



The University of the West Indies
Cave Hill Campus, Barbados



**Sir Arthur Lewis Institute
of Social and Economic Studies
(SALISES)**



**Graduate Degree Handbook
MPhil/PhD Degree Programme**

MISSION STATEMENT

The mission of the
Sir Arthur Lewis Institute
of Social and Economic Studies

is to undertake high quality research
and graduate teaching
in the areas of social and
economic development policy;
governance and public policy
with special reference
to small developing countries.

VISION STATEMENT

The vision of the SALISES is to

- < be an internationally renowned institution for development policy analysis;**
- < be a location for theoretical and philosophical reflection on development studies;**
- < provide a highly challenging and rewarding intellectual environment for graduate students and researchers interested in development policy analysis;**
- < provide policy advice to governments and other institutions through contract and graduate student research;**
- < engage in high quality research which is published in leading regional and non-regional journals and monographs;**
- < provide a physical and social environment conducive to good staff and student relations.**

INTRODUCTION

Welcome to the Sir Arthur Lewis Institute of Social and Economic Studies (SALISES)!

The SALISES was established in August 1999 as a result of a merger of the Institute of Social and Economic Research (ISER, established in 1948) and the Consortium Graduate School of Social Sciences (CGSSS, established in 1985).

The SALISES has branches at the three campuses of the University of the West Indies: Cave Hill (Barbados, established as ISER in 1963); Mona (Jamaica) and St. Augustine (Trinidad & Tobago).

The Institute has published several monographs and books over the years. At present three journals are produced by the Institute: Social and Economic Studies (Mona); Caribbean Dialogue (St. Augustine) and Journal of Eastern Caribbean Studies (Cave Hill). The Cave Hill branch is responsible primarily for research on Barbados and the Leeward and Windward Islands.

The Institute hosts a series of seminars, special lectures and an Annual Conference and information on these activities can be obtained from the Institute's website www.cavehill.uwi.edu/salises/.

The M.Phil. and Ph.D. degree programs are research-oriented with supervision in the areas of social policy; governance and public policy and economic development policy. Altogether, there is a special emphasis on small island states and small island developing states.

The staff of the Institute consists of active researchers in the social sciences who have published in regional and international journals and who have been policy advisors and consultants to several organisations in the Caribbean region. It also consists of distinguished adjunct Institute staff (Professors Emeriti, Honorary Professors and Distinguished Professors) with considerable policy experience.

ACADEMIC CALENDAR - 2024-2025

SEMESTER I - 2024

AUGUST

August 25	Semester I begins
August 26	Registration begins

SEPTEMBER

September 2	Teaching begins
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OCTOBER

October 19	Graduation Day (Cave Hill)
October 24-26	Graduation Day (St. Augustine)

NOVEMBER

November 1-2	Graduation Day (Mona)
November 22	Teaching ends
November 24	Review/Study Week starts

DECEMBER

December 1	Review/Study Week ends
December 2	Examinations begin
December 20	Examinations end
December 20	Semester I ends

SEMESTER II - 2025

JANUARY

January 19	Semester II begins
January 20	Teaching begins

APRIL

April 11	Teaching ends
April 13-20	Review/Study Week
April 22	Examinations begin

MAY

May 9	Examinations end
May 9	Semester II ends

STAFF LIST

ACADEMIC STAFF

<u>NAME</u>	<u>TITLE</u>	<u>CONTACT NO.</u>
Don D. Marshall, BA (Hons.), MPhil, (UWI), PhD (Newcastle)	University Director and Professor (International Political Economy & Dev. Studies)	246) 417-4476
Jonathan G. Lashley, BSc (Hons.), M.Sc. (Swansea), PhD (Leicester)	Senior Fellow (Economics)	(246) 417-4480
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Melanie N. Callender-Forde, BSc, MSc, MBA	Temporary Research Assistant	(246) 417-4603

ADMINISTRATIVE, TECHNICAL & SERVICE STAFF

Alicia L. Graham, PSD, CCAB, BSc (Hons.), MSc (UWI)	Administrative Assistant	(246) 417-4477
Sandra Tull, APS (Merit), BSc (UWI)	Stenographer/Clerk	(246) 417-4261
Jacqueline Y. Thompson, BSc (UWI)	Stenographer/Clerk	(246) 417-4478
W. St. Christopher Best	Office Assistant	(246) 417-4484
	Office Attendant	(246) 417-4478

AUDINE WILKINSON LIBRARY STAFF

Kenneth Chase, BA (UWI), MLIS (Long Is.)	Librarian	(246) 417-4063
Rashida Cox	Library Clerk	(246) 417-4479

CENTRE FOR CRIMINAL JUSTICE AND SECURITY

Corin A. Bailey, BA (First Class), PhD (UWI)	Professorial Fellow (Sociology, Crime & Social Inequality)	(246) 417-4481
Kim Sealy, BA, MSc, LL.B	Administrative Support	(24) 417-4482

CONTACT INFORMATION

<u>Office</u>	<u>Email Address/Website</u>	<u>Telephone/Fax</u>
SALISES General Office , First Floor:	salises@cavehill.uwi.edu (Email)	(246) 417-4478 (T)
	https://www.cavehill.uwi.edu/salises/	(246) 424-7291 (F)
J.E.C.S. Publications , First Floor:	jecs@cavehill.uwi.edu (Email)	(246) 417-4478 (T)
Audine Wilkinson Library , Ground Floor:		(246) 417-4479 (T)
		(246) 421-6867 (F)

OBJECTIVES OF THE PROGRAMS

The MPhil and PhD degree programs are research oriented. The MPhil degree program normally requires the candidate to:

- a. show a satisfactory knowledge of the background of the subject
- b. write clearly and in a logical and ordered fashion
- c. use appropriate research methods and techniques competently
- d. display an ability to analyze critically and evaluate independently the relevant literature and relate material
- e. make an advance in knowledge of the subject.

The PhD degree program requires the candidate to:

1. achieve the same objectives as specified in the MPhil degree program
2. make a significant original contribution to knowledge
3. produce a thesis which is worthy of publication.

ENTRY REQUIREMENTS

1. MPhil Degree:

Admission to the MPhil degree program normally requires a bachelor's degree or equivalent with at least an Upper Second Class Honours degree and relevant work experience.

A Candidate who does not satisfy this requirement may be admitted in the first instance as a qualifying student and must satisfy specified course requirements as determined by the Institute's Entrance Committee and approved by the Board of Graduate Studies and Research (BGSR) before being finally admitted to the MPhil degree.

2. PhD Degree:

Admission to the PhD degree program normally requires the candidate to

1. have completed an appropriate post graduate qualification, or
2. be transferred from the MPhil degree program, and
3. have the relevant work experience.

Applicants to the MPhil and PhD degree programs are also required to submit a short research proposal which will be considered by the Institute's Entrance Committee.

COURSE OF STUDY

Students in the MPhil and PhD degree programs are required to complete:

1. (i) three (3) courses; (3 credits each) and;
(ii) a dissertation (MPhil) or thesis (PhD).

The required COURSES are:

- (i) **SALI6050 – Directed Readings on Thesis Topic** (see below)
- (ii) **SALI6051 – Research Design and Management** (see below)
- (iii) **SALI6052 – Specialised Research Methods** (see below).

The length of the dissertation for the MPhil degree candidates should not normally exceed 50,000 words excluding footnotes and appendices.

The length of the thesis for the PhD degree should not normally exceed 80,000 words excluding footnotes and appendices.

EXAMINATIONS

Candidates for the MPhil and PhD degrees must pass the three required courses. Students will have only two attempts at the required courses.

In the case of the MPhil degree, a candidate will normally be required to take an oral examination on the general field of study and on the dissertation.

If the External Examiner is unable to attend the oral examination, his/her written report should be made available to the other examiners at the oral examination.

Exemption from the oral examination will be at the discretion of the Board of Graduate Studies and Research on the recommendation of the examiners.

A candidate, after consideration of his/her dissertation by the Board of Examiners and where relevant, the oral examination may be:

- (i) recommended to Senate for the award of the degree,
- (ii) required to re-submit the dissertation and/or repeat the oral examination on one subsequent occasion within 18 months from the decision of the BGSR,
- (iii) required to make corrections to the dissertation within six months from the decision of the BGSR; or
- (iv) failed outright.

In the case of the PhD degree, a candidate will be required to take an oral examination on the general field of study and on the thesis submitted.

Where the External Examiner is unable to attend the oral examination, his/her written report should be made available to the other examiners who are present.

A candidate, after consideration of his/her thesis by the examiners and after the oral examinations may be:

- (i) recommended to Senate for the award of the degree
- (ii) required to re-submit the thesis within 18 months
- (iii) required to re-submit the thesis and repeat the oral examination on one subsequent occasion within 18 months from the decision of the BGSR
- (iv) required to make corrections to the thesis within six months from the decision of the BGSR, or failed outright.

LENGTH OF STUDY

A candidate for the MPhil degree on a full-time basis will be required to submit a dissertation on an approved subject for examination not less than two (2) calendar years and not more than five (5) calendar years after registration.

Part-time candidates will be required to submit their dissertation for examinations not less than three (3) and not more than seven (7) calendar years after registration.

A candidate registered for full-time studies in the PhD degree program will be required to present his/her thesis for examination not less than three (3) calendar years and not more than six (6) calendar years after full registration.

Part-time candidates will be required to present their thesis not less than four (4) and not more than eight (8) calendar years after full registration.

Candidates who are seeking to transfer from the MPhil program to the PhD program must:

1. make two seminar presentations on their research, and
2. obtain the written approval of their supervisor(s).

Time spent during the MPhil degree program will be credited to the time required for the PhD degree.

The general regulations specified by the BGSR will apply to the MPhil/PhD degree programs. Please consult the School of Graduate Studies' general booklet.

REQUIRED COURSES

Candidates for the MPhil and PhD degree programs will be required to successfully complete the following courses:

- (i) **SALI6050 - DIRECTED READINGS ON THE THESIS TOPIC** (3 credits) - Semester 1 or 2

The purpose of this course is to expose students to the literature relevant to their thesis/dissertation. Students will be required to (i) conduct one seminar or make one class presentation and (ii) submit a critical review of the literature relevant to the thesis topic during the semester. Students will be deemed to have passed or failed this course based on the oral and written submissions.

- (ii) **SALI6051 - RESEARCH DESIGN AND MANAGEMENT** (3 credits) - Semester 1

The philosophy of science and the research process. Alternative research designs. Time and information management principles. Selecting a research method. Research ethics and professionalism. Writing and presentation skills. Using data sources. Study Skills and the management of research. Student-Supervisor relationship. Managing information to support the research process. Students will be required to submit a research paper related to material taught in the course.

- (iii) **SALI6052 - SPECIALISED RESEARCH METHODS** (3 credits) - Semester 2

This course will consist of selected qualitative and quantitative research methods which the candidate may have to use in his/her research. The student will be exposed to the use of the computer programs written for the selected methods. Students will be required to submit a research paper utilizing one or more of the research methods taught in the course.

LEAVE OF ABSENCE

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 Board of Graduate Studies and Research through the Director, stating the reason for the application.

The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.

Leave of absence will not be granted for more than two consecutive academic years, but may be granted for one semester or for an academic year.

Applications for leave of absence for a semester shall normally be submitted **by the end of the third week of the relevant semester**. Applications for leave of absence for the academic year shall normally be submitted **by the end of the third week of semester I**.

AUDINE WILKINSON LIBRARY RULES

Library Hours

Monday – Friday from 8.30 a.m. to 4.30 p.m.

1. The Library is open to the academic, research and administrative staff of the University, all registered graduate students, occasionally to undergraduate students with special permission and to visiting researchers from recognised institutions. University staff will be granted limited borrowing facilities. All users are permitted to use the Library **for reading or reference purposes only.**
2. Users will be required to complete the Library's Registration Form before using the Library. This form lasts for one academic year and is obtained at the Librarian's desk.
3. All users of the Library will be requested to identify themselves to the library staff.
4. Books may not be removed from the Library unless the prescribed form for them has been completed and handed to the Librarian. A borrower is responsible to the Library for the books for which he/she has signed.
5. Photocopying facilities are available. A fifty percent deposit is required before copies are made.
6. There will be occasions when the Library may have to be closed at short notice.
7. Smoking, eating and drinking are **strictly forbidden** in the Library.

Other libraries located on the UWI Cave Hill campus include:

- The CLR James Cricket Research Centre Library
- The Elizabeth Watson AV Unit
- The Faculty of Medical Sciences Library
- The Faculty of Law Library.

The Audine Wilkinson Library provides access to the following databases:

UWInC
EBSCO
JSTOR.



Audine Wilkinson Library

Ground Floor, Owen Arthur CARICOM Research Complex, CARICOM Research Park, UWI, Cave Hill

TIPS FOR SUCCESS

The tips provided below come from Professor Rick Reis^a, of Stanford University. They were from a posting, on the 1500th TP (Tomorrow's Professors) posting anniversary, which looks at three keys to preparing for academic careers.

Three Keys for Graduate Student Success

“You need to assume that the demand for you will be less than you like and supply of people like you will be greater than you like. Act accordingly.”

That is the career preparation advice that Professor Rick Reis — known around the world as “Tomorrow’s Professor”—offers to graduate students and postdocs.

Reis has a broad overview of graduate students’ professional development, particularly for academic careers. He has published the “Tomorrow’s Professor” e-Newsletter for nearly 20 years. He has given a lot of thought to how graduate students are prepared for faculty careers, and has a view of what is changing.

During our interview, he broke down “Act Accordingly” into three specific pieces of advice:

- Start early and develop multiple options
- Think next stage
- Cultivate breadth-on-top-of-depth.

1. Start Early and Develop Multiple Options

The worst-case scenario, says Reis, is when students start to consider their career options only when they are finishing their PhD. Expecting to put in two months of work, even full time, and end up with a job is unrealistic. It leads to disappointment and tears.

Start early. Develop multiple options. You can prepare concurrently for careers in academia, government, and industry. Keep all these possibilities in mind. Actively explore all your options.

^a It has been over 45 years since [Rick Reis](#) received a PhD from Stanford University in Physics Education. Today, he is a part-time higher education consultant to various offices at Stanford. He devotes much of his time helping graduate students and postdocs explore faculty careers. He publishes the [Tomorrow’s Professor e-Newsletter](#), where he summarizes the latest books and articles about academic careers and teaching & learning. He has edited over 1,500 summary articles, sent out twice a week, 100 times a year, for nearly 20 years, to over 60,000 subscribers around the world. At Stanford, he hosts monthly [Academic Chats](#), [Postdoc Academic Chats](#), and teaches a weekly seminar for the [Preparing Future Professors](#) program.

Reis began his career as a faculty member at several universities. The majority of his career was spent at Stanford, as a consulting professor and lecturer in the Electrical and Mechanical Engineering departments. He was the executive director of two major research partnerships between Stanford’s School of Engineering and industrial partner companies; first the Stanford Center for Integrated Systems, and then the Alliance for Innovative Manufacturing. ~ <https://tomprof.stanford.edu/posting/1500>.

At the start of your PhD program go to seminars, meet people, and connect. Network. Create a database of people you meet. These are potential future colleagues. Some of them could become advisors.

Rather than leaving the job search to the very end, start your career exploration early. Take mini-breaks from your studies to talk to people, shadow them, and do short internships. Interweaving these experiences intentionally will expand your options and skills. Taking a break from relentless research can rebalance you and reconnect you to your “table top.”

Reis rejects the advice that those who want faculty careers should go “All In” and engage only in activities that might have value for an academic job application. To the contrary, no effort and time spent developing other skills and actively exploring non-faculty opportunities is wasted. Even for those who choose the faculty path, spending a year or two in industry or government gives you more information, more resources, and more connections. In science and engineering, at least, industry connections are a plus.

Over the years, Reis has seen increased acceptance by faculty of a variety of career tracks. There is noticeably less push back when students proactively develop multiple career options.

2. Think Next Stage

Think ahead, look ahead, and act ahead of the stage you (and your future competition) currently occupy. Do the activities—initially in small practice ways—that will be expected at the next professional stage.

The job market, regardless of where you want to be, will be competitive. So you need to be better prepared than others. Doing the things that will be expected of you—teaching, grant writing, supervising younger students—demonstrates not only your willingness, but also your readiness, to assume the position you are seeking.

However, when it comes to teaching, he cautions against doing too much. Try different kinds of teaching experiences: mini courses, lectures, sections, labs. Avoid repeating the same TA roles, if possible, as they can suck up a lot of time with diminishing returns.

Once again, Reis sees noticeable change over the last two decades. There is no longer much push back from faculty on the idea that students and postdocs should engage in professional development.

3. Cultivate Breadth-on-Top-of-Depth

Reis offered the model of a table as way to think about your intellectual interests. The broad surface of the tabletop represents the broad field that initially grabbed your imagination such as marine life or climate change or solar power or medieval literature. As a graduate student, you are focusing on a narrow problem area: one leg of the table.

As you continue your career after your PhD and into a postdoc and beyond, you will explore other legs.

Return periodically to thinking about the broader field—the tabletop. Connecting to the breadth of your interests places your developing expertise in a broad context. Pull out and look for connections. This shift of perspective—from the leg to the table top—has three advantages.

- You will remember what got you excited about your field in the first place. Sometimes can get into your “leg” so deeply that all you can see are the frustrations and obstacles.
- You will see how your leg fits with the table top. This helps you make a compelling case for the value of your contribution. Over time, you will be able to develop related areas of depth—exploring new legs—as a postdoc or faculty member but you will always see the big picture.
- You will recognize connections between your work and that of others. How might your expertise have application or connection to another leg at another part of the tabletop? These questions can lead to collaborations in the future.

“Enjoy yourself.” That was Reis’ concluding thought.

~ <https://tomprof.stanford.edu/posting/1500>.

THESIS SUBMISSION GUIDELINES

Thesis submission guidelines can be accessed at our Graduate Studies’ website:

http://www.cavehill.uwi.edu/gradstudies/resources/document_library/thesisguide.aspx.

Please visit the Graduate Studies and Research homepage for any further queries at

www.cavehill.uwi.edu/gradstudies/home.aspx.

INSTITUTE PUBLICATIONS

To support its research programme, the Institute’s publications programme consists of:

- ***Journal of Eastern Caribbean Studies*** – bi-annually refereed journal providing informed and analytical commentaries of significant political, economic and social development affecting the Eastern Caribbean.
- ***Bibliography Series*** - reference material produced by the Institute’s Librarian and contributions from other Cave Hill libraries.

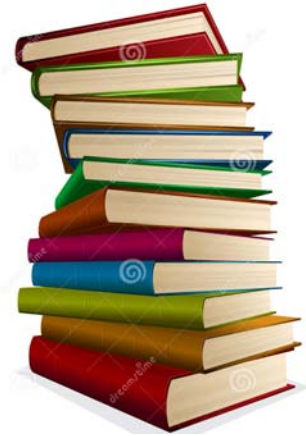
INTERESTS OF RESEARCH STAFF

<i>Prof. D. Marshall:</i>	Globalisation and Development Off-Shore Financial Services and Development Policy Democratic Potential of Society
<i>Prof. C. Bailey:</i>	Research Methodology Poverty Crime and Violence
<i>Dr. J. Lashley:</i>	Research Methodology Entrepreneurship Enterprise Development Poverty
<i>Dr. L. Lazarus:</i>	Sociological Theory/Modern Social Theory Post-Colonial Nationalisms Citizenship Studies Cultures and Identities Gender and Sexuality Studies Legal, Moral and Social Regulations Ethno-racial Relationships Qualitative Methodology Feminist Qualitative Methodology

FEES FOR DEGREE PROGRAMS

MPhil degree **Cave Hill, Mona and St. Augustine** **Campuses**

Part time US\$1,250/year
Full time US\$2,100/year



PhD degree **Cave Hill, Mona and St. Augustine** **Campuses**

Part time US\$1,000/year
Full time US\$2,000/year

MSc degree **Cave Hill, Mona and** **St. Augustine Campuses**

Part time US\$1,725/year
Full time US\$3,500/year