted into an MPhil programme are required to successfully complete graduate level courses amounting to a minimum of 6 credits. Candidates accepted into a PhD programme are required to successfully complete graduate level courses amounting to a minimum of 9 credits. Indicate whether courses relevant to this programme and already approved by the Board for

Graduate Studies and Research exist to meet the requirements of the programme. Provide an outline of these courses, including a course syllabus, credits and a current reading list for each course. If new courses need to be developed to meet this programme requirement, full descriptions must be provided to the Board for Graduate Studies and Research as a component of this proposal. Each Course Description must include: Course Title, Course Code, Course Credits, Proposed Lecturers, Course Coordinator, Duration of Course, Number of Contact Hours, Rationale for the Course, Learning Objectives, Course Content and Structure, Reading List, Mode of Delivery, Assignments, and Assessment Methods.

G. REGULATIONS AND ASSESSMENT PROCEDURES

All Regulations and Assessment Procedures must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas. Confirm that this is the case with respect to the proposed programme by describing the assessment procedures and key regulations pertinent to the programme.

H. QUALITY ASSURANCE

All Quality Assurance procedures described must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas. Confirm that this is the case with respect to the proposed programme by describing how the proposed programme will be assessed and reviewed for quality assurance.

I. BUDGET

For non-UGC funded research programmes, it is critical to establish the financial viability of the programme. This Section must therefore be completed for all non-UGC programmes.

PROPOSAL TO ESTABLISH PROGRAMME FINANCIAL VIABILITY

[Show all assumptions on a separate sheet]

	Unit of Estimation	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Programme Development Costs							
1. Programme Design – Internal Staff (if applicable)	Hours*Rate						
2. Programme Design – External staff	Hours*Rate						
3. Market Analysis: Surveys, Focus Groups etc. (specify)							
4. Course Writing (if applicable)							
5. Academic Consultations & Review - communication							
6. Other Costs (specify)							
TOTAL Development Costs							
Operating Income							
Tuition Fees							
No. of Registrations – New							

Tuition Income – New Students							
No. of Registrations – Repeat							
Tuition Fees – Repeat							
Tuition Income – Repeat Students							
TOTAL Tuition Income							
Recurrent Expenditures							
Teaching Costs – Internal faculty	Hours*Rate						
Teaching Costs - External faculty	Hours*Rate						
External Examiners' Fees							
External Examiners' Expenses							
Research Expenses							
General Administrative Support Department Charge Faculty Charge							
Campus Administrative Support							
Advertising & Marketing							
Other Expenses							
TOTAL Programme Expenditures							
Surplus/(Deficits)							
Less Share to Participating Departments							
Distributions							
Equipment & Materials							
Research Funds							
Department Staff Development							
Programme Operating Fund							
Other							
Net Income to Programme Capital Fund							

September 30, 2013

CHECKLIST FOR SUBMISSION OF PROPOSALS FOR ONLINE AND MULTIMODE PROGRAMMES

Introduction:

An increasing number of Online and Multimode programmes are being presented for approval to the Board for Undergraduate Studies and the Board for Graduate Studies and Research. However such programmes have unique features that are not addressed in the standard templates for New and Revised Programmes used by each Board. The following checklist has been developed to ensure that these programmes meet the required standards of development, delivery and student support. It is to be used in conjunction with the standard template for New and Revised Programmes. The completed checklist should be attached to the Programme Proposal for submission to the Board.

1. Programme Development & Delivery:

- Evidence of consultation with online instructional designer, education technologist or other online experts with respect to the design of the programme/courses for online delivery. A confirmation note from the online specialist, including any recommendation is required. A template for the confirmation note is shown below.
- For a multimode programme, the structure should clearly indicate the online components and the associated delivery method (i.e. synchronous or asynchronous)
- Where delivery is largely asynchronous, provisions should be made for e-tutor support. Indicate the proposed etutor : student ratio
- For synchronous delivery (via videoconferencing or webconferencing), state the provisions for students' tutorial support and access to course materials
- Indicate the tools and methodologies that will be employed to create/facilitate a learning community.

2. Technical Preparedness:

Provide evidence to show:

- availability of /or plans to acquire the required technology resources to deliver online teaching and to support online learning. Online delivery platforms include learning management system (such as Moodle), webconferencing system or virtual classroom (such as Blackboard Collaborate), or a videoconferencing system at the delivery and receiving endpoints.
- availability of reliable technical support for lecturers and students before and during synchronous online sessions

- availability of technical services to ensure continued ease of access to curricular materials such as video recordings. Submit confirmation from Campus IT Services of their ability to provide the necessary services, or submit alternative arrangements made/ to be made by Department.

3. Faculty Preparedness for Online Teaching:

Provide evidence of /or plans for training initiatives to develop the competency of faculty to deliver quality online teaching in accordance with established best practices. This includes:

- training in online pedagogy and
- training in the use of the chosen technology platform(s).

4. Assessment and Evaluation:

Indicate:

- the assessment tools that will be used – class tests, exams, projects, etc. and how they will be administered to remote students
- arrangements for proctoring of exams in remote locations
- arrangements for practicum and access to laboratory facilities, where applicable.

5. Student Support:

Indicate:

- arrangements for the training/orientation of students in the use of the relevant technologies
- provisions to ensure that remote students have access to and are able to effectively use the library resources
- provisions for advising students in academic matters.

Template for Confirmation Report

- 1. Programme Name: _____
- 2. Delivery Mode (Online or Blended): _____
- 3. Name and Job Title of Online Consultant: _____

I certify that consultation on the programme has taken place with _____
(Department/Lecturer) and that the proposed programme structure, the instructional materials
and delivery systems are aligned with the learning objectives of the programme.

Recommendations: _____

Signed: _____
Online Consultant
Affiliation (Open Campus, CETL, other)

GUIDELINES FOR REQUESTING GATE APPROVAL FOR NEW PROGRAMMES -UWI

GATE approval for programmes and institutions which have not previously received GATE funding must be sought from the Permanent Secretary, Ministry of Tertiary Education and Skills Training (TEST), Levels 16-18, Tower C, International Waterfront Complex 1A Wrightson Road Port of Spain .

When applying for such approval, institutions should attach the following documents:

1. Letter or Certificate of ACTT/NTA (National Training Agency) Registration or Accreditation; and
2. ACTT/NTA letter of recognition and/or approval for programmes for which GATE funding is being sought.

Institutions are also advised to include the following information in requests for GATE funding:

1. The correct programme title as approved/recognized by the ACTT or NTA;
2. A list of all specializations and/or pathways that may comprise the requested programme/s (where applicable);
3. ACTT/NTA approval/recognition for all specializations and/or pathways that may comprise the requested programme/s (where applicable);
4. Annual tuition and non-tuition fees per programme;
5. Tuition fees per module, course and credit (where applicable);
6. Where applicable please state if programme is subsidised by governments of contributing countries; percentage of tuition subsidised and whether the programme is self-financing or not.
7. Total number of modules, courses or credits (where applicable) required for successful completion of each programme;
8. (For TVET programmes only) An outline of all consumables involved in the delivery of the programme and respective costs;
9. Course Outlines detailing all compulsory and optional courses required for successful completion of each programme;
10. Total (full time) duration of each programme;
11. Entry requirements for each programme;
12. Method of tuition delivery (i.e. online or face to face);
13. Practical components (where applicable);
14. Expected number of student enrolment for each requested programme;
15. Number of graduates for all your programmes (including programmes requested) from the inception of all programmes;
16. Employment status and position of all graduates; and
17. A market case for each programme outlining the possible areas of graduate employment and highlighting the specific skill-sets the programme offers for local socio-economic development.

Should any further information be required, a request will be made upon receipt of your application.

Last Updated: 19th February, 2015