FACULTY OF HUMANITIES AND EDUCATION
RESEARCH REQUIREMENT(BA Programme)

1. Students shall be required to take at least one 3-credit minimum research course from a designated list approved by the faculty. (see page 3)

2. A students may with the permission of the Department concerned, be allowed to take a Research Project (AR3X0). This 6-credit course will normally be available only to those attaining a minimum B+ average at level II, except with special permission of the Head of the Department in which the project is proposed.

Research Course

Title:	Research project
Code:	AR3X0 (HUMN3099)
Level:	III
Credits:	6
Duration:	Two semesters
Prerequisite:	Normally a minimum B+ average at Level II, except with special permission of the Head of the Department in which the project is proposed.
Aim:	To expose students to the process of research and to develop research skills through the practical experience of research.

OUTLINE AND REGULATIONS:

1. Students shall develop a topic which must be substantially different from any course work in the programme being undertaken by the student. The topic must be approved by the moderator of AR3X0. In all cases, approval will only be given when the topic is feasible and a supervisor has been identified. The topic need not be limited to the Caribbean.

2. An outline plan indicating the scope and organization of the proposed study should be submitted when seeking topic approval.

3. Topics approved by the Moderator can be registered by the last day of Semester 2 in the year preceding the final year and changes of the title will be permitted up to the end of the registration week of the ensuing Semester 1.

4. The paper shall be between 5,000-8,000 words excluding bibliography, and must be of a quality appropriate to the work of an undergraduate in the final year of a degree course.

5. Each student shall arrange and observe a schedule of regular consultations with his/her Supervisor.

6. **Submission Date:** The paper shall be submitted to the Examinations Section, Registry **by the end of the final day of classes of the second semester**, except where the Moderator or Dean in exceptional circumstances permits an extension.

7. In cases where all regulations governing Final Year Supplemental Examination have been met (i.e. that the candidate has only these 6 credits left to complete the degree and has obtained at least 35% in AR3X0) candidates who, having duly submitted, do not pass at the first attempt and wish to graduate without losing time may re-submit no later than the last Friday before the beginning of the next academic year. As in oral supplemental, the maximum grade shall be a **D.**

8. **Summer School Registration:** Students who need only AR3X0 to complete their degree or who will be registering in Summer School for all remaining credits needed to complete their degree will be allowed to register for AR3X0 in Summer School. Topics must be registered with the Moderator by **31st May** and the study must be submitted not later than the last Friday before the beginning of the next academic year. Approval shall be subject to identification of an available Supervisor.

9. **Evaluation:** 100% on Research Project, which is to be submitted (on letter-sized paper, space and a half, 12 point font) in both hard copy and soft copy on a storage medium (compact disc (CD).

SOME GENERAL GUIDELINES FOR CONDUCTING RESEARCH

These are general guidelines and as such you are not expected to adhere to them slavishly. In fact, the discipline within which you are doing your research may have more specific guidelines which you are required to follow. Discuss with your supervisor if there are any such specific guidelines on the final structure or format that your research project should take.

A typical study usually consists of the following parts:

CHAPTER 1: INTRODUCTORY CHAPTER

This should include:

1. Brief background to the study – what prompted your interest
2. Identification and definition of the problem – state clearly what it is you want to know; a rationale (theoretical base) for the study and its significance
3. The objectives of the study
4. Limitations of the study
5. Definition of terms or concepts used in the study
6. Research design – method to be used to collect data
7. Plan of study (optional)

CHAPTER 2: LITERATURE REVIEW

This is an examination of the literature on the topic:

1. To establish theory/factors that relate to it;
2. To identify trends, arguments, opinions, research methods and instruments used in investigating the topic;
3. To give you an idea of the type of information you need to collect to answer your research questions;
4. Should not be just a descriptive or a jumble of quotes but should demonstrate critical thinking;
5. Should establish firmly the theory concerning the topic.

CHAPTER 3: RESEARCH DESIGN

(If very brief, can sometimes be included in the introductory chapter.)

1. This is the total plan for carrying out the study, includes also a step-by-step sequence of how the study was executed.
2. State the research method used and why suited to your study. The methods chosen determine how data will be collected.
3. Explain sampling procedure: describe the population; determine sample size, identify sampling frame and sample selection.
4. Create data collection instrument; describe and explain how arrived at and its contents.
5. Detail how research (especially data collection) was literally carried out and any problems encountered, adjustments made etc.

CHAPTER 4: DATA PRESENTATION/ANALYSIS AND INTERPRETATION

Contains the raw data in an organized form for ease of presentation, explanation and understanding. For studies at this level, this chapter may also include the interpretation of the data. First you describe what was found, then look for trends, patterns, similarities/differences and put forward possible explanations for these findings based upon the theories explored in the literature surveyed and the background data given earlier on the topic. Where data from questionnaire are being presented, you should first include the question in its exact format as it appeared in the questionnaire then go on to present the data collected followed by the discussion.

Graphic representation of data expected. Commonly used graphics – tables, maps, charts – pie, bar-graphs. Tables: should be properly constructed, labeled, contain numbers and percentages, where applicable. The information and the relationship of one set of numbers to another should be easily seen. All tables should be numbered sequentially as they appear through the study. Put table first, then discuss its contents afterwards. Confine discussion to what is presented in the table; do not discuss data that you have not shown, although for interpretation you may link the contents of one table to another.

CHAPTER 5: CONCLUSION/FINDINGS AND THEIR IMPLICATIONS AND/OR RECOMMENDATIONS

Here the actual findings/conclusions from the study are presented based on what you **FOUND**, not what you thought you would find. Comment on/discuss the implications of these findings relative to the research problem. Recommendations can be made regarding the following: the research topic/problem; the need for further research based on some of the issues/findings arising from your study; and how your research findings can be used.

OTHER MATTERS:

1. **PRELIMINARY PAGES**:
Title page, Acknowledgements, Dedication, Content Pages (separate for Text and Illustrations, if any) should have chapter titles and page numbers.

2. **SUBSIDIARY PAGES**:
Appendices: extra materials that would not fit into main text e.g. copy of questionnaire(s), interview schedules or other data gathering instruments, cover letters to participants, more detailed responses to open-ended questions, illustrative materials etc.

3. **BIBLIOGRAPHIC CITATIONS**:
References: Depending on citation style used (APA, MLA, Chicago) decide if you are going to use Footnotes or End notes or a Reference List at end of study. Be guided by the format of the citation style used. Be consistent in the citation style used. Do not mix MLA with APA. Check the library for citation style manuals. Ask your supervisor for advice on the citation style commonly used in the academic discipline within which you are conducting the research.

Bibliography: at the end of the study, all sources should be listed (whether or not you quoted from them in the study) in a consistent format using the correct style as indicated by the recommended style manual of your choice.

You do **not** need both a Reference and Bibliography. Choose which you will use based on your citation style.

PRESENTATION

1. The research project should be written/typed on letter size paper, 8 1/2 x 11, and should have a title page with the name and ID number of the student, I.D. number, title of paper, degree and academic year of presentation. No other size paper will be accepted (see sample title on page 8).

2. It should have a well-arranged bibliography, with authors, dates and other publication details.

3. The study must be presented in a sturdy and securely-fastened folder, or properly bound.

4. It must be LEGIBLE, free from grammatical and typographical errors. Examiners can impose a penalty for breach of the above.

5. Page by page footnoting is not required but the study may carry footnotes or endnotes clearly identifying source for quotation, statistical data and so on.

6. Footnotes or endnotes and Bibliography should be organized according to the recommended citation style.

EXAMINATIONS

1. All studies will be marked as received. However, after marking, a study may be returned for correction of minor editorial/stylistic errors **but not for re-grading.**

2. A student who submits and fails with at least 35% may resubmit the revised study on the last Friday before the start of the following academic year, **IF THAT IS THE ONLY SUBJECT FAILED.** An entirely new topic may be chosen.

FREQUENTLY ASKED QUESTIONS

How do I complete the registration form?
In choosing a topic for your research project, you must have a faculty member who agrees to be your supervisor sign the form. After the supervisor has signed, you get the signature of his or her head of department and then submit the form to the ARX30 moderator.

Why do I need to complete the registration form when I have already registered online?
The registration form allows you to register your research topic and indicate the name of the supervisor who will guide your research. Online registration merely adds this course to the list of courses that you are taking for the academic year. Online registration is normally approved only when the registration form is submitted to the AR3X0 moderator.

Who do I select as my supervisor?
Supervisors are usually selected from academic staff of your faculty or department. It is advisable to select a supervisor who has a research interest in the topic you are studying to ensure proper supervision. Students must also ensure that the supervisor is available to supervise their research. Students may select a lecturer they had for a course that they took as their supervisor. If you are still uncertain about choosing a supervisor, talk with your head of department to find out who in your department is eligible to be a research supervisor.

What is the difference between the supervisor and the moderator?
The supervisor is the individual with whom you will have regular meetings. This individual will guide your study and will be the first examiner for your study as well. The moderator coordinates the entire course and ensures that everyone who is registered online has a qualified supervisor and a feasible research topic. The moderator oversees the registration process and ensures that all students who have registered online are also registered manually (i.e. they have a topic and a supervisor). The moderator also coordinates the marking of scripts and the submission of grades for official reporting.

Is there a scheduled class time on the timetable for AR3X0?
There is no scheduled class time for AR3X0 but students are expected to have regularly scheduled meetings with their supervisors. Failure to have such regular meetings may result in the supervisor declining to first examine the study which may result in the student failing the course.

What do I do with the registration form when I complete it?
The completed registration form - which includes research topic, supervisor's signature and head of department's signature - must be submitted to the AR3X0 moderator during the period of registration. Failure to submit such a form may result in the student's online registration for the course not being approved. The moderator only approves students for the course once the form has been submitted.

After I submit my completed registration form, can I change my research topic?
Research topics can only be changed with the expressed approval of the supervisor. A letter indicating the change signed by both student and supervisor should be sent to theAR3X0 moderator. The moderator will only accept requests for change of topics within Semester One of the academic year for which the study is being completed.

Under what circumstances do I communicate with the moderator?
The students should see the moderator:
  - ❖ if they have questions about registering for the course;
  - ❖ when submitting the completed registration form; or
  - ❖ if they have challenges with their supervisor.

SAMPLE OF TITLE PAGE FOR STUDY

**Cricket as Rituals: An Investigation into the
Significance of the Sport in the
West Indian Society**

by

Lawrence Garfield Walcott
ID#: 93-000000

UNIVERSITY OF THE WEST INDIES
FACULTY OF HUMANITIES AND EDUCATION
MONA CAMPUS
JAMAICA

Submitted in partial fulfillment of the requirements for
The Degree of Bachelor of Arts

April 2011

Supervisor: Dr. John Brown

FACULTY OF HUMANITIES AND EDUCATION
UNIVERSITY OF THE WEST INDIES, MONA
<u>REGISTRATION FORM – RESEARCH PROJECT – AR3X0 (HUMN3099)</u>

(Instructions: Please detach this form, complete it and submit it to the AR3X0 moderator)

<u>PERSONAL INFORMATION</u>

NAME:……………………………………………………….. I.D. #:……………………..……....

PERMANENT ADDRESS:…………………………………………………………………………….

HOME#:……………………. CEL. #:……………………………. EMAIL:………………………………

<u>ACADEMIC INFORMATION</u>

MAJOR:……………………………………………………………………………………………….

DEPARTMENT:…………………………………………………………………………………….

TITLE OF PROPOSED STUDY:…………………………………………………………………….
(Be as brief and specific as possible)

……

SUPERVISOR'S FULL NAME:……………………………………………………………………….

SUPERVISOR'S SIGNATURE:……………………………………………………………………….

HEAD OF DEPARTMENT OF SUPERVISOR:……………………………………………………….
                                                        (Name)

HEAD OF DEPARTMENT OF SUPERVISOR:……………………………………………………….
                                                        (Signature)

MODERATOR'S SIGNATURE:………………………………………………………………………..

DATE OF SUBMISSION:……………………………………………………………………………..

OTHER COMMENTS:…………………………………………………………………....................

……