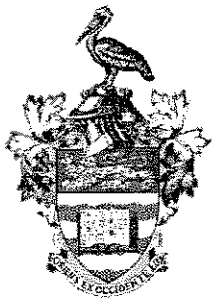

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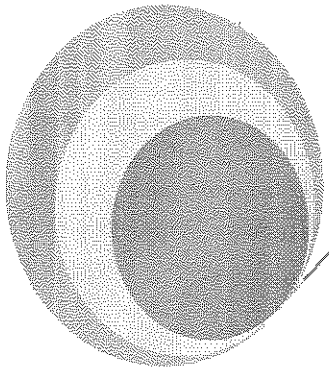
Graduate Studies and Research



7-Step Guide

for Students submitting Theses/Research Papers/Projects for Examination

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For Students submitting Theses/Research Papers/Projects for Examination

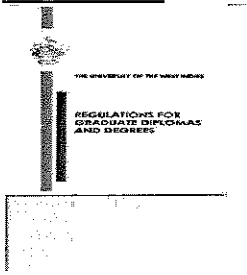
STEPS	PROCEDURES	REFERENCE
1 **Consultation**	(i) Consult with your supervisor to determine whether your paper is ready to be submitted for examination. (ii) Verify that your credit requirement has been fulfilled and is reflected on your academic record ***(9 credits for PhD students; 6 credits for MPhil students).***	**Reg. 10** **Section 3** **Reg. 72** **Section 1**
2 **Application**	(i) Check to ensure that you have registered for the semester. (ii) Submit Application for Examination of Thesis (**MPhil & PhD Students only**) three (3) months prior to the final 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*** (iii) Submit Application for Examination of Research Paper/Project (**MA CSBC, MA Communication Studies, MA LIS, MEd Early Childhood students only**) two (2) months prior to the final submission of the paper 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_Research_PaperProject-SGSR-10.pdf*** (iv) Submit the form "**Recommendations for the Titles and Examiners of theses and Research papers (Nomination of Examiners form)**" to your Department. The completed form is to be submitted to the Campus Office of Graduate Studies and Research by **the HOD/Graduate Coordinator** three (3) months before the final submission of the thesis or two (2) months before the final submission of the research paper/project. ***http://www.mona.uwi.edu/postgrad/pdf/Recommendation_thesis_form.pdf***	**Reg. 34-38** **Section 1** **Reg. 9 & 18** **Section 2** **Reg. 9** **Section 3** **Reg. 5** **Section 3**

STEPS	PROCEDURES	REFERENCE
3 **Submission**	(i) Check thesis/research paper/project through plagiarism detection software to ensure that paper is plagiarism free (**Turnitin** recommended). (ii) Consult with the Librarian in the Mona Information Literacy Unit before submitting the work. **Take along a copy of your registration, printed within the last 24 hours.** (iii) On the day of submission to the Office of Graduate Studies & Research, the following are required:- • The Certificate of Completion of Thesis/Research Paper/Project 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 (**MS Word Document & <u>not</u> PDF**) of the work. Take along a copy of your registration certificate, printed within the last 24 hours. ***NB. Registration must be up-to-date before paper/thesis can be accepted. Additionally, students are reminded to register each semester for the thesis/ research paper/project until the award of the degree has been declared by the Board.***	**Reg. 85** **Section 1** **Reg. 10 & 15** **Section 2**
4 **Examination**	(i) If the examiners deem the work to be satisfactory, PhD students will be asked to satisfy the examiners at an oral examination. **MPhil students** will make corrections to thesis before the degree can be **awarded.** However, MPhil students may also be asked to do an oral exam. (ii) In the case of MA/MSc/MEd, students will await the award of the degree. For papers which have been awarded grade 'A', corrections must be done so that the paper may be lodged in the Library. (iii) If the examiners deem the work to be unsatisfactory, students will be asked by the Chairman, Mona Campus Committee for Graduate Studies & Research to revise and resubmit the paper for re-examination. Only <u>one</u> re-submission is permitted.	**Reg.20, 21 & 30** **Section 3** **Reg. 7(d)** **Section 3** **Reg. 7 (c) & 26** **Section 3**
5 **Correction**	(i) If you satisfy the examiners at the oral exam, make the necessary corrections to your thesis before the degree can be awarded. (ii) If you fail to satisfy the examiners at the oral exam, you may be permitted to submit to another oral exam.	**Reg. 27-28, 35** **Section 3** **Reg. 29** **Section 3**

STEPS	PROCEDURES	REFERENCE
6 **Reproduction**	(i) Submit 3 unbound identical copies of the work along. (ii)Take along 3 copies of the Declaration Form for the Reproduction of Thesis/Research Paper/Project and 3 copies of the Library form. http://www.mona.uwi.edu/postgrad/pdf/reprodn_of_%20thesisform.pdf **&** http://www.mona.uwi.edu/postgrad/pdf/Library_Form.pdf (iii) Submit the receipt of payment for the binding of thesis paid to the Cashier-Bursary. The work should be accompanied by a letter from your supervisor(s) confirming that you have completed all the necessary corrections **(applicable only to MPhil/PhD Theses and "A" grade research papers/projects).**	**Reg. 18** **Section 3**
7 **Graduation**	(i) Students who are recommended for the award of the degree will be placed on an award list to be forwarded to the Board for approval. (ii) When your award has been officially declared by the Board, collect your Award of Degree letter at the OGSR. You may also check online to see when the degree has been awarded (iii) Make the necessary arrangements to attend the Presentation of Graduates Ceremony in November. http://www.mona.uwi.edu/graduation/	**Reg. 30** **Section 3**

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

REFERENCE



[1] Regulations for Graduate Diplomas and Degrees

Prepared by:
Office of Graduate Studies & Research, Mona Campus
May 2010