

## MPHIL / PHD THESIS

### SUPERVISION

Each candidate is appointed a Supervisor with expertise relevant to the candidate's area of research. The candidate's Advisory Committee consists of the supervisor and two other members of staff.

**Meetings Between Candidate and Supervisor:** each candidate should meet with his/her Supervisor a minimum of once per semester. It should be noted that it is the candidate's responsibility to make sure that this bare minimum is met.

**Progress Reports:** the Supervisor, often in consultation with the other members of the Advisory Committee, is required to submit a detailed Progress Report on the work accomplished by the candidate under his/her supervision once per semester. (The deadline for semester I is January 31 while the deadline for semester II is June 30.) This Report indicates what, if anything, remains to be completed and whether the candidate is on schedule. Any candidate whose progress is reported to be unsatisfactory by his/her Chief Supervisor may be required to withdraw from the programme.

### PRESENTATION GUIDELINES

Please consult the THESIS GUIDE for the precise requirements for the presentation of theses set out by the School for Graduate Studies and Research. Theses which are not presented in accordance with the provisions of this guide will not be accepted for examination.

Prior to formal submission, candidates should allow the Main Library to vet the final draft to ensure that all technical specifications have been met.

### EXAMINATION

**Application for the Examination of the Thesis:** candidates apply to enter for the Examination by Thesis on the appropriate application form (along with the appropriate fee) available from the School for Graduate Studies and Research (or their website) not less than **three (3)** months before the expected date of submission of the Thesis. The candidate submits the entry form (on which [s]he has specified the exact title of the Thesis) to the School for Graduate Studies and Research via his/her Chief Supervisor who indicates his/her approval by signing a Certificate of Completion of Study.

**Submission of the Thesis:** once the library has indicated that all technical specifications have been met, candidates are required to submit **four (4)** copies of the Thesis (in

temporary bindings provided by the Main Library) accompanied by the Chief Supervisor's Certification that it has been presented in technically acceptable form.

**Examining Committee:** the Thesis is assessed by a Supervisor, an Internal Examiner (from any campus of UWI), and **one (1)** External Examiner (i.e. from an institution other than UWI) recommended by the Department and approved by the School for Graduate Studies and Research.

**Examiners' Reports:** examiners are required to submit their reports within **two (2)** months of receipt of the thesis. The report contains an evaluation of the thesis, a recommendation that the thesis be accepted or not, as the case might be, and an indication of any changes deemed necessary before the degree can be conferred.

**Oral Examination:** where the examiners of a MPhil Thesis may require that the candidate submit to an Oral (Viva Voce) Examination, by contrast, all PhD candidates are required to submit to an Oral Examination as part of the assessment process. All candidates are notified in advance of the date of their Oral Examination which is normally held within **one (1)** month of receipt of the written reports of all the examiners. At the Oral Examination, all the members of the candidate's Examining Committee (or their representatives) are normally present to put questions to the candidate on the Thesis submitted.

### **CONFERMENT OF THE DEGREE**

Where the 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 or Doctor of Philosophy of the University of the West Indies.

The examiners may also recommend, where warranted, the award of High Commendation. If, in the opinion of the examiners, a MPhil Thesis is of such high standard that it might be developed into submission for the PhD degree, the examiners may recommend that the candidate be permitted to transfer his/her registration to the PhD.

**Outstanding Graduate Student Thesis Award:** all candidates for the MPhil and PhD degrees are eligible for the Outstanding Graduate Student Thesis Award offered by the School for Graduate Studies and Research on each campus. Exceptional candidates are nominated for the prize by their Supervisor.