



THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

Step by Step Guide for Postgraduate Students submitting Theses for Examination

Step	Procedure
1 Consultation	<ul style="list-style-type: none">(i) Consult with your supervisor to determine whether your thesis is ready to be submitted for examination.(ii) Verify that your credit requirement has been fulfilled and is reflected on your academic record (minimum 6 credits MPhil students; 9 credits PhD students).(iii) Verify that your seminar requirement has been fulfilled and is reflected on your academic record (2 seminars MPhil students; 3 seminars PhD students).
2 Application	<ul style="list-style-type: none">(i) Ensure that you are registered for the current semester and in good financial standing.(ii) Pay the relevant examination fee.(iii) Download, complete and submit the <i>Application for Examination of a Thesis</i> form three (3) months prior to the intended final submission of the thesis along with proof of payment of the applicable examination fee to the Office of Graduate Studies and Research.(iv) Confirm with your Supervisor the information on part 1 of the <i>Recommendations for Titles and Examiners of Theses / Research Papers / Projects</i> form which is to be completed by your Department. Your Supervisor and Head of Department will complete the rest of sections and forward to the Office of Graduate Studies and Research three (3) months prior to the intended submission date of the Thesis.
3 Library check	<ul style="list-style-type: none">(i) Consult with the Librarian who will double check that you have followed the relevant instructions in the Thesis Guide.

4 Plagiarism Check	<p>(i) Visit the Turnitin site via the UWI Graduate Information Portal - Click here and follow the instructions to get a Turnitin password. Follow the Turnitin instructions to run the Thesis through the plagiarism detection software.</p> <p>(ii) Print the Turnitin report.</p>
5 Printing	<p>(i) Download and complete Section A of the <i>Certificate of Completion of Thesis/ Research paper/ Project / Case Book</i> form. Have your Supervisor and Head of Department complete section B and sign as required.</p> <p>(ii) Print the number of softbound copies as indicated on the <i>Certificate of Completion of Thesis/ Research paper/ Project / Case Book</i> form.</p> <p>(iii) Save a WORD copy onto a CD.</p>
6 Submission	<p>(i) Submit the softbound copies, the CD, the duly signed <i>Certificate of Completion of Thesis/ Research paper/ Project / Case Book</i> form and the Turnitin report to the Office for Graduate Studies and Research.</p>
7 Examination	<p>(i) (MPhil students only):</p> <ul style="list-style-type: none"> After your thesis has been examined you will be instructed if corrections are necessary before the degree can be awarded. Note that occasionally an MPhil candidate may be asked to satisfy Examiners at an Oral Examination. These candidates will be informed in writing. <p>(ii) (PhD students only):</p> <ul style="list-style-type: none"> If your PhD thesis is satisfactory, an Oral Examination will be arranged. This should happen within 1 month of receipt of all reports. If your PhD thesis is unsatisfactory you will be advised in writing of necessary revisions and give a resubmission date. You will receive the reports of all examiners to guide in revision and resubmission for examination.
8 Viva (where required)	<p>(i) If you satisfy the Examiners at the Oral Examination, copies of the reports of the Examiners will be sent to guide in any corrections necessary before the degree can be awarded.</p>

	<p>(ii) If you do not satisfy the Examiners at the Oral Examination, copies of the reports will be sent to guide in any corrections necessary before another Oral can be arranged.</p>
9 Submission of final version	<p>(i) After completing the corrections, you must submit a final version of the thesis to your Supervisor.</p> <p>(ii) After checking the work, your supervisor will write to the Office of Graduate Studies and Research indicating that the corrections have been done to his/her satisfaction. A soft bound copy of the corrected document must be submitted to the Office of Graduate Studies and Research along with the Supervisor's letter. This corrected thesis is sent to the library for vetting.</p>
10 Award of degree	<p>(i) The reports of all Examiners and the report of the Chair of the Oral (where relevant) will be forwarded to the Chair, Board for Graduate Studies and Research for the approval of the award of the degree.</p> <p>(ii) After the award of degree has been approved and on receipt of approval from the Library you will be instructed to prepare and submit three (3) unbound, identical hard copies of the thesis to the Office of Graduate Studies and Research. The documents are to be accompanied by three (3) completed copies of the Declaration form for the reproduction of a Thesis / Research paper / Project / Case Book – downloaded from the Graduate Studies Document Library, and a receipt showing payment of the binding fee (the Librarian will advise of the current charge).</p> <p>(iii) You will receive a formal letter when the degree has been awarded and be invited to join us at the relevant Graduation Ceremony.</p>