

**THE UNIVERSITY OF THE WEST INDIES
SCHOOL FOR GRADUATE STUDIES
AND RESEARCH**

**REGULATIONS FOR GRADUATE DIPLOMAS
AND DEGREES**

WITH EFFECT FROM AUGUST 2001

SECTION 1
GENERAL REGULATIONS

SECTION 2
REGULATIONS FOR WRITTEN EXAMINATIONS AND
COURSEWORK

SECTION 3
REGULATIONS FOR THE EXAMINATION OF
RESEARCH PAPERS, PROJECT REPORTS AND
THESES

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SCHOOL FOR GRADUATE STUDIES AND RESEARCH

REGULATIONS FOR GRADUATE DIPLOMAS AND DEGREES

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ADDENDA

P21. Reg. 72 (continues)

A candidate for the M.Phil. degree is required to read courses totalling a minimum of six (6) credits. A candidate for the Ph.D. degree is required to read courses totalling a minimum of nine (9) credits. Candidates are required to pass both the coursework and the written examinations before submitting the thesis

P23. Reg. 77 (amendment)

Where graduate students write undergraduate examinations for graduate credit, or where they are writing qualifying or departmental examinations, they must pass both components of the course (i.e. coursework and written examination) in accordance with the above scheme before proceeding to graduate work.

The Registry

July, 2005

**THE UNIVERSITY OF THE WEST INDIES
SCHOOL FOR GRADUATE STUDIES AND
RESEARCH**

**REGULATIONS FOR GRADUATE DIPLOMAS AND
DEGREES**

**SECTION 1
GENERAL REGULATIONS**

GRADUATE DIPLOMAS AND DEGREES

Graduate Diplomas

1. Graduate diplomas shall be awarded on the basis of examination by:
 - (a) Written papers together with a research paper or project report; or
 - (b) As prescribed for specific diplomas in Faculty Regulations.

Taught Master's and DM Degrees

2. Taught Master's degrees and the Doctor of Medicine degree shall be awarded on the basis of examination by:
 - (a) Written papers together with a research paper or project report; or
 - (b) As prescribed for specific degrees in Faculty Regulations.

Research Degrees: MPhil, PhD, MD

3. The MPhil, PhD and MD shall be primarily research degrees and shall be awarded primarily on the basis of examination by thesis. Other requirements shall be as specified in Faculty Regulations.

QUALIFICATIONS FOR ADMISSION

4. Subject to Faculty Regulations, the following are eligible to apply for registration for a graduate diploma or degree:
 - (a) Graduates of the University of the West Indies;
 - (b) Persons who possess a degree from an approved University;
 - (c) Persons holding such other suitable qualifications and experience as the Board for Graduate Studies and Research may approve.

MINIMUM ENTRY REQUIREMENTS

Graduate Diplomas and Taught Master's Degrees

5. The minimum requirement for admission to a graduate diploma or taught Master's degree programme shall be a Lower Second Class Honours degree or its equivalent, unless the Campus Committee in any particular case otherwise decides.

MPhil Degrees

6. The minimum requirement for admission to MPhil programmes shall be an Upper Second Class Honours degree or its equivalent, unless the Campus Committee in any particular case otherwise decides.

PhD Degrees

7. The following are eligible to apply for admission to PhD programmes:
 - (a) Persons holding approved graduate degrees awarded primarily for research;
 - (b) Persons holding a taught Master's degree from the UWI or another approved University, provided that the

Master's programme included a research component of at least 25% of the total credit rating and the applicant achieved at least a B+ average or its equivalent;

- (c) Persons registered in MPhil degree programmes of the UWI who have met the requirements for upgrading of their registration, as stipulated by the Board for Graduate Studies and Research;
 - (d) Persons possessing such other qualifications and experience as the Board for Graduate Studies and Research may approve.
8. Admission of applicants to PhD programmes without prior registration for the MPhil must be approved by the Board for Graduate Studies and Research.

APPLICATION PROCEDURE

9. Except where otherwise stated in advertisements, persons seeking admission to programmes leading to graduate diplomas and taught Master's degrees must submit their applications to the appropriate Campus Registry not later than January 31 of the calendar year in which they wish to enter the University.
10. Persons seeking admission to MPhil and PhD programmes who wish to begin study in Semester I of the academic year must submit their applications to the appropriate Campus Registry not later than January 31 of the calendar year in which they are seeking entry. Candidates wishing to enter in Semester II should submit their applications by March 31 of the preceding calendar year. These dates may be altered in any particular case for which the Campus Committee so decides.
11. Every application under Regulations 9 and 10 shall be assigned by the Campus Committee to a Department after consultation with the Head of Department, and the applicant shall, if accepted in a graduate diploma or degree programme, be deemed to be registered in that Department.

12. Applications for admission must be considered by the appropriate Head of Department:
 - (a) Not later than March 31 for candidates applying for Semester I entry;
 - (b) Not later than October 31 for candidates applying for Semester II entry.

These dates may be altered in any particular case for which the Campus Committee so decides.

13. Applicants for admission who are not graduates of the University of the West Indies must, at the time of their application, arrange for the submission of official transcripts of their University record to the Campus Registrar.
14. Each application must be accompanied by the required application fee which is not refundable.
15. Applicants for admission to PhD and MPhil programmes must, at the time of application, state the field of their proposed research and a tentative topic for the thesis.
16. Recommendations from Heads of Departments for the admission of applicants to MPhil and PhD programmes must recommend the candidate's Supervisor(s) and must be accompanied by a statement from the Head of Department that adequate facilities are available for the proposed research.
17. An applicant whose native language is not English but who has been admitted to a graduate programme must, as a condition of registration, take such tests of competence in English as may be prescribed by the Board for Graduate Studies and Research.
18. An applicant who wishes to be registered part-time for research degrees shall be interviewed by the relevant Head of Department in order to assess the likelihood of his or her being able to devote sufficient time to the proposed programme.

19. Approval of candidature shall rest with the Board for Graduate Studies and Research. The Board may delegate to its Campus Committees such functions relating to the admission of candidates as it may from time to time prescribe.

APPOINTMENT OF SUPERVISORS

20. At the time of acceptance to an MPhil or PhD programme, at least one Supervisor shall be appointed for each student by the Campus Committee.
21. Where more than one Supervisor is appointed for a student, one shall be designated Chief Supervisor and the other(s) shall be designated Co-Supervisor(s). A person not on the staff of the U.W.I., but fully qualified, may be appointed a Co-Supervisor but may not be Chief Supervisor.
22. In cases of joint supervision of research which involves disciplines in more than one Department, the Chief Supervisor shall be from the Department in which the student is registered, unless the Campus Committee in any particular case otherwise decides.
23. By the end of the Semester in which the student is first registered, a Committee of Advisors shall be nominated by the Head of Department and appointed by the Campus Committee. The Committee or Advisors shall comprise a minimum of three persons, and shall include the student's Supervisor(s).
24. Supervisors shall provide academic guidance and direction to students in the conduct of the students' research.
25. The Chief Supervisor, or sole supervisor as the case may be, shall act as the channel of communication between the student and the University, communicate regularly with the student and Co-Supervisor if applicable, convene meetings of the Committee of Advisors, and by regular reports, inform the Campus Committee of the state of the student's work.

26. Supervisors of graduate students must have held a graduate degree, of the same or higher level as the degree being supervised, for at least three years, unless the Campus Committee in any particular case otherwise decides.
27. A staff member without a graduate degree or with a degree of lower level than the one to be supervised, but with long teaching and research experience, may be appointed as Supervisor, but such recommendations for appointment shall be subject to approval by the Board for Graduate Studies and Research.
28. A staff member registered for a graduate degree shall not be appointed as a Supervisor, unless the Board for Graduate Studies and Research in any particular case otherwise decides. Such a staff member may only be appointed to supervise a student registered for a degree below the level of the one for which the staff member is registered.
29. Persons related to candidates for graduate diplomas or degrees may not be appointed to supervise or to examine such candidates. For this purpose, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.
30. Supervisors of Research Papers and Project Reports must be nominated by the relevant Head of Department and approved by the Campus Committee at least two months prior to the scheduled commencement of the work by the candidates.

PROCEDURE FOR REGISTRATION

31. A candidate may not be registered for two or more programmes simultaneously, whether at UWI or at any other institution, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
32. A student awaiting the final results of a programme in which he or she is registered may be granted permission by the Board for Graduate Studies and Research to register provisionally in

another programme pending the outstanding results. If the result is unfavourable, the student will be required to withdraw from the programme in which he or she is provisionally registered, or from the original programme if it is not a prerequisite for the second programme.

33. The period of registration for a graduate diploma or degree shall date from the time of final approval of registration of the candidate. Credit will not be given for work done before that date unless otherwise specified by the Board for Graduate Studies and Research.

Deadlines for Registration

34. Deadlines for registration shall be as follows:
- (a) Continuing students and new students admitted in Semester I:
 - (i) Normal Registration: First week of Semester I
 - (ii) Late Registration: Up to the end of the third week of Semester I. A late registration fee will be charged.
 - (b) New students admitted in Semester II:
 - (i) Normal Registration: First week of Semester II
 - (ii) Late Registration: Up to the end of the third week of Semester II. A late registration fee will be charged.
 - (c) Campus Committees may exercise flexibility with respect to the above deadlines for registration of candidates for MPhil and PhD degrees.
35. Students registered for graduate diplomas and taught Master's degrees are permitted changes in registration for the addition, substitution or withdrawal from courses, no later than the end

of the third week in Semester I for Semester I and year-long courses, and the end of the second week in Semester II for Semester II courses, provided that the changes proposed are within the Regulations for the relevant programmes.

36. Late registration and changes in registration after the above deadlines for persons in graduate diploma and taught Master's programmes will be permitted only in exceptional circumstances and with the approval of the Campus Committee, on the recommendation of the relevant Head of Department. The Campus Registrar will forward to the Campus Committee in Semester II of each academic year a list of continuing students who have failed to register by the applicable deadlines, and those candidates shall be deemed to have withdrawn.
37. Students are deemed to have failed any required examination in courses for which they have registered but which examination they have not taken, except in exceptional circumstances and when prior approval to defer the examination has been granted by the Campus Committee.
38. Candidates who have submitted their theses, research papers or project reports before the end of a Semester, but the examination of which has not been completed at the start of the following Semester, must re-register in the new Semester, but need only pay the applicable examination fee. Any costs incurred by candidates in being present for oral examinations, should the Regulations or the examiners require that they be so examined, shall be borne by the candidates.

Identification Cards

39. All registered students are required to have a University I.D. card which they must produce at the Library, examination rooms and other places as may be requested.

Leave of Absence

40. (a) A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Committee, stating the reasons for the application.
- (b) The length of such leave of absence, if granted, will be subject to approval by the Campus Committee, but will not be less than one semester or greater than one academic year in the first instance, terminating at the end of the semester or the academic year for which the application is approved.
- (c) Leave of absence will not be granted for more than two consecutive academic years, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
- (d) Applications for leave of absence for a semester shall be submitted by the end of the third week of the relevant semester;
- (e) Applications for leave of absence for the academic year shall be submitted by the end of the third week of Semester I.

Residence Requirements

41. Candidates for the MPhil and PhD who are not graduates of the UWI must complete at least one year of their graduate work in residence at the UWI or at the University of Guyana or at the University of Suriname or at an approved institution within the contributing countries.
42. Candidates for the MPhil or PhD who hold a first degree of the UWI and wish to conduct a portion of their research in a country other than those specified in Regulation 41, may do so provided that satisfactory evidence has been presented to the Board for Graduate Studies and Research that adequate

facilities are available for the proposed programme of work and that adequate arrangements have been made for supervision.

43. Subject to Regulations 41 and 42, the course of study for a Master's or PhD degree shall be pursued at the UWI, except as otherwise approved by the Board for Graduate Studies and Research.

Publication of Theses

44. At the time of registration every candidate shall sign a declaration permitting access in the libraries of the University to the thesis, research paper or project report accepted for a graduate diploma or degree with the provision that, at the time of depositing the work in the University Libraries, the student may exercise the right of an embargo on its reproduction and distribution for three years after the date of its deposit.

CHANGES IN REGISTRATION

Transfer and Upgrading of Registration

45. A candidate who is registered for the MPhil degree may apply, after a period of one year from the date of initial registration and at any time thereafter within a total period of three years from the date of initial registration, for upgrading of registration to the PhD if, in the opinion of the relevant Head of Department, the candidate has given evidence of having the qualifications necessary for writing a thesis for the PhD.
46. A candidate who is registered for a taught Master's degree may apply after a period of one Semester for transfer of registration to the MPhil if, in the opinion of the Head of Department, the candidate has given evidence of having the qualifications necessary for writing the thesis for the MPhil.

47. The procedure to be followed by Heads of Departments in the upgrading and transfer of registrations under Regulations 45 and 46, shall be as prescribed by the Board for Graduate Studies and Research in the Manual of Procedures for Graduate Diplomas and Degrees.
48. A candidate whose application for upgrading or transfer of registration under Regulations 45 and 46 has been approved will be granted retroactive registration to the initial date of registration under these Regulations.
49. A candidate who is unsuccessful in the examination for the PhD may apply to the Board for Graduate Studies and Research to be allowed to resubmit the thesis or a revised version of it for examination for an MPhil degree. A candidate who is registered for the PhD and who has not yet submitted the thesis for examination may apply to the Campus Committee to change registration to MPhil and submit the thesis for examination for the MPhil degree. Where these applications are granted, the registration for the PhD will lapse and the registration for the MPhil will be deemed to have started from the date of registration for the PhD.

Full-time and Part-time Registration

50. Candidates are initially registered as full-time or part-time students but may change their registration.
51. Full-time students may take employment for not more than twelve hours per week without losing their full-time status. Teaching and Research Assistants shall be registered as full-time students.
52. A candidate who is employed for more than twelve hours per week shall be registered as a part-time student.
53. A candidate who has been registered as a full-time student for two years in the case of the MPhil or three 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.

TIME LIMITS FOR REGISTRATION

54. The minimum period of registration for the MPhil is 2 years full-time, and for the MD and PhD is 3 years full-time, unless the Campus Committee in any particular case otherwise decides.
55. Candidates for the MPhil are required to submit their theses for examination within 3 years of their initial registration for full-time studies 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 PhD are required to submit their theses for examination within 5 years of their initial registration for full-time studies 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.
57. The minimum period of registration for a taught Master's degree shall be one year for full-time students and two years for part-time students, unless the Board for Graduate Studies and Research in any particular case otherwise decides. Assessment of the taught component must be completed before a research paper or project report can be submitted for examination. A candidate who is permitted to re-write any component of the programme is allowed a consequential extension of these time limits.
58. A candidate whose period of registration is about to end (see Regulations 55-56) may apply for an extension of time. Such 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 Committees may approve extensions of time limits of up to 1 year for submission of Project Reports and Research Papers, and up to 2 years for MPhil, MD and PhD theses.
59. Extensions of time limits in excess of those in Regulation 58 may be granted by the Campus Committee where it considers that exceptional circumstances exist.

STUDENTS REQUIRED TO WITHDRAW

60. Where a candidate does not meet the final deadline for submission of any requirement for a graduate diploma or degree (see Regulations 58-59), that candidate's registration and the right to re-registration expire at the end of the academic year during which the final deadline occurs. Such candidates are deemed to have been required to withdraw.
61. Students registered in graduate diplomas or taught Master's degrees may be required to withdraw by the Campus Committee at the end of either Semester I or II, or for programmes in which modular courses are delivered, at any point within a Semester, on account of poor performance as may be prescribed in Faculty Regulations.
62. Candidates required to withdraw at the end of Semester I shall be refunded any fees already paid towards Semester II.

RE-ADMISSION OF CANDIDATES

63. The re-admission of applicants who have been required to withdraw must be approved by the Campus Committee. Such applicants will not be considered for re-admission within two years of their withdrawal, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
64. Applicants re-admitted to a graduate diploma or degree programme may, with the approval of the Campus Committee, be credited with courses passed during the applicant's previous registration provided that not more than five years have lapsed since the date of expiry of the applicant's previous registration, and that the course content has not changed significantly in the interval. An applicant may be allowed credit for courses passed after more than five years have lapsed provided the relevant Head of Department submits a in writing the reasons for the recommendation, for the approval of the Board for Graduate Studies and Research. Approval of such credit will be granted only where the candidate's performance has been

significantly better than a minimal pass, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

REGISTRATION OF QUALIFYING CANDIDATES

65. Candidates for admission to graduate diploma and degree programmes may be required by the Board for Graduate Studies and Research to take qualifying courses and to write examinations in these courses. Such candidates shall be registered as qualifying students and not as candidates for the diploma or degree. The qualifying courses shall be recommended by the relevant Head of Department for approval by the Campus Committee.
66. Students who are required to write qualifying examinations shall do so within two semesters of registration as a full-time student or four semesters of registration as a part-time student. The examination shall be conducted through the Campus Registrar who shall advise the candidates of the date, time, and place, not later than four weeks in advance of the examination.
67. Students will not be allowed to repeat a qualifying examination or any part thereof, except in exceptional circumstances and with the approval of the Campus Committee, on the recommendation of the examiners.
68. Students cannot proceed to register for a graduate diploma or degree programme unless they have successfully completed the required qualifying examinations.

DEPARTMENTAL EXAMINATIONS

69. Candidates for admission to graduate diploma and degree programmes who are deemed generally acceptable but deficient in knowledge of particular aspects of the subject concerned may be required to follow courses, specified by the Campus Committee on the recommendation of the Head of

Department, in addition to the courses required for the diploma or degree, and to pass the appropriate examinations before submitting any thesis, research paper, or project report as required. Such examinations shall be termed Departmental Examinations.

70. Students who are required to write Departmental Examinations shall register for the appropriate examinations at such time as is determined by the Campus Committee, on the recommendation of the Head of Department. The examinations shall be conducted through the Campus Registrar, who shall advise the candidates of the date, time and place not later than four weeks in advance of the examination.

COURSE OF STUDY

Graduate Diplomas and Taught Master's Degrees

71. The course of study for a graduate diploma or taught Master's degree shall include, in addition to the required courses, supervised research work culminating in the submission of a research paper or project report, except where Faculty Regulations otherwise prescribe. The subject of any such research paper or project report shall be recommended by the relevant Head of Department to the Campus Committee for approval not later than two months before the date of submission of the research paper or project report.

Research Degrees

72. A candidate for the PhD, MPhil or MD may be required to follow such courses of study, and to undertake such other work, as may be approved by the Campus Committee on the recommendation of the relevant Head of Department, and to pass the appropriate examinations before submitting the thesis.

RESEARCH SEMINARS

73. Students enrolled for an MPhil degree must satisfactorily complete at least two research seminars, to be convened by the relevant Head of Department, prior to the submission of the MPhil thesis. Students enrolled for a PhD or MD degree must satisfactorily complete three such seminars. Assessment of the students' seminars must be included in their Progress Reports.

PROGRESS REPORTS

74. Each Chief Supervisor, or sole Supervisor as the case may be, on behalf of the student's Committee of Advisors, shall submit to the Campus Committee through the Head of Department, not later than January 31 for Semester I and June 30 for Semester II, a report on the work of any candidate placed under his or her supervision. The report should say what work the candidate has done, assess the work, indicate what remains to be completed and whether the candidate is on schedule. The Supervisor shall supply the student with a copy of the report, and the student shall be invited to verify that he or she has seen the report.
75. Candidates whose work is at any time reported by their Supervisors to be unsatisfactory may have their names removed from the register of graduate students by the Campus Committee.
76. Where the candidate disagrees with the Supervisor's assessment of the candidate's progress, he or she shall so indicate to the Campus Committee in writing. The Campus Committee shall consider the candidate's objections, together with the Supervisor's report, and may, if it sees fit, refer the matter for the report from another person qualified under these Regulations to supervise the candidate. If the Campus Committee decides against accepting the Supervisor's assessment, it may, and shall if the candidate requests, replace the Supervisor with another Supervisor appointed after

consultation with the Dean of the Faculty and Head of Department.

MARKING SCHEME

77. The marking scheme for graduate degrees and diplomas is as follows:

Passing Grades:

A 70 -100%

B+ 60 - 69%

B 50 -59%

Failing Grade:

F 0 -49%

Where graduate students write undergraduate examinations for graduate credit, or where they are writing qualifying Departmental Examinations, those examinations shall be graded in accordance with the above scheme.

THE AWARD OF DISTINCTION AND OF HIGH COMMENDATION

78. In the case of graduate diplomas and taught Master's degrees which require the submission of a project report or research paper, a distinction is awarded to candidates who achieve an average of 70% or better (Grade A) in the written courses and a mark of 70% or better in the research paper or project report. A candidate failing a course shall be ineligible for the award of distinction.
79. In the case of programmes conducted entirely by courses, candidates must obtain an A grade in at least 70% of the

courses, and the average mark of all courses must not be less than 70% to qualify for distinction.

80. High commendation shall be bestowed on a candidate for either the MPhil or the PhD degree where the Examiners are unanimous in their recommendation that such an award should be made.

POSTHUMOUS AWARD OF DIPLOMA OR DEGREE

81. The Board for Graduate Studies and Research shall consider the award of a posthumous diploma or degree only on receipt of a formal request by the candidate's personal representative. The Board shall consider the particular circumstances of each request prior to approving award of the diploma or degree.
82. The posthumous award of a diploma or degree shall be considered only when the thesis, research paper or project report needed to complete programme requirements has been submitted to the Campus Registrar for examination, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
83. Where a candidate dies after submission but prior to forwarding of the thesis, research paper or project report for examination, the Campus Registrar shall in all cases inform the examiners of the status of the candidate. Where the examiners require only editorial changes, the Campus Committee may authorize the candidate's Supervisor to effect such changes. Where examiners require substantive changes, the matter shall be referred to the Board for Graduate Studies and Research for determination.
84. Where a candidate dies after examiners have reported, but prior to completing required corrections, the procedure at Regulation 83 shall apply with respect to the required changes.

CHEATING

85. Cheating is any attempt to benefit oneself or another by deceit or fraud. Plagiarism is a form of cheating. Plagiarism is the unauthorized and unacknowledged use of another person's intellectual efforts, ideas and creations under one's own name howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form. Plagiarism includes taking passages, ideas or structures from another work or author without attribution of such source(s), using the conventions for attributions or citing used in this University. Since any piece of work submitted by a student must be that student's own work, all forms of cheating, including plagiarism, are forbidden.
86. (a) If any candidate is suspected of plagiarism in a thesis, research paper, project report or course-work assignment, the circumstances shall be reported in writing to the Campus Registrar. The Campus Registrar shall refer the matter to the Board for Graduate Studies and Research. If the Chair so decides, the Board shall invite the candidate for an interview and shall conduct an investigation. If the candidate fails to attend the interview, and does not offer a satisfactory excuse, the Board may hear the case in the candidate's absence. If the candidate is found guilty of plagiarism, the Board for Graduate Studies and Research shall fail the candidate and may, subject to the candidate's right of appeal to Senate, exclude him or her from all further examinations of the University.
- (b) Appeals against decisions of the Board for Graduate Studies and Research shall be heard by an Appeal Committee of Senate. Such an Appeal Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in (a) above. The decision of the Appeal Committee of Senate shall be final.

DEFINITIONS AND NOTES

In Sections 1, 2 and 3 of these Regulations for Graduate Diplomas and Degrees:

Campus Committee means the Campus Committee for a Campus of the Board for Graduate Studies and Research;

Department includes an Institute, Centre or other Unit of Learning and Research;

Head of Department means the Head, however styled, of a Department;

Programme means the schedule of courses to be passed, and other academic requirements, for the award of a Graduate Diploma or Degree to which these Regulations apply;

Admission to a Programme means the acceptance of the candidate's right to register to participate in the Programme as a student;

Campus Registrar includes any Assistant Registrar made responsible by the Campus Registrar for the administration of matters pertinent to Graduate Studies and Research.

These Regulations should be read in conjunction with the Manual of Procedures for Graduate Diplomas and Degrees.

**THE UNIVERSITY OF THE WEST INDIES
SCHOOL FOR GRADUATE STUDIES AND RESEARCH**

**REGULATIONS FOR GRADUATE DIPLOMAS
AND DEGREES**

SECTION 2

**REGULATIONS FOR WRITTEN EXAMINATIONS AND
COURSEWORK**

GENERAL EXAMINATION REGULATIONS

1. Candidates taking courses for graduate diplomas and degrees shall be examined by means of one or more of the following:
 - (a) Written Examinations;
 - (b) Coursework, which shall include practical work, dissertations, essays, projects, studies and other forms of course-work exercise or written test prescribed by Faculty Regulations and approved by the Board for Graduate Studies and Research;
 - (c) Oral Examinations, if recommended by the Examiners of written examinations or coursework and approved by the Campus Committee.
2. Candidates are required to pass in both written examinations and coursework at the first attempt. In respect of any candidate who fails the coursework or written examination at the first attempt, the Board of Examiners shall recommend to the Campus Committee whether a second attempt should be permitted.
3. Candidates permitted a second attempt at a course, having failed either the coursework or the written examination at the first attempt, will be required to rewrite only that component (written examination or coursework) failed, unless the Campus

Committee in any particular case otherwise decides. Marks allotted to the component passed at the first attempt will be credited to the candidate at his or her second attempt at the course.

4. No candidate will be permitted to repeat the examination in any one course on more than one occasion, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
5. The number of courses in which a candidate may be permitted a repeat examination shall be specified in the Faculty Regulations for the particular programme, subject to the approval of the Board for Graduate Studies and Research.
6. Candidates who repeat the examination in any course shall not be eligible for the award of a diploma or degree with distinction.
7. The conduct of examinations in conformity with these Regulations and the decisions of the Senate shall be under the overall administrative control of the University Registrar. However, in an emergency affecting the conduct of an examination, the Campus Registrar shall act on the advice of the Chairman of the Board for Graduate Studies and Research or the Chairman of the relevant Campus Committee for Graduate Studies and Research, who shall consult the relevant Dean and Head of Department.
8. Any of these Regulations for written examinations and coursework in graduate diplomas and degrees may be waived by the Chairman of the Board for Graduate Studies and Research, who shall report his or her action to the next meeting of the Board.

WRITTEN EXAMINATIONS

Appointment of Examiners

9. Every written examination for a graduate diploma or degree, whether taken at one time or in sections, shall be set and graded by two Internal Examiners, one of whom shall be appointed First Examiner.
10. Examiners shall be appointed by the Campus Committee, following receipt of nominations from Heads of Departments. Such nominations should be submitted no later than the second week of the Semester in which the examination will be held.
11. The minimum qualifications required for an Internal Examiner are:
 - (a) An appointment in the grade of Lecturer or above;
 - (b) A record of scholarly publications;
 - (c) At least three years' experience as an Examiner at an approved University.
12.
 - (a) A Head of Department wishing to recommend for appointment as an Examiner a staff member who does not satisfy one or more of the qualifications listed in Regulation 11 shall make an appropriate case to the Campus Committee.
 - (b) In instances where part-time members of staff are being nominated as Internal Examiners, their degrees, relevant qualifications, lists of publications, University titles and current academic appointments shall be submitted to the Campus Committee.
13. The Campus Committee shall recommend to the Board for Graduate Studies and Research those courses, or groups of courses, in which it is not necessary to appoint External Examiners or in which it is desirable to appoint Independent Examiners.

14. External Examiners shall be appointed by the Campus Committee following receipt of nominations from the relevant Head of Department.
15. A person who is currently a member of staff, or on the Council or the Strategy Committee of the University, or who has so served within the prior five year period, shall not be appointed External Examiner.
16. An External Examiner shall not be appointed for any course for more than three years in the first instance. Such appointment may not be extended beyond one additional three year period, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
17. At the time of nomination of External Examiners, their degrees, relevant professional qualifications, lists of publications, University titles and current academic appointments shall be submitted to the relevant Campus Committee.

Declaration of Interest

18. (a) All categories of staff are required to submit a declaration of interest to the Campus Registrar if they have a relative writing an examination in which they are involved. Failure to comply with this regulation will result in the candidate's results being declared null and void and the staff member being reported to the Disciplinary Committee.
- (b) Where a member of staff has a relative writing examinations for a course taught by him or her, that member shall be divorced from the setting of the examination paper and another Examiner must be appointed to set the paper and to examine a sample of the scripts, including the script(s) of the relative. Such sample should comprise 10% of the total scripts, but in no case be fewer than five scripts.

- (c) For the purposes of these Regulations, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.

Duties of Examiners and Heads of Departments

- 19. The duties of the First Examiner shall include:
 - (a) Setting the question paper in consultation with the other Internal Examiner(s);
 - (b) Preparing a camera-ready copy of the draft question paper;
 - (c) Ensuring that all scripts are seen by two examiners;
 - (d) Determining the marks, including standardising the marks between different examiners where necessary, and preparing the marksheets;
 - (e) Forwarding copies of the signed marksheets by the prescribed deadline to the Campus Registrar on completing the examination of each course;
 - (f) Forwarding to the External Examiner through the Campus Registrar, on completion of marking: marksheets appropriately signed; the final question paper(s); the relevant marking schemes; solutions and other relevant examination material including course objectives; and a sample of the scripts and coursework assignments covering performance at all grades, chosen in consultation with the other Internal Examiners (see Regulations 28, 30, 63).
- 20. The Head of the Department, or his or her nominee, is responsible for the administrative arrangements involved in the setting and marking of examination papers and the submission of draft papers to the Campus Registrar. When

the Head of Department does not undertake this responsibility, the person nominated to replace him or her must be approved by the Campus Committee.

21. The Internal Examiners shall be responsible for the preparation of draft question papers as specified under Regulation 34, for the marking of other examination exercises, and for participation in oral examinations where required.
22. All Examiners marking scripts must perform full examining duties.
23. The Internal Examiner(s) shall be in attendance at the start and during the first half hour of each written examination, except where the examination is held in a country where there are no resident Examiners. In such circumstances, the First Examiner shall be available for the first half hour of the examination to respond to telephone enquiries.
24. The minimum duties of the Head of the Department or his nominee shall be to ensure that:
 - (a) The agreed draft examination papers are submitted to the Campus Registrar by the dates prescribed, and that such question papers are signed by the Internal Examiners;
 - (b) The proofs of examination papers are checked by the Internal Examiner(s), and final specimen papers are similarly checked prior to the examination;
 - (c) The scripts are marked by both Internal Examiners;
 - (d) The scripts, signed marksheets and other relevant examination material are returned to the Campus Registrar within two weeks of the date of the examination.
25. In cases where the Head of the Department, or his or her nominee, encounters problems in ensuring the smooth running

- of the examination process, he or she shall notify the Campus Registrar in writing, with a copy to the person(s) concerned.
26. All Examination material (papers, scripts or otherwise) shall be addressed to the Campus Registrar under confidential cover, and handed in personally to the Examinations Section or Graduate Section of the relevant Registry by the Head of Department or by the First Examiner. In no circumstance shall a script or other completed examination exercise leave a country unless it has been marked by at least one Internal Examiner, or a facsimile copy has been made.
 27. Formal consultation between Internal Examiners and the External Examiner(s) shall be conducted through the relevant Campus Registrar.
 28. There may be full External Examination of any course, or External Examination through *post facto* review. With respect to External Examination through *post facto* review, the External Examiner shall receive, for each of the courses for which he or she is responsible, a copy of the question paper, the marksheet, marking scheme and solutions, a sample of the scripts, and where relevant (see Regulation 63), a sample of the coursework.
 29. The duties of the External Examiner in *post facto* reviews shall include:
 - (a) Undertaking a review of the standard of each examination after the scripts have been marked, and where relevant (see Regulation 63), of the standard of the coursework;
 - (b) Acting as a reviewer, and advising in this capacity on curricular matters in the area of study to which he or she is appointed;
 - (c) Writing a report to the Campus Registrar on each course examined. Copies of reports of External Examiners shall be sent by the Campus Registrar to the relevant

Head of Department, Faculty Dean and Campus Committee, and to the Chairman of the Board for Graduate Studies and Research. The External Examiner shall submit his or her report no later than four weeks after the end of the examination period for Semester I and six weeks after the end of the examination period for Semester II.

30. With respect to External Examination where the full examination process has been retained, the External Examiner shall receive:
 - (a) Syllabuses, course objectives and all relevant marking schemes;
 - (b) The examination scripts and such other relevant examination material as may be referred to him or her in accordance with decisions of the Board for Graduate Studies and Research;
 - (c) The marksheets appropriately signed;
 - (d) The approved examination question paper(s) and, where appropriate, solutions;
 - (e) The coursework assignments, where relevant (see Regulation 63);
 - (f) Any other relevant information.
31. The minimum duties of the External Examiner in the full external examination process shall be:
 - (a) To review and comment on the examination paper(s) and such other examination material as may be referred to him or her by the First Examiner through the Campus Registrar;
 - (b) To assess students' examination scripts, coursework assignments (when sent to the External Examiner; see

Regulation 63) and other responses, and to recommend marks in any case in which he or she does not agree with the mark awarded by the Internal Examiners. The External Examiner shall include in his or her report the reasons for any substantial disagreements so indicated. When such disagreement affects the issue of pass or fail, the External Examiner should fax his or her mark to the appropriate Campus Registrar as soon as possible;

- (c) To report to the relevant Campus Registrar within six weeks of the receipt of the scripts on the standard of the examinations as a whole, giving reasons for any substantial changes which he or she may have recommended in the marks awarded by the Internal Examiners;
 - (d) To comment in the report on the relevance of the examination paper(s) and coursework topic(s), as appropriate, to the course objectives;
 - (e) To comment on comparability of the course(s) with those in similar programmes in other institutions, and to make recommendations where appropriate for the general improvement of the course(s);
 - (f) To perform such other duties as may be required by the Board for Graduate Studies and Research.
32. Each External Examiner shall return to the Campus Registrar, in sealed registered packets, all scripts, mark sheets and such other examination materials as may have been referred to him or her. These should be sent by airmail unless they need to be returned more urgently for the attention of the Board of Examiners.
33. Copies of reports from External Examiners, where the full external examination process has been retained, shall be sent by the Campus Registrar to the relevant Campus Committee, Faculty Dean and Head of Department.

Confidentiality and Format of Question Papers

34. (a) The final draft question paper(s) shall be signed by the Internal Examiners and shall be on such form(s) as the University Registrar may prescribe.
- (b) The final approved question paper(s) shall be printed or otherwise reproduced as prescribed by the Campus Registrar.
- (c) The setting of the examination question paper should be based on full consultation between the Internal Examiners, and should normally reflect the consensus of all examiners concerned.
- (d) No question paper shall be adopted as an examination paper unless it has been signed by the Internal Examiners.
35. Examiners must not transmit question papers by facsimile machines or other means of unencrypted telecommunication. All examiners are required to preserve secrecy of examination material (question papers, scripts, marks or otherwise) at all stages until final results are published. Information may be disclosed only to those colleagues or officials of the University specifically appointed to deal with the examination concerned.

Conduct of Written Examinations

36. Instructions to candidates taking written examinations, and duties of Invigilators, shall be as in the University Examination Regulations for First Degrees, Diplomas and Certificates, except that functions assigned to the Campus Committee on Examinations, its Chairman, or the Chairman of the Board for Undergraduate Studies, shall be performed respectively by the Campus Committee for Graduate Studies and Research, its Chairman, or the Chairman, Board for Graduate Studies and Research.

37. The dates of all examinations, other than Special Examinations, shall be as prescribed by the Campus Registrar in accordance with Faculty Regulations.
38. The Examination Timetable, in respect of written examinations, shall be published at least one month before the series of examinations begins. Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices posted on the official Examination Notice Board at each Campus. Candidates will not be informed individually of such changes. In no case will any such change be made later than one week prior to the commencement of the series of examinations.
39. Each Chairman of a Campus Committee is authorized to grant permission for the holding of a Special Examination on the recommendation of the relevant Head of Department, provided that prior consultation has taken place between the Campus Committee Chairman and the Chairman of the Board for Graduate Studies and Research.
40. Examinations being taken by both full-time and part-time students will be scheduled in accordance with the full-time programme.
41. No candidate shall be admitted to any examination unless:
 - (a) He or she has satisfied all the requirements and passed all the qualifying examinations prescribed in the Regulations; or
 - (b) He or she has been exempted from any such requirements by the Board for Graduate Studies and Research on the recommendation of the relevant Head of Department.
42. Any candidate who has been absent from the University for a prolonged period during the academic year for any reason other than certified illness, or whose attendance at prescribed lectures, classes, practical classes, tutorials or clinical instructions has been unsatisfactory, or who has failed to submit

essays or other exercises set by his or her teachers, may be debarred by the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department, from taking any University examination.

43. Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination unless the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department, in any particular case otherwise decides.
44. If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he or she must do so within seven days of that part of the examination which may have been affected.
45. The Campus Registrar may pass the information referred to in Regulation 44 to the Chairman of the Board of Examiners, if in his or her opinion it is likely to assist the examiners in the performance of their duties. Boards of Examiners shall not take cognizance of illness, or other circumstances claimed to affect the performance of candidates, if these have not been referred to them by the Campus Registrar.
46. Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations shall apply to the Campus Registrar through the relevant Dean of the Faculty or Head of Department. The arrangements desired should be specified, and the Campus Registrar may require a Medical Certificate as proof of such incapacity. Such student(s) shall be given extra time in which to write the relevant examination(s). The Campus Registrar shall inform the Board of Examiners of the circumstances in which the examination was performed.
47. Any amanuensis or secretarial assistance provided to handicapped or incapacitated students shall be approved by

the Campus Registrar. The University will normally defray the additional costs involved. No extra time shall be allowed for any examination so written.

48. In cases of illness, the candidate shall present to the Campus Registrar a medical certificate, as proof of illness, signed by the University Health Officer or by other Medical Practitioners approved for this purpose by the University. The candidate shall send the medical certificate to the Campus Registrar within seven days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in exceptional circumstances.
49. Where, in the opinion of the medical advisor concerned, a student is unable to submit a medical certificate in person, the medical advisor may do so on his or her behalf, within the time period prescribed in Regulation 48.
50. In the case of written examinations, every script shall bear the candidate's index number but not his or her name.
51. The place, time and date at which a written examination shall be held will be determined by the Campus Registrar.
52. A candidate must not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his or her papers. A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's papers. These behaviours will be regarded as cheating.
53. (a) If any candidate is suspected of cheating, the circumstances shall be reported in writing to the Campus Registrar. The Campus Registrar shall refer the matter to the Chairman of the Board for Graduate Studies and Research. If the Chairman so decides, the Board shall invite the candidate for an interview and shall conduct an investigation. If the candidate fails to attend the interview, and does not offer a satisfactory excuse, the

Board may hear the case in the candidate's absence. If the candidate is found guilty of cheating or of attempting to cheat, the Board shall disqualify the candidate from the examination and may, subject to the candidate's right of appeal to Senate, exclude him or her from all further examinations of the University. The Board for Graduate Studies and Research, in dealing with such cases, shall proceed as prescribed in the University Examination Regulations for First Degrees, Diplomas and Certificates.

- (b) Appeals against decisions of the Board for Graduate Studies and Research shall be heard by an Appeal Committee of Senate. Such an Appeal Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in (a) above. The decision of the Appeal Committee of Senate shall be final.

COURSEWORK REGULATIONS

- 54. Any coursework component which is intended to count towards the final mark for a course, must be approved by the Board for Graduate Studies and Research.
- 55. The relevant Head of Department must advise the students in writing about the coursework requirement before the end of the second week of the semester in which the coursework assignment is due, unless the Campus Committee in any particular case otherwise decides. Copies of this advice must be posted on the appropriate Faculty or Department Notice Boards.
- 56. The submission date(s) of coursework assignments which count towards the final mark for a course shall be posted on Faculty or Departmental Notice Boards at least two weeks in advance of the submission date(s) for the particular assignments.

57. Any student who fails to submit a coursework assignment which is intended to count towards the final mark for a course by the posted submission date, shall be deemed to have failed the assignment unless the Campus Committee, on the recommendation of the relevant Head of Department, in any particular case otherwise decides.
58. In the case of written examination of coursework, the Lecturer or Internal Examiner for the course shall be present for at least the first half hour of the examination, and appropriate invigilation shall be arranged by the relevant Head of Department for the entire examination.
59. In the case of written examination of coursework, the relevant Head of Department shall determine the place, time and date at which the examination will be held, and this information shall be posted on the relevant Faculty or Departmental Notice Boards at least two weeks in advance of the examination date.
60. For all coursework assignments, and for written examinations of coursework, the candidate's work must bear either the candidate's index number or his or her name, as prescribed by Faculty regulations.
61. Coursework assignments and examinations should be examined by at least two Internal Examiners. Where the Internal Examiners fail to agree on a coursework mark, the Head of Department shall determine the coursework mark in consultation with the Internal Examiners. In such a case, he or she must submit a full report to the Campus Committee.
62. Internal Examiners are permitted to inform students of their grades and marks for individual pieces of coursework as soon as an officially agreed grade and mark are available.
63. In cases where coursework counts for more than forty percent (40%) of the total assessment of a course, the coursework must be sent to the External Examiner in accordance with Regulations 28 and 30.

64. For all coursework assessment, the First Examiner is required to submit to the Head of Department, before the date of the written examination for the course, a coursework marksheet indicating marks for each coursework component and the final coursework percentage and grade.
65. In respect of any courses in which the students collaborate in teams and submit team reports as components(s) of their coursework requirements, the report of each team shall identify which portions of its contents have been contributed by which student, and each student shall be assessed on his or her individual contribution, if feasible. All coursework shall be written work except where the Board for Graduate Studies and Research gives approval for an alternative procedure.

ORAL EXAMINATIONS

66. The Examiners appointed to examine a written paper may put oral questions to a candidate in any case in which they believe that this will help towards a more accurate assessment, if the Chairman of the Campus Committee so approves. In cases of students failing a course, being allowed an oral examination, and performing satisfactorily in the oral examination, the Examiners shall recommend a passing mark of no more than 50% for the course.
67. A candidate must attend an oral examination at the time and place designated by the Campus Registrar.
68. Oral examinations will be conducted by at least two examiners under the Chairmanship of the relevant Head of the Department or a senior member of the Faculty nominated by the Chairman of the Campus Committee, if the Head of the Department is absent or is an Examiner. A report of proceedings must be submitted to the Campus Committee.
69. In no instance shall the Chair of an oral examination be taken by an examiner.

70. The examiners at an oral will normally be the persons who examined the written paper, but if one examiner is not available, the Chairman of the Campus Committee, in consultation with the relevant Head of Department, may appoint another examiner in his or her place. Such an examiner must be provided with the examination material on which the candidate is to be orally examined.

EXAMINERS' MEETINGS AND PASS LISTS

71. The marks obtained by all candidates in each course examined shall be presented by the Internal Examiners to a Board of Examiners.
72. The relevant Head of Department, or Faculty Dean, shall be the Chairman of the Board of Examiners, unless in any particular case the Campus Committee otherwise decides.
73. The Board of Examiners shall consist of all of the Internal Examiners appointed for all the courses offered in the Programme concerned, unless in any particular case the Campus Committee otherwise decides. The Campus Registrar must be notified in advance of all meetings of Boards of Examiners and shall attend and prepare the Minutes thereof.
74. The Chair of the Campus Committee may attend meetings of Boards of Examiners.
75. In cases where full external examination of a course is retained and where the External Examiner's judgement of a candidate's performance is at variance with that of the Internal Examiners, each of the Internal Examiners shall be requested to provide a comment on the External Examiner's position for the guidance of the Board of Examiners and Campus Committee. Where the judgement of the examiners continues to differ, the Campus Committee shall determine the candidate's result in the light of the collective comments of all Examiners.

76. A list of candidates and their results in every examination shall be drawn up at each meeting of a Board of Examiners, signed by the Chairman of the meeting, and communicated to the Campus Registrar for approval of the Campus Committee.
77. All examination results and Pass Lists shall be approved by the Campus Committee.
78. Pass Lists, signed by the Chairman of the Campus Committee, shall be forwarded to the Board for Graduate Studies and Research, together with any special recommendations from Internal and External Examiners.
79.
 - (a) All proceedings at meetings of examiners shall be strictly confidential. Except as provided for in (b) and (c) below, examination results, grades and marks shall not be communicated in advance of publication to anyone except to the appropriate officers of the University. Copies of examination marks circulated to Boards of Examiners shall be treated as secret and confidential. The First Examiner for the course may, after publication of the official Pass List, disclose the final mark to the student.
 - (b) Heads of Departments, Chairmen of Boards of Examiners, or Chairmen of Campus Committees are permitted, in cases where this is considered necessary, to advise students in relation to their continuing registration on the basis of their performance at examinations before the final results are published.
 - (c) In respect of coursework, examiners can inform students of their marks and grades for individual pieces of coursework as provided for in Regulation 62.
 - (d) After publication of results, the relevant Campus Registrar is authorized to issue final examination marks and grades to individual students. Heads of Departments are also authorized to issue such marks and grades.

REVIEW OF EXAMINATION RESULTS

80. (a) A student who is dissatisfied with the results of his or her examination should report his or her dissatisfaction in writing to the Campus Registrar. Such a report must be made within four weeks of the publication of results, and in the case of Resit Examinations, within one week of the publication of results.
- (b) The Campus Registrar shall forward the student's report to the Chairman of the Campus Committee.
81. The Chairman of the Campus Committee, after scrutinizing the marksheet, shall advise the student on the quality of his or her performance in the examination for which the student has reported dissatisfaction, or shall invite the relevant Head of Department, or his or her nominee, to do so.
82. The student, no later than two working days after seeing the Chairman of the Campus Committee, the Head of Department or his or her nominee, may inform the Campus Registrar that he or she wishes to have the examination re-marked, and must pay a fee of BDS\$125.00 or JS\$2000.00 or TTS\$375.00, to have this done.
83. The right to report dissatisfaction and request a re-mark shall apply to both the coursework and written examinations.
84. (a) Where a re-marking is requested, the Campus Registrar shall inform the Chairman of the Campus Committee, who shall request the relevant Head of Department, or in his or her absence the relevant Faculty Dean, to nominate a new and independent Examiner from within or without the University for appointment by the Chairman of the Campus Committee, to re-mark the examination script or coursework.
- (b) Where the Head of the Department is an Examiner, the nomination shall be made by the Dean. Where both

the Dean and the Head of the Department are Examiners, the Chairman of the Campus Committee shall make the appointment after such consultation, as he or she considers appropriate.

85. The Campus Registrar shall inform the candidate of the result of the re-marking.
86. Where the re-marking under Regulation 82 results in a higher mark than that previously recorded, the fee shall be refunded, provided that the increased mark results in a change of grade.
87. The results of the re-marking shall be conveyed by the Campus Registrar to the Chairman of the Campus Committee, the Chairman of the Board of Examiners and the relevant Head of Department.
88. The Chairman of the Campus Committee shall, if necessary, issue an amended Pass List for submission to the Board for Graduate Studies and Research.
89. The Campus Registrar shall make an annual report to the Board for Graduate Studies and Research where scripts have been re-marked.

**THE UNIVERSITY OF THE WEST INDIES
SCHOOL FOR GRADUATE STUDIES AND RESEARCH**

**REGULATIONS FOR GRADUATE DIPLOMAS AND
DEGREES**

SECTION 3

**REGULATIONS FOR THE EXAMINATION OF RESEARCH
PAPERS, PROJECT REPORTS AND THESES**

APPOINTMENT OF EXAMINERS

1. All examiners shall be appointed by the Campus Committee on behalf of the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department.
2. For all theses, and for all research papers and project reports contributing more than 25% of the programme credit rating, at least three examiners shall be appointed, one of whom shall be external.
3. For each research paper, project report or thesis, one of the examiners shall be the Supervisor, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
4. For oral examinations, and for practical or written tests required by examiners after reading theses, research papers or project reports, the examiners shall be the same persons initially appointed by the Campus Committee, but the Board for Graduate Studies and Research may, at its discretion, appoint examiners specifically for oral examinations.
5. Examiners shall be nominated by the relevant Head of Department at least three months before the proposed date of submission for theses, and at least two months before the proposed date of submission for research papers and project

reports. Heads of Departments are required to submit the names of nominated Examiners to the Campus Committee, and to advise Internal Examiners of their nomination, in writing.

6. The Campus Registrar shall inform Examiners of their appointment by the Campus Committee.

EXAMINATION OF RESEARCH PAPERS AND PROJECT REPORTS

7. The regulations applicable to examination of theses shall not apply to examination of research papers or project reports which constitute 25% or less of the programme credit rating. These shall be examined as follows:
 - (a) Research papers or project reports shall be assigned a mark by each Internal Examiner who shall report individually on his or her assessment of the work. Should the marks differ substantially, the agreed mark will be mediated by the Campus Committee in accordance with the Manual of Procedures for Graduate Diplomas and Degrees.
 - (b) Candidates shall not be required to make corrections to research papers or project reports before the award of a final grade, except in instances where minor corrections would enable a marginal failure (45-49%) to be awarded the minimum passing mark (50%).
 - (c) A research paper or project report which has been failed by the examiners will be allowed only one re-submission. The re-submission must be within a six month period following initial notification of the failure. Re-submitted research papers or project reports will only receive the minimum passing mark (50%).
 - (d) Research papers or project reports assigned an A grade shall be lodged in the Campus Library. Research papers or project reports assigned a lesser grade may also be

lodged, on the recommendation of the Supervisor to the Campus Committee.

- (e) Candidates may be required to make corrections to research papers or project reports to be lodged in the Campus Library to ensure that such work reaches acceptable standards of presentation. Such corrections shall not alter the final grade assigned.
8. Research papers or project reports for which the credit weighting is greater than 25% shall be examined as a thesis, but a grade and mark shall be assigned. Such project reports and research papers will be simultaneously examined by all examiners, who will each submit a report, a grade and a mark. The grade and mark awarded by an examiner may be contingent on revisions suggested by the examiner being made to the satisfaction of the student's Supervisor. Should the marks of examiners differ substantially, the agreed mark will be mediated by the Campus Committee in accordance with the Manual of Procedures for Graduate Diplomas and Degrees.

EXAMINATION OF THESES

Entry for Examination by Thesis

- 9. The candidate must apply to enter for the examination by thesis on the appropriate entry form not less than three months before the expected date of submission of the thesis. The application must be accompanied by the required examination fee.
- 10. The candidate must submit the entry form for examination by thesis to the Campus Registrar through the Supervisor who shall indicate his or her approval by signing a Certificate of Completion of Study Form. In signing a Certificate of Completion of Study Form, the Supervisor will be required to separately address (a) The integrity of the thesis, i.e. whether, to the best of his or her knowledge, the work in the thesis was

- conducted by the student, and (b) The academic content and technical presentation of the thesis, i.e. whether, in the Supervisor's opinion, the thesis is ready for examination.
- 11 If the Supervisor has concerns about the integrity of the thesis, he or she shall so indicate to the Campus Registrar in writing, and the Campus Committee shall establish a Review Committee to assess the concern. In such circumstances, the Review Committee will make a recommendation to the Board for Graduate Studies and Research on the admissibility of the thesis for examination.
 12. If, in the opinion of the Supervisor, the academic content or technical presentation of the thesis is such that the thesis is not ready for examination, he or she shall so indicate to the Campus Registrar and the candidate in writing. In such circumstances, the Campus Committee will meet with interested parties who may include the candidate, the Supervisor, the student's Committee of Advisors, the relevant Head of Department or, if the Head is Supervisor, the relevant Faculty Dean. Should the consensus from the meetings be that the thesis is not yet suitable for examination, the student should be informed and counselled. Should the student insist on submitting the thesis for examination in the present form, the Board for Graduate Studies and Research may decide that it is appropriate to submit a report of the Campus Committee's deliberations to the Examiners.
 13. When a thesis is submitted for examination without the Supervisor's approval, the Supervisor will be exempted from examining the candidate by the Board for Graduate Studies and Research.
 14. A candidate must submit for the approval of the Campus Committee, the exact title of his or her thesis at the time when he or she applies for entry to the examination. An approved thesis title may not be changed except with the permission of the Campus Committee.

15. Five copies of the thesis for examination shall be submitted to the Campus Registrar.
16. Candidates will be required to present themselves for any oral, practical or written examination at such place as the University may direct, upon such day or days as shall be notified to the candidates by the Campus Registrar in writing.
17. A candidate for a graduate degree examined by thesis may not submit the thesis for examination on more than two occasions, and in any case, must submit the thesis within the time limits imposed for the particular degree (see General Regulations for Graduate Diplomas and Degrees 55, 56, 58, 59).

Form of Submission of Theses

18. Requirements for the presentation of theses are set out in the Thesis Guide published by the Board for Graduate Studies and Research. Theses which are not presented in accordance with the provisions of the Guide will not be sent for examination.

Examination Procedures for Theses

19. MPhil, MD and PhD degrees are examined primarily by thesis, but candidates are required to satisfy the Examiners in such oral, practical or written examinations as stipulated by the Board for Graduate Studies and Research and in Faculty Regulations.
20. Subject to Regulations 24-26, the Examiners of a PhD thesis shall, after reading the thesis, examine the candidate orally and may, at their discretion, also examine the candidate practically or by written questions or by both of these methods.
21. If an Examiner of an MPhil or MD thesis deems the thesis generally adequate but wishes to explore the candidate's knowledge of the field of study further, the Examiner may require that the candidate be examined orally, practically, or by written papers, or by both of these methods.

22. Examiners of theses are required to report to the Board for Graduate Studies and Research, through the Campus Registrar, within two months of receipt of a thesis. The report shall contain:
- (a) An evaluation of the thesis;
 - (b) A recommendation in accordance with Regulations 20-27;
 - (c) An indication of any changes in the thesis which the Examiner thinks should be made before the award of the degree.

The Examiners may also recommend the award of high commendation.

23. If, in the opinion of the Examiners, an MPhil thesis is of such high standard and potential that it might be developed into a submission for the PhD degree, the Examiners may recommend to the Board for Graduate Studies and Research that the candidate be permitted to transfer registration to the PhD, but it shall be the right of the candidate at any time to accept conferment of the Master's degree.
24. If, in the opinion of the Examiners, a PhD thesis is of insufficient merit to justify the award of the Ph.D. degree, the Examiners may, without further test, recommend to the Board for Graduate Studies and Research that the candidate be permitted to resubmit the thesis with revision for the M.Phil degree, or that the MPhil be awarded without further revision of the work.
25. The Examiners may, without further test, recommend that a thesis be rejected. A candidate whose thesis is rejected by the Board for Graduate Studies and Research after it has received reports from all of the Examiners, shall not be permitted to present the same thesis for examination, or a revised version of the thesis with the same title, unless re-approval of candidature has been granted by the Board for Graduate Studies and Research.

26. If, in the opinion of the Examiners, the thesis is inadequate, but of sufficient merit to justify a second attempt at the examination, the Examiners may, without further test, recommend to the Board for Graduate Studies and Research that the candidate be permitted to resubmit the thesis for examination in a revised form. A candidate who is required by the Examiners to make such major changes to the thesis and to resubmit the thesis in a revised form for examination, must resubmit within eighteen months of the date of notification. The Campus Committee shall send to the candidate pertinent comments of the Examiners relating to the changes they propose.
27. If, in the opinion of the Examiners, the thesis is adequate but defective in ways which do not require it to be resubmitted for examination, they may require the candidate to make such amendments to the thesis as will remove the defects indicated before the award of the degree. Subject to Regulation 28, such changes shall be made after the oral examination for Ph.D. candidates. A candidate who is required by the Examiners to make such amendments to the thesis must do so within a period of six months after the date of notification. The Campus Committee shall specify how these changes are to be made. If the candidate fails to make the alterations required by the Examiners to the satisfaction of the student's Supervisor and the Campus Committee within that period, and is not granted an extension, he or she will be deemed to have failed the examination.
28. If the reports of the Examiners indicate that a thesis requires extensive revision, but not re-submission in accordance with Regulation 26, the Chairman of the Board for Graduate Studies and Research may, at his or her discretion, direct that the candidate be requested to satisfactorily effect such revision prior to any oral examination of the candidate, and such revision should be completed within twelve months of the date of notification.
29. If, in the opinion of the Examiners, the thesis is adequate but the candidate fails to satisfy the Examiners at the oral, practical,

or written examination held in connection therewith, the Examiners may recommend to the Board for Graduate Studies and Research that the candidate be permitted to submit to a further oral, practical or written examination within a period not exceeding eighteen months from the decision of the Board for Graduate Studies and Research.

30. If, in the opinion of the Examiners, the thesis is adequate, and if the candidate satisfies the Examiners in any oral, practical or written examination required, the Examiners shall recommend to the Board for Graduate Studies and Research that the degree be conferred. Where Examiners recommend conferment of the degree, they are required to certify that the thesis is worthy of publication as a thesis approved for the degree of Master of Philosophy (MPhil), Doctor of Medicine (MD) or Doctor of Philosophy (Ph.D.) of the University of the West Indies.
31. Oral examinations will be held within one month of receipt of the written reports of all of the Examiners, unless the Campus Committee in any particular case otherwise decides.
32. Candidates will be required to present themselves for any oral, practical or written examinations at such place, time and date as shall be notified to them by the Campus Registrar in writing.
33. An oral examination shall be Chaired by a senior academic appointed by the Campus Committee and shall be conducted simultaneously by at least two examiners. One of the examiners shall be the Supervisor of the candidate, unless the Board for Graduate Studies and Research in any particular case otherwise decides. The Board for Graduate Studies and Research may, at its discretion, appoint examiners specifically for the oral examination.
34. The Chairman of the oral examination and the examiners shall send a report on the oral examination to the Board for Graduate Studies and Research in which they shall report on the candidate's knowledge of his or her field of study and make a recommendation in accordance with the relevant clauses of

these Regulations. The report should provide the Board with the details of any further changes required of the candidate by the examiners before recommending the award of the degree.

35. Candidates who fail to present themselves for any oral or written examination, or who fail to resubmit a revised thesis within the time periods specified in these Regulations, will be deemed to have failed the examination.