



**THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS**

**OFFICE OF THE CAMPUS REGISTRAR
Graduate Studies and Research**



7-Step Guide

for Students submitting MPhil and Doctoral Theses for Examination



YOU MAY DOWNLOAD AND PRINT A COPY OF THE 7-STEP GUIDE AVAILABLE AT <http://www.mona.uwi.edu/postgrad/>
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7-Step Guide

For Students submitting MPhil and Doctoral Theses for Examination

STEPS	PROCEDURES	REGULATION
1 Consultation & Verification	<p>(i) Consult with your supervisor to determine whether the Thesis is likely to be ready to be submitted for examination within the next three (3) months.</p> <p>(ii) Verify that the <i>credit requirements</i> for your programme have been fulfilled and the credits are reflected on your academic record (at least 9 credits for PhD students; 6 credits for MPhil students).</p> <p>(iii) Verify that the <i>Research Seminar</i> requirements for your programme have been fulfilled (3 seminars for PhD students; 2 seminars for MPhil students). <i>Candidates enrolled in Professional doctorates are to observe requirements as specified in the faculty regulations</i></p>	<p>Reg. 3.13 <i>Section 3</i></p> <p>Reg. 1.67(a)-(b) <i>Section 1</i></p> <p>Reg. 1.68 <i>Section 1</i></p>
2 Application	<p>(i) Check to ensure that you have registered for the current semester.</p> <p>(ii) Submit completed Application for Examination of Thesis Form (MPhil, PhD & Professional Doctorate candidates) three (3) months prior to the final date for submission of the thesis along with receipt of payment of the applicable examination fee to the Office of Graduate Studies & Research. http://www.mona.uwi.edu/postgrad/pdf/Application_Examination_Thesis-SGSR-09.pdf</p> <p>(iii) HOD/Graduate Coordinator to submit the completed form “Recommendations for Titles and Examiners of theses and Research papers (Nomination of Examiners form)” to the Campus Office of Graduate Studies and Research at least three (3) months before the final submission of the thesis. http://www.mona.uwi.edu/postgrad/pdf/Recommendation_thesis_form.pdf</p>	<p>Reg. 1.30-1.34 <i>Section 1</i></p> <p>Reg. 3.15 <i>Section 3</i></p> <p>Reg. 3.1, 3.4 & 3.7 <i>Section 3</i></p>
3 Submission	<p>(i) Check thesis through plagiarism detection software to ensure that the work is plagiarism-free (Turnitin software recommended).</p> <p>(ii) Consult with a Librarian in the Mona Information Literacy Unit before submitting the work. <i>Take along a copy of your registration certificate, printed within the last 24 hours.</i></p> <p>(iii) Submit Thesis for examination</p>	<p>Reg. 1.83 <i>Section 1</i></p> <p>Reg. 3.19 & 3.21 <i>Section 3</i></p>

STEPS	PROCEDURES	REGULATION
	<p><i>On the day of submission of the Thesis to the Office of Graduate Studies & Research, the following are required:-</i></p> <ul style="list-style-type: none"> The Certificate of Completion of Thesis duly signed, along with the relevant number of hard copies of the thesis. http://www.mona.uwi.edu/postgrad/pdf/cert_of_completion.pdf One (1) e-copy of the work in edit-enabled format (MS Word Document & not PDF). <i>Take along a copy of your registration certificate, printed within the last 24 hours.</i> <p><i>NB. Registration must be up-to-date before thesis or research paper/project can be accepted. Additionally, students are reminded to register each semester for the thesis until the award of the degree has been declared by the Board.</i></p>	
4 Examination	<p>i) Read the Examination Procedures for Theses. Pay special attention to the various types of assessment outcomes and the timelines that may be applied.</p> <p>ii) Allow two to four months for the examination process and receipt of examiners' reports.</p> <p>NOTE: The thesis will be examined by at least two (2) examiners (<i>i.e. an internal examiner – independent; an external examiner</i>). Your supervisor will not serve as an examiner.</p> <p><u>What's next?</u></p> <p>(i) If the examiners deem the work to be satisfactory, Doctoral candidates <u>will</u> be asked to satisfy the examiners at an Oral examination. The Faculty office will be asked to make the arrangements for the oral exam; and you will be informed. <i>See also steps 5 (i) - (ii) and 7 below.</i></p> <p>(ii) If the examiners deem the work to be satisfactory (with minor corrections), MPhil candidates will be asked to make corrections to the thesis and submit the final three (3) unbound copies before the degree can be awarded (see step 7).</p> <p>(iii) MPhil students <u>may</u> also be asked to do an oral exam. <i>See also step 5 (i) & (ii) below.</i></p> <p>(iv) If the examiners deem the work to be unsatisfactory, students will be asked by the Chairman, Campus Committee for Graduate Studies & Research to revise and resubmit the paper for re-examination within a period not exceeding 18 months. Only one re-submission is permitted. In such a case return to Step 1(i) when ready to re-submit.</p>	<p>Reg. 3.23-3.40 <i>Section 3</i></p> <p>Reg. 3.24 <i>Section 3</i></p> <p>Reg. 3.4 <i>Section 3</i></p> <p>Reg. 3.36 – 3.39 <i>Section 3</i></p> <p>Reg. 3.31 & 3.35 <i>Section 3</i></p> <p>Reg. 3.26</p> <p>Reg. 3.30 & 3.40 <i>Section 3</i></p>

STEPS	PROCEDURES	REGULATION
5 Correction	<p><u>Doctoral candidates</u></p> <p>(i) If you satisfy the examiners at the Oral exam, you will be advised, in writing, by the OGSR to make the necessary corrections to your thesis before the degree can be awarded.</p> <p>(ii) If you fail to satisfy the examiners at the Oral exam, you may be permitted to submit to another oral exam. The decision and requirements will be communicated to you by the OGSR. You will be expected to re-register each semester until the degree has been awarded.</p> <p><u>MPhil candidates</u></p> <p>See 4 (ii) above</p>	<p>Reg. 3.35 & 3.40 <i>Section 3</i></p> <p>Reg. 3.34 & 3.50 <i>Section 3</i></p>
6 Reproduction	<p>(i) Submit 3 <u>unbound</u> identical copies of the work (PLUS one copy on CD) to the Office of Graduate Studies and Research</p> <p>(ii) Submit 3 copies of the “Declaration Form for the Reproduction of Thesis/Research Paper/Project” . http://www.mona.uwi.edu/postgrad/pdf/reprodn_of_%20thesisform.pdf</p> <p>(iii) Submit the Receipt for the binding of thesis paid to the Cashier-Bursary. The work should be accompanied by a letter from your supervisor(s) and/or any other person so authorized by the OGSR, confirming that you have completed all the necessary corrections (<u>applicable only to MPhil/PhD and Professional doctorate Theses</u>)</p>	<p>Reg. 3.22 <i>Section 3</i></p>
7 Award of Degree/ Graduation	<p>(i) When you have been recommended for the award of the degree, your name will be placed on an <u>Award List</u> for submission to the Board for Graduate Studies and Research for approval.</p> <p>(ii) When your award has been officially declared by the Board, you will be invited to collect your Award of Degree letter at the OGSR. You may also check online to see when the degree has been awarded</p> <p>(iii) After the degree has been awarded, allow at least one month for processing of certificate, then make the necessary arrangements to collect your degree certificate at the Examinations Section</p> <p>(iv) Plan to attend the Presentation of Graduates Ceremony in October/November, when your degree has been awarded. http://www.mona.uwi.edu/graduation/</p>	<p>Reg. 3.35 <i>Section 3</i></p>

NOTE - The relevant forms for graduate studies and research are available on our website at <http://www.mona.uwi.edu/postgrad/forms>