



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

School for Graduate Studies and Research

[See last page for instructions before completing this form.](#)

CERTIFICATE OF COMPLETION OF THESIS/RESEARCH PAPER/ PROJECT REPORT/CASEBOOK/CLINICAL RESEARCH PROJECT

Section A of this form is to be completed by the Student and Section B by both the Supervisor and Head of Department. It must accompany the thesis/research paper/project report/casebook/clinical research project when being submitted to the Campus Office of Graduate Studies and Research for examination.

Section A

Name of Student:

Faculty in which Student is registered:

Degree Programme:

Title of Thesis/Research Paper/Project Report/Casebook/Clinical Research Project (the Submission):

Declaration of Word Length and Ownership of Work

1. Word length of the Submission:

A candidate will not normally exceed the word limit prescribed in the Thesis Guide. Any candidate wishing to exceed this limit must apply for permission to the Campus Committee for Graduate Studies and Research through his/her supervisor, and confirmation of suspension of Regulations must be attached.

2. Style Manual used:

3. I confirm that the work presented in the Submission is my own and all references are cited according to accepted University of the West Indies' conventions. I have submitted my Thesis/Research Paper/Project Report/Casebook/Clinical Research Project for checking by the following plagiarism detection software:

and have made all necessary amendments.



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

School for Graduate Studies and Research

4. Consistent with The University of the West Indies' policy on Plagiarism, I agree that the University has the right to use plagiarism detection software to check the electronic version of the Submission.
5. Where Artificial Intelligence (AI) has been used in relation to the Submission, including in the data collection or analysis, I declare that the AI use was carried out in accordance with the rules of The University.
6. I certify that this is the final and complete version of the work for examination and I understand that no adjustments or alterations shall be permitted following submission.

Signature of Student

Date:

Section B

I hereby certify that:

- a. Dr./Mr./Ms.

(Name in Full)

is a registered Student of The University of the West Indies.

- b. He/she has completed his/her Thesis/Research Paper/Project Report/Casebook[#] /Clinical Research Project[#].
- c. Five (5) identical copies of the Submission [†], or (4) identical copies of the Submission[†], as the requirement may be, have been produced in accordance with the Regulations of The University of the West Indies
- d. The work has been checked for plagiarism and proper use of citation and referencing.
- e. The work has been completed to my satisfaction and is acceptable for examination*.

Format of the copies shall be as specified in the Regulations for Postgraduate Clinical Programmes.

† Select as appropriate. One of these copies should be prepared in an edit-enabled/Microsoft Word format and submitted electronically, via an approved digital storage medium or electronic submission system.

** If the Supervisor does not consider that the work has been completed to his/her satisfaction and is acceptable for examination, he/she should strike through the statement in part e) and write appropriate comments below.*

Supervisor's Comments (when declining to agree to part e):



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

School for Graduate Studies and Research

Name of Supervisor

Signature of Supervisor

Date:

Name of Co-Supervisor

Signature of Co-Supervisor

Date:

Name of Head of Department

Signature of Head of
Department

Date:

Note on Digital Signatures:

If you wish to create or add a digital signature certificate, you can follow this quick video tutorial:

<https://www.youtube.com/watch?v=z8ISCq6TX7o>

Alternatively, you may insert your saved signature as an image directly into the signature field. Once you place the image in the signature box, simply press the Escape key on your keyboard to move to the date field. (This method is usually quicker and easier.)



Fillable PDF Form User Guide

How to Fill, Save, and Sign the Form Correctly

This guide explains how to correctly complete, save, and sign fillable PDF forms on Windows, Mac, iPhone, and Android devices. Following these steps will help prevent the form from becoming locked, flattened, corrupted, or uneditable before submission.

1. Recommended Order to Complete the Form

Please follow this order:

1. Download and install Adobe Acrobat Reader.
2. Download the PDF file to your device.
3. Open the PDF directly in Adobe Acrobat Reader, not in a browser or preview window.
4. Fill all required fields before adding your signature.
5. Add your signature only after everything is final.
6. Save the final signed version for submission.



Important Note Before You Start

Typing into fillable fields does not usually lock the form. However, adding a signature — especially using mobile devices or non-Adobe PDF apps — may permanently lock or flatten the form fields.

Always complete and review the full form before adding your signature. A locked or flattened PDF may still appear normal visually, but the fields may no longer be editable.

2. For Windows & Mac Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Fill in each field carefully.
3. Complete all required sections before signing.
4. After reviewing everything, add your signature using Fill & Sign.
5. Save the final signed copy.

4. For iPhone and Android Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Tap each fillable field and type your information.
3. Complete all sections before signing.
4. Review the full form carefully and add your signature using Fill & Sign.
5. Save the final version.

3. What To Do If the Form Becomes Locked

1. Do not continue editing the locked version.
2. Return to your completed but unsigned backup copy.
3. Open the unsigned version directly in Adobe Acrobat Reader.
4. Make the necessary corrections before signing again.
5. Save a new final signed version for submission.
6. If you only have the locked version and no unsigned backup copy, you may need to complete the form again from the beginning.

Apps & Methods to Avoid

- ✗ Browser PDF viewers (Chrome, Safari, Edge)
- ✗ Apple Preview on Mac
- ✗ WhatsApp or email preview windows
- ✗ "Print to PDF" or "Save as PDF" functions
- ✗ Non-Adobe mobile PDF editing apps
- ✗ Direct editing inside cloud storage previews

5. Final Reminders Before Submission

- Some mobile PDF apps may flatten or lock the PDF after signing, so Adobe Acrobat Reader is recommended.
- Avoid using browser previews any other PDF previewer, as they may not work properly with fillable PDF fields.
- Always download the file to your device before completing it. Avoid editing directly from cloud storage, email previews, or messaging apps.
- Do not use "Print to PDF" or "Save as PDF" (or Certify PDF) after completing the form, as this may flatten the fields permanently.
- If corrections are needed later, return to the unsigned version, make the edits, and then sign a new final copy.
- If the signed PDF becomes locked, return to the completed but unsigned copy, make the required changes, and sign it again.
- Keep a completed but unsigned copy as a backup, and use the final signed copy for submission.

This is link to '[Optional Video on how to complete and sign fillable pdf forms](#)'