

How and when do I apply?

On-line applications at www.cavehill.uwi.edu/chol will be open from October to January 31st. Application fees are waived for on-line applications which is the preferred and recommended method. Paper applications are accepted but attract a fee of BDS\$30.00 (US\$15).

What documents do I need to produce?

The following documents must be submitted whether you are applying on-line or on paper. You are strongly urged to start getting these together even before beginning the application process.

- Application fees (waived for on-line applications only).
- A resumé of your job and other experience that is relevant to your desire to pursue the degree programme. Include Employer Contact Information.
- A statement from you as to why you wish to pursue the degree programme. (MSC Project Management & Evaluation applicants only)
- One page Research proposal for MPhil, PhD and DM applicants ONLY.
- Two (2) referee reports. (Two (2) academic referees are preferred but in certain circumstances one (1) academic referee and one (1) work referee could be accepted.) These must be submitted as confidential envelopes sealed by the referee as part of your application.
- Birth Certificate (not required from UWI graduates).
- Marriage Certificate (where name has been changed through marriage).
- Legal Affidavit or deed poll if your present name is different from that on the Birth Certificate.
- Official transcripts – for all non-UWI degree attained, these must be sent to Cave Hill **directly** from the granting institution.
- Copy of Barbados ID Card (Barbadian Nationals only)

All applicants must submit original or notarised copies of the above documents. In the case of notarised documents, the University reserves the right to request the original documents.

How soon will I hear from the University about my application?

Wherever possible, decisions on complete applications will be taken within 6-8 weeks of the close of the application period. Persons whose transcripts show that they are currently enrolled in a programme may be issued provisional offers. **No offers** can be made to students who have not submitted all required documentation.

How and when do I make payments?

- Students enrolled in self-financed programmes are billed for the courses for which they register each semester.
- Students in UGC-funded programmes are billed every semester until their degree is awarded.
- All Fees are due before registration.
- University fees are billed to each student every semester.
- Registration outside of the published dates is permitted only in exceptional circumstances with the approval of the Campus Coordinator for Graduate Studies and attracts a late registration fee.

Where can I get more information?

The website of the School for Graduate Studies and Research can be found at www.cavehill.uwi.edu/gradstudies

Here you will find the most current administrative information and links to all programme pages.

You are further encouraged to visit the School's Document Library and note the Regulations for Graduate Diplomas and Degrees which all graduate students are expected to observe.

Should you have any questions that are not answered herein, contact the School for Graduate Studies and Research by email at gradstudies@cavehill.uwi.edu



The University of the West Indies
Cave Hill Campus



APPLICATION INFORMATION

GRADUATE DEGREE PROGRAMMES

2011-2012

Into which billing category does my programme fall?

Graduate programmes are considered in two categories.

- 1) University Grants Committee-funded programmes (UGC), and
- 2) Self-financed programmes

The category determines the fee structure. Students in UGC-funded programmes are billed every semester until their degree is awarded. The fees are set by the University Council and reviewed annually. These fees are therefore subject to change.

Students in self-financed programmes are normally billed by course. The cost of each self-financed programme is reviewed annually.

What is the difference between full-time and part-time?

Students who undertake a full course load are considered full-time even though the courses are delivered in the evening and on weekends. A part-time student is one who undertakes half of the course load and therefore takes twice as long as a full-time student to complete the same programme. Fees in the table for UGC-funded programmes are the annual full-time fees. A part-time student in a UGC-funded programme is billed 50% of the full-time rate annually.

MPhil and PhD students who are employed for more than twelve (12) hours a week are not permitted to register as full-time.

Will I be sponsored by my Government?

Countries which contribute to the running of the University have policies governing sponsorship. Students are urged to check with their Ministry of Education (or equivalent) regarding the policy of their country. Students are normally sponsored for UGC-funded programmes only, but students are entitled to make representation on their own behalf with respect to self-financed programmes.

Which are the Contributing countries?

Anguilla, Antigua & Barbuda, Barbados, Belize, Bermuda, British Virgin Islands, Dominica, Grenada, Jamaica, Montserrat, St Kitts/Nevis, St Lucia, St Vincent & the Grenadines, The Bahamas, The Cayman Islands, and Trinidad & Tobago.

Are there any other fees that apply?

All persons undertaking the MSc. in International Management must make allowance for pre-programme costs as follows:

- Intensive Management BDS \$1,200 (US \$600)
- Intensive Language BDS \$1,500 (US \$750)

Persons undertaking the MSc. International Trade Policy must make allowance of BDS\$5,000 (US\$2,500) for the one-month overseas attachment that forms an integral part of their programme.

Students in certain programmes which require a Research Paper will be required to pay an examination fee of BDS\$50.00 (US\$25) on submission. Check with the School for Graduate Studies & Research to determine if your programme falls into this category.

What will it cost to undertake a Master's degree?

FACULTY/PROGRAMME	CATEGORY	FULL TIME COST in Bds\$ 2011–2012
FACULTY OF HUMANITIES & EDUCATION		
MA CREATIVE ARTS	SELF-FINANCED	\$ 25,000
MA CULTURAL STUDIES	UGC-FUNDED	\$ 32,993
MA HERITAGE STUDIES	UGC-FUNDED	\$ 32,993
MA HISTORY	UGC-FUNDED	\$ 32,993
MA LINGUISTICS	UGC-FUNDED	\$ 32,993
MA THEOLOGY	Contact Codrington College directly	
DIPLOMA IN EDUCATION	Contact Erdiston Teachers' College directly	
MASTER OF EDUCATION	UGC-FUNDED	\$ 32,993
FACULTY OF LAW		
LLM CORPORATE AND COMMERCIAL LAW	SELF-FINANCED	\$ 20,000
LLM LEGISLATIVE DRAFTING	UGC-FUNDED	\$ 41,554
LLM PUBLIC LAW	SELF-FINANCED	\$ 20,000
FACULTY OF PURE & APPLIED SCIENCES		
MSC ELECTRONIC COMMERCE	SELF-FINANCED	\$ 25,000
MSC NATURAL RESOURCE AND ENVIRONMENTAL MANAGEMENT	UGC-FUNDED	\$ 32,993
FACULTY OF MEDICAL SCIENCES		
MASTER OF PUBLIC HEALTH	SELF-FINANCED	\$ 20,000
DIPLOMA IN PUBLIC HEALTH	SELF-FINANCED	\$ 10,500
MSC FAMILY MEDICINE	SELF-FINANCED	\$ 5,000*
DIPLOMA FAMILY MEDICINE	SELF-FINANCED	\$ 7,000*
FACULTY OF SOCIAL SCIENCES		
MASTER OF SOCIAL WORK	SELF-FINANCED	\$20,000
EXECUTIVE MASTERS IN BUSINESS ADMINISTRATION	Contact the Cave Hill School of Business directly.	
INTERNATIONAL MASTERS IN BUSINESS ADMINISTRATION		
MASTERS IN INTERNATIONAL EVENT MANAGEMENT		
MSC APPLIED PSYCHOLOGY	SELF-FINANCED	\$20,000
MSC BANKING & FINANCE	SELF-FINANCED	\$30,000
MSC BUILDING AND CONSTRUCTION MANAGEMENT	SELF-FINANCED	\$30,000
MSC COUNSELLING PSYCHOLOGY	SELF-FINANCED	\$20,000
MSC CRICKET STUDIES	SELF-FINANCED	\$20,000
MSC E-GOVERNANCE FOR DEVELOPING STATES	SELF-FINANCED	\$ 25,000
MSC FINANCIAL AND BUSINESS ECONOMICS	UGC-FUNDED	\$ 32,993
MSC INTEGRATION STUDIES	SELF-FINANCED	\$ 20,000
MSC INTERNATIONAL MANAGEMENT	SELF-FINANCED	\$ 28,800
MSC INTERNATIONAL TRADE POLICY	SELF-FINANCED	\$ 28,000
MSC INVESTMENT AND WEALTH MANAGEMENT	SELF-FINANCED	\$ 30,000
MSC LABOUR & EMPLOYMENT RELATIONS	SELF-FINANCED	\$ 20,000
MSC. LOGISTICS AND SUPPLY CHAIN MANAGEMENT	SELF-FINANCED	\$ 30,000

MSC MANAGEMENT	SELF-FINANCED	\$ 30,000
<i>SPECIALISATIONS (MANAGEMENT)</i>		
– FINANCIAL MANAGEMENT	SELF-FINANCED	\$ 30,000
– HUMAN RESOURCE MANAGEMENT	SELF-FINANCED	\$ 30,000
– INTERNATIONAL MANAGEMENT	SELF-FINANCED	\$ 30,000
– MARKETING	SELF-FINANCED	\$ 30,000
MSC PROJECT MANAGEMENT & EVALUATION	UGC-FUNDED	\$ 32,993
MSC SOCIOLOGY	SELF-FINANCED	\$20,000
MSC. TOURISM AND EVENTS MANAGEMENT	SELF-FINANCED	\$ 25,000
MSC. TOURISM & HOSPITALITY MANAGEMENT	SELF-FINANCED	\$ 25,000
MSC. TOURISM WITH PROJECT MANAGEMENT	SELF-FINANCED	\$ 25,000
MSC. TOURISM AND SPORTS MANAGEMENT	SELF-FINANCED	\$ 25,000
MSC. TOURISM MARKETING	SELF-FINANCED	\$ 25,000
MSC. TRANSPORT ECONOMICS	SELF-FINANCED	\$ 30,000

* COST PER ANNUM

Programme Costs and University Registration Fees are subject to change in 2011/2012.

What are University fees and how often are these payable?

Annual University Registration Fees

University Registration Fees are NOT included in the cost of the tuition fee.

These fees are as follows:

Amenities Fees	– BDS\$700.00	(US\$350.00)
Guild Fees	– BDS\$120.00	(US\$60.00)
ID Card (First year only)	– BDS\$25.00	(US\$12.50)

Fees are payable immediately on registration. University fees are additional to the programme fees and are billed on registration every semester until the degree has been awarded. Programme Costs and University Registration Fees are subject to change in 2011/2012.

Does the University offer scholarships for Taught Masters programmes?

No. Awards to pursue Postgraduate studies are currently only available to students undertaking research degrees (Master of Philosophy or Doctor of Philosophy).

How often do I need to register?

Students – even those who are doing a research paper/practicum/thesis write up are required to register on-line every semester during the published registration period. Students who are unable to register should request Leave of Absence within the first 3 weeks of the semester.

Students who do not register or request leave of absence by the end of the third week of the semester will be deemed to have withdrawn from the program.