



UWI
MONA CAMPUS

A photograph of a building entrance, likely at the UWI Monaca Campus, with lush green trees in the foreground. The image is partially obscured by a large orange diagonal overlay.

FACULTY OF
**SOCIAL
SCIENCES**
2025-2026



THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS, JAMAICA, WEST INDIES

FACULTY OF SOCIAL SCIENCES
GRADUATE HANDBOOK

ACADEMIC YEAR 2025-2026

Welcome

Welcome to the Faculty of Social Sciences Graduate Prospectus 2025–2026

The Faculty of Social Sciences at the University of the West Indies, Mona comprises three departments, one institute, and one business school: the Departments of Economics; Government; and Sociology, Psychology and Social Work; the Sir Arthur Lewis Institute of Social and Economic Studies (SALISES); and the Mona School of Business and Management. Together, these academic units offer over forty innovative graduate programmes across a wide range of disciplinary areas.

This Prospectus provides an overview of the graduate programmes offered within the Faculty. A brief synopsis of each programme is included to assist prospective students in identifying areas of study aligned with their academic and professional goals. For more detailed information, prospective applicants are encouraged to contact the respective programme coordinators (see page 8).

The Faculty of Social Sciences graduate programmes are designed to cultivate leaders equipped with the knowledge, analytical skills, and innovative thinking necessary to address contemporary social and economic challenges. Our programmes aim not only to advance individual career development but also to generate ideas and solutions that contribute to the growth and transformation of organizations, communities, and the wider Caribbean region.

While each programme has its own specific admission requirements, the standard entry requirement is typically a first degree in a social science discipline or a closely related field.

We invite you to explore the opportunities available within the Faculty of Social Sciences and look forward to welcoming you to our vibrant academic community.

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PART I

Introduction to the Faculty

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Message from the Dean

Dr. Heather Ricketts

The Faculty of Social Sciences extends a very warm welcome to you as you begin your post-graduate studies with us. For some of you, it is a case of “welcome back”, and if you are joining us for the first time, a very special welcome! The UWI’s distinctive advantage, compared to other universities in the region, is its research and publication strength. Our academics have made seminal contributions in almost every academic discipline that is taught and every facet of life. It is largely to the credit of engaging with our graduate students that many of our academics commit to continuous learning, (re)training, and (re)imagining. The nature and level of your training require the engagement in innovative thinking and critical analysis; the exploration of workable and sustainable solutions to pressing problems of development, and new methodologies and techniques; and the active questioning of the status quo. As a Faculty, we not only provide one of the best teaching and learning environments, but also opportunities for your personal and professional development/career advancement. Through work as Tutors, Graduate and Research Assistants in the Faculty, graduate students provide much-needed support to academics engaged in research, writing academic papers and books, preparing policy documents, and serving on public and private sector boards. Further, through your own scholarship, expertise and tremendous practical experiences that many of you share in the class discussions, and through mentorships and our supervision of your research papers and theses, us academics are kept on the cutting edge of our disciplines. To borrow from immediate past Dean, Professor David Tennant, you are our “colleagues in the pursuit of higher learning.” We value your voice and expect your full engagement and active participation in your learning. Excelling in your pursuits will not only be a personal gain but will also redound to the benefit of the country and region. We know that many of you are socially and politically engaged. So we look forward to you using your various platforms to advocate for inclusion, civility, respect, integrity, and positive social change. During the planned Orientation and Academic Advising sessions, ensure that you meet with your Programme Coordinator(s) and Graduate Administrator(s). They will assist you in becoming acquainted with the available resources and the required processes around managing life events such as illness, unavoidable absences, and change of status. Their guidance will be helpful in you 5 completing your programme on time and stress-free. Be assured that the Faculty of Social Sciences will support your academic journey by offering a caring and supportive environment. We wish you the very best in your studies and look forward to you being added to the list of distinguished graduates of the Faculty.

Welcome again!

Dr Heather Ricketts

Dean, FSS



Programmes of Study

Department of Economics

- MSc Economics
- PhD Economics

Department of Government

- MSc Government (with concentrations in International Relations, Comparative Politics/Political Theory)
- MSc International Public & Development Management (IPDM)
- MSc Politics and International Cooperation (MPIC)
- MPhil Government
- PhD in Government

Department of Sociology Psychology and Social Work

- Master of Social Work
- MSc Applied Psychology
- MSc in Clinical Psychology (offered jointly with the Department of the Community Health & Psychiatry)
- MSc Demography
- MSc Human Resource Development
- Diploma Human Resource Development
- MSc Sociology
- MPhil Sociology PhD Sociology
- PhD Organizational Behaviour

Department of Mona School of Business and Management

- Diploma in Business Administration
- Doctorate in Business Administration (DBA)
- Master in Business Administration (MBA) with concentrations in Banking and Finance, General Management, Marketing, Human Resource Management, International Business, Management Information Systems and Entrepreneurship and Sustainable Development
- MSc Accounting
- MSc Computer Based Management Information Systems (offered jointly with the Department of Computer Science)
- MSc Corporate Finance
- MSc Enterprise Risk Management (offered jointly with the Department of Mathematics)
- MSc Logistics and Supply Chain Management
- MSc Marketing and Data Analytics
- MSc National Security and Strategic Studies
- MSc in Engineering Management (offered through the Faculty of Engineering)
- MSc in Media Management (offered through the Caribbean School of Media and Communication)

Sir Arthur Lewis Institute of Social and Economic Studies

- MSc Development Studies with concentrations in Economic Development Policy, Governance and Public Policy, Social Development Policy or General
- MPhil Economic Development Policy
- MPhil Governance and Public Policy
- MPhil Social Policy
- PhD Economic Development Policy
- PhD Governance and Public Policy
- PhD Social Policy

Graduate Staff Listing

Social Science Faculty Office
Telephone: 1(876) 927-2592 | 977-0640
Cell: 1 (876) 578-3828
Email: Mona-fsocsci@uwi.edu | Mona-fss_studentmatters@uwi.edu

DEAN

Dr Heather Ricketts
Email: mona-fssdean@uwi.edu
Ext. 8525/8526

DEPUTY DEAN

Dr Christine Clarke
Email: mona-fssdepdean@uwi.edu
Ext. 8527

ASSOCIATE DEAN, GRADUATE STUDIES

Dr Tracy McFarlane
Email: tracy.mcfarlane@uwi.edu
Ext: 8509

SENIOR ADMINISTRATIVE OFFICER

Ms Stephanie Pinnock
Email: stephanie.pinnock@uwi.edu
Tel: 977-0640 Ext: 8539

COORDINATOR, GRADUATE STUDIES

Ms Kayann Henry
Email: kayann.henry@uwi.edu
Tel: 977-0640

DEPARTMENT OF ECONOMICS

Tel: (876) 977-1188
Fax: (876) 977-1483
Ext.: 8591, 8592, 8594
Email: mona-econ@uwi.edu

HEAD OF DEPARTMENT

Dr Patrice Whitely
Email: patrice.whitely@uwi.edu
Tel: 977-1188 Ext. 3014

GRADUATE COORDINATOR

Dr Peter-John Gordon
Email: peterjohn.gordon@uwi.edu
Dr. Neikeisha Spencer
Email: nekeisha.spencer@uwi.edu

SENIOR ADMINISTRATOR

Ms. Marjorie Bryan
Email: marjorie.bryan@uwi.edu

GRADUATE ADMINISTRATOR

Mrs Jullaine Harris-Allen
Email: jullaine.harrisallen@uwi.edu

DEPARTMENT OF GOVERNMENT

Tel: (876) 977-5935
Fax: (876) 977-1809
Email: mona-govt@uwi.edu

HEAD OF DEPARTMENT

Dr Lisa Vasciannie
Email: lisa.vasciannie@uwi.edu
Tel: 970-6359 Ext. 3359

GRADUATE COORDINATOR

Dr Gavin Daley
Email: gavin.daley@uwi.edu

SENIOR ADMINISTRATOR

Ms. June Pinto
Email: june.pinto@uwi.edu
Tel: 977-5935 Ext.3361

GRADUATE ADMINISTRATOR

Mrs. Margaret Nash
Email: margaret.nash@uwi.edu
Tel: 977-5935 Ext. 2237

**DEPARTMENT OF SOCIOLOGY,
PSYCHOLOGY & SOCIAL WORK**

Tel: (876) 977-0315

HEAD OF DEPARTMENT

Dr. Herbert Gayle
Email: herbert.gayle@uwi.edu

GRADUATE ADMINISTRATOR

Mrs. Janette Phillips-Higgins
Email: janette.phillipshiggins@uwi.edu
Ext. 8579

PROGRAMME COORDINATOR - APPLIED PSYCHOLOGY

Dr Sophia Morgan
Email: sophia.morgan@uwi.edu
Tel: 970-3896
Ext. 8515

PROGRAMME COORDINATOR - CLINICAL PSYCHOLOGY

Dr. Jhodi Ann Bowie-Dean
Email: Jhodiann.bowie@uwi.edu
Tel: 970-3896
Ext 8508

PROGRAMME COORDINATOR - DEMOGRAPHY

Dr. Michael Yee Shui
Email: michael.yee-shui@uwi.edu
Ext. 8567

**PROGRAMME COORDINATOR – HUMAN RESOURCE
DEVELOPMENT**

Ms. Olivene Thomas
Email: olivene.thomas@uwi.edu
Tel: 702-2359 or Ext. 8583

PROGRAMME COORDINATOR - SOCIAL WORK

Dr. Shakeisha Wilson Scott
Email: shakeisha.wilson@uwi.edu
Ext. 8627

Dr. Joanna Simpson
Email: Joanna.simpsonson@uwi.edu
Ext. 8626

PROGRAMME COORDINATOR - SOCIOLOGY

Dr. Sharon-Rose Priestley
Email: sharonrose.prestley@uwi.edu

MONA SCHOOL OF BUSINESS & MANAGEMENT

Tel: (876) 977-3775, 977-7174, 977- 4649, 977-3808 |
Fax: (876) 977-3829

EXECUTIVE DIRECTOR

Dr. David McBean
Email: david.mcbean@uwi.edu

**DEPUTY EXECUTIVE DIRECTOR – MBA, MSc & DBA
PROGRAMMES**

Dr Indiana Minto-Coy
Email: Indiana.mintocoy@uwi.edu

**ACADEMIC DIRECTOR – COMPUTER BASED
MANAGEMENT INFORMATION SYSTEMS (CBMIS)**

Dr. Charlette Donalds
Email: charlette.donaldson@uwi.edu

PROGRAMME COORDINATOR – ACCOUNTING & MARKETING & DATA ANALYTICS

Ms. Nordia Lawrence
Email: nordia.lawrence@uwi.edu
Tel: 977-3775

PROGRAMME COORDINATOR - CORPORATE FINANCE AND FINAL PROJECTS

Ms. Petri-Ann Watson
Email: petriann.watson@uwi.edu
Tel: 977-2666-7 Ext. 223

PROGRAMME COORDINATOR – MBA, MSc LOGISTICS & SUPPLY CHAIN MANAGEMENT AND CBMIS

Mrs. Carole Wedderburn-White
Email: carole.wedderburn@uwi.edu
Tel: 977-6976 Ext. 237

PROGRAMME COORDINATOR – MBA and MSc NATIONAL SECURITY AND STRATEGIV STUDIES (NSSS)

Mrs. Ingrid Nelson
Email: ingrid.nelson@uwi.edu
Tel: 977-6976 Ext. 240

PROGRAMME COORDINATOR – DBA AND MSc ERM

Ms Maxine Lettman
Email: maxine.lettman@uwi.edu
Tel: 977-2666-7 Ext. 231

WESTERN JAMAICA CAMPUS – MBA AND MSc ACCOUNTING

Mrs. Sandra March
Email: sandra.march@uwi.edu
Tel: 940-5561 Fax: 979-3758

PROGRAMME COORDINATOR – MBA

Mrs. Ingrid Nelson
Email: ingrid.nelson@uwi.edu
Tel: 977-6976 Ext. 240

PROGRAMME COORDINATOR – DBA AND MSc ERM

Mrs. Maxine Lettman
Email: maxine.lettman@uwi.edu
Tel: 977-2666-7 Ext. 231

WESTERN JAMAICA CAMPUS – MSBM

Tel: 940-5561 Fax: 979-3758

PROGRAMME OFFICER – MBA

Mrs. Sandra March
Email: sandra.march@uwi.edu

SIR ARTHUR LEWIS INSTITUTE OF SOCIAL AND ECONOMIC STUDIES

Tel: 927-1020/927-1234
Fax: 927-2409

DIRECTOR

Professor Lloyd Waller
Email: lloyd.waller@uwi.edu
Tel: 927-1020/927-1234

SENIOR ADMINISTRATOR

Ms. Kara Harris
Email: kara.harris@uwi.edu
Tel: 927-1020/927-1234

PROGRAMME COORDINATOR – MPhil/PHD

Dr. Arlene Bailey
Email: arlene.bailey@uwi.edu
Tel: 927-1020/927-1234 Ext: 232

PROGRAMME COORDINATOR – MSc

Dr. Patricia Northover
patricia.northover@uwi.edu
Tel: 927-1020/927-1234 Ext: 236

PART II

Programme Requirements

❖ PROGRAMME OF STUDY REQUIREMENTS

❖ PROGRAMME OFFERINGS 2025 – 2027

❖ COURSE OFFERINGS

DEPARTMENT OF ECONOMICS

PROGRAMME INFORMATION AND GUIDELINES

The Department of Economics offers two graduate degrees:

- MSc Economic
- PhD Economics

Entry Requirements for Master's Degree Programme

The requirement for admission to the Master's degree programme is a Bachelor's degree from a recognized university, normally with honours. There is great competition for limited spaces with many more qualified applicants each year than available spaces.

Additional Entry Requirements MSc

Upon admission to M.Sc. programme, students will be required to attend a MANDATORY "Mathematics Camp" that will be held prior to the commencement of semester 1 classes. Also, some students could be asked to take departmental requirements which consist of some undergraduate courses. These courses are: Calculus, Matrix Algebra and Probability & Distribution Theory. It is preferred that students complete these courses before the start of the programme, however they must be completed by the end of the first year of study. The purpose of these departmental requirements is to strengthen the ability of graduate students to successfully navigate the programme and for graduates to function professionally.

MSc Economics – Programme Information

The MSc. Economics programme is a two year full-time programme and a three year programme part-time. Twelve courses (3 credits each) are required for this degree - a core consisting of three courses which all students are required to take; two fields (four courses) and one 'writing course'. Some courses are designated 'writing course' because their requirements include a written paper. A field is a two semester sequence in a sub-discipline of economics.

CORE REQUIREMENTS

1. ECON6003: Econometrics I
2. ECON6004: Microeconomic Theory I
3. ECON6024: Macroeconomics Theory I

Although Microeconomics II, Macroeconomics II and Econometrics II are not a part of the core requirements, students are encouraged to take these courses and most do. The fields offered may change from time to time. Currently the following fields are offered:

FIELDS

1. Economic Development
2. International Economics
3. Public Finance
4. Game Theory
5. Industrial Organisation

Ph.D. Economics

Entry Requirements for PhD Economics Programme

The normal entry requirement in the Ph.D. programme is a MSc degree in Economics or Mathematics – considerations would be given to other M.Sc. degrees. Candidates who have completed the first year of the M.Sc. programme with very high GPA could be considered for admission into the PhD programme.

Programme Information

The Ph.D. degree is normally expected to be completed in 5 years. During the first two years students will take 12 graduate courses. There is a core requirement of eight courses, a field requirement (2 courses) and two free electives. The core courses are:

ECON9001 Advanced Microeconomics
ECON9003 Advanced Macroeconomics I
ECON9005 Advanced Econometrics I
ECON9002 Advanced Microeconomics II
ECON9004 Advanced Macroeconomics II
ECON9006 Advanced Econometrics II
ECON9007 Mathematics for Economists
ECON6081 Applied Economic Research & Analysis

Fields offered and electives will change from time to time depending on available faculty

On completion of course work a students will work on their dissertations, the expected completion time is 3 years, but it may take longer.

The Math Camp requirement outlined above also apply to Ph.D. students

The Department of Economics does not accept a new cohort of Ph.D. students every year.

GRADUATE SEMINAR SERIES

The Department hosts a weekly seminar series where faculty, graduate students and private and public sector leaders are invited to make presentations on current research work. The primary objective of the series is to expose students to a wide range of issues and ideas surrounding the changing economy and the world of work. All graduate students are required to attend these seminars.

COURSE DESCRIPTIONS

Microeconomic Theory I and II

This two-course sequence formalizes the decision-making process of individuals and firms through the application of microeconomic principles. The courses will assume familiarity with linear algebra and calculus and will sometimes make use of more advanced mathematical tools. Microeconomic Theory I presents the general equilibrium and partial equilibrium models of price formation under conditions of perfect competition. In doing so, there are in-depth analyses of the theory of consumer under certainty and the theory of the producer under a perfectly competitive market. Microeconomic Theory II presents the formation of prices under conditions of imperfect competition. Here, the influence of market structure, market failure, asymmetric information and risk on the decision of individuals and firms are analysed. In both courses, emphasis is placed on the application of microeconomic theory to the analysis of everyday economic problem.

Macroeconomic Theory I and II

Macroeconomics is the study of the national economy as a whole. In that regard, we examine the behavior of aggregate variables, such as output (GDP), the price level, money supply, aggregate private and government spending, taxation, debt, and growth rates. We study the interactions among them, and their relationships with other variables. In Part I of this two part sequence, we cover topics of economic growth and long-run economic development. In Part II we focus on topics dealing with short-run fluctuations. Strong emphasis is placed on empirical application and policy implications. At the end of the sequence, students will have an understanding of why and how economies experience cyclical swings and grow over time, as well as have the basic tools to work through published economic literature in order to deepen and extend their understanding in these and other areas.

Economic Development (with special reference to the Caribbean) I and II

The sequencing of the contents of the two courses has been organized so as to complement each other, while integrating theory and practice in policy-making. Economic Development I will encourage students to critique and challenge orthodox concepts and theories of economics, particularly as they relate to developing economies. It will also expose students to alternative concepts and theories, which will be critically reviewed. The development experience of selected OECD and newly industrialized countries will be examined to ascertain conformity with dominant theories. Students will be required in class discussions and formal presentations to assess the applicability of the theories and development experiences to the Caribbean context. Economic Development II is strongly oriented to research and uses a seminar format. Students are required to prepare research papers on topics selected for their relevance and importance to the formation and implementation of development policy in the Caribbean. Emphasis is on building research, writing and presentation skills.

Econometrics I and II

This two-course sequence in econometric theory and analysis is intended to be an introduction to advanced econometric theory and analysis. It is intended to prepare both those who will go on to further study in economics and those for whom the M.Sc. is the terminal degree. Given these two goals for the courses, they contain a combination of theoretical analysis and computer applications. Econometrics I focuses on advanced cross-sectional theory. It includes topics such as the multiple linear regression model, multicollinearity and generalized least squares. Econometrics II looks at advanced time series and panel data analysis. Topics include: vector autoregressions, cointegration and errorcorrection models, and fixed and random effects models. Econometrics II is traditionally taught as an applied course, and students are required to write and submit a high quality research paper. For both courses, it is assumed that students have a background in calculus, matrix algebra, statistical analysis and probability theory.

Game Theory I and II

Game theory has found many applications in various fields, such as economics, biology, law, politics, sociology and computer science. When your payoff is affected by not only your actions but also the actions of others, we have a strategic situation. Game Theory analyzes these strategic situations and identifies how each party should behave so as to maximize his payoff.

These courses introduce the main concepts and tools of game theory. The basic concepts of non-cooperative game theory will be covered rigorously with an aim to enable you to represent economic situations as a game. The first course examines rules of the game; information; mixed and continuous strategies; dynamic games with symmetric information; reputation and repeated games; dynamic games with incomplete information; bargaining; and pricing. The second course examines moral hazard; adverse selection; mechanism design; signaling; and auctions.

International Economics I and II

The first of the two-course sequence exposes students to advanced international trade theory and empirical tests of trade models. Included are classical trade models, neoclassical trade theory, new trade theories, economic integration and trade and development. The second course focuses on issues in international finance. As such it offers explanations of exchange rate determination, balance-of-payments fluctuations, and currency crises. It includes an analysis of the comparative benefits of various exchange rate arrangements.

International Trade Policy

This course complements the international economic theory course by exposing students to current issues in international trade policy. The emphasis is on the policy choices facing developing countries in the international trading system. Emerging issues in trade policy are examined.

Industrial Organization I and II

Industrial Organization studies the functioning of markets. It is concerned with business behavior and strategy, as well as their implications for economic efficiency especially when the assumptions of perfect competition do not hold. The role of public policy in promoting efficiency is central to Industrial Organization. The first course covers the theory of why firms exist; the exercise of monopoly power; production selection, quality and advertising; price discrimination; and vertical control. The second course covers the Bertrand Paradox and solutions; collusion and factors facilitating it; product differentiation and the role of advertising; natural monopoly, contestability and barriers to entry; as well as limit pricing and predation for merger.

Public Finance I and II

This field looks at both sides of a government's fiscal operations: the revenue and expenditure sides of the budget. The first course provides an introduction to the issues affecting government revenues (taxation). The core theoretical frameworks used in the positive and normative analysis of taxation will be covered. Students will have an opportunity to examine some of the recent developments in the economic literature on taxation. Students will be familiar with basic concepts of public economics and their relationship to other fields on economics. The course is based on microeconomics theory and applies it to the study of taxation. The second course provides an introduction to the economics of government expenditure studies the rationales for government intervention in market economics, including the presence of asymmetric information in markets, externalities and public goods. Topics covered include: social insurance programmes (health care, unemployment insurance and pension and retirement savings incentives), policies that address positive and negative externalities and public goods. Insights from economic theory will be used to illustrate the rationale for government intervention and the trade-offs

associated with specific policy interventions. Empirical evidence on the effects of policy interventions on consumers, firms and government finances will be examined. Students will be able to understand and be familiar with academic articles and reports covered in the course with the aim of identifying promising areas of future research.

DEPARTMENT OF GOVERNMENT

PROGRAMME INFORMATION AND GUIDELINES

The Department of Government fully participates in the University's mission of "To advance education and create knowledge through excellence in teaching, research, innovation, public service, intellectual leadership and outreach in order to support the inclusive (social, economic, political, cultural, environmental) development of the Caribbean region.

The Department seeks to achieve this objective by providing quality postgraduate education in the following disciplines:

- Political Science, Political Leadership, Strategy and Management
- Comparative Politics
- Politics and International Cooperation
- International Public and Development Management
- International Relations
- Public Policy Management
- Criminology
- African Politics

One of our main aims is to develop a cadre of individuals who will be able to tackle the many existing as well as emerging government, business and social challenges and, proffer the relevant innovative solutions. Our undergraduate, masters and research students come from all parts of Jamaica, other Caribbean countries and around the world as do our academic faculty. Thus, the Department has a strong multidimensional character. Our alumni can be found in some of the leading areas of diplomacy and international trade; political science and management; journalism and communication; government, nongovernmental and business organizations; donor agencies, international foundations and global philanthropic institutions in the region and across the world.

The Department of Government offers the following Graduate programmes:

- MSc Government with Specializations in (Comparative Politics/Political Theory) and (International Relations)
- MSc International Public and Development Management (IPDM)
- MSc Politics and International Cooperation (MPIC)
- MPhil Government
- PhD Government

Programme Structure – MSC GOVERNMENT

The MSc. Government programme comprises two specializations: Comparative Politics/Political Theory and International Relations.

Students are required to complete 36 credits for the award of the MSc Government degree.

All students are expected to pursue a structured sequence of 5 core courses (15 credits) and 5 electives (15 credits) along with a 6-credit research paper/project.

Enrollment Option: Part-Time and Full-Time Duration of Programme:

- **Full Time (FT):-** Three (3) semesters (equivalent to 15 months or one academic year plus one semester

- **Part-Time (PT):-** Five (5) semesters (equivalent to approximately 24 months or two academic years plus one semester)

N.B. There is no Summer Semester for these graduate programmes.

List of Core Courses – MSc Government (*Comparative Politics/Political Theory Specialization*)

Core Courses: Students are encouraged to complete core courses within the first year of their programme.

Course Codes	Course Title	Credits
GOVT6067	Quantitative Research Methods	3
GOVT6077	Qualitative Research Methods	3
GOVT 6078	Caribbean Political Systems I	3
GOVT6090	Political Theory I: Methodology & Critical Concepts	3
LANG 6099	Advanced Academic English Language Skills for the Social Sciences	3

After completing all taught courses, students must register for one (1) of the following research papers based on the topic being researched:

Research Paper/Project Code	Research Paper/Project Name	Credits
GOBVT6080	Supervised Research Paper/Project Caribbean Political Systems III	6

ELECTIVES – Within the Sub-Discipline/Specialization (International Relations)

Electives are appropriate 3-credit courses offered by the Department or from another Faculty/Department/Unit within the University and must be at the graduate level.

Course Codes	Course Title	Credits
GOVT6066	The Law and Politics of the Sea	3

GOVT6067	Government and Politics in Selected Regions (Latin America)	3
GOVT 6069	The World Trading System	3
GOVT6070	Regionalism in a Globalized Age	3
GOVT6072	International Political Economy	3
GOVT6073	International Economic Law	3
GOVT6074	Global Political Economy and Climate Change	3
GOVT6094	United States Foreign Policy	3
TOTAL NUMBER OF CREDITS FOR DEGREE		36

Course Descriptions

GOVT6064: Theories and Issues in Contemporary International Relations (3 credits)

Course Description: This course provides a survey of the major theoretical areas and debates in International Relations. It is a compulsory course for all graduate students specializing in International Relations, as it provides a theoretical foundation for most of your optional courses and especially for the Research Project component of your M.Sc. programme. The main goal of this course is to deepen our understanding of the different theories and approaches in International Relations. It sets out to enhance our understanding of states, world leaders, regional and international institutions, and their interactions with each other. This course provides conceptual tools for analyzing world affairs and will help us develop and deepen our own organized worldviews. By the end of the semester we should appreciate how axiomatic theory is our thorough understanding and evaluation of our complex world and to dissecting the often-sensationalized newsfeeds on our timelines.

GOVT6065: Selected issues in International Law (3 credits)

Course Description: This course examines three discrete aspects of Public International Law, namely, the law concerning the use of force in international relations, human rights law, and the law of state responsibility, including the treatment of foreign direct investment. The main concerns will be (1) to consider the ways in which legal principles and rules influence the decision – making process in international relations, and (2) to examine the extent to which different groups of States, and in particular, developing States, have sought to shape Public International Law to suit their national and group interests. Special emphasis will be placed on the manner in which States have used the United Nations and other multilateral agencies as important arenas for the formulation of treaty rules and for the elaboration of norms of customary international law. Particular attention will also be placed on issues relating to the use of law as an instrument of international development.

GOVT6066: The Law and Politics of the Sea (3 credits)

Course Description: This course will examine the rules of international law pertaining to the sea. Emphasis will be placed on the development of the law of the sea in the post-World War II period, and, in particular on the new rules on the law of the sea which have emerged out of negotiations at the first and second Geneva Conferences on the Law of the Sea and the Third United Nations Conference on the Law of the Sea. Although attention will be paid to technical rules in areas such as access to natural resources and navigational rights for States, the focus will be placed on the different political and economic interests which underpin current rules and principles. The course will also examine the interplay between issues of development, hegemony, geography and geopolitics in the evolution of the prevailing legal rules. The relationship between the various Law of the Sea treaties and customary international law shall also be emphasized.

GOVT6067: Government and Politics of Selected Regions: Latin America (3 credits)

Course Description: This course will explore the political development and the international relations of selected regions in Latin America. The major objective of the course is to allow students to gain a deeper understanding of Latin America. It also seeks to analyze the forces of change which are shaping new directions in Caribbean-Latin American relationships. Particular case studies for analysis will be drawn from Venezuela, Argentina, Brazil, and Chile. The course will take a seminar format and there will be a series of introductory lectures.

GOVT6069: The World Trading System (3 credits)

Course Description: The course provides students with an introduction to the World Trade Organization (WTO) and an overview of its rules-based structure, core principles, obligations and agreements. The rules and principles of the WTO and their modus operandi will be discussed and analyzed within economic and political contexts. Students will engage in an exploration of the interface with the WTO and the trading system and some of the challenges for developing countries and small island developing states. Additionally, to those challenges from the perspective of the WTO's interface with other subsidiary and supplementary regional agreements and arrangements.

This course is beneficial for those interested in understanding the role of the WTO in the global regulation of trade, the interface with international economic relations and the nexus between trade and development within global political economic relations.

GOVT6070: Regionalism in a Globalized Age (3 credits)

Course Description: This course examines several aspects of regions and regionalism in the current global political economy. It surveys both new and traditional literature on comparative regionalism, regional integration and cooperation. GOVT6070 compares the aims, objectives and evolution of regional projects in two different contexts: Europe and the Western Hemisphere. Three case studies will be used: the European Union (EU), CARICOM and the Organization of American States. Within the Inter-American system (OAS) we will also look at the North American Free Trade Area (NAFTA) and the Mercado Comun del Sur (MERCOSUR). Together the case studies present a range of different integration experiences involving developed country players (EU), a mix of developed and developing country actors (OAS), and developing country initiatives launched in changing global, continental and ideological conditions. We cover the history and the institutions of regional integration as well as their conceptual origins, political dynamics, emerging norms, the social and economic dimensions of the process and the growing significance of these processes for the international relations of the countries concerned. Students become fully engaged through the presentation and interpretation of films, documentaries and novels relating to select countries and regions.

GOVT6072: International Political Economy (3 credits)

Course Description: The central aim of this course is to deepen knowledge in *historically-informed IPE that incorporates materialist and ideational aspects*. Students will be introduced to the different theoretical perspectives in IPE and their historical origins – from classical political economy to the core concerns of IPE. In addition to the mainstream theories, we shall be examining other issues that now come under the scope of IPE - New Growth Theories and climate change. The course provides students with the necessary tools to analyze the international community's evolution by examining not only IPE's historical development, but also the critical phases and processes in the making of our world order, especially in the post-War period (production, trade, labor and finance). Of particular importance are two areas of current relevance; namely, the financial crises and climate governance. We will be applying the various IPE perspectives to changing realities in the world order to evaluate their respective strengths and limitations.

GOVT6073: International Economic Law (3 credits)

Course Description: The Course focuses on three main branches of international economic law (IEL), namely international development law, international monetary law, and international trade law. It introduces students to the legal principles which underpin IEL, and the institutional framework that govern these three branches of international economic law. It also assesses the flexibilities available to developing countries in the conduct of international economic relations, and examines how developing countries have influenced and have been impacted by international economic law.

Students will develop an appreciation of substantive issues relating to economic sovereignty and the economic jurisdiction of States and will explore these and other related concepts and principles through Case Studies drawn from contemporary international economic relations. Students will also undertake a detailed assessment of the law and policies of the International Monetary Fund (IMF), the World Bank (IBRD) and the World Trade Organisation (WTO), and the role of these institutions in advancing normative solutions to the changing dynamics of international economic relations.

Students should note that although the Course focuses on legal issues, consideration of the economic and political dimensions will be addressed.

GOVT6074: Global Political Economy and Climate Change (3 credits)

Course Description: This course explores key concepts, theoretical underpinnings, issues, challenges, and debates within climate change as a phenomenon, being investigated and explored through the lens of Global Political Economy (GPE). Climate change themes as well as climate resilient development are explored, given the diverse implications posed to public policy by climate change across varied regional and national contexts.

Students are introduced to the complexities within the global network of international relations created by climate change and how diverse actors, respond to this poignant global public policy and development issue.

There are 'existential' threats for Small Island Developing States,(SIDs) hence there is an examination of their response and in terms of public policy to the challenges and associated concerns for sustainable development.

Using various interdisciplinary perspectives students will be able to analyze and evaluate the mechanisms and fundamental underpinnings of climate change and related public policy dilemmas connected to sustainable development especially for SIDs.

GOVT6076: Quantitative Research Methods in Social Sciences (3 credits)

Course Description: This course is a weekly seminar in research methods with emphasis on bivariate and multivariate techniques for analysing quantitative social science data. The seminar is intended to help graduate students develop a sophisticated understanding of the conceptual foundations of research design, measurement strategies, and bivariate/multivariate statistical Analysis of data in the social policy sciences. Primary emphasis will be placed on developing an understanding of the logic of inquiry and appropriate research strategies rather than on extensive manipulation on mathematical formulas. A basis competence in algebra should be sufficient to grasp the mathematical aspects of the course. The theoretical sophistication, research skills, and statistical knowledge acquired from this should enable the student to better comprehend technical literatures in professional journals and will help with basic tools with which to design and execute research projects. Wherever possible, you should try to apply some of the methods you learn in this course to other Government Department courses, research papers, and theses.

GOVT6077: Qualitative Research Methods (3 credits)

Course Description: A complement to GOVT6076 (Quantitative Research Methods), this course provides training in philosophies and methods of qualitative inquiry in the social sciences, with particular emphasis on techniques employed by political scientists in studying the historical, cultural, textual, symbolic, subjective, mediated, propagandistic, and rhetorical aspects of political life. Weekly lectures, assigned readings, student projects, and lab exercises are used to explore both the major *theoretical perspectives* that underlie qualitative political analysis, and some of the commonly-used *methods* that are used for collecting and interpreting qualitative materials. The skills that you acquire from this course should enable you to better comprehend related literatures in professional journals, and will equip you with tools with which to design and execute your own qualitatively-oriented projects. Wherever possible, you should try to apply some of the approaches you learn in this course to other courses, research papers, and/or theses.

LANG6099: Advanced Academic English Language Skills for the Social Sciences (3 credits)

Students are advised to contact the Department of Language, Linguistics and Philosophy for the course description for LANG 6099.

Programme Coordinator: Dr. Lisa Vasciannie

MSc International Public and Development Management (IPDM)

Programme Objectives:

- Expand students' theoretical and empirical knowledge about public and development management
- Equip students with skills of appreciative enquiry, research design and report writing, argumentation and presentation, for efficient and effective functioning in their roles
- Hone students' creative, critical thinking and communication skills in preparation for managerial and leadership roles in the public service and non-profit sectors
- Develop expertise in a wide range of analytic methods and writing formats for application in the world of work
- Hone problem-solving capabilities for confident and inspirational leadership
- Transform attitude, outlook and perception as a basis for cultivating ethical and responsible managers and leaders

Entry Requirements**(MSc International Public and Development Management)**

The requirement for admission to the MSc International Public and Development Management programme is an upper second class degree or better- GPA of 3.0 or above in a relevant discipline with sound undergraduate coverage in the particular sub-field of concentration. In exceptional cases students' work experience may be taken into consideration for matriculation into the programme.

- Students with a First Class degree in any discipline or a Second Class Upper Division in other disciplines must read courses in social sciences. Consideration is given to students with Second Class Lower Division Degree in Public Policy and Management (formerly called Public Sector Management) who have experience in the public sector.

Duration of programme:

- **Full-Time (FT)** - Three (3) semesters (equivalent to 15 months or one academic year plus one semester)
- **Part-Time (PT)** – Five (5) semesters (equivalent to approximately 24 months or two academic years plus one semester)

Programme Structure:**Taught Courses**

The MSc in International Public and Development Management (IPDM) is a 36credit programme. Students pursue a structured sequence comprising core courses of 18 credits (**6 courses**), and electives of 12 credits (**4 courses**). Electives are appropriate 3-credit courses offered by the Department or from another Faculty / Department/ Unit.

Research Paper

After completing the taught courses, students must prepare a **six (6)** credit research paper in order to complete their programme of study.

Enrollment Option: Part-Time and Full-Time

Core Courses: Students are encouraged to complete core courses within the **first year of their programme**.

Course Codes	Course Title	Credits
GOVT6066	The Law and Politics of the Sea	3
GOVT6040	International Public and Development Management	3
GOVT6041	International Perspectives on Regulation and Regulatory Form	3
GOVT6042	Policy Writing for Public Managers	3
GOVT6043	Organizational Design and Change for Public Managers	3

GOVT6076	Quantitative Research Methods	3
GOVT6077	Qualitative Research Methods	3

After completing all taught courses, students must register for one of the following research papers based on the topic being researched:

Research Paper/Project Code	Research Paper/Project Name	Credits
GOBVT6080 <u>OR</u> GOVT6059	Supervised Research Project in Public Policy Studies <u>OR</u> Supervised Research Project in International Public and Development Management	6

Courses (Electives)

– Four courses to be selected from Semesters I and/or II = 12 credits) *Electives are appropriate 3-credit courses offered by the Department or from another Faculty/Department/Unit within the University and must be at the graduate level.*

Department of Government Course Offerings - Semester I

(Suggested MSc IPDM Electives)

Course Codes	Course Title	Credits
GOVT6064	Theories & Issues in Contemporary International Relations	3
GOVT6065	Selected Issues in International Law	3
GOVT6069	The World Trading System	3
GOVT6070	Regionalism in a Globalized Age	3
GOVT6074	Global Political Economy and Climate Change	3
GOVT6078	Caribbean Political Systems I	3
GOVT6090	Political Theory I	3
GOVT6081	Democracy I [Not on offer 2021/22]	3
GOVT6116	Principles and Practices of E-Governance	3
(Online Course)		
GOVT6180	Theories and Concepts in Global Security	3

Department of Government Course Offerings – Semester II**(Suggested MSc IPDM Electives)**

Electives are appropriate 3-credit courses offered by the Department or from another Faculty/Department/Unit within the University and must be at the graduate level.

Course Codes	Course Title	Credits
GOVT 6066	The Law and Politics of the Sea	3
GOVT 6067	Government and Politics of Selected Regions: Latin America	3
GOVT6072	International Political Economy	3
GOVT6073	International Economic Law	3
GOVT6079	Caribbean Political Systems II	3
GOVT6082	Democracy II	3
GOVT6094	United States Foreign Policy	3
GOVT6095	Methods and Models of Transitional Justice	3
GOVT6177	Analysis of Political Opinion and Media	3
GOVT6180	Theories and Concepts in Global Security	3
TOTAL NUMBER OF CREDITS FOR DEGREE		36

Course Descriptions

GOVT 6040- International Public and Development Management (3 credits)

Course Description: This course aims to deepen and expand students' theoretical and empirical knowledge about the relationship between public administration/management and development. Emphasis is placed on honing students' critical appreciation of rival analytical approaches to explaining the nature, evolution and state of public administration/management, the impact of globalisation on governmental organisation and the imperatives associated with managing the development process. The development management analytic framework that is foundational to this course exposes students to discourses concerned with: the development administration/development management nexus; (re)conceptualisation of the state and state capacity; institutional analysis of development management and theories and empirics of development and underdevelopment. Simultaneously students are directed to engage analytically with the international context of development theory and public management practice. The role of

international technical bureaucracies as ‘policy and development advocates,’ and the role of third actors in the development process are important areas of study.

GOVT6041 – International Perspectives on Regulation and Regulatory Reform (3 credits)

Course Description: This course aims to introduce students to the academic study of public policy, in a post privatization era, with reference to regulation in a number of areas: financial, utilities, social and environmental. The course adopts a comparative perspective and draws on evidence from a number of countries; emphasis will be placed on developments in Jamaica and the wider Caribbean. The course also addresses the impact of neoliberalism and globalization on national regulation and new and experimentalist moves within regulation discourse and practice. The sources examined are interdisciplinary, with readings drawn from political science, law, and economics. The focus of the course will be conceptual and theoretical as well as policy-driven. Students will be expected to apply the relevant concepts and theories to cases examined in the various sectors. The course combines lectures with weekly discussions, assigned readings and presentations. Every student will be expected to read the assigned readings prior to each seminar. The seminars will seek to encourage a collaborative, instead of a competitive, learning environment. The classes will be interactive; the aim is to develop students’ critical thinking through research, analysis, case studies and weekly participation in the discussions.

GOVT6042 - Policy Writing for Public Managers (3 credits)

Course Description: The nature of public policy/management especially in the contemporary period requires a reinterpretation of the role and functions of the public manager and for him/her to be endowed with appropriate knowledge and an array of skills and competencies to enable the public organisation to be responsive to societal needs. The art and skill of public policy communication are no longer the purview of the techno-specialist but have increasingly become dimensions of the functional scope of middle-tier public managers upwards. The course responds to this need and is thus designed to develop the competencies and skills required for communicating in public policy/management by guiding participants through practical exercises in selected public policy communication genres. The course is not theoretical as the strategy is to build on prior content in the social sciences generally and public policy/management specifically. Fundamentally it engages participants in critical planning and research, self-assessment and reflection; writing and argumentation; utilisation of different tools of communication by way of realworld scenarios. The course aims to produce a cadre of public sector professionals proficient in the art of policy writing.

GOVT6043 Organizational Design and Change for Public Managers (3 credits)

Course Description: This course will enhance students’ knowledge of organizational models, and strategies to deliver public services in the context of a rapidly changing environment, diminishing resources, and increasing demands from citizens. It will guide students to consider how the prevailing context, the role of organizational theories, strategic planning, and organizational change can facilitate the optimization of organizational arrangements to achieve more efficient, effective, and equitable implementation of public policies. The course examines the concepts and theories of organizations, which inform the choice or design organizational arrangements in the public sector. It critically examines political and economic drivers of decisions organizational change in local and regional contexts. The course introduces strategic planning tools to improve organizational performance and explores the influence of culture, and leadership on change and performance. The course complements other courses in the graduate programme in public policy and management.

GOVT6076: Quantitative Research Methods in Social Sciences (3 credits)

Course Description: This course is a weekly seminar in research methods with emphasis on bivariate and multivariate techniques for analysing quantitative social science data. The seminar is intended to help graduate students develop a sophisticated understanding of the conceptual foundations of research design, measurement strategies, and bivariate/multivariate statistical Analysis of data in the social policy sciences. Primary emphasis will be placed on developing an understanding of the logic of inquiry and appropriate research strategies rather than on extensive

manipulation on mathematical formulas. A basis competence in algebra should be sufficient to grasp the mathematical aspects of the course. The theoretical sophistication, research skills, and statistical knowledge acquired from this should enable the student to better comprehend technical literatures in professional journals and will help with basic tools with which to design and execute research projects. Wherever possible, you should try to apply some of the methods you learn in this course to other Government Department courses, research papers, and theses.

GOVT6077: Qualitative Research Methods (3 credits)

Course Description: A complement to GOVT6076 (Quantitative Research Methods), this course provides training in philosophies and methods of qualitative inquiry in the social sciences, with particular emphasis on techniques employed by political scientists in studying the historical, cultural, textual, symbolic, subjective, mediated, propagandistic, and rhetorical aspects of political life. Weekly lectures, assigned readings, student projects, and lab exercises are used to explore both the major *theoretical perspectives* that underlie qualitative political analysis, and some of the commonly-used *methods* that are used for collecting and interpreting qualitative materials. The skills that you acquire from this course should enable you to better comprehend related literatures in professional journals, and will equip you with tools with which to design and execute your own qualitatively-oriented projects. Wherever possible, you should try to apply some of the approaches you learn in this course to other courses, research papers, and/or theses.

Department Contact Information:

THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS
Department of Government,
MONA, KINGSTON 7
JAMAICA

TEL: (876) 977-5935
FAX: (876) 977-1809
E-mail: govt@uwimona.edu.jm

Programme Coordinator: Prof. Eris Schoburgh
MSc Politics and International Cooperation (MPIC)

(Joint Undergraduate/Graduate Programme)

Programme Objectives:

- To provide a unique, high quality programme of training in political science and international relations to the students enrolled in the programme.
- To provide the opportunity for the students to do a bilingual degree programme, to develop specialized knowledge of the Caribbean, indepth knowledge of France and a familiarity with the institutions and politics of the European Union.
- To offer the students good employment prospects by providing a high quality preparation in Politics, International Relations and Development Issues, and by immersing them in both English and French speaking societies.
- To provide students with a combination of academic and research skills as well as practical, professional exposure to development issues and to the actors in development cooperation programmes.
- To offer those students who are so inclined the prospect of going on to do research degrees at their respective institutions, having obtained specialized training in Caribbean issues.

Entry Requirements (MSc Politics and International Cooperation) - MPIC

The programme is restricted to a limited number of participants who are selected based on their applications and their eligibility according to criteria set out below and as indicated in the Faculty of Social Sciences **Undergraduate Handbook**.

Bearing in mind that there is NO DIRECT ENTRY AT THE GRADUATE LEVEL, the minimum requirements for consideration at the undergraduate level are:

- Good performance in CAPE or A' Level examination in French
- First year registration for FREN1001 and FREN1002
- GOVT1000 and, if at all possible, GOVT1008
- A GPA for the first year of 2.5 and above.

Applications are invited from students in their first year of studies at UWI at Cave Hill, Mona and St. Augustine or, exceptionally, in their second year who are proficient in the French language and are also performing well in relevant Social Science disciplines. Applications are directed to the Head, Department of Government or the Head, Department of Modern Languages, UWI, Mona and should be submitted during the month of April of the students' first academic year. The final selections are made based on the academic performance of the students and interviews conducted with them. Further information concerning eligibility, the nature of the selection process or the content of this programme can be obtained from **Dr. Kavita Johnson**, UWI Coordinator for the Bordeaux/UAG/UWI programme and from the Main Office of the Department of Government.

Duration of programme: Five (5) years

Programme Structure:**Taught Courses Only; No Research Paper/Project**

The programme is jointly taught by the three participating institutions. Students spend their first year in their home institutions, their second year in Bordeaux, the third year in Martinique, the fourth year in Bordeaux and the fifth and final graduate year at the UWI Mona.

In their fifth and final year at UWI Mona, MPIC Students are required to take **eight (8) 3-credit graduate courses** (four courses or 12 credits in each semester) for a **total of 24 credits**. **Students have primary access to courses offered in the Department of Government** but may take up to **three courses (9 credits) outside of the Department**. Registration for such courses will require the prior approval of the departments and institutes concerned and will depend on the student's ability to meet any prerequisite and or special financial stipulations that may exist for such courses.

Enrollment Option: Full Time

Department of Government Offerings for Year Five of the MPIC Degree.

Four (4) courses to be selected in each semester (Please check online SAS or with the Department to confirm Semester in which courses are offered:

Courses (Core)

Course Codes	Course Title	Credits
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GOVT 6064	Theories and Issues in Contemporary International Relations	3
GOVT 6066	The Law and Politics of the Sea	3
GOVT 6069	The World Trading System	3
GOVT6070	Regionalism in a Globalized World	3
GOVT6072	International Political Economy	3
GOVT6073	International Economic Law	3
GOVT6074	Global Political Economy and Climate Change	3
GOVT 6076	Quantitative Research Methods	3
GOVT6077	Qualitative Research Methods	3
GOVT 6078	Caribbean Political Systems I	3
GOVT6079	Caribbean Political Systems II	3
GOVT6081	Democracy I [Not on offer 2021/22]	3
GOVT6094	United States Foreign Policy	3
GOVT6095	Methods and Models of Transitional Justice	3
GOVT 6116	Principles and Practices of E-Governance	3
GOVT6177	Analysis of Political Opinion and the Media	3
GOVT 6180	Theories and Concepts in Global Security	3
TOTAL NUMBER OF CREDITS FOR DEGREE		24

Course Descriptions

GOVT 6064: Theories and Issues in Contemporary International Relations (3 credits)

Course Description: This course provides a survey of the major theoretical areas and debates in International Relations. It is a compulsory course for all graduate students specializing in International Relations, as it provides a theoretical foundation for most of your optional courses and especially for the Research Project component of your M.Sc. programme. The main goal of this course is to deepen our understanding of the different theories and approaches in International Relations. It sets out to enhance our understanding of states, world leaders, regional and international institutions, and their interactions with each other. This course provides conceptual tools for analyzing world affairs and will help us develop and deepen our own organized worldviews. By the end of the semester we should appreciate how axiomatic theory is our thorough understanding and evaluation of our complex world and to dissecting the often-sensationalized newsfeeds on our timelines.

GOVT 6069: The World Trading System (3 credits)

Course Description: The course provides students with an introduction to the World Trade Organization (WTO) and an overview of its rules-based structure, core principles, obligations and agreements. The rules and principles of the WTO and their modus operandi will be discussed and analyzed within economic and political contexts. Students will engage in an exploration of the interface with the WTO and the trading system and some of the challenges for developing countries and small island developing states. Additionally, to those challenges from the perspective of the WTO's interface with other subsidiary and supplementary regional agreements and arrangements.

This course is beneficial for those interested in understanding the role of the WTO in the global regulation of trade, the interface with international economic relations and the nexus between trade and development within global political economic relations.

GOVT 6072: International Political Economy (3 credits)

Course Description: The central aim of this course is to deepen knowledge in historically-informed IPE that incorporates materialist and ideational aspects. Students will be introduced to the different theoretical perspectives in IPE and their historical origins – from classical political economy to the core concerns of IPE. In addition to the mainstream theories, we shall be examining other issues that now come under the scope of IPE -New Growth Theories and climate change. The course provides students with the necessary tools to analyze the international community's evolution by examining not only IPE's historical development, but also the critical phases and processes in the making of our world order, especially in the post-War period (production, trade, labor and finance). Of particular importance are two areas of current relevance; namely, the financial crises and climate governance. We will be applying the various IPE perspectives to changing realities in the world order to evaluate their respective strengths and limitations.

GOVT 6076: Quantitative Research Methods (3 credits)

Course Description: This course is a weekly seminar in research methods with emphasis on bivariate and multivariate techniques for analysing quantitative social science data. The seminar is intended to help graduate students develop a sophisticated understanding of the conceptual foundations of research design, measurement strategies, and bivariate/multivariate statistical analysis of data in the social policy sciences. Primary emphasis will be placed on developing an understanding of the logic of inquiry and appropriate research strategies rather than on extensive manipulation on mathematical formulas. A basis competence in algebra should be sufficient to grasp the mathematical aspects of the course. The theoretical sophistication, research skills, and statistical knowledge acquired from this should

enable the student to better comprehend technical literatures in professional journals and will help with basic tools with which to design and execute research projects. Wherever possible, you should try to apply some of the methods you learn in this course to other Government Department courses, research papers, and Theses.

GOVT 6078: Caribbean Political Systems I (3 credits)

Course Description: This course explores the development of politics in the Caribbean around decolonization and independence. We will assess the politics of the region in terms of the character of the contemporary Caribbean state as an offshoot of its colonial predecessor. Methodologically, this will be approached through the lens of “Caribbean political science.” We will examine the theories which have emerged about the politics of the Caribbean with a view to appreciating their continued relevance to apprehending the political life of the region.

GOVT 6081: Democracy I (3 credits) - [Not on offer 2021/22]

Course Description: This course explores the meaning and practice of democracy in the context of democratic theory from liberalism to grassroots democracy. It explores the development of democracy and the state from a gendered and classed perspective. It looks at the problems of democracy in terms of elite and mass control; the state as a product of patriarchy and women’s role in democratization; the relationship between the state and models of development. The course considers processes of democratization which emerged in the 20th century (the Third Wave) and the challenges associated with it. It looks at prospects for democracy in the 21st century, in the period of neoliberal globalization and current trends toward deepening democracy.

GOVT 6116: Principles and Practices of E-Governance (3 credits)

Course Description: Information and Communication Technologies (ICTs) have transformed the configuration of governance in many parts of the world. For many, these technologies have become indispensable tools for government modernization and reform. In the Caribbean for example, this is evidenced by the migration of many government services to the Internet, the use of new ICTs by citizens and civil society groups to influence public policy, in addition to several modernization exercises which have been undertaken in the last decade to make government agencies more efficient, transparent, accountable and responsive to the needs of citizens. While several such examples exist, we still need to explore the ways in which the use of ICTs impact governance and analyse the mechanisms that drive such impacts. This course will seek to address these broad issues.

GOVT 6180: Theories and Concepts in Global Security (3 credits)

Course Description: This course is designed to give students an understanding of the origin and evolution of security as well as to provide the theories and debates within security studies which can be used as a framework for analysing issues in international politics. In tracing the development of security studies, the course will seek to demonstrate the widening and deepening of the concept of security, which at the core will determine how it is being interpreted and studied. The scope of the course’s content captures traditional notions of state security as well as the unorthodox theories of security which have emerged in the post-Cold War era. It will focus on the offensive and defensive realist perspective on anarchy, the security dilemma, arms race, and offensivedefensive theory. The unorthodox theories of security focuses on the Copenhagen School (Securitization Theory), Social Constructivism, Critical Security Studies, Feminist Security Studies, Post-structural Security Studies and Human Security. It concludes with an important security threat affecting the Caribbean – drug trafficking – and explores the impact of globalisation on this problem.

GOVT 6094: United States Foreign Policy (3 credits)

Course Description: The class is a research-intensive seminar. It is designed to be a comprehensive review of some of the most important challenges facing United States foreign policy and the most significant scholarly research into the subject. It allows in-depth discussions on controversial subjects. It also seeks to examine some of the recurring themes and tensions in US foreign policy. It requires each participant to examine a particular topic of interest. In assessing US Foreign Policy seminar participants will assess the literature on the US of military force in foreign policy; the determinants of US Foreign assistance; public opinion and US foreign policy; the goals of US foreign policy.

GOVT6066: The Law and Politics of the Sea (3 credits)

Course Description: This course will examine the rules of international law pertaining to the sea. Emphasis will be placed on the development of the law of the sea in the post-World War II period, and, in particular on the new rules on the law of the sea which have emerged out of negotiations at the first and second Geneva Conferences on the Law of the Sea and the Third United Nations Conference on the Law of the Sea. Although attention will be paid to technical rules in areas such as access to natural resources and navigational rights for States, the focus will be placed on the different political and economic interests which underpin current rules and principles. The course will also examine the interplay between issues of development, hegemony, geography and geopolitics in the evolution of the prevailing legal rules. The relationship between the various Law of the Sea treaties and customary international law shall also be emphasized.

GOVT6067: Government and Politics of Selected Regions: Latin America (3 credits)

Course Description: This course will explore the political development and the international relations of selected regions in Latin America. The major objective of the course is to allow students to gain a deeper understanding of Latin America. It also seeks to analyze the forces of change which are shaping new directions in Caribbean-Latin American relationships. Particular case studies for analysis will be drawn from Venezuela, Argentina, Brazil, and Chile. The course will take a seminar format and there will be a series of introductory lectures.

GOVT6070: Regionalism in a Globalized Age (3 credits)

Course Description: This course examines several aspects of regions and regionalism in the current global political economy. It surveys both new and traditional literature on comparative regionalism, regional integration and cooperation. GOVT6070 compares the aims, objectives and evolution of regional projects in two different contexts: Europe and the Western Hemisphere. Three case studies will be used: the European Union (EU), CARICOM and the Organization of American States. Within the Inter-American system (OAS) we will also look at the North American Free Trade Area (NAFTA) and the Mercado Común del Sur (MERCOSUR). Together the case studies present a range of different integration experiences involving developed country players (EU), a mix of developed and developing country actors (OAS), and developing country initiatives launched in changing global, continental and ideological conditions. We cover the history and the institutions of regional integration as well as their conceptual origins, political dynamics, emerging norms, the social and economic dimensions of the process and the growing significance of these processes for the international relations of the countries concerned. Students become fully engaged through the presentation and interpretation of films, documentaries and novels relating to select countries and regions.

GOVT6095: Methods & Models of Transitional Justice (3 credits)

Course Description: This course is intended to be a critical examination of the recently flourishing sub-field of transitional justice. Transitional justice is the conception of justice primarily concerned with developing ways of dealing with perpetrators as well as victims of a previous authoritarian regime. In effect it is how a society responds to prior injustice

and human rights violations in a way that seeks not to repeat them. This course will therefore examine the meanings, nature, causes and approaches to transitional justice.

It will be primarily concerned with the mechanisms of human rights regimes and the role of truth commissions, reparations and restitution in transitional justice. The course will be primarily an examination of some of the societies who have made the transition from authoritarian rule and towards democracy. The countries will be drawn from Latin America, Africa and Europe. The major cases to be examined will be Argentina, Chile, Rwanda, South Africa, and Eastern Europe. As a major requirement of this course, students will have to design a transitional country model.

GOVT 6177 Analysis of Political Opinion and Media (3 credits)

Course Description: The course examines the major theories and methods applied in studying public opinion and mass media. It focuses on the 'communicative', 'symbolic', 'subjective', and touches on the visual dimensions of human interaction, implicating politics, and issues that lie at the intersection of public opinion, print and electronic media, and democratic governance. The course draws upon politically relevant theories and techniques in adjacent disciplines of communication, linguistics, public relations, consumer marketing, sociology, psychology and anthropology. Students are able to locate and analyze political ideologies in texts, understand how public opinion is shaped, the media's role in the democratic process, how propaganda works and implications given the rise of digital trends. Students will practically undertake various qualitative methodological textual analyses and be able to recognize and foresee the potential effects of those trends on the current state of media and journalism.

GOVT 6073: International Economic Law (3 credits)

Course Description: The course focuses on three main branches of international economic law (IEL), namely international development law, international monetary law, and international trade law. It introduces students to the legal principles which underpin IEL, and the institutional framework that govern these three branches of international economic law. It also assesses the flexibilities available to developing countries in the conduct of international economic relations, and examines how developing countries have influenced and have been impacted by international economic law.

Students will develop an appreciation of substantive issues relating to economic sovereignty and the economic jurisdiction of States and will explore these and other related concepts and principles through Case Studies drawn from contemporary international economic relations. Students will also undertake a detailed assessment of the law and policies of the International Monetary Fund (IMF), the World Bank (IBRD) and the World Trade Organisation (WTO), and the role of these institutions in advancing normative solutions to the changing dynamics of international economic relations.

Students should note that although the Course focuses on legal issues, consideration of the economic and political dimensions will be addressed.

GOVT6074: Global Political Economy and Climate Change (3 credits)

Course Description/Rationale: This course explores key concepts, theoretical underpinnings, issues, challenges, and debates within climate change as a phenomenon, being investigated and explored through the lens of Global Political Economy (GPE). Climate change themes as well as climate resilient development are explored, given the diverse implications posed to public policy by climate change across varied regional and national contexts.

Students are introduced to the complexities within the global network of international relations created by climate change and how diverse actors, respond to this poignant global public policy and development issue.

There are 'existential' threats for Small Island Developing States,(SIDs) hence there is an examination of their response and in terms of public policy to the challenges and associated concerns for sustainable development.

Using various interdisciplinary perspectives students will be able to analyze and evaluate the mechanisms and fundamental underpinnings of climate change and related public policy dilemmas connected to sustainable development especially for SIDs.

GOVT 6077: Qualitative Research Methods (3 credits)

Course Description: A complement to GOVT6076 (Quantitative Research Methods), this course provides training in philosophies and methods of qualitative inquiry in the social sciences, with particular emphasis on techniques employed by political scientists in studying the historical, cultural, textual, symbolic, subjective, mediated, propagandistic, and rhetorical aspects of political life. Weekly lectures, assigned readings, student projects, and lab exercises are used to explore both the major theoretical perspectives that underlie qualitative political analysis, and some of the commonly-used methods that are used for collecting and interpreting qualitative materials. The skills that you acquire from this course should enable you to better comprehend related literatures in professional journals, and will equip you with tools with which to design and execute your own qualitatively-oriented projects. Wherever possible, you should try to apply some of the approaches you learn in this course to other courses, research papers, and/or theses.

GOVT 6079: Caribbean Political Systems II (3 credits)

Course Description: The Caribbean and Latin America are tied by common histories of colonialism, racialism and North American domination. The Caribbean and Latin America are also interconnected as spaces from which to consider the nature of power through the experiences of the descendants of Africans enslaved in the West. This course explores contemporary political issues in the region which emerge out of that history and experience. It is interested in the ways in which politics are internally constituted as a means through which to reconfigure colonial legacies and the impact of this politics on the independence of the region. We will focus on the terrains of contestation based on demands for rights and representation by the poor, dispossessed and marginalized, especially as is shaped by race, class and gender.

In our examination of Latin America, emphasis is placed on the contours of democracy produced by the rise of the Left against the background of a traditional view of it as undemocratic and in terms of the possibilities for emerging out of American domination. Critical questions to be posed are whether democracy is radicalized in the politics of the Left and what are its limitations? We will also place emphasis on the Afro-Latin and indigenous experiences and their contributions to democratization. In the case of the Anglophone Caribbean we will examine the ways in which politics has been shaped by the international environment and specifically at this juncture, the dominance of neoliberalism where the politics of the Left is "left behind" and through changes in internal power structures since independence, evidenced for instance in the collapses of creole and black nationalism.

Department Contact Information:

THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS
Department of Government,
MONA, KINGSTON 7
JAMAICA
TEL: (876) 977-5935
FAX: (876) 977-1809
E-mail: govt@uwimona.edu.jm

Programme Coordinator: Dr. Kavita Johnson
Co-Coordinator: Mr. Jean-Pierre Murray

MPhil Government

Entry Requirements

Students are expected to have at least a strong Second Class Honours (Upper Division) in Government, Public Administration, Public Sector Management, Political Science, International relations or related field and have shown a strong proficiency for research. Applicants are required to submit a research proposal along with their application which should be completed and submitted online via the Office of Graduate Studies & Research website at <http://www.uwimona.edu/postgrad>

The Department has a policy of accepting very few candidates based on its human and financial resource constraints. Candidates are admitted only if we have the supervisory capacity and if we can provide adequate support for the student's research programme. This is in order to facilitate a sound throughput rate.

Enrollment Option: Part-Time and Full Time

Programme Structure:

The MPhil Government is primarily by thesis. However, candidates are required to undertake 6 credits of coursework before embarking on their thesis, but may be asked to do additional courses. In cases where a candidate has successfully completed any of the following core courses in another graduate programme, alternate courses at the graduate level should be selected, but candidates must first seek permission/approval from the Department.

CORE COURSES

Course Codes	Course Title	Credits
GOVT6076	Quantitative Research Methods	3
GOVT6077	Qualitative Research Methods	3
GOVT6178	Research Development Seminar for MPhil/PhD students	3
TOTAL NUMBER OF CREDITS FOR DEGREE		6

Students enrolled in the MPhil degree must satisfactorily complete at least two (2) research seminars, to be convened by the relevant Head of Department prior to submission of the MPhil thesis. Assessments of students' seminars are included in their Progress Reports to be submitted by the candidate's supervisor.

Candidates must register for these seminars in the appropriate semester when their presentations are scheduled. The correct seminar registration codes should be applied. Further information on the relevant research seminar codes can be sourced from the Office of Graduate Studies & Research.

Course Descriptions

GOVT 6076: Quantitative Research Methods

This course is a weekly seminar in research methods with emphasis on bivariate and multivariate techniques for analysing quantitative social science data. The seminar is intended to help graduate students develop a sophisticated understanding of the conceptual foundations of research design, measurement strategies, and bivariate/multivariate statistical

Analysis of data in the social policy sciences. Primary emphasis will be placed on developing an understanding of the logic of inquiry and appropriate research strategies rather than on extensive manipulation on mathematical formulas. A basis competence in algebra should be sufficient to grasp the mathematical aspects of the course. The theoretical sophistication, research skills, and statistical knowledge acquired from this should enable the student to better comprehend technical literatures in professional journals and will help with basic tools with which to design and execute research projects. Wherever possible, you should try to apply some of the methods you learn in this course to other Government Department courses, research papers, and theses.

GOVT 6077: Qualitative Research Methods

A complement to GOVT6076 (Quantitative Research Methods), this course provides training in philosophies and methods of qualitative inquiry in the social sciences, with particular emphasis on techniques employed by political scientists in studying the historical, cultural, textual, symbolic, subjective, mediated, propagandistic, and rhetorical aspects of political life. Weekly lectures, assigned readings, student projects, and lab exercises are used to explore both the major theoretical perspectives that underlie qualitative political analysis, and some of the commonly-used methods that are used for collecting and interpreting qualitative materials. The skills that you acquire from this course should enable you to better comprehend related literatures in professional journals, and will equip you with tools with which to design and execute your own qualitatively-oriented projects. Wherever possible, you should try to apply some of the approaches you learn in this course to other courses, research papers, and/or theses.

GOVT 6178: Research Development Seminar for MPhil/PhD students

This is a weekly seminar on research development for Government Department MPhil/PhD students, focused on the practical objective of modifying and refining the graduate research proposals to acceptable professional quality. It is designed to assist in the expeditious development of graduate research projects toward completion, guiding students through a progressive series of exercises and joint discussions in concept and hypothesis development, archival and data access, and appropriate qualitative and quantitative methods choices. This is accomplished via student presentations of the work-in-progress, seminar discussion/critique, assigned exercises, and directed readings. The seminar is structured so as to begin with a “first colloquium” at which students’ initial research proposals are presented and critiqued by others. This is followed by a series of weekly thesis development discussions and exercises, related to successive aspects of the research and write-up process. The course culminates with a “final colloquium” organized by the participating students, in which they exercise their organization skills and present their research ideas and plans as they have matured over the course of the semester.

Programme Coordinator: Dr. Gavin Daley

PhD Government

Entry Requirements

Normal entry into this programme is by way of the Masters of Philosophy degree. Applicants are required to submit a research proposal along with their application which should be completed and submitted online via the Office of Graduate Studies & Research website at <http://www.uwimona.edu/postgrad> within the stipulated application deadline.

Candidates who have made significant progress on their MPhil dissertation may be **upgraded to the PhD** on the recommendation of a Special Graduate Studies Committee.

Direct entry into the PhD will be based on a First Class Honours degree, comprehensive research proposal, excellent recommendations and demonstrated ability in research courses.

Enrollment Option: Part-Time and Full-Time

PhD Programme Structure

The PhD Government degree is primarily by thesis. However, candidates are normally required to do 9 credits of courses before embarking on their thesis, but may be asked to do additional courses. In cases where a candidate has successfully completed any of the following core courses in another graduate programme, alternate courses at the graduate level should be selected, but candidates must first seek permission/approval from the Department.

CORE COURSES

Course Codes	Course Title	Credits
GOVT6076	Quantitative Research Methods	3
GOVT6077	Qualitative Research Methods	3
GOVT6178	Research Development Seminar for MPhil/PhD students	3
TOTAL NUMBER OF CREDITS FOR DEGREE		6

PhD Research Seminar Requirements

Students enrolled in the PhD degree must satisfactorily complete at least three (3) research seminars, to be convened by the relevant Head of Department prior to submission of the PhD thesis. Assessment of the student's seminars is included in their Progress Reports to be submitted by the candidate's supervisor at the end of each semester.

Candidates must register for these seminars in the appropriate semester when their presentations are scheduled. The correct seminar registration codes should be applied. Please contact the Office of Graduate Studies & Research for further information/updates.

Course Descriptions

GOVT 6076: Quantitative Research Methods (3 credits)

This course is a weekly seminar in research methods with emphasis on bivariate and multivariate techniques for analysing quantitative social science data. The seminar is intended to help graduate students develop a sophisticated understanding of the conceptual foundations of research design, measurement strategies, and bivariate/multivariate statistical

Analysis of data in the social policy sciences. Primary emphasis will be placed on developing an understanding of the logic of inquiry and appropriate research strategies rather than on extensive manipulation on mathematical formulas. A basis competence in algebra should be sufficient to grasp the mathematical aspects of the course. The theoretical sophistication, research skills, and statistical knowledge acquired from this should enable the student to better comprehend technical literatures in professional journals and will help with basic tools with which to design and execute research projects. Wherever possible, you should try to apply some of the methods you learn in this course to other Government Department courses, research papers, and theses.

GOVT 6077: Qualitative Research Methods (3 credits)

A complement to GOVT6076 (Quantitative Research Methods), this course provides training in philosophies and methods of qualitative inquiry in the social sciences, with particular emphasis on techniques employed by political scientists in studying the historical, cultural, textual, symbolic, subjective, mediated, propagandistic, and rhetorical aspects of political life. Weekly lectures, assigned readings, student projects, and lab exercises are used to explore both the major theoretical perspectives that underlie qualitative political analysis, and some of the commonly-used methods that are used for collecting and interpreting qualitative materials. The skills that you acquire from this course should enable you to better comprehend related literatures in professional journals, and will equip you with tools with which to design and execute your own qualitatively-oriented projects. Wherever possible, you should try to apply some of the approaches you learn in this course to other courses, research papers, and/or theses.

GOVT 6178: Research Development Seminar for MPhil/PhD students (3 credits)

This course is a weekly seminar on research development for Government Department MPhil/PhD students, focused on the practical objective of modifying and refining the graduate research proposals to acceptable professional quality. It is designed to assist in the expeditious development of graduate research projects toward completion, guiding students through a progressive series of exercises and joint discussions in concept and hypothesis development, archival and data access, and appropriate qualitative and quantitative methods choices. This is accomplished via student presentations of the work-in-progress, seminar discussion/critique, assigned exercises, and directed readings. The seminar is structured so as to begin with a “first colloquium” at which students’ initial research proposals are presented and critiqued by others. This is followed by a series of weekly thesis development discussions and exercises, related to successive aspects of the research and write-up process. The course culminates with a “final colloquium” organized by the participating students, in which they exercise their organization skills and present their research ideas and plans as they have matured over the course of the semester.

INTERNSHIP OPPORTUNITIES

The Department of Government seeks to offer a small number of internship opportunities to graduate students who are interested in pursuing such activities. These internships are subject to availability in any given year. Most are tenable in public sector agencies and institutions. They may include research attachments to the Jamaican Parliament (The Parliamentary Internship), civil service internships, and attachments to regional or international organizations or NGOs. Internship opportunities are advertised and selections are made based on the eligibility criteria that are published.

Students may also enquire about opportunities at the Jamaican Permanent Mission to the United Nations (New York) and the UN Women Caribbean/Alison Anderson McLean Internship.

DEPARTMENT OF SOCIOLOGY, PSYCHOLOGY & SOCIAL WORK

Programmes

The Department of Sociology, Psychology and Social Work offers the following:

- Master of Social Work (MSW) (full time or part time)
- MSc in Applied Psychology (full time)
- MSc in Clinical Psychology (offered jointly with the Dept. of Community Health & Psychiatry)
- MSc Demography (part time)

- MSc and Diploma in Human Resource Development (part time)
- MSc Sociology (full time or part time) with concentrations in: Social Policy & Administration; Sociology of Development or Social Anthropology
- MPhil Sociology (full time or part time)
- PhD Sociology (full time or part time)
- PhD Organisational Behaviour (part time)

MASTER OF SOCIAL WORK PROGRAMME

ENTRY REQUIREMENTS

The requirements for admission to the Master of Social Work Programme are:

Applicants with a first degree in Social Work from UWI, Mona graduates should possess a minimum of 2.85 GPA including paid and/ or voluntary experience in the social sector.

Applicants with a first degree in social work but have no experience in the field but possess a 3.0 GPA and above maybe considered.

Applicants from other Social Work degree programmes including UWI St. Augustine, UWI Cave Hill and UWI Open Campus should possess at least a 3.0 GPA including paid and / or voluntary experience in the social sector.

Applicants without Social Work experience but with higher GPA (usually 3.4 and above) may be considered.

MAXIMUM CAPACITY

The programme can accommodate 10-15 students however it is dependent on the availability of practicum and supervisory resources.

PROGRAMME INFORMATION

The programme was re-designed to equip students to better respond to labour market needs and to the challenges and possibilities of the contemporary and emerging Caribbean. The programme maintains its alignment with the voluntary global standards developed by the International Association of the Schools of Social Work (IASSW) of which the programme at Mona is a member.

The programme continues to be anchored in internationally recognized core principles guiding the social work profession: the dignity and worth of the person, the centrality of relationships for effecting change, and a commitment to social justice. It is grounded in a framework characterized by its person in the environment, evidence-informed, inclusive, and strengths-based perspective. Further, the teaching and learning process of the Social Work programme at UWI Mona is informed by a Social Development orientation, with its focus on social participation and on capability development at individual and institutional levels.

Duration of Programme:

Two (2) years full-time

Three (3) years part-time

Programme Structure

The Master of Social Work programme is offered on a full time and on a parttime basis. Students who choose to do the full-time programme, should be prepared to fulfil the requirements expected of that status, which will include the demand for a full-time block practicum placement. Number of credits needed for graduation: **45**

The programme is divided into a Foundation Year and a Concentration Year

Foundation Year

The first year of the programme is the foundation year. The emphasis in this year is on strengthening students' professional identity and establishing the contextual, theoretical and ethical framework for practice.

Concentration Year

The second year of the programme students will focus on advanced methods of practice. The two areas of concentration are Direct Social Work Practice and Social Administration and Development. During the Concentration year, students who choose the Direct Practice Concentration will be exposed to assessment and intervention tools which will aid them in doing effective assessment and intervention as it relates to psychopathology using DSMV as a resource book. Students are expected to apply contemporary theories as it relates to trauma, depression and other major pathologies affecting children adolescents and their families.

Students who choose to do the Social Administration and Development Concentration will be exposed to more supervisory and management issues, and build on previous knowledge in the undergraduate program and the foundation courses, to address issues of social work leadership, community development policies and strategies, ethical dilemmas and overall management of organizations.

FOUNDATION COURSES

Course Codes	Course Title
SOWK6133	Critical Reading & Writing for Academic and Professional Settings
SOCI6102	Social Policy & Administration I
SOWK6124	Theory for Advanced Social Work Practice
SOWK6125	Strategies & Skills for Effecting Social Change
SOWK6130	Social Work Practice for the Caribbean: Values, Issues & Contexts
SOWK6120	Evaluation of Social Work Practice

CONCENTRATION COURSES**Direct Social Work Practice Concentration****REQUIRED COURSES**

Course Codes	Course Title
SOWK6128	Direct Practice with Children Adolescents & their Families
SOWK6129	Trauma Informed Social Work Practice
SOWK6112	Family Therapy
SOWK6119	Group Therapy OR Approved Elective

Social Administration and Development Concentration

Course Codes	Course Title
SOCI6103	Social Policy & Administration II
SOCI6006	Social Work Management & Administration
SOWK6121	Community Practice - Arenas & Strategies
SOWK6122	Community Economic Development OR Approved Elective

RESEARCH COURSES

Course Codes	Course Title
SOCI6067	Advanced Social Research Methods
SOWK6123	Social Work Research Project

PRACTICUM COURSES

Course Codes	Course Title
SOCI6126	Social Work Practicum & Integrative Seminar I (240 field hr + 2 hr weekly seminar)
SOWK6127	Social Work Practicum & Integrative Seminar II (360 field hr + 2 hr weekly seminar)

COURSE DESCRIPTIONS

FOUNDATION COURSES

SOWK 6133 Critical Reading & Writing for Academic and Professional Settings

This course is designed to improve graduate students' reading and writing competence. In order to establish a foundation for academic and professional writing, it will focus on all aspects of the writing process as well as the standards for writing at the micro, mezzo and macro levels of professional practice. As such, the course will focus on producing field-specific reports as well as psychosocial studies, process recordings, group proposals, and writing for social and traditional media. Students will

also have the opportunity to enhance their critical reading and writing skills by evaluating scholarly or academic texts. Furthermore, several methods will be utilised in the delivery of this course among them are peer reviewing, presentations and interactive sessions

SOCI 6102 Social Policy & Administration I

This course begins with an appreciation of the importance of social policy for social and economic development, and explores the social policy process, affording students a clear understanding of how social policy and social administration intersect. It provides students with a comprehensive understanding of the principles and theories which underpin social policies and how much value systems influence social welfare regimes and policy decisions.

SOWK6124 Theory for Advanced Social Work Practice

This course is designed to examine, from a generalist and development perspective, current social work theories which underpin social work practice across systems of different sizes: individuals, families, groups, communities and organizations. It will provide a detailed introduction to the major theories and models of change used in social work and a framework for the critical evaluation of these theories especially with regards to their application to practice with Caribbean people. The course will also give students in the different specializations in the graduate programme the opportunity to enhance theory building skills and apply their understanding of theory development across all the modalities of social work practice.

SOWK 6125 Strategies & Skills for Effecting Social Change

The course is designed to deepen the student's understanding of the policy environment in the Caribbean, and develop and strengthen skills in issue identification, strategy development and work with stakeholder groups.

SOWK 6130 Social Work Practice for the Caribbean: Values, Issues & Contexts

This course provides the beginning graduate student with an opportunity to adopt a critically reflective stance in relation to already existing knowledge, to deepen their understanding of the socio-political and economic context in which the profession is located and enhance their appreciation of the impact of the social work's multi-systemic perspective.

The course is also intended to deepen students' awareness of the importance of ethics in their day to day work as human service professionals; to equip them with techniques for ethical decision-making and to assist them in internalizing norms of professional conduct appropriate to their profession and field of service. Interactive in nature, it will serve as a vehicle for stimulating students' professional commitment to the creation of effective and just policies for the people of the Caribbean.

SOWK 6120 Evaluation of Social Work Practice

The course will introduce students who intend to work or are working with individuals, families, other small groups, and communities, to the concept and process of evidence-based practice and the debates about its emergence and use. It will develop students' knowledge and skill in techniques used to evaluate the impact and effectiveness of their interventions, in particular the method of single-system (single case) design.

CONCENTRATION COURSES

DIRECT SOCIAL WORK PRACTICE

SOWK 6128 Direct Practice with Children Adolescents & their Families

This is an advanced practice course designed to enhance the knowledge base and clinical skill of the contemporary social workers practicing in the Caribbean. Students will (i) conduct comprehensive assessments, (ii) strengthen their direct

intervention skills and (iii) develop effective treatment plans for a micro level population. The theoretical and practice framework that underpins the course comprises developmental, psychodynamic, cognitive-behavioural and ecological perspectives. Treatment and intervention strategies will also be identified and applied to direct social work practice with children, adolescents, youth and other micro level systems. This course builds on a generic foundation of social work knowledge and practice at the undergraduate level and presupposes that the student has had some micro-level practice experience.

SOWK 6129 Trauma Informed Social Work Practice

This course gives an overview of the impact, history, and nature of trauma. It is designed to provide human service professionals with skills and techniques which will enable them to do assessment and intervention with a range of specific populations who experience different types of trauma. Using a combination of on-line and face to face teaching opportunities, students will be able to develop skill sets that will give them foundation knowledge and practice experiences to deal with some of the contemporary issues directly and indirectly related to trauma that are being experienced by children youth and families locally, regionally and internationally.

SOWK 6112 Family Therapy

This course will introduce students to the many aspects to understanding and working with families. In pursuing this course, students will have an opportunity to integrate class and field experiences with a special focus on family assessment and treatment. There will be an emphasis on professional self-awareness and self-evaluation. Students will develop perceptual and conceptual skills that enable them to identify transactional patterns in families and to understand family functioning from a systems perspective.

SOWK 6119 Group Therapy

This course will introduce students to the techniques and processes of group psychotherapy and counselling. The course will also examine the ethical guidelines of group psychotherapy and the major theories and applications of the field.

SOCIAL ADMINISTRATION AND DEVELOPMENT

SOCI 6103 Social Policy & Administration II

This course interrogates some of the most contemporary developments in Social Policy and Administration, along with their general impacts and implications for Jamaica and the wider Caribbean. Attention is paid to four main sectors: social protection, education, health and housing/shelter as the course explores emerging issues, new policy directions, debates and controversies. Consideration is paid to constraints occasioned by macroeconomic instability: poor economic performance and low economic growth; changing demographic conditions and profiles; debates regarding the role of the state; and the globalization of social policy.

SOWK 6006: Social Work Management & Administration

This course will examine the management and administration of Human Service Organizations (HSOs). It will focus on human service organizations as social systems exploring some critical factors which shape the development and functioning of these organizations such as the social mandate, structure, processes, clientele, systems and resources (including human resources) and the environment. Participants will explore the dynamics of organizations in general and more specifically human service organizations and consider these dynamics and processes in relation to the roles and functions of managers/administrators. Central to this exploration will be the mandate for social change – a critical element of all social work practice. Participants will be exposed to a variety of tools and resources that support the management and administration function in HSOs.

The course is organized in three modules within which the roles and functions of the manager/administrator will be considered contextually and in which the challenges of functioning within the Caribbean will be explored. Participants will be encouraged to draw on the skills learnt in micro, mezzo and macro levels of practice in developing a working understanding of how management and administration in Social Work both shape and is shaped by organizational context and external realities .

SOWK 6121 Community Practice - Arenas & Strategies

This course will contribute to strengthening the knowledge and skills of persons with entry level qualifications in the field of community practice. It will pay attention to the role of historical and socio-cultural processes in the creation of “community” in developing country contexts such as are found in the Caribbean. It will focus on deepening students’ theoretical understanding of the field and on strengthening their analytical skills.

SOWK 6122 Community Economic Development

This course examines Community Economic Development (CED) as an intervention strategy for addressing the social and economic needs of marginalised groups and communities in which poverty is rife. Students will be given the opportunity Identify and differentiate between theoretical approaches to developing a community economy; identify the elements of CED common to all successful ventures; design and apply different diagnostic tools used in community economy analysis; articulate the strategies used to build a community economy; create a community or enterprise development proposal and evaluate CED programmes

RESEARCH COURSES

SOCI 6067 Advanced Social Research Methods

This course will provide students with an overview of the main methods of data collection used by social scientists in their work, with a focus on the epistemological foundations of the different methods and their strengths and weaknesses.

SOWK 6123 Social Work Research Project

The regulations for Taught Masters Research Reports and Projects apply to this course. Students are not required to undertake original primary research for this course. Students have the option to produce a case or other technical report based on their practicum in fulfilment of the requirements for this course.

PRACTICUM COURSES

SOWK 6126 Social Work Practicum & Integrative Seminar I and SOWK 6127 Social Work Practicum & Integrative Seminar II

The overall objective of the graduate field placement is to provide supervised practice opportunities in line with the areas of concentration in order to allow students to test their knowledge of theory while enhancing intervention strategies and skills. It is the expectation that students will be further facilitated in their professional formation and development.

MSc Applied Psychology

Entry Requirement

The requirement for admission to the MSc Applied Psychology is a lower second class degree or the equivalent in Psychology or a related field. Applicants to the programme should have good communication skills, excellent writing skills and research skills. The programme requires that students submit a statement of intent and a resume as part of their application. Applicants may be interviewed before an offer is made. Persons without relevant Psychology undergraduate courses may be required to complete the Diploma in Psychology to qualify.

Maximum Capacity

The programme can accommodate 15 students.

Programme Information

This programme is designed on the scientist-practitioner model and seeks to prepare students for teaching, research, policy analysis, intervention and consulting in a range of different settings. The programme seeks to provide a core of knowledge and skills derived from social psychology but which can be applied to specialized areas when integrated with theory, methods, research and practice. Students' choice of electives will allow them to focus one of the following specific fields:

- Social psychology
- Industrial/Organizational Psychology
- Health psychology
- Programme Evaluation

CORE REQUIREMENT

Course Codes	Course Title
PSYC6000	Themes in Applied Psychology
PSYC6001	Applied Psychology Research Seminar
PSYC6002	Psychological Testing, Measurement and Evaluation
PSYC6007	Applied Psychology Practicum
PSYC6023	Issues of Caribbean Psychology: Ethics and Professional Practice Seminar I
PSYC6030	Applied Psychology Research Paper
PSYC6032	Applied Research Methods in Psychology and Organisational Behaviour
SOCI6081	Technical Writing

SOCI6115	Quantitative Data Analysis for the Social Sciences
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ELECTIVES

Course Codes	Course Title
PSYC6003	Group Behaviour Applications
PSYC6009	Self and Social Theory in the Caribbean
PSYC6011	Communication and Persuasion
PSYC6022	Applied Health Psychology
PSYC6006	Coping With Illness
PSYC6008	Psychology of Work & Motivation
PSYC601	Organizational Learning
HRNM7102	Psychological Assessment in Organizations
SOCI6069	Monitoring and Evaluation of Social Programmes With approval from the Programme Coordinator, courses from other programmes may be taken as electives

COURSE DESCRIPTIONS

HRNM7102 Psychological Assessment in Organizations (3 credits)

This course covers the necessary skills that students will need to select, administer, interpret and report on standardized psychological assessments often used to select candidates for posts. Students will learn how to design and carry out an assessment procedure to screen and select candidates for employment and how to integrate the findings of an assessment exercise into a comprehensive report.

PSYC6000 Themes in Applied Psychology (3 credits)

In this course students examine and discuss the theoretical, practical and methodological issues related to Applied Psychology. They are expected to gain information on issues related to professional skills, teaching, consultancy, and interventions as they relate to the Caribbean and the world.

PSYC6001 Applied Psychology Research Seminar (2 credits; Year Long)

This seminar is designed to allow students to begin their research projects. The course will take the form of lectures and student presentations on methodological issues and content areas of interest. It is conducted over the course of two semesters. Assessment of the course will be based on written reports and presentations (individual or group). Students are expected to draw upon the material covered in the general methods and statistics courses.

PSYC6002 Psychological Testing, Measurement and Evaluation (3 credits)

Applied Psychology depends both on psychometric measurement and on the evaluation of change. This course critically discusses the three foundations of psychometrics: Measurement, reliability, and validity. Students will be asked to reflect and critically examine several journal articles each week which deal with the concepts of measurement, reliability, and validity. As part of the course, students will create and establish the psychometric properties of a brief scale.

PSYC6003 Group Behaviour Applications (3 credits)

Applied Psychology has focused a great deal on affecting group processes and behaviour in groups. The small social group often has been a unit of intervention in relation to productivity, organizational change and development. In group behaviour applications we examine successful models of organizational intervention with a special emphasis on organizational change via small group processes and behaviour.

PSYC6006 Coping with Illness (3 credits)

This course overviews the theories and methods that have been used to understand illness from a bio-psychosocial perspective, and explores the Caribbean context of illness. It considers how psychologists can work with patients and their relatives to help them understand, come to terms with and cope with illness. Particular emphasis will be given to chronic diseases, the major conditions which affect a large number of patients and present a major challenge to individual's psychological balance and well-being.

PSYC6007 Applied Psychology Practicum (3 credits)

Working under the supervision of a setting supervisor and a faculty supervisor, students will gain practical experience in Applied Psychology, as well as enhancing the skills developed during their first year. The course will bridge the gap between academic coursework and the knowledge, skills and emotional challenges that are inherent in the "real world" of Psychologists. Students are expected to spend at least 2 days per week at their practicum site. In addition, students will meet weekly with the practicum coordinator and their practicum supervisor to prepare for and discuss problems and progress at their sites.

PSYC6008 Psychology of Work & Motivation (3 credits)

This course is designed to explore worker related issues in the industrial/organizational context of the Caribbean, with a focus on motivation and satisfaction at the employee level. Students will learn the theories and principles of motivation and why motivation is crucial to organizational performance and employee satisfaction. Students will also develop skills required to enhance the motivation of all levels of employees.

PSYC6009 Self & Social Theory in the Caribbean (3 credits)

This course attempts to identify the variety of narratives of the self and the ways that these have been inserted and positioned in Caribbean social thought. It looks at some of the extra-theoretical factors affecting this positioning and points to the limits and opportunities offered for understanding by the positioning.

PSYC6010 Organizational Learning (3 credits)

Learning in organizations has moved from a focus on the individual to the organization itself. Indeed, the concept of the "learning organization" may be critical for Caribbean development and the survival of our enterprises. Within this context, aspects of organizational learning are explored within Caribbean development. This course explores the concept of the learning organization and how such organizations maximize their levels of productivity through the utilization of effective

organizational learning principles. Students will learn the fundamentals of organizational learning and why learning is becoming increasingly crucial to organizations. They will develop the skills required by learning and development consultants in high performance organizations.

PSYC6011 Communication and Persuasion (3 credits)

Communication and persuasion are used by Applied Psychologists to change problematic social, cultural, and personal attitudes, beliefs and behaviours. This course is designed to explore the basic and effective persuasion tactics that may be used to change human attitudes and behaviour. It is designed to explore aspects of communication and persuasion as an area of applied social psychology. Techniques used by masters of communication such as commercial advertisers and public health campaigns, will also be explored.

PSYC6022 Applied Health Psychology (3 credits)

This course aims to provide students with a thorough knowledge of current theories in health psychology and how these can be applied to problems and interventions within the health sector. The course will review theories which explain patient behaviour and behaviour change, stress and coping, illness perception and pain. In each case, the use of theory to guide appropriate intervention strategies will be discussed.

PSYC6023 Issues of Caribbean Psychology: Ethics and Professional Practice Seminar (1 credit)

This course is designed to inform students about ethical principles, codes and decision making in Applied Psychology. The course will be delivered in a seminar format via student-led presentations and discussions. Students will develop an awareness of current professional and ethical issues in the practice of Applied Psychology and to foster an awareness of the specific context of future practice within the Caribbean region.

PSYC6030 Applied Psychology Research Paper (6 credits)

In this course students will carry out a research project under the guidance of a faculty supervisor.

PSYC6032 Applied Research Methods in Psychology and Organizational Behaviour (3 credits)

Students in this course will be introduced to the methods used to conduct applied research in social, community and organizational settings. Students will gain a detailed understanding of the methods, issues and challenges involved in identifying and quantifying change after interventions in these settings.

SOCI6069 Programme Monitoring and Evaluation (3 credits)

This course provides an introduction to the theory and practice of programme monitoring and evaluation. Following completion of this course, students will have the basic skills needed to conduct need assessments, monitor the ongoing functioning of intact programmes, plan an evaluation, assess programme implementation, and assess the outcomes of social programmes.

SOCI6081 Technical Writing

This course is designed to improve graduate students' writing competence. In order to establish a foundation for academic and professional writing, it will involve the correction of common grammatical errors. Students will also have the opportunity to enhance their critical thinking skills by evaluating academic texts. The course will also focus on the very important skill of writing concisely. Students will use the skills learned in class to write a policy brief. The course will make use of collaborative methods (such as peer reviewing) and involve frequent short writing exercises.

SOCI6115 Quantitative Data Analysis for the Social Sciences (3 credits)

This course is intended to provide students who already have some previous experience of quantitative methods or statistics with a good working knowledge of statistical techniques used in social science research. Topics covered include the description of social science data; correlation and other forms of association, including chi-square; an introduction to probability distributions; the logic of sampling; the logic of statistical inference and significance tests; non-parametric and parametric statistics; analysis of variance and an introduction to classic regression analysis. Emphasis in the course will be placed on conceptualization and the ability to manipulate and appropriately apply these new ideas.

MSc Clinical Psychology

Entry requirements

The academic requirement for admission to the MSc Clinical Psychology is, at a minimum, an upper second class degree or better in Psychology (GPA of 3.0 or above). Research competencies beyond simply taking a course as well as clinical experience (in the area of mental health or related discipline) are also necessary. Good communication skills (writing, conceptualization and verbal) are also a must. The student needs to keep that in mind as he/she completes the required personal statement. Applicants will be interviewed before any offer is made. Persons who have an undergraduate degree that is not psychology and who are interested in doing the M.Sc. in Clinical Psychology may do the Diploma in Psychology to satisfy the course requirements for admission.

Maximum Capacity

The programme can accommodate 10 – 15 students (given available supervisory resources).

Programme Information

This programme is offered jointly between the Department of Sociology, Psychology and Social Work and the Department of Community Health and Psychiatry. The programme is intended to prepare psychology graduates for practice as clinical psychologists in the Caribbean region. The emphasis is on the scientist practitioner model where students are required to develop their research skills within the clinical context and carry out clinically relevant piece of empirical work. They are exposed to the full range of available theories underpinning psychological treatments with considerable opportunities to develop their clinical skills through a number of placements in varied settings. Students are expected to acquire expertise in psychological assessment and formulation. Some features of the course include modules on neuropsychology, health psychology and Caribbean perspectives and culture.

CORE REQUIREMENTS

Year 1

Semester I

PSYC6021 Psychopathology (3 credits)

PSYC6015 Psychological Assessment - Adult (3 credits)

PSYC6017 Clinical Research Skills (3 credits)

PSYC6016 Caribbean Psychology (3 credits)

PSYC6031 Practicum I - Diagnosis and Assessment of Adult Psychopathology (1 day per week) (1 credit)

PSYC6023 Issues of Caribbean Psychology: Ethics and Professional Practice Seminar-I (1 credits)

Semester II

PSYC6015 Psychological Assessment - Child (3 credits)

PSYC6018 Individual Psychotherapy - Research and Theory (3 credits)

PSYC6019 Issues of Human Development (3 credits)

PSYC6024 Practicum II - Diagnosis and Assessment of Adult and Child Psychopathology (2 days per week) (2 credits)

PSYC6020 Issues of Caribbean Psychology: Ethics and Professional Practice Seminar-II (1 credit)

Summer Session

PSYC6025 Practicum III (4 days per week) (4 credits)

Year 2

Semester I

PSYC6022 Applied Health Psychology (3 credits)

PSYC6028 Clinical Neuropsychology (3 credits)

SOWK 6112 Group Therapy (3) or **SOWK6108** Family Therapy (3 credits)

PSYC6026 Practicum IV (2 1/2 days per week) (3) (Can be taken in either Semester I or Semester II)

Semester II

PSYC6027 Research Paper (6 credits)

PSYC6026 Practicum IV

COURSE DESCRIPTIONS

PSYC6021 - Psychopathology (3 credits)

This course aims to provide students with the knowledge and skills required to accurately diagnose the wide range of mental health problems affecting adults, adolescents and children in the Caribbean. This course will focus on the multi-axial diagnostic approach of the Diagnostic and Statistical Manual – IV. The course will begin with a review of the development of the multi-axial approach, cover issues pertaining to the reliability and validity of making a diagnosis and discuss the stigma of [being diagnosed with a mental illness. All major diagnostic categories of mental illness will be discussed, including the diagnostic criteria, associated features and risk factors. Special attention will be given to the application of relevance of the diagnostic categories to the Caribbean people.

PSYC6014 - Psychological Assessment - Adult (3 credits)

These courses will introduce students to the major assessment instruments used by Clinical Psychologists to assist in the understanding, diagnosis and treatment of mental disorders. Part A will focus on the assessment of adults and Part B will focus on the assessment of adolescents and children. Each course will cover theoretical issues related to psychological assessment, choice of assessment instruments, scoring and interpretation of measures and writing an integrated psychological assessment report. The course will also train students to carry out a diagnostic interview, a mental status examination and to do a suicide assessment.

PSYC6017 Clinical Research Skills (3 credits)

This course aims to build upon and consolidate the research skills that students will have acquired as part of their undergraduate studies, so that they are competent to undertake and evaluate research during their clinical career, and be able

to rigorously determine the success of any clinical intervention strategy. The course will commence with a review and revision of basic statistical concepts, including correlation, regression, and comparison of means. It will then go on to consider multiple regression, factor analysis, and advanced analysis of variance techniques. The design and analysis issues involved in a variety of clinical areas will then be outlined. The statistical package used will be SPSS.

PSYC6016 Caribbean Psychology (3 credits)

The goal of this course is to help students develop their understanding and awareness of the psychological and cultural characteristics of Caribbean people through an examination of their historical and social development. Topics to be covered include the effects of colonization, modern Caribbean life and manifestations of mental illness in Caribbean people.

PSYC6023 Issues of Caribbean Psychology: Ethics and Professional Practice Seminar I (1 credit)

These courses will be attended by all students in the programme and delivered via student-led seminars. The goal is to develop an awareness of current professional and ethical issues in the practice of clinical psychology, and to foster an awareness of the specific context of future practice within the Caribbean region.

PSYC6015 Psychological Assessment - Child (3 credits)

These courses will introduce students to the major assessment instruments used by Clinical Psychologists to assist in the understanding, diagnosis and treatment of mental disorders. Part A will focus on the assessment of adults and Part B will focus on the assessment of adolescents and children. Each course will cover theoretical issues related to psychological assessment, choice of assessment instruments, scoring and interpretation of measures and writing an integrated psychological assessment report. The course will also train students to carry out a diagnostic interview, a mental status examination and to do a suicide assessment.

PSYC6018 Individual Psychotherapy - Research and Theory (3 credits)

This course will expand on students' knowledge of the techniques and process of individual psychotherapy. The course will also examine the major theories that guide the application of psychotherapy, and psychotherapy research. The course will begin with an in-depth overview of the ethical principles of psychotherapy. Following this will be an exploration of communication, interviewing therapeutic and problem-solving skills, as well as the development of treatment plans. Major psychological theories will be reviewed and applied to individual cases. Finally, research into the effectiveness of psychotherapy will be reviewed and discussed.

PSYC6019 Issues of Human Development (3 credits)

This course explores the social/cultural dilemmas affecting humans as they interact with the environment and takes students through the stages of human development from conception to death. The course will examine the impact of aging on mental health. Students are encouraged to learn and apply a variety of psychosocial perspectives to the various crises of human development. Though emphasis is placed on the psychosocial challenges of the healthy individual at each developmental stage, students will examine both the positive outcomes as well as pathologies of each stage with a view to better understanding the complexity of possible presenting issues of clients.

PSYC6022 Applied Health Psychology (3 credits)

This course aims to provide students with a thorough knowledge of current theories in health psychology and how these can be applied to problems and interventions within the health sector. The course will review theories that have been put forward to explain patient behavior and behavior change, stress and coping, illness perception and pain. In each case, the use of theory to guide appropriate intervention strategies will be discussed.

PSYC6028 Clinical Neuropsychology (3 credits)

This course aims to provide students with a thorough knowledge of current neuropsychological theories and how these are applied to assessment. The course will review the theories which have been put forward in the major domains of cognitive functioning, i.e. perception, attention, memory, and language. Students will be introduced to the various assessment instruments that have been designed to evaluate functioning in each of these domains. Students will have opportunities to practice carrying out each of these various types of assessment and guided through the appropriate reporting of findings. The major neurological conditions will be covered and the typical neuropsychological findings discussed, including head injury, stroke, alcohol abuse and dementia. Finally, issues around the assessment of children and specific disorders such as attention deficit hyperactivity disorder will be discussed.

SOWK6112 Family Therapy (3 credits)

This course will provide students with an opportunity to understand the theoretical concepts and techniques of family therapy as they apply to social work practice. In pursuing this course, the student will have an opportunity to integrate class and field experiences with a special focus on family assessment and treatment. There will be an emphasis on professional awareness and self-evaluation. Students will develop perceptual and conceptual skills that enable them to identify transactional patterns in families and to understand family functioning from a systems perspective. A range of strategies will be examined, involving the differential use of contemporary therapeutic modalities, particularly as they relate to their usefulness for the Caribbean.

SOWK6108 Group Counselling/Therapy (3 credits)

This course is both theoretical and practical in nature. Theories, models and techniques will be examined from both generalist and clinical perspectives within the context of critical issues and problems requiring group counselling interventions. Students are expected to participate in self-exploration and leadership activities as part of their own development as group counsellors. In addition, the course will provide “hands on” exposure of organizing and implementing a group counselling project which will require students to participate in at least one, and possibly two week-ends, of workshop/counselling activities.

PSYC6027 Research Paper (6 credits)

All students will complete, under academic supervision, a research paper in a topic relevant to Clinical Psychology.

PSYC6020 Issues of Caribbean Psychology: Ethics and Professional Practice Seminar II (1 credit)

These courses will be attended by all students in the programme and delivered via student-led seminars. The goal is to develop an awareness of current professional and ethical issues in the practice of clinical psychology, and to foster an awareness of the specific context of future practice within the Caribbean region.

PS60A Practicum I - Diagnosis and Assessment of Adult Psychopathology

(1 day per week) (1 credit)

PS60B Practicum II - Diagnosis and Assessment of Adult and Child Psychopathology (2 days per week) (2 credits)

PS60C Practicum III - (4 days per week) (4 credits)

PS60D Practicum IV - (2 1/2 days per week) (3 credits)

(Can be taken in either Semester I or Semester II)

PS60D Practicum IV

MSc Demography

Entry Requirement

The requirement for admission to the MSc Demography is a lower second class degree or better- GPA of 2.99 or above in Demography, Sociology or related field. Special pre-requisites needed for students with non-UWI, non-FSS and non-programme specific degrees are:

Sociological Theory I (SOC12000)
Demography I (SOC13018)
Demography II (SOC13021)
Statistical Computing for Social Research (SOC12009)
Statistics for Behavioural Sciences (SOC12008)

Course equivalents from other universities are accepted; auditing of courses might be recommended; work experience and or strong recommendations and interviews can be considered for marginal or special cases. Good communication/writing/referencing and research skills are also considered. Persons without relevant Demography and Statistics undergraduate courses may be required to do the Diploma in Population and Development to improve their qualifications.

Programme Information

The Masters in Demography is designed to provide exposure to the current body of demographic knowledge and population issues deemed critical to development in the region, to provide a foundation in the techniques of demographic analysis and research methods, as well as provide avenues for the application of these skills in the analysis of demographic change, and the evaluation of population policy and programmes in the Caribbean. The courses will have a basis in Sociology although emphasis will be given to appropriate techniques along with the substantive areas of social change, all with a comparative focus. The MSc in Demography is offered on a part-time basis over a three-year period. The programme comprises 12 taught courses (total of 36 credits) and includes a research paper, seminars on critical issues in Caribbean society, and a technical writing course. Students will take seven courses from the demography and research methods core and have a choice of two electives. These electives may be chosen from a selection within the faculty of social science. In cases where students have already taken one of the required courses within a five-year period prior to entry into the programme, they will be assigned an elective to replace this course.

CORE REQUIREMENTS

YEAR I

SEMESTER I

SOCI 6111 Advanced Demographic Techniques I
SOCI 6115 Quantitative Data Analysis in the Social Sciences
SOCI 6081 Technical Writing

SEMESTER II

SOCI 6112 Advanced Demographic Techniques II

SOCI 6068 Advanced Quantitative Methods II

SOCI 6114 Social Demography

YEAR II

SEMESTER I

SOCI 6079 Continuing Seminar in Critical Approaches to Caribbean Society and Culture **ISOCI 6069** Monitoring and Evaluation of Social Programmes

OR an Elective

SOCI 6113 Applied Demography OR

SOCI 6088 Introduction to GIS

SEMESTER II

SOCI 6068 Advanced Social Research Methods II

SOCI 6080 Continuing Seminar II

SOCI 6066 Urban Sociology

YEAR III

SEMESTER I

SOCI 6082 Research Paper

COURSE DESCRIPTION

SOCI6067 Advanced Social Research Methods I

This is the first part of a three-course sequence in research methods and statistics for MSc. programmes. This course will provide you with an overview of the main methods of data collection used by social scientists in their work, with a focus on the epistemological foundations of the different methods, and their strengths and weaknesses. The second part will continue with intermediate statistics but also involve analysis of a large dataset taken from one of Jamaica's national socio-economic and/or demographic surveys. The third part will conclude with more advanced statistical methods along with the analysis of a large national or international dataset. Upon successful completion of the sequence of courses, students should be proficient in the collection, analysis, and interpretation of data at a sufficient level of sophistication.

SOCI6115 Quantitative Data Analysis in the Social Sciences

This is the second part of a three-course sequence in research methods and statistics for MSc. Programmes. This course exposes students to a wide range of commonly used statistical methods so that they can effectively undertake secondary data analysis using SPSS.

SOCI6068 Advanced Social Research Methods II

This third part of the three-course sequence focuses on statistics analysis. The objective of this part is to empower students with statistical and data analytical skills to facilitate their functioning as researchers, data analysts, and consultants. Topics to be covered include frequency distributions, contingency tables, analysis of variance and covariance, factor analysis, ordinary least squares regression, multiple regression, and logistic regression. Every student is required to prepare a research report using the Statistical Package for the Social Sciences (SPSS) software. Students who successfully complete this sequence can take on important research undertakings with confidence.

SOWK6103 Advanced Qualitative Research Methods

This course serves to introduce students to the basic techniques of qualitative research, to expose students to a range of instances in which qualitative research is used, and to develop skills in applying qualitative techniques in social research.

SOCI6111 Advanced Demographic Techniques I

This is the first part of a two-course sequence. The objective of this part is to expose the beginning graduate students to the basic tools of demographic analysis. Topics covered include data evaluation methods, graduation and interpolation, standardization and decomposition, direct methods of mortality, fertility, nuptiality, internal and international migration. Mastery of available demographic software is an important component of the course.

SOCI6112 Advanced Demographic Techniques II

This second part of the sequence explores more advanced tools for demographic analysis. Topics covered include model life tables and stable populations, modeling age patterns of mortality, nuptiality, fertility, and migration; population estimation and projection; indirect methods of estimating fertility, child and adult mortality. Mastery of available demographic software is an important component of the course. On successful completion of this sequence of courses, students should be able to analyze demographic data and report results with clarity and confidence.

SOCI6113 Applied Demography

In this course, students will understand the extent to which demographic changes have consequences for social and economic processes and phenomena. Students will explore the ways in which demographic theory, methods, and data can contribute to decision making in both the public and private sectors. Topics covered include the scope and method of applied demography, recent population trends and prospects, and their implications for governments, businesses, and non-governmental organizations. The demographic aspects of selected public policy issues will also be examined.

SOCI6114 Social Demography

This course is designed to deepen the student's knowledge of the substantive areas rather than the technical issues in population studies. The course starts with a review of population theory and proceeds to examine the theoretical issues and the substantive patterns of change in each of the main components of population change.

SOCI6069 Programme Monitoring and Evaluation

A student who successfully completes this course will possess a reasonable level of knowledge and skills related to programme monitoring and evaluation. Students will work with an established social programme to develop skills in each area of monitoring and evaluation. Case studies of relevant social programmes and policies will be used as illustrative examples

SOCI6066 Urban Sociology

This course will examine the structure of urban areas and the cultural, political, economic, and demographic processes governing their development and change. Students will also be exposed to the ways in which patterns of urbanization interact with policies to promote economic growth and social inequalities. These relationships will be demonstrated through an analysis of the ways in which the emergence of new social groups within urban areas in the Caribbean coincides with enormous social pressure as it relates to crime, unemployment, poverty, housing and the provision of social services.

SOCI6104 Health Related Programmes and Interventions in the Caribbean

A student who successfully completes this course will possess a reasonable level of knowledge related to health status, including assessing status and needs, designing and implementing public health programmes and interventions and developing demographic and epidemiologic profiles within the Caribbean context. Specifically, students will choose one Caribbean country and apply the knowledge learned to develop a demographic and epidemiological profile for the chosen country. For each special study area, the topics covered at the beginning of the course will be discussed (e.g., assessing health needs related to HIV/AIDS; designing and implementing public health programmes to prevent HIV/AIDS, etc.).

SOCI6088 Introduction to Geographic Information Systems

This introductory course is designed to facilitate the adoption of GIS in the social sciences and is skewed towards demography. Students will be introduced to the components of GIS and the procedures for executing spatial data analysis. Since the power of a GIS can be bound in its analytical capabilities, and the social sciences place great emphasis on decision-making, the course content will weigh heavily on the use of GIS for decision support. Data quality issues will focus on scales, projections and sources of errors in spatial data. Laboratory exercises will provide hands-on training to supplement the theoretical aspects of GIS.

SOCI6079 Critical Approaches to Caribbean Society & Culture I

This course consists of a series of presentations by staff, graduate students, or other invited speakers. Students are expected to demonstrate their ability to evaluate these presentations by producing two critical reviews, objective assessments of the presentation's strengths and weaknesses.

SOCI6080 (SY69B) Critical Approaches to Caribbean Society & Culture II

This course focuses on honing methodological skills. Students are expected to demonstrate a clear understanding of the philosophical pillars of scientific research to apply them to an evaluation of empirical research. Students should review material from previous research methodology courses to assist them in this course. After attending seminars presented by staff, graduate students or other invited speakers, students will choose one presentation to focus their work on. They will submit two assignments: a detailed critique of the methodology used by the selected seminar presenter and an alternative, pre-tested research instrument for researching his/her topic.

MSc and Diploma in Human Resource Development

Entry Requirement

The requirement for admission to the MSc Human Resource Development is a lower second class degree or better - GPA of 2.75 or above in Human Resource Development/Human Resource Management, Applied/Industrial/Organisational Psychology, Labour Studies, Management Studies, Business/Educational Administration, Industrial/Organisational Studies, Educational Studies/Teaching, Sociology, Social Work, Demography, Social Policy, International Relations, Communication Studies or related field. Additionally, persons with degrees from unrelated fields will be considered if these degrees are at least GPA 3.0, especially if the applicants demonstrates some knowledge of social science theory and statistics or mathematics from his/her academic programme.

Course equivalents from other universities are accepted. Candidates must have at least three years of full-time work experience, at a supervisory level, in any field and two strong recommendations that attest to the applicant's temperamental suitability for human resource practice and ability to manage postgraduate work. Candidates with GPAs exceeding 3.6 will be accepted with one year of full-time working experience in any field as well as part-time experience in an HRD-related field along with two strong references and resume. Candidates who have graduated from programmes that do not contain courses in

statistics or mathematics are urged to upgrade their preparation by enrolling in at least one such undergraduate course before entry into the MSc HRD.

All candidates with GPA of less than 2.75 will be subject to interview IF there is some compelling circumstance to warrant consideration for admission. Good communication/writing/referencing/analytical and research skills are imperative; and candidates will be expected to demonstrate these in their application documents.

Candidates for the Higher Degree Diploma will be required to have a minimum requirement of a Bachelor's degree and at least three years' post-graduation practical work experience at a senior management level.

It should be noted that once committed to the Diploma candidates may opt to upgrade their registration to the full MSc. Human Resource Development Degree within the first year of the programme if their grades are strong enough. Upgrading will then require the candidate to seek permission formally from, and change their registration at, the Office of Graduate Studies and pay any difference in the requisite tuition fees. They may then apply for credit exemptions for the courses already taken.

Alternatively, persons registered for the MSc. Human Resource Development may opt to qualify at the diploma status if for some reason they cannot continue in the Masters Programme. The HRD Graduate Programmes will determine the portion, if any, of the tuition fees paid for the Masters Degree that will be refunded. The HRD Graduate Programmes Unit will not guarantee that persons who have upgraded their programmes will complete the MSc HRD within one year of their upgrade.

Maximum Capacity

Open

Masters in Human Resource Development

Year I

Semester I

Course Codes	Course Title
HRNM6101	Applied Behavioural Science
HRNM6102	Groups: Theory Development and Processes (3 credits)
HRNM6201	Organisational Strategy: Management, Leadership and Organisational Ethics

Semester II

Course Codes	Course Title	Credits
HRNM6402	Research Methods for Human Resource Development Practitioners	3
HRNM6503	Training Design, Delivery and Evaluation	3
HRNM6603	Job Analysis and Strategic Organisational Staffing	3

HRNM6702 OR	Small Business Development and Growth	3
HRNM6801	Information Technology for Organisation Development and Practice	3

Year II**Semester I**

Course Codes	Course Title	Credits
HRNM6602	Compensation Management: Strategies, Systems and Theories	3
HRNM6604	Performance Management: Theories and Practices	3
HRNM6404	Financial Data Analysis for Human Resource Development Practitioners	3

Semester II

Course Codes	Course Title	Credits
HRNM6017	HRD Practicum	6
HRNM6301	Organisations: Design, Intervention and Evaluation	3
HRNM6401	Statistics for Human Resource Development Practitioners	3
HRNM6701	The Theory and Practice of Industrial Relations, Conflict Resolution and Negotiation	3

Diploma Human Resource Development**Programme Information**

This programme seeks to distil a package from the functional courses offered in the MSc. Human Resource Development Degree. It is designed to offer continuing education credits either to persons who already possess at least a Bachelor's degree and work in an administrative capacity with the human capital of the organisation but do not have the requisite academic training for their posts or to persons who take it for continuing education credits as prescribed by a recognized professional body.

Year I**Semester I**

Course Codes	Course Title	Credits
HRNM6102	Groups: Theory Development and Processes	3
HRNM6201	Organisational Strategy: Management, Leadership and Organisational Ethics	3
HRNM6602	Compensation Management: Strategies, Systems and Theories	3

Semester II

Course Codes	Course Title	Credits
HRNM6603	Job Analysis and Strategic Organisational Staffing	3
HRNM6701	The Theory and Practice of Industrial Relations, Conflict Resolution and Negotiation	3

Year II**Semester I**

Course Codes	Course Title	Credits
HRNM6604	Performance Management: Theories and Practices	3
HRNM6404	Financial Data Analysis for Human Resource Development Practitioners	3

Semester II

Course Codes	Course Title	Credits
HRNM6301	Organisations: Design, Intervention and Evaluation	3
HRNM6503	Training Design, Delivery and Evaluation	3

COURSE DESCRIPTIONS**HRNM6102 Groups: Theory Development and Processes (3 credits - Year I, Semester 1)**

For Kurt Lewin (1951), group dynamics describes the phenomenon that occurs when individuals' behaviours combine synergistically in a group. In this process, the behaviour of group members is determined by the interaction of their personal qualities with factors present in their environment.

This course provides students with the opportunity to explore this complex interaction process in groups. Specifically, it seeks to develop students' awareness of their group behaviours and individual qualities, and how these influence the dynamics of the groups in which they operate, particularly those in their work organization setting. Utilising an experiential learning approach, the course will facilitate self-exploration and development and the assessment of students' interpersonal styles in a group setting. Additionally it will draw on various interpersonal and group dynamics related theories to anchor the learning experiences for application within the work environment. Exposure to this course is likely to facilitate behavioural change, at least within the class itself, and this hopefully will be transferred to a wide range of group situations.

Finally, the course provides opportunity for theoretical/research and experiential exploration of issues related to groups which impact organisational functioning and performance. Also, the course is designed to further develop skills that will enhance the HRD practitioner's capacity in dealing with the variety of group based issues and problems in organisations.

HRNM6201 Organisational Strategy: Management, Leadership and Organisational Ethics (3 credits Year I, Semester 1)

This course is a foundation course for the other courses in the Masters in HRD programme. Its objective is to provide a discussion of the role of strategic decision-making from the organisation's leaders and how these persons harness the major HRM functions within the framework of ethical practice. Further, this course is intended to enhance students' awareness of the issues that most challenge ethical practice in business. The course will expose students to models of ethical decision making in order to develop their skills in this area, and to deepen their professional commitment to the creation of ethical organisations that support the various sectors of economic activity within Jamaica.

HRNM6301 Organisations: Design, Intervention and Evaluation (3 credits - Term II)

Within today's intensively competitive and constantly changing business environment, the ability of an organisation to thrive and survive within such a context, is largely dependent upon management's ability to evaluate the way their organisations are designed. Equally, as the business environment changes, management will also have to know how to redesign such organisation's structure and culture etc., to ensure constant realignment with the changing environment, as a basis to facilitate enhanced competitiveness and long-term survival. As a result, it is imperative that management gains the required knowledge and skills in the discipline of Organisational Design & Development, as a means to effectively manage their organisations to achieve these objectives.

The aim of this course is to expose students to the various theories and skills that underlie traditional and contemporary Organisational Theory and Design, to enhance their ability as potential managers, to competently engage in the process of organisational re-alignment for enhanced competitiveness and longterm survival. Equally important, the course is also focused on developing the necessary change management skills which are required to effectively manage the transformation process to attain re-alignment. This course also introduces students to the techniques of diagnosing and subsequently developing intervention strategies, intended to increase organisational effectiveness in a practical way.

Finally, the course provides an opportunity for participants to work in teams to address real life problems that exist in different types of organisations. Participants are expected to develop additional insights and competencies that are required to provide focused interventions to add value to the organisation. The course is practical in orientation, and represents a culmination of the stream of courses offered in the Diploma in HRD programme. This group project also serves as learning exercise that will equip students with the skill, knowledge and abilities to conduct their practicum on an independent basis.

HRMN6603 Job Analysis and Strategic Organisational Staffing (3 credits – Term II)

The capacity of an organisation to execute its business strategies and remain competitive in complex and dynamic environments resides primarily in the quality of its employees. Organisation performance and survival is, therefore, hinged on acquiring and effectively deploying employees with the appropriate and optimal mix of skills, abilities and attitudes. The practice of staffing has changed significantly. Hiring managers and human resource professionals need to be familiar with strategic staffing techniques.

With this in mind we will also take a comprehensive look at job analysis. Job Analysis is a human resource management/development activity aimed at defining and understanding jobs, individually and according to their relevant cluster(s) or families across the organisation or enterprise. The process guides the actual location or placement of the job(s) within the organisational and operating structure, thereby facilitating appropriate recruitment and selection, relevant training and orientation programmes, employee promotion and succession planning and compensation and rewards management. Beyond and above the relevance at the organisational/enterprise level, job analysis serves a broader function of standardisation of jobs, proper classification by industry, nationally and internationally, and integration of the relevant institutional network.

HRMN6604 Performance Management: Theories and Practices (3 credits – Term II)

This course is about the design and implementation of successful performance management systems. The content of this course includes information to assist practitioners in gaining an understanding of the different approaches to performance management, thereby providing the knowledge required to make informed choices in evaluating and selecting a performance system. In addition, this course seeks to provide participants with an awareness of the processes involved in identifying, measuring and developing the performance of individuals and teams and aligning their performance with the strategic goals of the organisation.

HRNM6201 Organisational Strategy: Management, Leadership and Organisational Ethics (3 credits – Year I, Semester I)

This course is a foundation course for the other courses in the Masters in HRD programme. Its objective is to provide a discussion of the role of strategic decision-making from the organisation's leaders and how these persons harness the major HRM functions within the framework of ethical practice. Further, this course is intended to enhance students' awareness of the issues that most challenge ethical practice in business. The course will expose students to models of ethical decision making in order to develop their skills in this area, and to deepen their professional commitment to the creation of ethical organisations that support the various sectors of economic activity within Jamaica.

HRNM6301 Organisations: Design, Intervention and Evaluation (3 credits – Year II, Semester II)

Within today's intensively competitive and constantly changing business environment, the ability of an organisation to thrive and survive within such a context, is largely dependent upon management's ability to evaluate the way their organisations are designed. Equally, as the business environment changes, management will also have to know how to redesign such organisation's structure and culture etc., to ensure constant realignment with the changing environment, as a basis to facilitate enhanced competitiveness and long-term survival. As a result, it is imperative that management gains the required knowledge and skills in the discipline of Organisational Design & Development, as a means to effectively manage their organisations to achieve these objectives.

The aim of this course is to expose students to the various theories and skills that underlie traditional and contemporary Organisational Theory and Design, to enhance their ability as potential managers, to competently engage in the process of organisational re-alignment for enhanced competitiveness and longterm survival. Equally important, the course is also focused on developing the necessary change management skills which are required to effectively manage the transformation process to attain re-alignment. This course also introduces students to the techniques of diagnosing and subsequently developing intervention strategies, intended to increase organisational effectiveness in a practical way.

Finally, the course provides an opportunity for participants to work in teams to address real life problems that exist in different types of organisations. Participants are expected to develop additional insights and competencies that are required to provide focused interventions to add value to the organisation. The course is practical in orientation, and represents a

culmination of the stream of courses offered in the MSc. HRD programme. This group project also serves as learning exercise that will equip students with the skill, knowledge and abilities to conduct their practicum on an independent basis.

HRNM6404 Financial Data Analysis for Human Resource Development Practitioners (3 credits – Year II, Semester I)

This course will provide students with a solid conceptual and practical understanding of the discipline of cost accounting and the opportunity to develop competence in the computation of costing methods. It will assist Human Resource practitioners to appreciate the decision making process and how the use of numerical data can be used to make better decisions.

HRNM6503 Training Design, Delivery & Evaluation (3 credits Year 1, - Semester II)

This course seeks to introduce students to the basic elements of the training process and determine how these elements assist in achieving training goals and objectives. It will examine the role played in the training process by the main constituents inside and outside of the organisation to determine relevance, centrality and influence. The course will also give special attention to the significance of evaluation and, in particular, measuring of return of investment (ROI) or the impact of training on company investment. The course will analyse the principles of adult learning and identify the strategies and tools used for effective training. In addition, it will analyse current issues surrounding training, education and development in the face of strong demands from business and industry for greater value from the training input.

HRMN6602 Compensation Management: Strategies, Systems and Theories (3 credits – Year II, Semester I)

The Compensation and Employee Benefits discourse is positioned firmly within the broader exploration of the 'Human Resource Management and Development' activity and process. Indeed, it is treated here as one of the most important aspects of human resource management and development, for the simple and logical reason that it directly and indirectly affects employee recruitment, promotion and succession as well as the increasingly important area of performance and productivity Management. In addition, significant legal aspects of employment are related to compensation and employee benefits.

The course focuses on the meaning, philosophy and practice of compensation. As such, important impacting issues and factors such as the economy (local and international), policy (government's and companies'), trade unionism/activism/negotiation, performance, efficiency and competence and technology are recognised and given appropriate consideration. The subject is explored as well in relation to broad concerns of pay adequacy and equity, skills and competencies versus the job and status or rank order of positions. Practical citations are made from real life situations of Jamaica and the wider Caribbean as well as internationally.

HRNM6603 Job Analysis and Strategic Organisational Staffing (3 credits – Year I, Semester II)

The capacity of an organisation to execute its business strategies and remain competitive in complex and dynamic environments resides primarily in the quality of its employees. Organisation performance and survival is, therefore, hinged on acquiring and effectively deploying employees with the appropriate and optimal mix of skills, abilities and attitudes. The practice of staffing has changed significantly. Hiring managers and human resource professionals need to be familiar with strategic staffing techniques.

With this in mind we will also take a comprehensive look at job analysis. Job Analysis is a human resource management/development activity aimed at defining and understanding jobs, individually and according to their relevant

cluster(s) or families across the organisation or enterprise. The process guides the actual location or placement of the job(s) within the organisational and operating structure, thereby facilitating appropriate recruitment and selection, relevant training and orientation programmes, employee promotion and succession planning and compensation and rewards management. Beyond and above the relevance at the organisational/enterprise level, job analysis serves a broader function of standardisation of jobs, proper classification by industry, nationally and internationally, and integration of the relevant institutional network.

HRMN6604 Performance Management: Theories and Practices (3 credits - Year II, Semester I)

This course is about the design and implementation of successful performance management systems. The content of this course includes information to assist practitioners in gaining an understanding of the different approaches to performance management, thereby providing the knowledge required to make informed choices in evaluating and selecting a performance system. In addition, this course seeks to provide participants with an awareness of the processes involved in identifying, measuring and developing the performance of individuals and teams and aligning their performance with the strategic goals of the organization.

HRNM6701 The Theory and Practice of Industrial Relations, Conflict Resolution and Negotiation (3 credits – Year II, Semester II)

This course seeks to establish the institutional framework within which organisations and workers operate within the Caribbean. The organisation is located within the regulatory framework, and in relation to the activities of formal organisations such as trade unions, employers and workers associations, and other relevant groups in the wider society. It is intended that an appreciation of the way in which labour/management relations are realised in actuality will be achieved. However, rather than being strictly descriptive, it is expected that there will be evidence of a reasonable degree of analytical ability among the participants.

MSc Human Resource Development Programme Information

This programme seeks to train professionals who can contribute to the strengthening of organisations both through organisational analysis and intervention and through training, team-building and effective leadership. The programme is delivered on a part-time basis over a two-year period. It comprises thirty-nine (39) credits from taught courses and a six-credit practicum. The schedule of taught courses includes thirteen (13) courses that are structured into modules of 3 credits.

REQUIRED COURSES

Course Codes	Course Title
HRNM6017	HRD Practicum
HRNM6101	Applied Behavioural Sciences: Theories for Human Resource and Organisational Development1

HRNM6102	Groups: Theory Development and Processes
HRNM6201	Organisational Strategy: Management, Leadership and Organisational Ethics
HRNM6301	Organisations: Design, Intervention and Evaluation
HRNM6401	Statistics for Human Resource Development Practitioners
HRNM6402	Research Methods for Human Resource Development Practitioners
HRNM6404	Financial Data Analysis for Human Resource Development Practitioners
HRNM6503	Training Design, Delivery and Evaluation
HRNM6602	Compensation Management: Strategies, Systems and Theories
HRNM6603	Job Analysis and Strategic Organisational Staffing (3 Credits - Term II)
HRNM6604	Performance Management: Theories and Practices
HRNM6701	The Theory and Practice of Industrial Relations, Conflict Resolution and Negotiation
HRNM6702	Small Business Development and Growth
<u>OR</u>	
HRNM6801	Information Technology for Organisation Development and Practice

COURSE DESCRIPTION

HRNM6017 HRD Practicum (6 credits – Year II Semester II)

The PRACTICUM is structured around the core content of the courses offered in the HRD Masters programme with the intention of broadening and deepening, by means of a supervised practical attachment, the knowledge and skills of the students in the chosen area of concentration. Students are provided with an opportunity to test, improve and further develop their conceptual and practical abilities in relation to any of the areas of programme concentration. It should be noted that students are required to be at their practicum sites for 2 ½ days per week for two months during the Summer of their second year. Practicum sites must be at organisations other than the students place of employment.

HRNM6101 Applied Behavioural Sciences: Theories for Human Resource and Organisational Development (3 credits - Year I, Semester I)

This is a course in Psychology, Social Psychology and Sociology. It examines the factors that produce and influence behaviour particularly in workplace settings. It is a theoretical course that is at the same time concerned with practice and research. “Applied”, in the title of the course, emphasizes, for HRD, that theories and research studies should be investigated for their relevance to improvements in everyday work life. “Behavioural” refers to the general domain of study – human behaviour,

including individual, interpersonal and group levels of analysis. The “Science” component must be emphasized as well, given that we seek to ground interventions in knowledge that is gathered through the scientific method. By situating work life in the context of larger social systems, the course offers the opportunity to appreciate Caribbean realities of social structure, history and culture. Through the theoretical perspectives of psychology, sociology and social psychology, we attempt to provide broad lens for understanding human behaviour. An emphasis is also placed on developing oneself as a scholar at the Masters level, and hopefully sets the stage for achieving excellence in the entire programme.

HRNM6102 Groups: Theory Development and Processes (3 credits - Year I, Semester I)

For Kurt Lewin (1951), group dynamics describes the phenomenon that occurs when individuals’ behaviours combine synergistically in a group. In this process, the behaviour of group members is determined by the interaction of their personal qualities with factors present in their environment.

This course provides students with the opportunity to explore this complex interaction process in groups. Specifically, it seeks to develop students’ awareness of their group behaviours and individual qualities, and how these influence the dynamics of the groups in which they operate, particularly those in their work organization setting. Utilising an experiential learning approach, the course will facilitate self-exploration and development and the assessment of students’ interpersonal styles in a group setting. Additionally it will draw on various interpersonal and group dynamics related theories to anchor the learning experiences for application within the work environment. Exposure to this course is likely to facilitate behavioural change, at least within the class itself, and this hopefully will be transferred to a wide range of group situations.

Finally, the course provides opportunity for theoretical/research and experiential exploration of issues related to groups which impact organisational functioning and performance. Also, the course is designed to further develop skills that will enhance the HRD practitioner’s capacity in dealing with the variety of group based issues and problems in organisations.

HRNM6201 Organisational Strategy: Management, Leadership and Organisational Ethics (3 credits – Year I, Semester I)

This course is a foundation course for the other courses in the Masters in HRD programme. Its objective is to provide a discussion of the role of strategic decision-making from the organisation’s leaders and how these persons harness the major HRM functions within the framework of ethical practice. Further, this course is intended to enhance students’ awareness of the issues that most challenge ethical practice in business. The course will expose students to models of ethical decision making in order to develop their skills in this area, and to deepen their professional commitment to the creation of ethical organisations that support the various sectors of economic activity within Jamaica.

HRNM6301 Organisations: Design, Intervention and Evaluation (3 credits – Year II, Semester II)

Within today’s intensively competitive and constantly changing business environment, the ability of an organisation to thrive and survive within such a context, is largely dependent upon management’s ability to evaluate the way their organisations are designed. Equally, as the business environment changes, management will also have to know how to redesign such organisation’s structure and culture etc., to ensure constant realignment with the changing environment, as a basis to facilitate enhanced competitiveness and long-term survival. As a result, it is imperative that management gains the required knowledge and skills in the discipline of Organisational Design & Development, as a means to effectively manage their organisations to achieve these objectives.

The aim of this course is to expose students to the various theories and skills that underlie traditional and contemporary Organisational Theory and Design, to enhance their ability as potential managers, to competently engage in the process of organisational re-alignment for enhanced competitiveness and longterm survival. Equally important, the course is also focused on developing the necessary change management skills which are required to effectively manage the transformation

process to attain re-alignment. This course also introduces students to the techniques of diagnosing and subsequently developing intervention strategies, intended to increase organisational effectiveness in a practical way.

Finally, the course provides an opportunity for participants to work in teams to address real life problems that exist in different types of organisations. Participants are expected to develop additional insights and competencies that are required to provide focused interventions to add value to the organisation. The course is practical in orientation, and represents a culmination of the stream of courses offered in the MSc. HRD programme. This group project also serves as learning exercise that will equip students with the skill, knowledge and abilities to conduct their practicum on an independent basis.

HRNM6401 Statistics for Human Resource Development Practitioners (3 credit - Year II, Semester II)

This course provides an introduction to basic statistics for behavioural science. The application of these methods to human resource assessment and development is emphasized. Students are also expected to gain familiarity with methods of data manipulation through the use of selected computer packages.

HRNM6402 Research Methods for Human Resource Development Practitioners (3 credits - Year I, Semester I)

This course is intended to demonstrate the use of investigative and analytical thought in Human Resource Development as an essential information resource in problem identification and formulation while identifying relationships. As such, HRD students will be exposed to an understanding of the types of research, the goals of research and research designs with a view to solving HRD problems.

HRMN6404 Financial Data Analysis for Human Resource Development Practitioners (3 credits – Year II, Semester I)

This course will provide students with a solid conceptual and practical understanding of the discipline of cost accounting and the opportunity to develop competence in the computation of costing methods. It will assist Human Resource practitioners to appreciate the decision making process and how the use of numerical data can be used to make better decisions.

HR6503 Training Design, Delivery & Evaluation (3 credits – Year I, Semester II)

This course examines Job Analysis and Evaluation Techniques and seeks to introduce students to the basic elements of the training process and the contribution of these elements to the achievement of training goals and objectives. The role played in the training process by the main constituents inside and outside of the organisation will be examined to determine relevance, centrality and influence. The course will analyse the principles of adult learning and identify strategies and tools used for effective training. Students will also be introduced to methods of assessing training needs and evaluating the training function.

HRMN6602 Compensation Management: Strategies, Systems and Theories (3 credits – Year II, Semester I)

The Compensation and Employee Benefits discourse is positioned firmly within the broader exploration of the 'Human Resource Management and Development' activity and process. Indeed, it is treated here as one of the most important aspects of human resource management and development, for the simple and logical reason that it directly and indirectly affects employee recruitment, promotion and succession as well as the increasingly important area of performance and productivity Management. In addition, significant legal aspects of employment are related to compensation and employee benefits.

The course focuses on the meaning, philosophy and practice of compensation. As such, important impacting issues and factors such as the economy (local and international), policy (government's and companies'), trade unionism/activism/negotiation, performance, efficiency and competence and technology are recognised and given appropriate consideration. The subject is explored as well in relation to broad concerns of pay adequacy and equity, skills and competencies versus the job and status or rank order of positions. Practical citations are made from real life situations of Jamaica and the wider Caribbean as well as internationally.

HRNM6603 Job Analysis and Strategic Organisational Staffing (3 credits – Year I, Semester II)

The capacity of an organisation to execute its business strategies and remain competitive in complex and dynamic environments resides primarily in the quality of its employees. Organisation performance and survival is, therefore, hinged on acquiring and effectively deploying employees with the appropriate and optimal mix of skills, abilities and attitudes. The practice of staffing has changed significantly. Hiring managers and human resource professionals need to be familiar with strategic staffing techniques.

With this in mind we will also take a comprehensive look at job analysis. Job Analysis is a human resource management/development activity aimed at defining and understanding jobs, individually and according to their relevant cluster(s) or families across the organisation or enterprise. The process guides the actual location or placement of the job(s) within the organisational and operating structure, thereby facilitating appropriate recruitment and selection, relevant training and orientation programmes, employee promotion and succession planning and compensation and rewards management. Beyond and above the relevance at the organisational/enterprise level, job analysis serves a broader function of standardisation of jobs, proper classification by industry, nationally and internationally, and integration of the relevant institutional network.

HRMN6604 Performance Management: Theories and Practices (3 credits - Year II, Semester I)

This course is about the design and implementation of successful performance management systems. The content of this course includes information to assist practitioners in gaining an understanding of the different approaches to performance management, thereby providing the knowledge required to make informed choices in evaluating and selecting a performance system. In addition, this course seeks to provide participants with an awareness of the processes involved in identifying, measuring and developing the performance of individuals and teams and aligning their performance with the strategic goals of the organization.

HRNM6701 The Theory and Practice of Industrial Relations, Conflict Resolution and Negotiation (3 credits – Year II, Semester II)

This course seeks to establish the institutional framework within which organisations and workers operate within the Caribbean. The organisation is located within the regulatory framework, and in relation to the activities of formal organisations such as trade unions, employers and workers associations, and other relevant groups in the wider society. It is intended that an appreciation of the way in which labour/management relations are realised in actuality will be achieved. However, rather than being strictly descriptive, it is expected that there will be evidence of a reasonable degree of analytical ability among the participants.

HRNM6702 Small Business Development and Growth (Year I, Semester II)

The purpose of this course is to explore the issues attendant on small business creation and growth as a phenomenon in both independent and corporate settings. By linking theory and practice the course aims to provide students with a hands-on experience in the development and maintenance of small business ventures. This course, along with HRNM6404: Financial

Data Analysis for Human Resource Development Practitioners and participation in the HRD Internship, forms a programme of study that will assist students to develop effective practice skills for helping to steer small businesses into a long-term future.

The prevailing economic conditions have brought to the fore the importance of individuals creating their own work rather than the traditional model of having employment provided for them. With this in mind, through this course students will be given the opportunity to harness their knowledge, skills and abilities in human resource development to study the wider applications of their discipline to the creation of work. They will be required to develop a small business idea and analyse through case studies and discussions with real life entrepreneurs, the issues that stymie this type of ambition.

HRNM6801 Information Technology for Organisation Development and Practice (3 credits – Year I, Semester II)

Information Systems (IS) were first developed to obtain cost savings by automating clerical work. Today, they are used to provide new products and services, to support and enhance the processes by which managers and professionals make decisions and to coordinate work within and across organisations. The application of information technology (IT), which accounts for a large percentage of capital investments that organisations make, has led to entirely new ways of doing business. Traditionally, the responsibility for managing the acquisition and use of IT in organisations was explicitly assigned to functional IS managers. Today, with the dispersal of IT and its increasing importance throughout the organisation, most of this responsibility is devolving to line managers who are generally ill-prepared to accept it. Consequently, managing information technology has become both increasingly important and increasingly difficult. However, along with this increased importance, the interdependencies of the business processes that are targeted by IS require effective governance - executive oversight and decision-making – to ensure appropriate adoption and diffusion and the attainment of required business value. It is, therefore, impossible to manage a modern organisation without some deliberate focus on IS, how they affect the organisation and its employees, and how they can make businesses more competitive.

MSc Sociology

Entry Requirements

The minimum requirement for admission to the MSc Sociology is a lower second class degree or better- GPA of 2.99 or above in Sociology or related field. Special pre-requisites needed for students with non UWI, non FSS and non programme specific degrees are:

Sociological Theory I (SOCI2000)

Sociological Theory II (SOCI2001)

Qualitative Research (SOCI2006)

Statistics for Behavioural Sciences (SOCI 2008) (students specializing in Anthropology are not required to have this course)

Any other critical foundational course relevant to the student's area of specialization

In reviewing applications, the Department will take into consideration course equivalents from other universities are accepted; auditing of courses might be recommended; work experience and or strong recommendations and interviews can be considered for marginal or special cases.

Good communication/writing/referencing and research skills are also considered. Applicants without relevant Sociology undergraduate courses may be required to do the Diploma in Sociology with a minimum of B+ average. MPhil/PhD Sociology applicants' proposals should be prepared according to conventional academic standards.

Maximum Capacity

The programme can accommodate 20-25 (given available supervisory resources).

Programme Information

The MSc Sociology offers concentration in Sociology of Development, Social Policy and Social Anthropology. This is designed to produce graduates with the ability to analyse critically the structure of Caribbean societies, and to engage effectively with the problems of the society in a manner that gives due weight both to social, cultural and institutional analysis, as well as problem solving.

All students in the Master's programme pursue a set of core courses in sociological theory and research methods in addition to a structured sequence of courses in an area of specialization. The joint specialization in Social Policy and Development requires at least a semester longer than the time required for other specializations.

Current areas of specialization include:

- Sociology of Development
- Social Policy & Administration
- Social Policy and Development (joint specialization)
- Social Anthropology

REQUIRED COURSES

YEAR I (Full-Time)

SEMESTER I

SOCI6105 Sociological Theory I) (3 credits)

SOCI6067 Research Methods I (3 credits)

SOCI6081 Technical Writing (3 credits)

Special Field (3 credits)

Departmental Seminar (1 credit)

SEMESTER II

SOCI6015 Quantitative Analysis in the Social Sciences (3 credits)

Or

SOWK6103 Advanced Qualitative Research

SOCI6079 Seminar

Sociological Theory (3 credits)

Special Field (3 credits)

Departmental Seminar (1 credit)

Research paper in Special Field (6 credits)

YEAR 2

SEMESTER I/II

SOCI6118 Social Assessment

OR

SOCI6120 Integrated Methodology

OR

SOCI6082 Research Paper

SOCI6080 Seminar

Special Field*

YEAR 1 (Part-Time)

SEMESTER I

SOCI6105 Sociological Theory I

SOCI6067 Research Methods

SOCI6081 Technical Writing

SEMESTER II

SOCI6106 Sociological Theory II

SOCI6115 Quantitative Analysis in the Social Sciences

OR

SOWK6103 Advanced Qualitative Research

SOCI6079 Seminar

YEAR 2

SEMESTER I

SOCI 6118 Social Assessment

OR

SOCI6120 Integrated Methodology

OR

SOCI6082 Research Paper

SOCI6080 Seminar – (Special Field)*

SEMESTER II

SOCI6118 Social Assessment

OR

SOCI6120 Integrated Methodology

OR

SOCI6082 Research Paper

Special Field*

YEAR 3

SEMESTER I

Special Field*

Part-time students are allowed to register for not more than seven credits (two courses and a seminar) during each semester. The research paper or its alternatives (SOCI 6118 or SOCI 6120) must be completed by the end of Semester V. Students working for more than **eight (8) hours** per week are not allowed to register as full-time students.

* *Specialization courses:*

RESEARCH PAPER

The Department of Sociology, Psychology and Social Work will offer graduate students three alternatives to complete their research requirement. These include:

(i) Enrolment in SOCI 6118 Social Assessment

- (ii) Enrolment in SOCI 6120 Integrated Methodologies for Social Research
- (iii) Enrolment in the Research Paper (SOCI 6082)

Students should have completed the majority of their taught courses before embarking on this research exercise. SOCI6118 and SOCI6120 are offered in alternate years. A description of each of these courses is provided below.

COURSE DESCRIPTIONS

SOCI6105 Sociological Theory I

This course is intended to bring the student to a deeper appreciation of the origins of sociological thought and the ideas of main thinkers during the formative years of the discipline. The objective is to establish a mastery of the bedrock subject matter in the discipline and to develop a critical eye. Beyond the subject matter, students are brought to the epistemological and ontological bases of social thought. The emphasis is on the meta-theory, not simply theory.

SOCI6106 Sociological Theory II

This course builds on the classical theories of Semester I. It is intended to bring the student to a deeper understanding of the 20th Century developments in sociology. Apart from being a continuation of the classical material, the objective is to raise some of the critical issues in contemporary sociology. Like the preceding course it is meta-theoretical. Yet, one main concern is the search for a Caribbean sociology. In the end it is expected that the student will raise and answer questions about the nature of sociological theory today

SOCI6118 Social Assessment

This is a year-long research course designed to provide a systematic approach to involving stakeholders in the assessment of needs, and in the design, implementation and evaluation of policies and programmes. The course is intended to provide participants with an understanding of the theoretical frameworks underlying social assessment methodologies, and to equip them with the practical skills required for design and implementation of a complete social assessment. It will provide an opportunity to link the concerns of development specialists and policy analysts, within the context of specific issues of social concern or potential risk. Exposure to these techniques is especially valuable for graduates considering public service careers whatever the sector, or careers in the social services. The course will be open to students from a range of disciplines, including those outside the social sciences.

SOCI6120 Integrated Methodologies for Social Research

This is a year-long research course in which students work in teams with supervisors to conduct a study using quantitative and qualitative methodologies. Students first review the logic of social research and existing research paradigms, and gain an understanding of the ways in which research methodologies can be integrated to produce an in-depth analysis of social issues. The research group will select a research topic: this may entail the exploration of the social, cultural and psychological foundations of an observed social pattern, the identification of a policy solution to an existing need, or an assessment of an existing policy or programme. Preliminary field investigations to guide the study will be undertaken and instruments developed. A literature search will be conducted to shape the study. Then students will go into the field and prepare different types of reports based on fieldwork activities: survey report, reports on the conduct of interviews or focus groups, or other related activities. Workshops will ensure that there is exchange and triangulation between each set of investigations. Each research team will be responsible for preparation of their integrated report, while the entire research group will participate in preparing a report for the project. At the end of the year each student will be asked to conduct a personal assessment of his/her own experiences in the use of integrated methodologies.

MPhil Sociology

Entry Requirement

The normal requirement for admission to the MPhil Sociology is an MSc degree with a minimum B+ average in Sociology or related fields. Students without an MSc Sociology degree may be required to complete a list of courses determined by the Department. Candidates are admitted subject to adequate supervisory capacity.

Candidates are admitted subject to adequate supervisory capacity. Special pre-requisites may be required for students with non-UWI, non-Faculty of Social Sciences and non-programme-specific degrees.

PhD Sociology

Entry Requirements

There are two paths to the PhD in Sociology:

1. MPhil students with satisfactory progress may seek an upgrade to the PhD by the end of their second year.
2. Candidates with an MSc degree with a minimum B+ average in Sociology or related fields *and* work experience in the field of the proposed doctoral research may apply directly for the PhD.

MPhil & PhD Sociology

Programme Information

The MPhil and PhD Degrees in Sociology are offered to highly qualified candidates who show capabilities for independent research. Both MPhil and PhD Programmes are offered in the fields of specialization indicated above. Although these degrees are examined by thesis, students are usually assigned departmental requirements for which there are written examinations. Admission to the MPhil/PhD programme also depends on the availability of Faculty members to provide supervision.

DEPARTMENT OF MONA SCHOOL OF BUSINESS AND MANAGEMENT

Programmes

The Mona School of Business and Management offers the following graduate degrees:

- Doctorate in Business Administration (DBA)
- Master in Business Administration (MBA) with concentrations in Banking and Finance, General Management, Marketing, Human Resource Management, International Business and Management Information Systems
- Master of Science in Enterprise Risk Management (Part-time only; offered jointly with the Department of Mathematics)
- MSc Accounting (Full time or Part time)
- MSc Computer-Based Management Information Systems (Part-time only; offered jointly with the Department of Computing)
- MSc Corporate Finance (Full time or Part time)
- MSc Logistics and Supply Chain Management (Part time only)
- MSc Marketing and Data Analytics (Part time only)
- MSc National Security & Strategic Studies (Part time only)

Doctorate in Business Administration (DBA)

Entry Requirement

Students seeking admission to the DBA programme must possess a strong Masters Degree with a B+ average within a management related discipline (MA, MSc, MBA, EMBA). They must also possess a proven record of accomplishment at the managerial level, including access to strategic and operational data at a firm or have been lecturing at the tertiary level in management related discipline for no less than five (5) years.

Programme Information

This programme aims to develop a cadre of highly trained Caribbean business leaders who can undertake rigorous management research to enhance the competitive capacity of firms within the region. The DBA is academically equivalent to the Doctor of Philosophy (PhD) and prepares candidates to provide significant research based, original contributions to management practice. The programme will facilitate the further development of the region and encourage critical research in all areas of management.

The DBA is offered jointly by the following three business schools of The University of the West Indies:

- Mona School of Business (UWI, Jamaica)
- Cave Hill School Of Business (UWI, Barbados)
- Arthur Lok Jack Graduate School Of Business (UWI, Trinidad and Tobago) The programme consists of:
 1. a menu of business studies and methodological courses and a major seminar organized and delivered by the students
 2. a comprehensive examination
 3. the dissertation which culminates with a public defence.

CORE COURSES

Finance
 Multivariate Analysis
 Strategy Dynamics
 Global Competitiveness
 International Marketing
 Global Management Trends
 Internationalization of Small & Medium Enterprises
 Business Development, Entrepreneurship & Innovation
 Strategic Use of Information and Communication Technology
 Quantitative & Qualitative Research Methodologies or Managerial Decision Making

ELECTIVES & STUDENT-MOUNTED SEMINAR

1. Directed Readings

In addition to core courses, there is a Directed Reading course, which allows each student to concentrate on a specific topic of interest that was not covered in the core courses, but may be important for the development of his or her thesis. Directed Readings are supervised by a faculty member who is knowledgeable in that subject area. The supervisor works with the student to come up with the objectives, nature, scope and assessment method, which must be formally approved by and filed with the Academic Director of the DBA programme.

1. Academic Seminar

Each cohort is required to organize and mount a seminar in which they present scholarly papers preferably along the lines of their thesis topics to local and international scholars.

ASSESSMENT

Candidates are required to complete the following for the award of the doctorate:

- | | |
|-------------------------------|-------------------------|
| ▪ Core courses | 33 credits |
| ▪ Directed Readings & Seminar | 6 credits |
| ▪ Comprehensive examinations | written & oral sections |
| ▪ Proposal Defence | |
| ▪ Dissertation | 40,000 to 50,000 words |

For quality control purposes, candidates will sit and pass a comprehensive examination in the final term of the taught programme in order to proceed to the research stage of the programme.

Upon completion of the comprehensive examinations, candidates establish a dissertation committee whose members guide them in the development of the research proposal. The dissertation proposal is then submitted for approval and defended.

Upon successful defence, the doctoral candidate proceeds to the final stages of the dissertation and completes the 40,000 – 50,000 words dissertation. To successfully complete the programme, candidates must complete a public defence of the dissertation.

Master in Business Administration

Entry Requirements

MBA applicants must possess first degrees at honours level or equivalent qualifications acceptable to the Board for Graduate Studies, The University of the West Indies, Mona. Additionally, applicants are required to have three (3) years post degree work experience and must be able to commit themselves to a rigorous 16-month programme for the Accelerated Track or 24 months for the Regular track.

Programme Information

The MBA targets management professionals who are aspiring to higher executive management roles and/or entrepreneurship. The programme provides a sound general management base upon which students build specialized functional skills and knowledge. The programme is structured to provide incremental exposure to core courses and concentrations in: Marketing, Human Resources Management, International Business Management, Management Information Systems, Banking and Finance, and Sports Management. Students may also choose the General Management concentration which provides exposure to a combination of functional areas. The programme is accredited by the Association of MBAs (AMBA)

COURSE DESCRIPTIONS

SBCO6000: Foundation Skills for Graduate Management Education (noncredit)

The rationale for this course is that students must have a secure foundation in the skills and attitudes required for successful completion of their programme. The course covers tools and techniques for gathering information combined with the application of reasoning, logic and argument to the handling of intellectual problems and management thinking. Proficiency in critical thinking and all aspects of communication in written and oral formats will be developed.

SBCO6030: Graduate Mathematics for Management Education (non-credit)

This course deals with some of the basic mathematical problems that students have and minimizes the fear of doing mathematics. It deals with typical mathematical shortcomings of MBA students and re-orientes them to various mathematical concepts related to the disciplines they will cover in the MBA programme.

Personal Development Electives

(Non-Credit)

The Personal Development Electives (PDE's) represent the MSBM's response to students' requests for additional exposure in areas that have bearing upon their effectiveness. The electives will provide students with the opportunity to participate in diverse learning experiences during their programme. By virtue of their involvement in their chosen electives, students will acquire specific personal skills by engaging in seminars, workshops, special assignments or projects. Students may choose one of the following:

SBCO6081: Social and Business Etiquette

Etiquette, the customary code of polite behaviour in a society, has become increasingly important in today's global business environment where organisations compete on the basis of service delivery. Manners are more than niceties. They are among the crucial business skills required for personal and organisational success since many business activities take place in social settings. The seminar will cover the dos and don'ts in the various social settings that students will face as they graduate and move through the corporate world or the public sector.

SBCO6082: Career Development

This course will seek to help students to better identify their interests, abilities and values and relate them to their job search and professional objectives; to further develop the tools of job search and the skills for interfacing with the job market.

SBCO6083: Ethics in Business (Compulsory)

This seminar will introduce participants to the nature of ethics in business and the questions concerning the possibility of such a task. It will present an overview of selected ethical theories and identify and outline approaches to resolving dilemmas which arise in the conduct of business. It will take special account of the Jamaican/Caribbean context and issues that arise in the conduct of business in that arena.

SBCO6084: Public Speaking

This seminar was designed to ensure that students develop one of the most important skills that organisations have identified – Public Speaking. This course along with all the other presentations that are done throughout the other courses of the programme ensures that the student is well rounded and comfortable in speech making and public speaking.

SBCO6170: Business Analytics (3 credits)

This course examines the ways in which enterprises such as businesses, nonprofits, and Governments can use data to gain insights and make better decisions. Business analytics is applied in operations, marketing, finance, and strategic planning among other functions. The ability to use data effectively to drive rapid, precise and profitable decisions has been a critical strategic advantage for a range of world-leading companies. With the increasing availability of broad and deep sources of information so-called "Big Data" business analytics are becoming an even more critical capability for enterprises of all kinds.

SBCO6130: Economics for Managers (3 credits)

This course introduces students to the economic approach to social analysis and the economic fundamentals of enterprise. Principles and analysis not solutions, are emphasized to develop economic thinking. The course explores five basic themes: market allocation, transaction costs, strategic behaviour, economic development and economic policy.

SCO6070: Marketing for Managers (3 credits)

This course introduces participants to the theoretical and conceptual underpinnings of marketing. The course goes beyond marketing theories and concepts to show how the application of marketing principles can assist decision makers in public and private sector organizations in Jamaica and the Caribbean to develop and implement marketing strategies that will enhance their competitive positions in the global economy.

SBCO6180: MBA Final Project (3 credits)

The MBA Final Project is designed to provide an opportunity for students to incorporate concepts and theories learned throughout the MBA programme to address a business problem facing an existing organization or design solutions to a possible problem which organizations have not realized. Students will be grouped and mandated to work on/solve a problem in an organization over a 3-month period. This compulsory Field Project will contribute 3 credits to the students' overall programme.

SBCO6190: New Ventures and Entrepreneurship (3 credits)

This course is designed to give participants practical skills and methodology for identifying, analyzing and developing new business concepts and writing business plans. It gives an understanding of the process of new business creation, entrepreneurial behaviour and the entrepreneurial process, including the issues that affect family businesses. It also analyses the concept of intrapreneurship, which deals with application of entrepreneurial thinking within the framework of being employed in an organization.

SBCO6200: Business Policy & Strategy (3 credits)

This course is designed to improve the participant's ability to integrate knowledge of functional disciplines into a general management perspective and evaluate internal and external conditions and forces that have impacted on business organizations.

SBCO6160: Operations Management (3 credits)

This course introduces students to the strategic and operational issues and decisions involved in managing the operations of a firm. The transformation of raw materials (labour, energy, etc.) into goods and services is influenced by decisions such as the choice of technologies, the design of the facilities, the processes involved and the effectiveness of the production plans.

SBCO6100: Transformational Leadership and Management (3 credits)

This course is designed to create awareness of individual behaviour and collective organizational behaviour within an organization as well as awareness of the ways in which management and leadership can influence and shape these behaviours. Additionally, it is designed to influence the views and behaviours of participants in relation to leadership for transformation. It focuses on principle centred behaviour, the ability to inspire self and others', creative thinking, and problem solving as the driving forces for influencing and managing change in an organizational environment

SBCO6340: Business in a Global Environment (3 credits)

This course examines the critical aspects of the global business environment that influence a firm's decisions and behaviour. It focuses on the macroeconomic, institutional and technological factors at both international and national levels that shape the environment in which firms compete.

SBCO6380: Accounting and Financial Management (3 credits)

This course provides an understanding of financial decision making and financial theory from the point of view of corporate financial managers in competitive financial markets. It also introduces the basic concepts and methods used in corporate financial reporting for external users of financial information. A rigorous and analytical approach is used throughout the course. The topics that will be covered include apportionment for pricing decisions, cost behaviour, decision making and budgeting, the discounted cash flow techniques, corporate capital budgeting and valuation, working capital management and cost of capital. The course's objective is to provide a framework as well as the concepts, and tools for analyzing corporate finance problems and issues, based on the fundamental principles, with an understanding of application to real-world situations.

SBCO6390: Strategic Human Resource Management (3 credits)

This course provides the opportunity for current and future business leaders to better understand the place of human resource management (HRM) in a business. Located at the strategic level, it is simultaneously directed at HR specialists and at those from other areas of business. The course explores theories, concepts, techniques and applications that inform the design and implementation of HR practices that will ensure organizational effectiveness and competitive advantage. Emphasis will be placed on how HR practices are influenced by internal and external forces, including ethics and corporate governance, business strategy, global competition, technological change, unionization and workforce characteristics. It combines rigorous exposure to the scholarly and practitioner literature with a strong emphasis on the application of authentic assessment strategies.

SBCO6520: Quantitative Methods and Statistical Technique (3 credits)

This course is concerned with the use of quantitative and statistical techniques to assist in rational decision making. The emphasis is not on the techniques themselves, but rather on how they can contribute to better decisions. The approach is to present real business situations in which quantitative and statistical techniques have been applied successfully and to show how managers can use the methods to make better decisions.

CONCENTRATIONS

- BANKING AND FINANCE
- INTERNATIONAL BUSINESS
- MARKETING
- MANAGEMENT INFORMATION SYSTEMS
- HUMAN RESOURCE MANAGEMENT
- GENERAL MANAGEMENT

GENERAL MANAGEMENT

For this concentration, students should select FOUR (4) ELECTIVES from any combination of concentrations subject to prerequisites:

SUMMARY OF CONCENTRATIONS	
CONCENTRATION COURSE	PRE-REQUISITES
BANKING AND FINANCE	

SBFI6010 - Investment Analysis and Portfolio	SBCO6520 - Quantitative Methods and Statistical Techniques SBCO6380 - Accounting and Financial Management SBCO6130 - Economics for Managers SBCO6030 – Graduate Mathematics
SBFI6020 - Advanced Corporate Finance	SBCO6520 - Quantitative Methods and Statistical Techniques SBCO6380 – Accounting and Financial Management SBCO6030 – Graduate Mathematics SBCO6130 - Economics for Managers
SBFI6030 - International Monetary Economics and Finance	SBCO6030 - Graduate Mathematics for Management Education SBCO6380 – Accounting and Financial Management SBCO6130 - Economics for Managers
SBFI6040 - Management of Financial Institutions	SBCO6030 - Graduate Mathematics for Management and Education SBCO6380 – Accounting and Financial Management SBCO6520 – Quantitative Methods and Statistical Techniques SBCO6130 - Economics for Managers
CONCENTRATION COURSE	PRE-REQUISITES
INTERNATIONAL BUSINESS	
SBIB6010 - International Human Resource Management	SBCO6390 Strategic Human Resource Management
SBIB6020 - International Business Management	SBCO360 - Business in a Global Environment
SBIB6030 - International Monetary Economics & Finance	SBCO6030 - Mathematics for Graduate Management Education SBCO6130 - Economics for Managers SBCO6380 – Accounting and Financial Management
SBIB6040 - International Marketing & Export Strategy	SBCO6070 – Marketing for Managers
CONCENTRATION COURSE	PRE-REQUISITES
MARKETING	

SBMA6010 – Marketing Research	SBCO6070 – Marketing for Managers
SBMA6020 – Consumer Behaviour	SBCO6070 – Marketing for Managers
SBMA3030 – Marketing Strategy & Product Policy	SBCO6070 – Marketing for Managers
SBIB6040 - International Marketing & Export Strategy	SBCO6070 – Marketing for Managers
CONCENTRATION COURSE	PRE-REQUISITES
MANAGEMENT INFORMATION SYSTEM	
SBMI6020 – Electronic Commerce	SBCO6170 – Business Analytics
MGMT6024 – IT Project Management	SBCO6170 – Business Analytics
SBMI6040 - Enterprise Data Management	SBCO6170 – Business Analytics
SBMI6050 – Business Systems Engineering	SBCO6170 – Business Analytics
CONCENTRATION COURSE	PRE-REQUISITES
HUMAN RESOURCE MANAGEMENT	
SBHR6050 – Human Resource Information Systems and Analytics	SBCO6170 – Business Analytics SBCO6390 – Strategic Human Resource Management
SBHR6020 – Industrial Relations & Negotiation Systems	SBCO6390 – Strategic Human Resource Management
SBHR6030 – Organisational Development & Change	SBCO6390 – Strategic Human Resource Management
SBIB6010 – International Human Resource Management	SBCO6390 – Strategic Human Resource Management

ELECTIVE Courses for CONCENTRATIONS

BANKING & FINANCE

SBFI6010: Investment Analysis and Portfolio Management (3 credits)

This course in investment analysis covers topics related to the efficiency of capital markets and the pricing (valuation) and use of various financial securities. The financial instruments reviewed are stocks, bonds, call and put options, commodity futures contracts and swaps. Instruments are also considered.

SBFI6020: Advanced Corporate Finance (3 credits)

Corporate Finance covers any decision that may have financial implications for the firm and these can be categorized as follows:- investments that should be made, the firm's role in paying for investments and the expected returns and distribution of such returns. Built around the valuation imperative, this advanced course addresses issues in large corporations, private firms and in specialized situations of acquisitions and corporate distress.

SBFI6030: International Monetary Economics and Finance (3 credits)

This course is designed to give students an introduction to international finance and institutions. It deals with how optimal corporate decisions are made given the international environment. This is achieved through a thorough study of various exchange rate determination theories, international corporate finance and international portfolio diversification models.

SBFI6040: Management of Financial Institutions (3 credits)

This course applies financial management techniques to the management of financial institutions, covering issues such as ownership and control, analysis of financial performance, risk and rewards and budgeting. The major risks facing these institutions are discussed and processes that are used to control risks are identified and explored.

MARKETING**SBMA6010: Marketing Research (3 credits)**

This course provides an understanding of the links between the needs of marketing and the capabilities of research. Its aim is to increase the knowledge of students about the application of research, to reduce uncertainty in decision making and to develop a knowledge and understanding of the important role of information in marketing practices.

SBMA6020: Consumer Behaviour (3 credits)

This course examines the basic concepts concerning research and findings about consumer behaviour to promote an understanding of how these ideas can be used in marketing decision making. The course also covers research design and methodologies used in marketing and influencing consumer behaviours.

SBMA6030: Marketing Strategy & Product Policy (3 credits)

This course offers students an opportunity to broaden their understanding of strategic marketing management. It explores issues such as price and cost dynamics and brand management strategies for products and services.

SBMA6040: International Marketing and Export Strategy (3 credits)

The main focus of this course is on management of the marketing function of multinational enterprises or corporations (MNE or MNC). The fact that MNEs operate in different nations means that they must operate within the context of varied national requirements and cultural expectations. This course applies theories and models to actual situations through case analysis and examines management practices from an international marketing perspective

INTERNATIONAL BUSINESS

SBIB6010: International Human Resource Management (3 credits)

This course is aimed at exploring how to leverage HR to make value added contributions to the survival and success of the business enterprise in the international marketplace. The course will make students aware of HR competencies which are critical building blocks for determining the future directions of organizations. The course will also expose students to topical issues which highlight the emerging connectivity between International Trade, Labour and Employment Relations.

SBIB6020: International Business Management (3 credits)

This course is designed to familiarize participants with the globally applicable theories and practices of international business management. It identifies the problems facing executives of firms and public policy makers in particular those operating in developing countries, including the Caribbean region. Strategies and solutions are explored.

SBFI6030: International Monetary Economics and Finance (3 credits)

This course is designed to give students an introduction to international finance and institutions. It deals with how optimal corporate decisions are made given the international environment. This is achieved through a thorough study of various exchange rate determination theories, international corporate finance and international portfolio diversification models.

SBMA6040: International Marketing and Export Strategy (3 credits)

The main focus of this course is on management of the marketing function of multinational enterprises or corporations (MNE or MNC). The fact that MNEs operate in different nations means that they must operate within the context of varied national requirements and cultural expectations. This course applies theories and models to actual situations through case analysis and examines management practices from an international marketing perspective.

HUMAN RESOURCE MANAGEMENT

SBHR6050: Human Resource Information Systems and Analytics (3 credits)

This course provides a thorough foundation in the use of purpose-driven information and communications technologies to improve the management of the human resource (HR) function and contribute to the strategic objectives of a business. 15 Mona School of Business & Management Students' MBA Catalogue It provides students with a sound knowledge of major Human Resource Information Systems (HRIS) developments relating to the interface between Human Resource Management (HRM) and technology (e.g. software as a service, cloud computing, shared service centres, centres of excellence, workforce analytics) and analyze their implications for the HR strategy of a business. In this course, students will understand the value of their HR data and apply the appropriate HR analytics to this data for strategic decision making.

SBHR6020: Industrial Relations and Negotiation Strategies (3 credits)

The focus of this course is to introduce participants to the scope and models of industrial relations, highlighting key Industrial Relations concepts. Collective bargaining and the role of trade unions are discussed, with particular attention being paid to conflict management, dispute resolution and negotiation skills.

SBHR6030: Organizational Development and Change (3 credits)

This course will provide students with the knowledge and skill to become sensitive and responsive to the challenge of organizational change. The course provides participants with practical tools and techniques in business diagnosis, business problem solving and change management.

SBIB6010: International Human Resource Management (3 credits)

This course is aimed at exploring how to leverage HR to make value added contributions to the survival and success of the business enterprise in the international marketplace. The course will make students aware of HR competencies which are critical building blocks for determining the future directions of organizations. The course will also expose students to topical issues which highlight the emerging connectivity between International Trade, Labour and Employment Relations.

MANAGEMENT INFORMATION SYSTEMS**SBMI6020: Electronic Commerce (3 credits)**

In this course, students will explore what e-commerce is and how companies can make and have made use of the possibilities offered by the internet. Secondly, it will discuss some of the techniques that have proven useful in data warehousing and data mining. Finally, it will explore the extent to which this technology can be used in the developing world in general and Jamaica in particular.

MGMT6024: IT Project Management (3 credits)

This course is designed to provide participants with a comprehensive understanding of the issues involved in managing technologies to improve the performance of firms in the important sectors of the Jamaica economy. The material presented in this course allows participants to develop a deeper understanding of the competitive challenges and how technology can be used by local firms to respond effectively to these challenges. SBMI6040: Enterprise Data Management (3 credits). The objective of this course is to give students a broad overview of managerial, strategic and technical issues associated with enterprise data management. The topics that will be covered include data management for transactional queries (database management systems), data management for strategic decision making (data warehousing), data quality, business intelligence, data governance, and data privacy and security. Students exposed to this course will bring the practical knowledge they gain throughout the course to the organization and will be able to transform these organisations by providing techniques for harnessing this data for improved strategic decision making.

SBMI6050: Business Systems Engineering (3 credits)

The objective of this course is to provide students with a general introduction to Business Systems Engineering. The topics that will be covered include: Business Systems Engineering Life-Cycle; Socio-Technical Systems; Business Systems Requirements & Requirements Engineering Processes; System Models; Planning for Verification and Validation; The Open Source Development Model; Cloud Computing Service Models; Software Business Value.

MSc Accounting

Entry Requirements

The requirement for admission to the MSc Accounting is at least a Lower Second Class Honours undergraduate degree (GPA, 2:5 and above) in Accounting or related field.

Course Codes	Course Title
ACCT1002	Introduction to Financial Accounting
ACCT1003	Introduction to Cost and Management Accounting
ECONIOOI	Introduction to Microeconomics
EC16A OR EC18A	Introductory Statistics or Calculus 1 for Business & Social Science
EC14C	Mathematics for the Social Sciences
ACCT1005	Financial Accounting I
ACCT3041	Financial Accounting II
MS25E	Management Accounting I
MGMT3039	Management Accounting II
MGMT2021	Business Law
MGMT3046	Company Law
ACCT3043	Auditing I
MGMT3051	Taxation I
MGMT2023	Financial Management I
MGMT2005	Computer Applications

MGMT2003	Principles of Marketing
MGMT2008	Organizational Behaviour

Students pursuing **full time studies** will be required to participate in an Internship programme where they will be assigned to work in an Accounting firm for a maximum of four weeks.

Mature applicants who do not possess a first degree can matriculate under the mature matriculation requirements of The UWI. However, these persons will be limited to no more than 10% of the cohort. Mature applicants must possess a minimum of 10 years work experience in accounting, or other related disciplines. Applicants under this category are required to submit their resumes *and where applicable*, official documentation certifying the successful completion of a course of study in the discipline for which they are seeking admission.

Maximum Capacity

The MSc in Accounting can accommodate 100 students maximum, 50 Parttime and 50 Full time.

Programme Information

This programme reflects international developments in accounting education in recent years, which have demonstrated a marked shift toward producing accounting thinkers, researchers and practitioners who can meet the demands of an increasingly complex and internationally competitive business environment. The programme continues to be one of the sources for the provision of Chartered accountants in Jamaica. This degree is accepted as the final professional examination for admission to the Institute of Chartered Accountants of Jamaica.

The MSc Accounting programme is offered on a part-time and a full time basis. The programme consists of 12 required courses. The full time programme is 18 months (3 semesters - 4 courses per semester excluding summer). The parttime programme is 24 months (6 semesters with two courses per semester - 2 evenings per week from 5:00 p.m. to 9:00 p.m., including summer.) The programme structure and course descriptions are as follows.

Programme Structure

CORE COURSES

Year 1

Course Codes	Course Title
MGMT6100	Management Information Systems
ACCT6103	Advanced Financial Reporting
MGMT6118	Legal Environment of Business
ACCT 6106	Advanced Taxation

ACCT 6105	Advanced Management Accounting
ACCT6102	Advanced Financial Accounting
MGMT 6116	Corporate Finance
MGMT 6117	Financial Markets and Investment

Year 2 (Semester 1)

Course Codes	Course Title
ACCT6104	Advanced Auditing
ACCT 6101	Accounting Research and Related Theory
MGMT 6010	Research Project
MGMT 6115	Corporate Environment and Strategy

COURSE DESCRIPTIONS

ACCT 6101 Accounting Research & Related Theory (3 Credits)

The course seeks to develop and transmit knowledge about research methodologies for postgraduate study in the social sciences and related disciplines, and to encourage critical thinking as a foundation for subsequent study, employment, and personal development. Specific competencies to be developed include quantitative, problem-solving, written and oral communication, information technology, and lifelong learning skills. The course is designed to introduce students to the elements of social research, both quantitative and qualitative, and demonstrate its relevance to the business community.

ACCT 6102 Advanced Financial Accounting (3 Credits)

This course seeks to provide further study of advanced aspects of financial accounting. Emphasis will be placed on the application of the financial accounting concepts and standards examined in intermediate and advanced accounting at the under-graduate level, on accounting for limited liability companies, specialized industries, accounting for groups and the interpretation of financial statements. The course will also include a practical aimed at giving students an understanding of how accounting software may be used in the preparation of a company's financial statements.

ACCT 6103 Advanced Financial Reporting (3 Credits)

This course examines current issues and theoretical models which may be used to evaluate and guide the development of financial reporting in the Caribbean. Emphasis is given to the role of financial reporting in development, social accounting and environmental reporting, financial reporting and capital markets, and international financial reporting.

ACCT 6104 Advanced Auditing (3 Credits)

This course builds on the fundamentals of auditing theory and practice. It covers the management of the audit process including quality control of audits and some special industry audits. Other areas such as internal audit and forensic accounting will also be covered. The professional *Code of Ethics* of the Institute of Chartered Accountants of Jamaica is also revisited. Throughout the course emphasis will be placed on current issues and problems in auditing and research done on these issues and, in particular, how these issues impact on the accounting profession in Jamaica.

MGMT 6115 Corporate Environment & Strategy (3 Credits)

The Corporate Environment and Strategy Course is designed to provide graduate students in accounting with an appreciation of the strategic challenges confronting Caribbean based organisations. An appreciation of these challenges is obviously critical in order for the Accounting Specialist to play a critical role in the development and execution of organisational strategy. In an effort to assess these strategic challenges, the course will operate at three levels of analysis:

1. National;
2. Industry, and
3. The Firm.

In this regard the course of study will be divided into three modules. The first module, taking a national macro level of analysis, will examine issues relating to the management of national economies and the challenges facing developing country nation-states, with a particular focus on the nations of the Caribbean region. The second module will focus on the strategic challenges confronting industries, and the final module will examine the strategy development process at the level of the firm.

MGMT 6116 Corporate Finance (3 Credits)

The main objective of this course is to provide an understanding of financial decision making and financial theory from the point of view of corporate financial managers in competitive financial markets. This course presents the corporation as a collection of projects, each of which contributes to the firm's cash flows, and hence, the value of the firm. It aims to provide a framework, concepts, and tools for analyzing corporate finance problems and issues, based on fundamental principles of modern financial theory, with an understanding of application to "real world" scenarios. The approach is rigorous and analytical. This type of analysis enables the financial manager to identify and solve management problems related to the financial operations of businesses. Specific competencies to be developed include quantitative, problem-solving, written and oral communication, information technology, and lifelong learning skills.

MGMT 6117 Financial Markets and Investments (3 Credits)

This course will examine the investing environment from the perspective of the investor (both individual and institutional). We will look at how financial markets operate the appropriateness of the financial products, the pricing on those products and the determination of and influence of risk in the pricing determination. We will also look briefly at the secondary and derivative markets.

MGMT 6118 Legal Environment of Business (3 Credits)

This course will be presented in six modules. It begins by building on foundational aspects of law – the nature of the legal system and its importance to the business environment. The second module will begin by introducing students to the general nature and purpose of business regulation and an overview of various regulated sectors. It will then focus on some domains that attract regulation, identifying the specific risks/hazards which justify their regulation and the legal contours of the regulatory environment for each domain and how businesses are affected. Module 3 examines and reviews the legal principles in Jamaica's insolvency law and also assesses the position of secured creditors upon insolvency. The fourth module

presents an overview of legal liability which may arise for players in the business environment. It looks at contractual and tortious liability, the increasingly important subject of the liability of directors, criminal liability for companies and professional negligence with a focus on the accounting profession. The next module examines the law relating to intellectual property and raises the moral, ethical and pragmatic issues surrounding the legal principles in this area. Finally, students will be exposed to topical issues in corporate governance and corporate responsibility and how the law reflects the developing policies in this area.

ACCT 6105 Advanced Management Accounting (3 Credits)

This course seeks to provide, primarily through cases and readings an understanding of the conceptual and practical issues relevant to the design and use of contemporary cost management and management control systems in the context of technological change and intense global competition. In the first section of this course, the design and use of cost management systems for process management and as strategic decision-support systems will be explored. The analysis and application of accounting information provided by these systems is extended to specific industries such as manufacturing, health care and banking. Business process reengineering, as an effective long-term cost management tool, is also examined. In the second section of the course, current issues in management control are reviewed, in particular, the design and use of contemporary performance measurement and reporting systems. Behavioral and organizational issues relevant to the implementation and use of these systems are also addressed.

MGMT 6100 Management Information Systems (3 Credits)

This course seeks to expose accounting students to the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based Information Systems (IS) in their discipline. Today's organizations are increasingly dependent on Information Technology (IT) for achieving their business goals. Many organizations rely on IT to help them compete in new ways. Organizations need workers who are comfortable with IT concepts, knowledgeable about IT applications, and capable of applying IT to all organizational areas including accounting, finance, human resources, marketing, sales and customer support, and manufacturing.

ACCT 6106 Advanced Taxation (3 Credits)

The course examines advanced issues and applications in personal and corporate taxation for Jamaica; tax planning; and tax administration. The course also reviews other taxation regimes such as General Consumption Taxes, Property Tax, Stamp Duty, and Transfer Tax.

MGMT 6010 Research Project (6 Credits)

This requirement of the M.Sc. degree is designed to explore methodological issues and applied research on issues critical to improving the practice of accounting and financial management in the Caribbean region.

MSc Computer Based Management Information Systems

Entry Requirements

The requirement for admission to the MSc Computer Based Management Information Systems (CBMIS) is at least a Lower Second Class Honours undergraduate degree, i.e., GPA of 2.5 or above, in Information Systems/Computer Science, Management Studies or other related disciplines. **Applicants with a GPA lower than 2.5 may be considered if they have at least 2 years of work experience.**

Mature applicants who do not possess a first degree can matriculate under the mature matriculation requirements of The UWI. However, these persons will be limited to no more than 10% of the cohort. Mature applicants must possess a minimum

of 10 years work experience in Computer Science, Information Systems/Information Technology, or other related disciplines. Applicants under this category are required to submit their resumes *and where applicable*, official documentation certifying the successful completion of a course of study in the discipline for which they are seeking admission. Each recommendation will be preceded by an interview by a panel from the CBMIS programme.

Maximum Capacity

The MSc in Computer- Based Management Information Systems can accommodate 45 students maximum.

Programme Information

This programme is offered jointly with the Department of Computing and was developed in response to the rapidly growing demand for a new type of graduate student with an in-depth knowledge in management information systems and computer science. This demand arose from an increase in the use of computer-based systems both in the financial and retail sectors, as well as Government sectors. This program seeks to educate a new generation of Information Systems Analysts and Managers who will spearhead the thrust by Jamaican firms to establish a sustainable competitive position on the critically important information service sector. The program partners management with computer science and the University of the West Indies with a select group of local firms who are interested in becoming globally competitive in information services.

CORE COURSES

YEAR I

Course Codes	Course Title
COMP6100	Introduction to Programming, Databases Networking
MGMT6017	Organizational Theory and Behaviour
MISY6110	Information Systems in Organizations
COMP5110	Introduction to Software Engineering
MGMT6019	Finance
MGMT6021	Production and Operations Management
SBCO6190	New Ventures and Entrepreneurship
MISY6114	E-Commerce
MISY6118	IT Security

YEAR II

Course Codes	Course Title
MISY6113	Decision Support Systems
MISY6115	IT Economics
MISY6117	IT Project Management

COMP5740	Business Intelligence
MGMT6031	Final Project
MISY6116	IT Governance and Policies
MISY6119	Communication and Special and Emerging Topics in MIS

COURSE DESCRIPTION

COMP6100: Introduction to Programming, Databases and Networking (3 Credits)

This course introduces students to networking concepts, creating databases and writing programs. Specifically, the course focuses on students writing webbased programs, integrating them with databases and introducing basic concepts of networking.

MGMT6017: Organizational Theory and Behaviour (3 Credits)

This course introduces the basic concepts in social psychology relevant to the study and understanding of individual and group behaviour in an organizational setting. It shows the information system manager and analyst how interpersonal and structural variables influence job and task performance, individual and group productivity and their impact on the achievement of consistent quality in organizational outputs.

MISY6110: Information Systems in Organizations (3 Credits)

This course establishes a foundation for understanding and analysing information in organizations, and its role in creating strategic advantage in companies. It examines the factors which underlie the evolution of Information Technology with the rapid convergence of voice, text, graphics and video technologies with traditional technologies for data processing. The goal is to introduce students to some of the basic concepts and current developments in IT and to examine successful applications of IT to business problems in order to understand how to improve their awareness of the managerial issues raised by IT and its use in inspiring organizational effectiveness.

COMP5110: Introduction to Software Engineering (3 Credits)

This course examines some of the different approaches to software construction including object-oriented approaches, formal specification techniques, and prototyping. The various stages in the life cycle of a piece of software, and the tools available for supporting the activities taking place in the different stages of the life cycle, as projects, will be examined.

MGMT6019: Finance (3 Credits)

This course provides managers with the basic tools for efficiently using the financial resources of an organization and understanding the objectives of financial management. It focuses on the factors which govern the financial structure, cost of capital, market valuation, sourcing of short and long term funds and dividend, working capital policies of the firm and methods of capital budgeting. The course will also examine the use of financial databases.

MGMT6021: Production and Operations Management (3 Credits)

This course introduces managerial concepts and techniques that can be used to achieve flexibility, reliability, efficiency and total quality in operations. Specific attention is paid to the role of forecasting, systems design production planning and scheduling and materials management. The use of information systems in planning, design and control of manufacturing and service organizations is emphasized.

SBCO6190: New Ventures and Entrepreneurship (3 Credits)

This course is designed to equip students with practical skills and methodology for identifying, analyzing and developing new business concepts and writing business plans. It gives an understanding of the process of new business creation, entrepreneurial behaviour and the entrepreneurial process, including the issues that affect family businesses. It also analyses the concept of intrapreneurship, which deals with application of entrepreneurial thinking within the framework of being employed in an organization.

MISY6114: E-Commerce (3 Credits)

The purpose of this course is to provide students with a solid understanding of ecommerce principles, strategies and business applications in order to enable them to identify opportunities and articulate strategies for employing eCommerce initiatives within their own organizations.

MISY6118: IT Security (3 Credits)

IT security is a comprehensive study of the principles and practices of computer system security, to include operating system security, network security, software security and web security. However, the majority of IT security mitigation strategies have predominantly relied on technological solutions, neglecting the threats emanating from the human element. This course then, is intended to improve the managerial approaches for securing information assets by emphasizing a socio-technical approach.

MISY6113: Decision Support Systems (3 Credits)

The course is divided into two sections. The first section will discuss organizational decision-making within a problem-solving framework and examine the role of computer-based models in supporting the various stages of the decision-making process. It presents an organizing framework for classifying various types of organizational problems. Then Simon's model is used to illustrate a normative approach to the problem-solving/decision-making process. The second section of the course discusses knowledge-based decision support systems, with a particular emphasis on Expert Systems. We introduce students to Expert Systems as they offer an alternative solution to solving problems for which traditional solutions do not exist. The different stages involved in the development of expert systems and their relevance to real world applications will be discussed.

MISY6115: IT Economics (3 Credits)

The primary aim of the course is to introduce students to the importance of financial considerations in making decisions related to software; both in firms that develop software and in firms that use software to help them better achieve their strategic objectives. It will provide students with an introduction to the fields of software economics and IT business value analysis and expose them to some of the tools that they can use to help firms make financially more responsible software related decisions.

MISY6117: IT Project Management (3 Credits)

The course introduces students to the defining characteristics of IT projects, a variety of project management techniques, the challenges involved in executing IT projects, how to recognize warning signs associated with failing projects and how best to avoid them. The course will also cover management issues associated with different alternatives for sourcing information systems and acquiring infrastructure components.

COMP5740: Business Intelligence (3 Credits)

The primary goal of Data Mining and Data Warehousing are to integrate heterogeneous data stores into one large repository of data which can then be mined to discover patterns and trends which would otherwise go undetected. Because of this emphasis will be placed on the steps involved in building a Data Warehouse and the benefits they can provide to an organisation. Various Data Mining techniques will be studied, in terms of the algorithms used and the benefits they can provide to an organisation.

MGMT6031: Final Project (6 Credits)

In lieu of a thesis, each participant in the programme will be required to undertake a project which will entail defining and developing a software system which has real potential for solving a practical problem of significance to managers. The system will require students to draw on their capacity to analyse business problems as well as on their ability to implement the software development tools, techniques and concepts learned throughout the programme.

MISY6116: Governance and Policies

The course will enable students to gain an understanding of IT Governance, policy frameworks and Corporate Governance and how to utilize these strategies to meet key objectives, manage risks, deliver value and measure performance in an organization. Students will also be introduced to the organizational interventions required to cultivate and sustain an effective, business-specific IT governance model which is an essential tool for deriving benefits and meeting business objectives.

MISY6119: Communication and Special and Emerging Topics in MIS (3 Credits)

Information systems are continually changing; therefore, it is paramount that students be aware and keep abreast of these changes. Additionally, there is demand from both private and public sector employers for students to be conversant in relevant issues in their areas of study and being able to communicate these effectively. Preparing students to be current and communicating ideas effectively is an on-going process and is linked to the other courses in the programme. This course is designed with the intention of addressing these issues over the duration of the programme. To achieve this, coverage is divided into various seminars, scheduled at strategic points throughout the programme, thus helping students to align the topics covered to other courses.

Master of Science in Corporate Finance

Entry Requirements

The requirement for admission to the MSc Corporate Finance is a bachelor's degree or its equivalent in a relevant discipline, from a university or college acceptable to the University of the West Indies, with a GPA of 2.5 or higher. Applicants must also have passed MGMT 2023 Financial Management 1 or an equivalent undergraduate finance course and have a good grounding in quantitative subjects. Two letters of recommendation are also required in support of the application.

Applicants who are adjudged to have an insufficient background in a quantitative or financial management discipline may still qualify for entry into the programme, but will be required to pursue preliminary prerequisite quantitative or financial management courses.

Applicants with a degree with a GPA lower than 2.5 will be considered if they have professional experience in a finance related field with a minimum of 3 years work experience. Such applicants may also be required to pass a departmental interview conducted by an internal admissions panel.

Mature applicants who do not possess a first degree can matriculate under the mature matriculation requirements of UWI. However, these persons will be limited to 10% of the cohort. These applicants must possess a minimum of 10 years work experience in the field of finance and professional qualifications such as, ACCA. Applicants under this category are required to submit their resumes and where applicable, official documentation certifying the successful completion of a course of study in the discipline for which they are seeking admission.

Programme Information

This programme is designed to meet the current demands of the economic marketplace and provide participants with rigorous training to help develop proficiencies to find solutions to real-life financial situations. The focus of the MSc Corporate Finance is to provide technical training to persons who are interested in pursuing a career in the financial sector. It will provide rigorous technical academic training to persons who wish to have a career as a trader, financial analyst, corporate banker, risk analyst among others. It is particularly suited to graduates seeking to work in the areas of: corporate management, international financial management, investment services, brokerage, insurance, and commercial and investment banking. The programme covers the three key areas of finance: financial markets, financial institutions, and investments.

- The core objectives of the programme are as follows:
- To understand the fundamental concepts and tools of finance.
- To understand financial management concepts and tools required by managers to make investment decisions.
- To understand the importance of ethical financial governance to the sustainability of business firms, and the impact of the firm's decisions on all stakeholders.
- To apply financial management tools to the financing decisions and dividend decisions faced by the firm.
- To evaluate the interactions, from a governance perspective, between firm management, financial markets and stakeholders.
- To evaluate the risk profile of firms such as costs of capital, debt and equity capital, using financial data.
- To discuss the operations of the equity market, the bond market and the derivatives market, and the financial assets traded in each of these markets.
- To explain the global financial environment experienced by multinational corporations

- To evaluate complex financial problems by using quantitative methods and models to support managerial decision-making processes
- To demonstrate competency in Corporate Finance, Investments, Financial Institutions, and Risk Management to solve finance problems
- To prepare and analyse financial reports that will serve as an effective means of communication to stakeholders
- To value stocks, bonds, and derivatives using cutting-edge valuation methods

The programme will cater to a unique segment of the financial market, particularly students who have an interest in developing their financial skills to solve complex business problems and/or are interested in pursuing a career in the exciting and fast-growing field of finance. The MSBM Finance laboratory equipped with Bloomberg terminals will assist in providing 'first world' training and experience. Students will be strategically positioned for roles such as:

- investment banker
- financial analyst
- investment manager
- finance director
- project analyst
- stockbroker/securities trader
- fund manager
- financial planner
- consultant
- bank manager

Graduates will be equipped to work in the financial services, insurance, hospitality industry, health care, academic institutions, manufacturing and trade.

Duration of study:

The programme is offered over a period of 12 Months Full-Time & 24 Months Part-Time.

CORE COURSES – FULL-TIME

Year I – Semester I

Course Codes	Course Title
SBCO6110	Financial and Managerial Accounting
SBCO6130	Economics for Managers
SBCO6520	Quantitative Methods and Statistical Techniques
SBRM6020	Corporate Finance
SBFI6010	Investment Analysis and Portfolio Management
SBFI6020	Advanced Corporate Finance
SBFI6030	International Monetary Economics and Finance
SBFI6050	Theory of Finance

SBCO 6180	Field Project
SBCO6170	Business Analytics
SBFI6040	Management of Financial Institutions
SBFI6060	Corporate Finance and Valuation

CORE COURSES – PART-TIME**Year I**

Course Codes	Course Title
SBCO6110	Financial and Managerial Accounting
SBCO6130	Economics for Managers
SBCO6520	Quantitative Methods and Statistical Techniques
SBRM6020	Corporate Finance
SBCO6170	Business Analytics
SBFI6050	Theory of Finance

Year II

Course Codes	Course Title
SBFI6030	International Monetary Economics and Finance
SBFI6070	Corporate Governance
SBFI6010	Investment Analysis and Portfolio Management
SBFI6020	Advanced Corporate Finance
SBCO 6180	Field Project
SBFI6080	Mergers, Acquisitions and Restructuring

COURSE DESCRIPTION**SBFI6020: Advanced Corporate Finance (3 credits)**

Corporate Finance covers any decision that may have financial implications for the firm and these can be categorized as follows: - investments that should be made, the firm's role in paying for investments and the expected returns and distribution

of such returns. Built around the valuation imperative, this advanced course addresses issues in large corporations, private firms and in specialized situations of acquisitions and corporate distress.

SBCO6170: Business Analytics (3 credits)

This course examines the ways in which enterprises such as businesses, nonprofits, and Governments can use data to gain insights and make better decisions. Business analytics is applied in operations, marketing, finance, and strategic planning among other functions. The ability to use data effectively to drive rapid, precise and profitable decisions has been a critical strategic advantage for a range of world-leading companies. With the increasing availability of broad and deep sources of information so-called "Big Data" business analytics are becoming an even more critical capability for enterprises of all kinds.

SBCO6130: Economics for Managers (3 credits)

This course introduces students to the logic of economic reasoning and provides examples of the relevance of economic principles to business decision-making.

It is a critical element of the MBA and MBM programmes. The course covers content that is relevant to both the marketing and finance courses. The main aim of the course is to help students develop the ability to use the basic principles of economics to analyze common problems, national and international issues that have implications for business decision-making. The content is divided into two main sections. The introductory section provides a general overview of economics and its methodology; the second looks at the economics of markets, consumer choice and firm behaviour (microeconomics); whilst the third section focuses on the firm's operating environment (macroeconomics).

SBF16080: Mergers, Acquisitions and Restructuring (3 credits)

The field of mergers and acquisitions (M&A) has undergone significant changes over the past half of a century — merger waves have become more frequent and the time between waves have gotten shorter. These changes have given rise to a tremendous amount of academic research and therefore it is imperative that students have solid understanding of this area of the literature that has become a mainstay in Corporate Finance. This course provides a comprehensive look at the growth and development in M&A and places it in realistic context amidst changing trends, legislation, and global perspectives. The course coverage merges expert discussion with extensive graphs, research, financial modeling (Excel) and case studies to show how M&As can be used successfully to increase the firm's value. Strategies and motives are carefully analyzed alongside legalities each step of the way, and specific techniques are dissected to provide deep insight into real-world operations.

SBCO6110: Financial and Managerial Accounting (3 credits)

This course examines the internal accounting systems and current practices of businesses to develop an understanding of the uses and limitations of accounting information in planning, control, decision making, performance evaluation and external reporting processes. It offers a balanced coverage of the concepts, methods and uses of financial and managerial accounting information with a strong emphasis on analysis and reporting.

SBF16030: International Monetary Economics and Finance (3 credits)

This course is designed to give students an introduction to international finance and institutions. It deals with how optimal corporate decisions are made given the international environment. This is achieved through a thorough study of various exchange rate determination theories, international corporate finance and international portfolio diversification models.

SBFI6010: Investment Analysis and Portfolio Management (3 credits)

This course in investment analysis covers topics related to the efficiency of capital markets and the pricing (valuation) and use of various financial securities. The financial instruments reviewed are stocks, bonds, call and put options, commodity futures contracts and swaps. Instruments are also considered.

SBFI6070: Corporate Governance (3 credits)

Corporate Governance is about how public firms are structured and directed — financial, operations, marketing, compensation, community relations etc. Every strategy and the many decisions within each strategy are governed by some part of the corporate governance system. A well-designed corporate governance system will allow for decisions that are consistent with long-term sustainable value creation for investors, employees and the community. The key players in the systems are (i) the executives, the board of directors and (iii) shareholders. The corporate governance should provide a system of checks and balances that is transparent and provides accountability for promoting objectively determined goals and benchmarks. This course provides the students with the necessary tools to evaluate a firm's corporate governance and its impact on shareholder value.

SBCO6520: Quantitative Methods and Statistical Techniques (3 credits)

This course is concerned with the use of quantitative and statistical techniques to assist in rational decision making. The emphasis is not on the techniques themselves, but rather on how they can contribute to better decisions. The approach is to present real business situations in which quantitative and statistical techniques have been applied successfully and to show how managers can use the methods to make better decisions.

SBFI 6050: Theory of Finance (3 credits)

This course will provide a solid foundation to the theory of finance. This course covers the core theory, concepts, tools and skills in finance. An introduction to utility theory, arbitrage, portfolio formation, option pricing, and efficient markets are covered. Generalised measures of risks, mean variance analysis and the capital asset pricing model are introduced.

SBRM6020: Corporate Finance

The main objective of this course is to provide an understanding of financial decision making and financial theory from the point of view of corporate financial managers in competitive financial markets. This course presents the corporation as a collection of projects, each of which contributes to the firm's cash flows, and hence, the value of the firm. It aims to provide a framework, concepts, and tools for analyzing corporate finance problems and issues, based on fundamental principles of modern financial theory, with an understanding of application to "real world" scenarios. The approach is rigorous and analytical. This type of analysis enables the financial manager to identify and solve management problems related to the financial operations of businesses. Specific competencies to be developed include quantitative, problem-solving, written and oral communication, information technology, and lifelong learning skills.

SBCO 6180: Field Project (3 credits)

The Final Project is designed to provide an opportunity for students to incorporate concepts and theories learned throughout the MSc programme to address a business problem facing an existing organization or design solutions to a possible problem.

which organizations have not realized. Students will be grouped and mandated to work on/solve a real-world problem over a 3-month period. This compulsory Field Project will contribute 3 credits to the students' overall programme.

MSc Enterprise and Risk Management

Entry Requirement

The requirement for admission to MSc Enterprise and Risk management is a minimum GPA of 3.0 in a Bachelor's degree (or equivalent from an overseas institution) in a quantitative discipline.

Preference will be given to those with 3 years relevant work experience.

Mature applicants who do not possess a first degree can matriculate under the mature matriculation requirements of The UWI. However, these persons will be limited to no more than 10% of the cohort. Mature applicants must possess a minimum of 10 years' work experience in the field of Mathematics or other related disciplines. Applicants under this category are required to submit their resumes and where applicable, official documentation certifying the successful completion of a course of study in the discipline for which they are seeking admission.

Programme Information

This programme is designed to address the demand in the financial services and other industries for modern risk management skills. Risk professionals require a set of integrated skills in risk modeling and management of the risks associated with assets/liabilities of their business operations. The programme is designed to produce graduates with skills in risk techniques and practices who also understand business contexts and thus are able to address complex risk issues. The programme will attract professionals seeking breadth in risk management. They will typically have backgrounds in a wide cross-section of industries such as financial services (especially banking, insurance), consultancy, and the non-financial sector, as well as, from the public sector. This is an important added value, which prepares students for team work with members of diverse backgrounds.

The main aims of the MSc-ERM are to:

- Introduce the basic concepts and techniques of quantitative risk management across an enterprise, as well as the business context in which such risk management takes place.
- Provide a good grounding in risk management best practices.
- Equip students to identify and measure risks and to take actions to mitigate risks and exploit opportunities.
- Teach students how to apply quantitative and qualitative approaches to risk management.
- Familiarise students with computational techniques and risk management software.

Duration of Study

The programme is offered over a period 24 months on a Part-Time basis

CORE COURSES**Year I**

Course Codes	Course Title
SBCO6110	Financial and Managerial Accounting
SBCO6135	Supply Chain Management and Strategy
SBCO6170	Business Analytics
SBCO6340	Business in a Global Environment
SBCO6520	Quantitative Methods and Statistical Techniques
SBCO6540	Inventory Management

Year II

Course Codes	Course Title
SBCO6160	Operations Management
SBCO6165	Global Supply Chain Management
SBCO6175	Logistics Supply Chain Management and Sustainability
SBCO6182	Supply Chain Simulation and Modelling
SBCO6185	Transportation Strategy and Management
MGMT6010	Research Paper

COURSE DESCRIPTION**SBCO6170: Business Analytics (3 credits)**

This course examines the ways in which enterprises such as businesses, nonprofits, and Governments can use data to gain insights and make better decisions. Business analytics is applied in operations, marketing, finance, and strategic planning among other functions. The ability to use data effectively to drive rapid, precise and profitable decisions has been a critical strategic advantage for a range of world-leading companies. With the increasing availability of broad and deep sources of information — so-called “Big Data” business analytics are becoming an even more critical capability for enterprises of all kinds

SBCO6520: Quantitative Methods and Statistical Techniques (3 credits)

This course is concerned with the use of quantitative and statistical techniques to assist in rational decision making. The emphasis is not on the techniques themselves, but rather on how they can contribute to better decisions. The approach is to present real business situations in which quantitative and statistical techniques have been applied successfully and to show how managers can use the methods to make better decisions.

SBCO6110: Financial and Managerial Accounting (3 credits)

This course examines the internal accounting systems and current practices of businesses to develop an understanding of the uses and limitations of accounting information in planning, control, decision making, performance evaluation and external reporting processes. It offers a balanced coverage of the concepts, methods and uses of financial and managerial accounting information with a strong emphasis on analysis and reporting.

SBCO6340: Business in a Global Environment (3 credits)

This course examines the critical aspects of the global business environment that influence a firm's decisions and behaviour. It focuses on the macroeconomic, institutional and technological factors at both international and national levels that shape the environment in which firms compete.

SBCO6160: Operations Management (3 credits)

This course introduces students to the strategic and operational issues and decisions involved in managing the operations of a firm. The transformation of raw materials (labour, energy, etc.) into goods and services is influenced by decisions such as the choice of technologies, the design of the facilities, the processes involved and the effectiveness of the production plans.

SBCO6135: Supply Chain Management and Strategy (3 credits)

The supply chain consists of many operational processes that create value for the firm. The course introduces strategies and practical tools necessary to manage and solve supply chain problems. The course will expose students to the challenges involved in managing supply chains and the complexity of interfirm and intra-firm coordination. That is the student will be exposed to leading edge thinking on supply chain strategy as well as practical tools and methods for its implementation. The course will also provide the student with qualified knowledge on the different aspects of the strategic role that supply chain management has in many of today's businesses. It deals with the opportunities, risks and operations of the supply chain management function in an industrial setting.

SBCO6165: Global Supply Chain Management (3 credits)

Today's global organisations are looking for leaders who can integrate all functions related to supply chains. A global supply chain refers to the network created among different worldwide companies producing, handling, and distributing specific goods and/or products. Jamaica and the rest of the Caribbean exist within this global space; a reality that demands that the courses offered at The University of the West Indies should have a global reach and global application. Global Supply Chain Management is one of the courses that seeks to prepare students to respond to and navigate the challenges, while maximising the opportunities that accompany the global reach in marketing, distribution and the management of various operations. The course therefore examines a number of the tools and strategies that can be employed in ensuring that customers at all levels receive the right products and services, at the right price and at the right time, while conforming to the agreed global standards. The primary goal of this course is to provide a broad overview of supply chain management from an international perspective. Among the issues covered are facility location, sourcing decisions, global environments, effects of global SCM on import/export decisions, role of inventory management, effect of government policies on global SCM.

SBCO6540: Inventory Management (3 credits)

Inventory management works hand in hand with the procurement management function to ensure the availability of supply of inputs for operations and infrastructure. Since spending on the procurement of inputs often consumes the lion's share of the organisation's budget, inventory management is an equally essential function of both commercial and noncommercial organisations. Poor inventory management, resulting in unavailability of inputs can be profoundly damaging to organisational productivity. On the other hand, since inventory is expensive to obtain and store, overstocking can also have a negative impact on the bottom line. Good management of inventory therefore, enables companies to improve their customer service, cash flow and profitability. This is the case with both private and public sector entities, thus the importance of inventory management in both sectors.

SBCO6175: Logistics Supply Chain Management and Sustainability (3 credits)

Logistics Management is the part of supply chain management that plans, implements, and controls the efficient, effective forward and reverse flow and storage of goods, services, and related information between the point of origin and the point of consumption in order to meet customers' requirements. Logistics deals with the management of material flow, information flow and financial flow that cut across multiple business entities. The coordination and integration of these flows both within and across companies are critical to compete successfully in today's market place. The course exposes students to a practical and managerial approach to logistics supply chain management in areas such as sustainable logistics practices, leadership in a supply chain role, emerging trends in logistics, key performance indicators, and an introduction of technology into logistics management.

The course will expose students to sound principles and techniques of inventory management and will provide explanation on how this function is connected to other aspects of procurement management, supply chain management and other areas of management.

SBCO6185: Transportation Strategy and Management (3 credits)

Transportation is an essential activity in the logistics function, supporting the economic activities of organisations and countries. It is therefore important that transportation is not treated as only an operations component, but also an important strategic component of an effective logistic and supply chain management framework. This course brings to the forefront the benefits of the use of more than one modes of transportation in the movement of goods and services. It addresses the core issues that will ensure smooth transfer of cargo from the point of origin to destination. The course will examine the characteristics and operation of intermodal transportation systems from several perspectives, including the importance of transportation costs, transportation security, global transportation network, regulatory framework, infrastructure, hazardous materials, risk assessment, national and international freight transportation system, global collaboration public policy considerations, safety, and methodologies related to the analysis of transportation.

SBCO6182: Supply Chain Simulation and Modelling (3 credits)

Simulation provides the means for an organization to analyse and evaluate existing supply chain processes in a virtual environment and therefore, reducing the time and cost that would normally be associated with the physical space. Through simulation models, organizations can identify individual events that make up the entire supply chain system and incorporate uncertainties such as machine breakdowns that might occur and therefore evaluate the system in its entirety. The overall objective of the course is to expose students to the modelling tools and important issues for designing and operating supply chains. The course will allow students to practice modelling and simulating a multi-level supply chain. Some of the main topics covered include: conceptual framework for supply chain simulation, simulation methods and techniques, main concepts of

system dynamics, bull -whip effects in supply chains, and modelling a traditional supply chain by using by using casual loop diagrams. This course is designed to teach advanced concepts in supply chain design, demand forecasting, resource allocation, and production planning. It gives students an opportunity to design and manage the supply chain of an organization. It will also allow students to understand and mitigate risks and bottlenecks that may occur due to lead times, demand fluctuations and processing time abnormalities, which are not noticeable in an optimization model.

MGMT 6010: Research Project

Students are required to complete a Research Project by the end of the year. They will be required to identify a research topic in Logistics and Supply Chain Management within a business firm and use the tools, principles and skills covered in the programme to solve this problem. The programme's paper intended to provide practical experience for the students with the opportunity to devise solution for a local problem within an organisation.

Master of Science in Marketing and Data Analytics

Entry Requirements

The requirement for admission to the MSc in Marketing and Data Analytics (MDA) is a bachelor's degree or its equivalent in a relevant discipline, from a university or college acceptable to the University of the West Indies, with a GPA of 2.5 or higher. Applicants must also have demonstrated quantitative skills (e.g. pass in maths or other quantitative courses).

Applicants with a GPA lower than 2.5 will be considered if they have at least (2) years working experience in marketing or related areas and have professional qualification in a related area. They may also be required to be successful at an interview conducted by a select panel determined by the School.

Mature applicants who do not possess a first degree can matriculate under the mature matriculation requirements of The UWI. However, these persons will be limited to no more than 10% of the cohort. Mature applicants must possess a minimum of 10 years work experience in the field of marketing or other related disciplines. Applicants under this category are required to submit their resumes and where applicable, official documentation certifying the successful completion of a course of study in the discipline for which they are seeking admission.

Programme Information

The MDA is targeted at graduates from the general business and management-related discipline. The programme is aimed at producing marketing professionals who are able to make marketing decisions based on quantitative analysis. Participants will be provided with a strong grounding in the analytical tools needed to flourish in today's rapidly evolving, information-driven business environment.

AIMS AND OBJECTIVES:

The MSc. in Marketing and Data Analytics provides students with a theoretical foundation of marketing and introduces students to a range of business modelling approaches relevant to marketing decisions. Understanding marketing analytics allows marketers to strengthen business practices by focusing their time, energy and resources on the right products and the

right customers. In this competitive environment, with its ever increasing amount of data, businesses that can make sense of the flow of information will hold a competitive edge in the marketplace.

The MSc. Marketing and Data Analytics programme seeks to:

- Equip students with the latest analytics tools to analyse and interpret data, forecast future trends, streamline decisions and optimize a course of action.
- Equip students to apply descriptive, predictive and prescriptive modelling techniques to help organizations improve performance, explore alternatives, and anticipate and shape business outcomes in the rapidly changing economic environment.
- Develop marketing managers and professionals with knowledge and expertise to fast-track a career in a variety of industries and sectors including manufacturing companies, energy, healthcare delivery, banking, marketing and government.
- Students will study industry best practices and new technologies in Marketing Management and Business Analytics.
- On graduation, students will be able to:
 - Explain how data mining is changing the way businesses understand their consumers and make decisions.
 - Describe the roles of data mining information about consumers to enhance business decision-making.
- Develop an in-depth understanding of the theoretical foundations of marketing and the application of business modelling in Marketing Management; the analysis of marketing decisions, business statistics and forecasting; and marketing research methods.
- Develop the capabilities and creativity to design solutions to marketing and business problems using a range of business analysis techniques using adaptable and innovative methods.
- Apply data mining techniques to improve customer relationships in marketing and other business organizations

Duration of Study

The programme is offered over a period of 24 Months Part-Time.

Programme Structure

COURSES

Year 1

Course Codes	Course Title
SBCO6110	Financial and Managerial Accounting
SBCO6170	Business Analytics
SBCO6340	Business in a Global Environment
SBCO6520	Quantitative Methods and Statistical Techniques
SBMA6020	Consumer Behaviour
SBCO6070	Marketing for Managers

Year 2

Course Codes	Course Title
SBCO6152	Data Mining for Marketing and Sales
SBMA6055	Marketing Analytics and Modelling
SBCO6450	Managing Service Quality
SBMA6030	Marketing Strategy and Product Quality
SBMA6050	Consumer Analytics
MGMT6010	Research Project

COURSE DESCRIPTION

SBCO6110: Financial and Managerial Accounting (3 credits)

This course examines the internal accounting systems and current practices of businesses to develop an understanding of the uses and limitations of accounting information in planning, control, decision making, performance evaluation and external reporting processes. It offers a balanced coverage of the concepts, methods and uses of financial and managerial accounting information with a strong emphasis on analysis and reporting.

SBCO6170: Business Analytics (3 credits)

This course examines the ways in which enterprises such as businesses, nonprofits, and Governments can use data to gain insights and make better decisions. Business analytics is applied in operations, marketing, finance, and strategic planning among other functions. The ability to use data effectively to drive rapid, precise and profitable decisions has been a critical strategic advantage for a range of world-leading companies. With the increasing availability of broad and deep sources of information — so-called “Big Data” business analytics are becoming an even more critical capability for enterprises of all kinds.

SBCO6340: Business in a Global Environment (3 credits)

This course examines the critical aspects of the global business environment that influence a firm’s decisions and behaviour. It focuses on the macroeconomic, institutional and technological factors at both international and national levels that shape the environment in which firms compete.

SBCO6520: Quantitative Methods and Statistical Techniques (3 credits)

This course is concerned with the use of quantitative and statistical techniques to assist in rational decision making. The emphasis is not on the techniques themselves, but rather on how they can contribute to better decisions. The approach is to

present real business situations in which quantitative and statistical techniques have been applied successfully and to show how managers can use the methods to make better decisions.

SBMA6020: Consumer Behaviour (3 credits)

This course examines the basic concepts concerning research and findings about consumer behaviour to promote an understanding of how these ideas can be used in marketing decision making. The course also covers research design and methodologies used in marketing and influencing consumer behaviours.

SBMA6070: Marketing for Managers (3 credits)

This course introduces participants to the theoretical and conceptual underpinnings of marketing. The course goes beyond marketing theories and concepts to show how the application of marketing principles can assist decision makers in public and private sector organizations in Jamaica and the Caribbean to develop and implement marketing strategies that will enhance their competitive positions in the global economy.

SBMA6030: Marketing Strategy & Product Policy (3 credits)

This course offers students an opportunity to broaden their understanding of strategic marketing management. It explores issues such as price and cost dynamics and brand management strategies for products and services.

SBMA6055: Marketing Analytics & Modelling (3 credits)

This course will focus on developing marketing strategies driven by quantitative analysis and modelling. Topics covered include market segmentation, market response models, customer profitability, social media, paid search advertising, product recommendation systems, mobile geo-location analysis, media attribution models, and resource allocation. The course will draw on and extend students' understanding of issues related to integrated marketing communications, pricing, digital marketing, and quantitative analysis. The course will use a combination of cases, lectures, and a hands-on project to develop these skills

SBMA6050: Consumer Analytics (3 Credits)

This course will utilize data analytics to learn about and market to individual customers. Many firms have extensive information on customers but very few firms have the expertise to intelligently act on such information. This course will therefore be focused on the scientific approach to marketing with hands-on use of technologies such as databases, analytics and computing systems to collect, analyse, and act on customer information. The goal is not to produce experts in statistics; rather, students will gain the competency to interact with and manage a marketing analytics team. The course uses a combination of lectures, cases, and exercises to learn the material. This course takes a very hands-on approach with real-world databases and equips students with tools that can be used immediately on the job.

SBCO6152: Data Mining for Marketing and Sales (3 Credits)

Data mining has emerged as a growing field that is concerned with developing techniques to assist managers to make intelligent use of the rapid increase of data. It is the process of analysing data from different perspectives and summarizing it into useful information. Data mining identifies trends, patterns, and relationships, which might otherwise have remained

hidden. Emphasis will be placed on how to extract and apply business intelligence to improve business decision making and marketing strategies. The course will take advantage of online social media content from various applications, such as social network analysis, customer segmentation, customer relationship management (CRM), and web mining. The course will provide students with exposure to data mining tools, and application of data mining techniques to improve marketing, and sales.

SBCO6450: Managing Service Quality

Services are intangible and perishable experiences that cannot be re-created in a standard manner as products. This makes the quality of services a challenging prospect, particularly as the interaction between the service provider and the customer is varied. This course exposes the student to service strategies and systems as efforts are made to manage service quality. The hospitality industry is utilized to evaluate the service encounter and illuminate best practices in the service environment.

MGMT6010: Research Paper

Research Project

This requirement of the M.Sc. degree is designed to explore applied research on issues critical to improving the practice of Marketing and Data Analytics in the Caribbean region

MSc National Security and Strategic Studies

Entry Requirement

The MSc National Security and Strategic Studies is open to holders of a Bachelor's degree from a recognized University with a lower second class honours (GPA of 2.5) or above. Applicants should also hold (or have held) a position at mid-management level in the security forces, government or private security firm. This translates to the rank of Superintendent in the Police Service and Major in the Military.

Mature Students:

Academically qualified students who do not meet the requirements of service but have special attributes will be considered for admission based on the following:

- Applicants who are members of the Security Services who do not have First Degrees but have completed substantial senior military and police courses at recognized International and Caribbean Institutions will be considered for admission.

OR

- Hold a Bachelor's degree from a recognized university at the level of lower second or above. Be recommended by his/her organization. Have a minimum of three (3) years' experience in the line of work or within related areas.

Maximum Capacity

The MSc in National Security and Strategic Studies can accommodate 30 students maximum.

Programme Information

This programme serves to enhance the professional training of senior managers in the security sector and to provide them with the opportunity of exposure to the rigours of Graduate Studies in a field very applicable to their day to day activities. The educational emphasis is based on a policy oriented approach, as well as on critical examination of the theories and concepts that have influenced regional strategic, defence and anti-crime policies. Particular attention is paid to emerging strategic trends which pose long-term challenges to Caribbean security both as a region and individual countries, and raise complex trade-offs for policy makers.

The Programme aims at providing a better understanding of:

- The domestic, regional and international settings of national security policy
- The concepts of military threats
- Issues of crime and violence
- Terrorism, particularly narco-terrorism
- Crisis management
- Military alliances
- National security policies and programmes
- Roles and Functions of Security Agencies

Duration of Study

The programme is offered over a period of 24 Months Part-Time.

Programme Structure

Core Courses

Year 1

Course Codes	Course Title
NSSS6002	New Dimensions of Power and Security in the Caribbean
MGMT6120	Research and Quantitative Methods
NSSS6007	Security and Defense Economics
NSSS6005	International Relations and National Security Issues
NSSS6004	Contemporary Governance

Year 2

Course Codes	Course Title
NSSS6001	Management of Strategic Issues
NSSS6006	Caribbean Security Perspective -Deviance, Conflict and Social Management
NSSS6011	Research Paper (Yearlong)
NSSS6010	National Security Policy and Programme Analysis
NSSS6009	External & Internal Threats to Hemispheric Security
NSSS6003	Seminar: National Security Issues

COURSE DESCRIPTIONS

NSSS6001 Management of Strategic Issues

Students will receive a sound understanding of strategic management in the security sector and will have the ability to employ strategic and critical thinking skills in their work environment.

NSSS6009 External and Internal Threats to Hemispheric Security

On the completion of this course students will be able to understand, analyze and disseminate intelligence on: terrorism, narco-terrorism, new crimes, social and political impact of security threats and the role of civil society in reducing crime and maintaining community safety.

NSSS6002 New Dimensions of Power and Security in the Caribbean

This course aims to present and analyze concepts and frameworks from making the complexity of domestic and regional politics and international relations clearer and more comprehensible. Much emphasis will be placed on the challenges to power politics and the state system.

NSSS6006 Caribbean Security Perspective Social Management

The course focuses on isolating, understanding and analyzing the various structural contexts that produce conflict, deviance, violence, and ultimately, divide societies. It also gives simultaneous attention to the peculiarities in those contexts that inevitably work to prevent or discourage peace.

NS6005 International Relations and National Security Issues

To provide sound understanding of aspects of international politics, foreign policy and international laws that most affect the operations in the National Security Sector.

NSSS6011 Research Paper

The thesis will be an opportunity to perform substantial analysis on a current security situation and to develop solutions.

NSSS6007 Security and Defence Economics

Students will be able to understand the economic process that underlie, in conjunction with political interaction, various national security and defense resource allocation decisions, from budget-making to procurement to expenditures.

NSSS6010 National Security Policy and Programme Analysis

This course deals with the examination and analysis of how national security policies are formulated and translated into the national security and defense budgets, programme priorities and force structures from it. It also focuses on the ability to analyze the development of national security policies and use analytical techniques to derive programmes and structures.

NSSS6003 National Security Issues

To provide a better understanding of the issues affecting the security forces in the Caribbean. The seminar examines the regional security problems and will seek to provide solutions through the research completed by the students.

NSSS6004 Contemporary Governance

This course deals with breaking issues in regional, hemispheric and global political economy and international relations. While historical antecedents are important to deal with the present and future breaking situations, it is also acknowledged that some issues are so new and different that they are unanticipated by path-dependent approaches.

SALI6051 Research Design and Management

In this course the student will become acquainted with social research methodologies such as survey and field research, questionnaire design, content analysis, analysis of existing data, focus group, individual and group observation (including participatory observation) etc. The course will also introduce students to the safeguards against errors in both data collection and data analysis and reporting. In addition, the course will draw the attention of students to an important but often neglected aspect of social research, i.e. ethical issues in social research, covering such topics as voluntary participation, anonymity and confidentiality and the need to adhere to professional code of ethics.

The candidate is required to formally apply for entry to the Examinations on a specified form and pay the required examination fee. The application must be accompanied by a certificate of completion of study from the Supervisor. (A sample of each of these forms is given in Appendix IV. The arrangement of format may vary according to the Campus).

The formal submission of the thesis for examination is made by the candidate to the Administrative Assistant in the Graduate Admissions Section of the Registrar's Office.

Four copies of the thesis should be submitted.

The submitted thesis must be accompanied by the Certificate from the candidate's Supervisor that the thesis is presented in a technically acceptable form. Appendix V refers.

If in the opinion of the Supervisor, the thesis is not ready for submission, he/she shall advise the Registrar in writing that the thesis has been submitted against his/her advice and that he/she has advised the candidate accordingly.

The student, the Supervisor, Department and Faculty have a shared responsibility to ensure the quality of the thesis. Since these are contributions to knowledge and are open to public scrutiny, sound academic standards must be adhered to in their preparation and presentation,

It is preferable that the thesis submitted for examination is in soft cover, but the thesis can also be submitted in one or more binders.

The sequence of events following the thesis submission is given in Appendix VI.

LIBRARY SCRUTINY

The Libraries' scrutiny of theses is intended to ensure that students comply with the requirements of the Thesis Guide in relation to format, arrangement, abstract, references and bibliography. The Libraries seek to ensure an awareness of the discipline involved in preparing scholarly publications in a consistent style. The Libraries certify the thesis as acceptable when they are satisfied that the thesis complies with the requirements of the Thesis Guide and recommended style manuals. This process should be completed within 30 days. A form to this effect is sent to the Registrar's Office. Appendix IX refers.

EXAMINATION

The University Regulations governing the appointment of Examiners and the examination of the thesis are given in the Regulations for Graduate Diplomas and Degrees.

Nomination of the candidate's Examiners to the Board for Graduate Studies and Research is the responsibility of the Department to which the candidate belongs. The Department should ensure that the Examiners nominated (especially the External Examiner) are willing to examine the thesis before submitting names for appointment.

The Thesis Examining Committee consists of a minimum of three Examiners – normally two Internal Examiners (of whom one is the candidate's Supervisor) and one External Examiner. It is possible under certain circumstances to have one Internal and two External Examiners. Each examiner must submit to the Registrar a confidential written appraisal of the thesis. The deadline for these reports is three months after the receipt of the thesis.

For Masters' degrees, Faculty Regulations specify whether an oral examination is compulsory for the relevant degree programme, but in all cases the examiners can request an oral examination.

The oral examination is compulsory for the Ph.D. degree.

The Registrar's office will arrange a date for the final oral examination in consultation with the examiners and the notice of the oral examination will appear on Campus Notice boards normally at least two weeks before the date of the examination.

Normally the oral examination is held within four (4) months from the date of submission of the thesis. Four decisions are open to the Examiners – the thesis can be accepted as submitted, accepted with minor corrections, accepted with major modifications, or rejected. In the case of a Ph. D. thesis, the thesis can be recommended for a lower degree.

Minor corrections are normally typographical errors and small corrections to the tables, references, etc., or the addition and/or alterations of a few sentences or paragraphs. Such minor corrections normally are subject only to the approval of the thesis Supervisor before the thesis is recommended for the award of the Degree and is accepted for binding.

Where, in the judgement of the Examiners, changes of a substantive nature are required which will require re-writing of parts of the thesis, the Examiners will recommend that a candidate do these major modifications and then re-submit the thesis for examination. A statement of the modifications required by the Examiners is conveyed to the candidate by the Registrar. The Dean of the School for Graduate Studies and Research may recommend that a thesis resubmitted for examination, be referred back to the External Examiner.

MSc Accounting

Auditor: Auditing is at the core of accounting work. Accounting auditing careers involve checking accounting ledgers and financial statements within businesses, public and not-for-profit organizations. Being increasingly computerized, this work can rely on random sampling methods. This provides a solid foundation to future specialist work, as it really enables you to understand how an organization makes money.

Budget Analyst: A budget analyst develops and manages an organization's financial plans. Many jobs exist in government and private industry. You will require strong quantitative skills for this work, along with good people skills, because you will be involved in negotiations.

Financial Accountant: Financial accountants draw information from the general ledgers to prepare financial statements. They also take part in the business' important financial decisions involving mergers and acquisitions, employee benefits planning and long-term financial projections. This work can vary from week to week, so you will need a combined understanding of both accounting and finance.

Management Accountant: Management accountants work in companies and contribute to decisions about capital budgeting and business analysis. Major activities include cost analysis, contracts analysis, and participation in efforts to control expenses. Management accountants are now major contributors to business decisions, working alongside marketing and financial managers to develop new business.

Tax Accountant: Tax accountants prepare corporate and personal income tax statements. They also prepare strategies for deferring taxes, when to expense items, how to approach a merger or acquisition, etc. You will need to have a thorough understanding of economics and the tax code. Many large firms now also look for legal knowledge.

Master, Executive Masters and Diploma in Business Administration Master in Business Management and MSc Risk Management

- General Management
- Human Resource Management
- Marketing Executive/Management
- Entrepreneur
- Policy Analyst
- Financial Management
- Risk Analyst
- Urban Planner
- Banking
- Industrial Relations

Doctorate in Business Administration (DBA)

- General Executive Management
- Financial Management
- Academic/Lecturer/Researcher
- Policy Analyst
- Consultant

MSc Computer Based Management Information Systems

- Computer Programmer
- Web Master
- Web Developer
- Information Specialist
- Computer Analysis
- Information Systems Design and Management
- Network Designer and Coordinator
- Systems Operation Management

MSc National Security and Strategic Studies

- Security Strategist
- Security Analyst
- Policy Developer / Analyst
- National Security Advisor
- Military Attaché
- Risk Analyst
- Strategic Risk Management

MSc Tourism and Hospitality Management

- Hotel Management
- Client Relations
- Urban Planner
- Customer Service Manager
- Hospitality Management
- Tourism Industry Specialist
- Tourism Consultant

Department of Sociology, Psychology and Social Work

Diploma Human Resource Development

- Human Resource Management

- General Management
- Administrator
- Industrial Relations

MSc Human Resource Development

- Human Resource Management
- Organizational Behaviour Analyst
- General Manager
- Organizational Strategist
- Industrial Relations Management
- Risk Analyst
- Industrial Relations

SIR ARTHUR LEWIS INSTITUTE OF SOCIAL AND ECONOMIC STUDIES (SALISES)

Programmes

SALISES offers the following courses:

- MSc Development Studies (General or Concentrations in Economic Development Policy, Governance and Public Policy or Social Development Policy)
- MPhil Social Policy; Economic Development Policy; Governance and Public Policy
- PhD Social Policy; Economic Development Policy; Governance and Public Policy

MSc Development Studies

Entry Requirements

The entry requirements for the MSc Degree programme are a Bachelor's degree or equivalent in the Social Sciences with at least a Lower Second Class Honours Degree. Pass degrees will be considered with relevant work experience.

Maximum Capacity

The MSc Degree programme can accommodate 40 students maximum.

Programme Information

The MSc in Development Studies is a new and exciting one year and a summer full-time (two years part-time) online programme coming from the Sir Arthur Lewis Institute of Social and Economic Studies (SALISES). It replaces the previously taught degrees in Governance and Public Policy, Economic Development Policy and Social Policy. The MSc in Development Studies truly fulfils the UWI's strategic vision geared towards producing the ideal graduate with the requisite leadership training and an interdisciplinary grasp of the social sciences.

In addition to a firm grounding in contemporary social, political and economic affairs, the degree features a novel leadership seminar, a practical in-course approach to research methodology and a very useful technical writing seminar.

Course Codes	Course Title
SALI6200	Understanding Contemporary Society and Development: Theories of the Present
SALI6012	Research Methods in the Social Sciences
SALI6031	Techniques of Applied Social Statistical Analysis
SALI6060	Research Paper
SALI6205	The Global Political Economy
SALI6206	Small States' Development: Challenges and Opportunities
SALI6203	Leadership Seminar

SALI6023	Monitoring and Evaluation
SALI6011	Policy Analysis and Management
SALI6000	Academic Writing for Graduate Students in an E-Learning
3 Electives	

COURSE DESCRIPTIONS

SALI6200 Understanding Contemporary Society and Development: Theories of the Present (3 Credits)

This course is intended to inculcate students with a sense of some of the main theoretical ideas, positions and personalities that have guided the process of understanding contemporary society and the historical processes of globalization. It will introduce the students to the critical ferment and dissent that is present in theorizing and engaging with modern social change and development, drawing on literature that cuts across social spaces, geographies and history. The course will also encourage students to reflect on aspects of the contemporary crises of the present in order to assess the value of the contending approaches' power to analyze the modern world and guide action to address such crises.

SALI6012 Research Methods in the Social Sciences (3 Credits)

In this course the student will become acquainted with social research methodologies such as survey and field research, questionnaire design, content analysis, analysis of existing data, focus group, individual and group observation (including participatory observation) etc. The course will also introduce students to the safeguards against errors in both data collection and data analysis and reporting. In addition, the course will draw the attention of students to an important but often neglected aspect of social research, i.e. ethical issues in social research, covering such topics as voluntary participation, anonymity and confidentiality and the need to adhere to professional code of ethics. How each method is, or may be, related to contemporary policy issues will be an integral part of the course.

SALI6031 Techniques of Applied Social Statistical Analysis (3 Credits)

This course is primarily geared toward enhancing students' abilities to use and interpret statistical data in social research and decision-making contexts based upon their engagement with elementary and intermediate-level statistical techniques. Students will be exposed to elements of descriptive and inferential statistics in the context of questions and problems that emerge in applied social settings and policy-relevant studies. In this regard, the relevance of univariate, bivariate and multivariate statistics will be highlighted and reinforced especially as tools for social decision-making. The course recognizes the theoretical foundations that underlie statistical decision-making in applied research and introduces students to essential laws, theorems and theoretical distributions that are critical in informing such decisions. Additionally, students are exposed to discussions and practical scenarios that will enable them to appreciate the utility of associated statistical measures, their computation and their interpretation. This should enable students to use appropriate socio-economic statistics in needs assessments to determine needs and in the formulation, development and implementation of development policy. As such, exposure to this course would enhance students' capacity to function in policy and related environments without requiring further training from their employers. Students will also be introduced to SPSS in order to enhance their skills in data management, data manipulation, data analysis and the interpretation of SPSS output.

SALI6060 Research Paper (3 Credits)

This course provides for the authentic assessment of research competencies gained in the MSc Development Studies programme. It is a core (compulsory) course in which each student will undertake a modest piece of independent research on a topic which interests her/him and is relevant to the discipline. Each student will be assigned a supervisor to guide him/her in the planning and execution of the research project and preparation of a Research Paper. Students will draw on the knowledge, skills and attitudes acquired in SALI6012: Research Methods in the Social Sciences and SALI6031: Techniques of Applied Social Statistical Analysis; as well as philosophical and theoretical approaches to Development explored in other courses of the MSc Development Studies Programme.

SALI6205 The Political Economy of Small States (3 Credits)

This course aims to provide students with an appreciation of the main structures of global governance— state and non-state—and their evolution over time, so that they can better understand the congealing environment within which states and other actors operate. This course presents a broad overview of the global economic and political architecture which establishes the context within which small states operate. It also facilitates general insight into the regime-making of major global institutions by exposing students to the main intellectual perspectives and approaches that legitimize as well as underpin them.

Students gain an analytic appreciation of the evolution of the global system and the main regulatory structures that exist as well as the distribution of power within the system. They will also leave with an understanding of the main theoretical perspectives underpinning the system and their evolution over time. Ultimately, students will benefit from a rounded understanding of the workings of the global economic and political system and how this shapes small states' policy options. An appreciation of such interaction shall provide the basis for a better understanding of the policy context within which small states operate. The course follows an inter-disciplinary approach, drawing on faculty trained in economics, politics, international relations and sociology. It is designed so as to attract students from all disciplines within the Faculty of Social Sciences.

SALI6206 Small States' Development: Challenges and Opportunities (3 Credits)

This course locates small states and their insertion in the global political economy at the centre of its analytical focus. It explores the relationships between small states and the broader global institutions and the challenges and opportunities that these present. This will be illustrated by way of a more focused examination of a range of issues covering the main social sciences disciplinary framework. Small states and the space they occupy in the global political economy, including their attempts to theorize their own experiences, are thus the main focus of the course. A broad range of issues are identified, covering the main disciplinary areas—political, social, economic and environmental—in order to present a multi-disciplinary perspective on the main challenges and opportunities with which they are confronted. Each year, a more limited selection of these issues will be made on which the course discussions will be focused. The perspective adopted will be broadly comparative, drawing on a range of constitutional typologies—formally independent, semi-autonomous and independent—across different geographic regions. A discussion of their national approaches will be supplemented by analysis of their experiences in addressing these regionally, and the regional organizations they have created to do so. These experiences will be explored through seminar presentations, research papers and audio visual presentations based on a selection from the themes listed.

Students are expected to view small states experiences through an interdisciplinary lens, which would strengthen their competence to make appropriate policy responses. The course follows an inter-disciplinary approach, drawing on faculty

trained in economics, politics, international relations and sociology. It is designed so as to attract students from all disciplines within the Faculty of Social Sciences.

SALI6203 Leadership Seminar (3 Credits)

Students will be exposed to theories of leadership, and biographies, biographical sketches and interviews of a wide range of national, regional and international leaders. The principal objective of the seminar is to develop the leadership potential of SALISES graduates so that they can coordinate, inspire, and direct teams of technical professionals. The seminar will provide a forum for the students to display the knowledge acquired from other courses in the programme as it is applied to policy formation and implementation in both the public and private sectors. The seminar will address some of the key attributes of the ideal graduate as set out in the current UWI strategic plan.

SALI6023 Monitoring and Evaluation (3 Credits)

In recent times, monitoring and evaluation have been embraced throughout public and private institutions as they seek to achieve accountability and demonstrate results. The course, therefore, seeks to address this need by, imparting a theoretical and applied orientation to the discipline of Monitoring and Evaluation and demonstrating these through the understanding and application of M&E theory. It is specially designed to impart knowledge relevant to the policy, programme and project environments while meeting the monitoring and evaluation needs of a wide range of organisations including government, the private sector and international developmental agencies.

SALI6011 Policy Analysis and Management (3 Credits)

There has been a relatively recent profusion of public policies globally, to deal with a wide array of developmental challenges in many areas that include: the environment, gender, children, youth, poverty, entrepreneurship, culture, sport as well as governance. Given the importance of public policy in shaping the development process and outcomes, this course trains students in the peculiarities of the policy process in order help the Caribbean and other small island states develop the required human and technical capacity in this critical area. With this goal in mind, the students are exposed to the particular theoretical and methodological approaches to policy analysis and management based on the critical examination of relevant cases both regionally and globally.

SALI6000 Academic Writing for Graduate Students in an E-Learning Environment (Pass/Fail)

The overarching aims of this course contribute to the achievement of programme-level objectives that should enable learners to:

1. value the importance of good writing to promote effective communication across the curriculum at the graduate level
2. use an activity-based, constructivist e-learning environment (Mwanza & Engestrom, 2005) to master writing skills appropriate for higher education.

SALI6104 Social Inequality, Inequity and Marginalization (3 Credits)

This course examines social policy and social protection principles, against the background of human rights commitments, the 17 UN Sustainable Development Goals (2015-2030) and relevant theoretical frameworks linked to development. It examines the situation of social inequality, inequity and marginalization in Caribbean Small Island Development States (SIDS) and analyses:

(a) the characteristics and causes of inequality and inequity; and (b) current policies and programmes to reduce social inequality and inequity. It also provides opportunities to learn practical career ready social policy analysis skills using data from the Surveys of Living Conditions (SLCs). While the focus will be on inequality and marginalisation relevant to developing

countries in the Caribbean, students will also be exposed to social policy issues in selected industrialised countries. Students will also learn how to use quantitative and qualitative gender-sensitive data analysis tools to design and assess evidencebased, social policy protection programmes that will help to reduce social, economic and gender inequality and inequity.

SALI6001 Regulating Sexual Citizenship in 'Postcolonial' Countries (3 Credits)

This course introduces students to some of the main debates that are occurring globally around issues of sexualities, sexual regulation, nation-building and citizenship. Students will engage with some hegemonic western theorisations that have emerged within this extensive field on sexual citizenship. However, the course also introduces students to diverse and interdisciplinary perspectives on a number of key related themes bearing on sexual citizenship within “postcolonial” societies, with a special focus on the Caribbean. These writings, though not homogenous, commonly explore and problematise the constructions, policing and differential positionality of gender and sexualities — as well as the complex ways they intersect with an array of other socially constructed categories, such as ‘race’, ethnicity, class and nationality, to shape notions of inclusion and exclusion— in such geographical regions as Africa, Asia, Latin America and the Caribbean. The assessment for this course includes three graded critical reflections on key themes and theories in the course.

SALI6109 Social Investment in Children

This course seeks to examine the critical social issues and social policy challenges in relation to children. The dimensions and causes of child vulnerability will be discussed within several theoretical frameworks. Current policies and programmes in developing countries to reduce vulnerability of children will be assessed. Crosscutting issues in the course will be discussed using gender and stratification analyses. The objectives of the course are to: sensitize students about the issues facing children, especially children in developing countries; expose students to the international, regional and local commitments and conventions that provide standards on how children should be treated; train students in social investment analysis and particularly social investment in children; sensitize students on issues and challenges in the formulation, implementation and evaluation of policies and programmes in relation to children.

SALI6020 Microeconomic Policy Analysis

This course uses microeconomic theory and empirics to investigate major questions in microeconomic development. The course comprises 11 units distributed over a 12-week period. The course covers: welfare analysis; (in)equality and efficiency and the link between growth and inequality; market failure and government responses; government failure; institutional governance for public utilities; social capital and economic outcomes; rural land market; credit market; bargaining and efficiency in sharecropping; agriculture supply response; return to education; case for and against microcredit; individual and household response to remittances; welfare effects of remittances.

SALI6021 Macroeconomic Policy Analysis

This course introduces students to the nature of macroeconomic management in an open economy with specific reference to small developing countries (SDCs). The focus of the course will be the analysis of macroeconomic policy issues in these SDCs. It provides students with an in-depth understanding of internal and external equilibrium, the rationale for macroeconomic policy measures, and the impact and role of international and regional policy measures on SDCs.

SALI6022 Quantitative Methods for Economic Decision-Making

Quantitative methods emphasize objective measurements and the statistical, mathematical, or numerical analysis of primary data collected through surveys, questionnaires, and polls, or by manipulating secondary data using computational

techniques. This course provides students with a range of quantitative methods which are commonly used in social science decisionmaking and policy analysis. Students will learn advanced data and statistical analysis techniques and the logic behind them. Moreover, the focus of the course will be on the application of quantitative techniques to a wide range of socio-economic development situations. The limitations associated with these techniques will also be examined. Students will therefore learn how to make sense of real-world data to help answer research questions, inform policy, and further their understanding of the dynamic relationships that exist in society. Students will also be shown how to carry out quantitative techniques using statistical programs (Stata and R). Students will therefore gain hands-on experience in using the programs to acquire, manage, and assess real-world data.

SALI6103 Integration Policies and Practices

The course will explore the concept of regional integration (and related concepts of regionalism, regionalization and regional cooperation). It will review internal and external factors which influence integration and disintegration at global and regional levels. It introduces the variable geometry of integration in the Commonwealth Caribbean, allowing learners to critique the historical, political, economic, social and cultural performance of the Caribbean Community (CARICOM) and the Organisation of Eastern Caribbean States (OECS). They will also explore the relationships between the aforementioned regional movements and other integrative strategies, including the Association of Caribbean States (ACS), the Community of Latin American and Caribbean States (CELAC), the Commonwealth and the Caribbean Forum of African, Caribbean and Pacific States (CARIFORUM) of the Association of African, Caribbean and Pacific States (ACP).

SALI6081 Caribbean Politics

The aim of this course is to enable you to be able to critically analyze aspects of Caribbean politics by outlining some of the main theoretical and contemporary issues. The course will examine models of democracy, systems of government, the contributions of Sir Arthur Lewis and key concepts in Caribbean political thought. Attention will also be paid to Caribbean constitutional issues as well as aspects of the judiciary and judicial politics.

SALI6110 Development Co-operation & Aid Effectiveness

This course covers issues in international development cooperation, Official Development Assistance (ODA), policy making and negotiations, project identification, design, implementation and evaluation. It will take an agency/actor focus to analysis of the role of power, influence, use of knowledge and cognitive resources in development cooperation and policy processes and outcomes. The course will help students to grapple with the tensions between policy preferences and control of the development process that takes place between the domestic policy makers, administrators and the international development community. The course will examine the role of international development agencies, the state, decentralized governments and civil society organizations in determining what kinds of development take place and to whose benefit. Issues of participation, local ownership, partnership and political conditionality will also be examined. Case studies of successful and worst-case scenarios will be integral to the mode of delivery in order to make the course accessible and practical.

SALI6106 Deviance, Conflict and Social Management

The course focuses on isolating, understanding and analyzing the various structural contexts that produce conflict, deviance, violence (including criminal and family violence), and ultimately, divide societies. It also gives simultaneous attention to the peculiarities in those contexts that inevitably work to prevent or discourage peace. The specific aims of the course are to: examine the characteristics of deep-rooted conflicts and analyze the nature of much of high levels of deviance, crime, violence and internecine political “tribal” warfare; critically examine the theoretical frameworks that underline peace-building strategies and approaches; understand the complexities and challenges involved in implementing national peace

building strategies; provide policy directions for the prevention and reduction of conflict and preparing a crime prevention strategy.

SALI6108 Environmental and Sustainable Development

As a global community, inhabiting a single planet, the ways and extent to which we use nature's resources in one place impacts the entire global system and international community. Societal development, in part defined by "modernization" of every sphere of life and livelihood, has been accompanied by quantum technological change. The conceptual framework of this course places the environment within the context of socio-economic development. This course highlights three main areas in which development has been the root cause of significant environmental trends through: (i) changing global and local climates; (ii) the pollution of air, land and water at all levels of scale; and (iii) creating stresses on the equitable availability and accessibility of water and food. Further, in this course, we examine the consequences of these trends for sustainability of the environment for future generations.

MPhil/PhD

Entry Requirements

The entry requirements for the MPhil Degree programme are a Master's degree or equivalent in the Social Sciences. Applicants are required to submit a short research proposal with their application form which will be considered by the Institute's Entrance Committee. Candidates seeking to be upgraded from the MPhil to the PhD programme may apply subject to the procedures currently prescribed by the Board for Graduate Studies and Research. The time spent doing the MPhil degree programme will be considered as part of the time required for the PhD.

The entry requirements for the PhD Degree programme are a completed postgraduate qualification (MPhil) or upgrade from the MPhil Degree programme and relevant work experience. Applicants are required to submit a short research proposal with their application form which will be considered by the Institute's Entrance Committee.

Maximum Capacity

The MPhil/PhD Degree programme can accommodate 25 students maximum.

Programme Specializations/Options:

Social Policy; Economic Development Policy; Governance and Public Policy

Programme Objectives:

The MPhil/PhD Degree programme is research-oriented.

Candidates are required to:

1. Show a scholarly knowledge of the theoretical background of the subject;
2. Write clearly in a logical and ordered fashion;
3. Display a competent use of appropriate research methods and techniques;
4. Demonstrate an ability to critically analyze and independently evaluate the relevant literature and related material;
and
5. Make significant advance in the knowledge of the subject.

COURSES

Course Codes	Course Title	Credits
SALI6051	Research Design and Management	3
SALI6052	Specialized Research Methods	3
SALI6050	Directed Readings on the Thesis Topic	3

COURSE DESCRIPTIONS

SALI 6051 Research Design and Management (3 Credits)

This course examines the philosophy of science and the research process, alternative research designs, time and information management principles, the process of selecting a research method, research ethics and professionalism, writing and presentation skills, the use of data sources, study skills and the management of research, the student-supervisor relationship, and managing information to support the research process. Students will be required to submit a research paper related to the material taught in the course.

SALI 6052 Specialized Research Methods (3 Credits)

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 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.

SALI 6050 Directed Readings on Thesis Topic (3 Credits)

The purpose of this course is to expose students to the literature relevant to their thesis. Students will be required to (i) conduct one seminar or make on 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.

PART III

APPENDICES

- ❖ REGULATIONS FOR GRADUATE DIPLOMAS AND DEGREES
- ❖ THESIS GUIDE: A GUIDE FOR THE PREPARATION OF THEISIS, RESEARCH AND PROJECT REPORTS
- ❖ CAREER PAGE
- ❖ CREDIT CHECK
- ❖ GRADUATE PRIZES & AWARDS
- ❖ PROCEDURES FOR HANDLING GRIEVANCES IN THE FACULTY OF SOCIAL SCIENCES
- ❖ ADDITIONAL INFORMATION

REGULATIONS FOR GRADUATE DIPLOMAS AND DEGREES

Section 1

Section 2

Section 3

SECTION 1

GENERAL REGULATIONS

GRADUATE DIPLOMAS AND DEGREES

Graduate Diplomas

1. Graduate diplomas shall be awarded on the basis of examination by: (a) Written papers together with a research paper or project report; or (b) As prescribed for specific diplomas in Faculty Regulations.

Taught Master's and DM Degrees

2. Taught Master's degrees and the Doctor of Medicine degree shall be awarded on the basis of examination by:

(a) Written papers together with a research paper or project report; or (b) As prescribed for specific degrees in Faculty Regulations.

Research Degrees: MPhil, PhD, MD

3. The MPhil, PhD and MD shall be primarily research degrees and shall be awarded primarily on the basis of examination by thesis. Other requirements shall be as specified in Faculty Regulations 8

QUALIFICATIONS FOR ADMISSION

4. Subject to Faculty Regulations, the following are eligible to apply for registration for a graduate diploma or degree:

- a) Graduates of the University of the West Indies;
- b) Persons who possess a degree from an approved University;
- c) Persons holding such other suitable qualifications and experience as the Board for Graduate Studies and Research may approve.

MINIMUM ENTRY REQUIREMENTS

Graduate Diplomas and Taught Master's Degrees

5. The minimum requirement for admission to a graduate diploma or taught Master's degree programme shall be a Lower Second

Class Honours degree or its equivalent, unless the Campus Committee in any particular case otherwise decides.

MPhil Degrees

6. The minimum requirement for admission to MPhil programmes shall be an Upper Second Class Honours degree or its equivalent, unless the Campus Committee in any particular case otherwise decides.

PhD Degrees

7. The following are eligible to apply for admission to PhD programmes:

- a) Persons holding approved graduate degrees awarded primarily for research;
- b) Persons holding a taught Master's degree from the UWI or another approved University, provided that the Master's programme included a research component of at least 25% of the total credit rating and the applicant achieved at least a B+ average or its equivalent;
- c) Persons registered in MPhil degree programmes of the UWI who have met the requirements for upgrading of their registration, as stipulated by the Board for Graduate Studies and Research;
- d) Persons possessing such other qualifications and experience as the Board for Graduate Studies and Research may approve.

8. Admission of applicants to PhD programmes without prior registration for the MPhil must be approved by the Board for Graduate Studies and Research.

APPLICATION PROCEDURE

9. Except where otherwise stated in advertisements, persons seeking admission to programmes leading to graduate diplomas and taught Master's degrees must submit their applications to the appropriate Campus Registry not later than January 31 of the calendar year in which they wish to enter the University.

10. Persons seeking admission to MPhil and PhD programmes who wish to begin study in Semester I of the academic year must submit their applications to the appropriate Campus Registry not later than January 31 of the calendar year in which they are seeking entry. Candidates wishing to enter in Semester II should submit their applications by March 31 of the preceding calendar year. These dates may be altered in any particular case for which the Campus Committee so decides.

11. Every application under Regulations 9 and 10 shall be assigned by the Campus Committee to a Department after consultation with the Head of Department, and the applicant shall, if accepted in a graduate diploma or degree programme, be deemed to be registered in that Department.
12. Applications for admission must be considered by the appropriate Head of Department:
 - (a) Not later than March 31 for candidates applying for Semester I entry; (b) Not later than October 31 for candidates applying for Semester II entry. These dates may be altered in any particular case for which the Campus Committee so decides.
13. Applicants for admission who are not graduates of the University of the West Indies must, at the time of their application, arrange for the submission of official transcripts of their University record to the Campus Registrar.
14. Each application must be accompanied by the required application fee which is not refundable.
15. Applicants for admission to PhD and MPhil programmes must, at the time of application, state the field of their proposed research and a tentative topic for the thesis.
16. Recommendations from Heads of Departments for the admission of applicants to MPhil and PhD programmes must recommend the candidate's Supervisor(s) and must be accompanied by a statement from the Head of Department that adequate facilities are available for the proposed research.
17. An applicant whose native language is not English but who has been admitted to a graduate programme must, as a condition of registration, take such tests of competence in English as may be prescribed by the Board for Graduate Studies and Research.
18. An applicant who wishes to be registered part-time for research degrees shall be interviewed by the relevant Head of Department in order to assess the likelihood of his or her being able to devote sufficient time to the proposed programme.
19. Approval of candidature shall rest with the Board for Graduate Studies and Research. The Board may delegate to its Campus Committees such functions relating to the admission of candidates as it may from time to time prescribe.

APPOINTMENT OF SUPERVISORS

20. At the time of acceptance to an MPhil or PhD programme, at least one Supervisor shall be appointed for each student by the Campus Committee.

21. Where more than one Supervisor is appointed for a student, one shall be designated Chief Supervisor and the other(s) shall be designated CoSupervisor(s). A person not on the staff of the U.W.I., but fully qualified, may be appointed a Co-Supervisor but may not be Chief Supervisor.
22. In cases of joint supervision of research which involves disciplines in more than one Department, the Chief Supervisor shall be from the Department in which the student is registered, unless the Campus Committee in any particular case otherwise decides.
23. By the end of the Semester in which the student is first registered, a Committee of Advisors shall be nominated by the Head of Department and appointed by the Campus Committee. The Committee or Advisors shall comprise a minimum of three persons, and shall include the student's Supervisor(s).
24. Supervisors shall provide academic guidance and direction to students in the conduct of the students' research.
25. The Chief Supervisor, or sole supervisor as the case may be, shall act as the channel of communication between the student and the University, communicate regularly with the student and Co-Supervisor if applicable, convene meetings of the Committee of Advisors, and by regular reports, inform the Campus Committee of the state of the student's work.
26. Supervisors of graduate students must have held a graduate degree, of the same or higher level as the degree being supervised, for at least three years, unless the Campus Committee in any particular case otherwise decides.
27. A staff member without a graduate degree or with a degree of lower level than the one to be supervised, but with long teaching and research experience, may be appointed as Supervisor, but such recommendations for appointment shall be subject to approval by the Board for Graduate Studies and Research.
28. A staff member registered for a graduate degree shall not be appointed as a Supervisor, unless the Board for Graduate Studies and Research in any particular case otherwise decides. Such a staff member may only be appointed to supervise a student registered for a degree below the level of the one for which the staff member is registered.
29. Persons related to candidates for graduate diplomas or degrees may not be appointed to supervise or to examine such candidates. For this purpose, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.

30. Supervisors of Research Papers and Project Reports must be nominated by the relevant Head of Department and approved by the Campus Committee at least two months prior to the scheduled commencement of the work by the candidates.

PROCEDURE FOR REGISTRATION

31. A candidate may not be registered for two or more programmes simultaneously, whether at UWI or at any other institution, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

32. A student awaiting the final results of a programme in which he or she is registered may be granted permission by the Board for Graduate Studies and Research to register provisionally in another programme pending the outstanding results. If the result is unfavourable, the student will be required to withdraw from the programme in which he or she is provisionally registered or from the original programme if it is not a prerequisite for the second programme.

33. The period of registration for a graduate diploma or degree shall date from the time of final approval of registration of the candidate. Credit will not be given for work done before that date unless otherwise specified by the Board for Graduate Studies and Research.

Deadlines for Registration

34. Deadlines for registration shall be as follows:

(a) Continuing students and new students admitted in Semester I:

- Normal Registration: First week of Semester I
- Late Registration: Up to the end of the third week of Semester I. A late registration fee will be charged.

(b) New students admitted in Semester II:

- Normal Registration: First week of Semester II
- Late Registration: Up to the end of the third week of Semester II. A late registration fee will be charged.

(c) Campus Committees may exercise flexibility with respect to the above deadlines for registration of candidates for MPhil and PhD degrees.

35. Students registered for graduate diplomas and taught Master's degrees are permitted changes in registration for the addition, substitution or withdrawal from courses, no later than the end of the third week in Semester I for Semester I and year-long courses, and the end of the second week in Semester II for Semester II courses, provided that the changes proposed are within the Regulations for the relevant programmes.

36. Late registration and changes in registration after the above deadlines for persons in graduate diploma and taught Master's programmes will be permitted only in exceptional circumstances and with the approval of the Campus Committee, on the recommendation of the relevant Head of Department. The Campus Registrar will forward to the Campus Committee in Semester II of each academic year a list of continuing students who have failed to register by the applicable deadlines, and those candidates shall be deemed to have withdrawn.

37. Students are deemed to have failed any required examination in courses for which they have registered but which examination they have not taken, except in exceptional circumstances and when prior approval to defer the examination has been granted by the Campus Committee.

38. Candidates who have submitted their theses, research papers or project reports before the end of a Semester, but the examination of which has not been completed at the start of the following Semester, must re-register in the new Semester, but need only pay the applicable examination fee. Any costs incurred by candidates in being present for oral examinations, should the Regulations or the examiners require that they be so examined, shall be borne by the candidates.

Identification Cards

39. All registered students are required to have a University I.D. card which they must produce at the Library, examination rooms and other places as may be requested.

Leave of Absence

40.

- a. 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 Campus Committee, stating the reasons for the application.
- b. The length of such leave of absence, if granted, will be subject to approval by the Campus Committee, but will not be less than one semester or greater than one academic year in the first instance, terminating at the end of the semester or the academic year for which the application is approved.

- c. Leave of absence will not be granted for more than two consecutive academic years, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
- d. Applications for leave of absence for a semester shall be submitted by the end of the third week of the relevant semester;
- e. Applications for leave of absence for the academic year shall be submitted by the end of the third week of Semester I.

Residence Requirements

41. Candidates for the MPhil and PhD who are not graduates of the UWI must complete at least one year of their graduate work in residence at the UWI or at the University of Guyana or at the University of Suriname or at an approved institution within the contributing countries.

42. Candidates for the MPhil or PhD who hold a first degree of the UWI and wish to conduct a portion of their research in a country other than those specified in Regulation 41, may do so provided that satisfactory evidence has been presented to the Board for Graduate Studies and Research that adequate facilities are available for the proposed programme of work and that adequate arrangements have been made for supervision.

43. Subject to Regulations 41 and 42, the course of study for a Master's or PhD degree shall be pursued at the UWI, except as otherwise approved by the Board for Graduate Studies and Research.

Publication of Theses

44. At the time of registration every candidate shall sign a declaration permitting access in the libraries of the University to the thesis, research paper or project report accepted for a graduate diploma or degree with the provision that, at the time of depositing the work in the University Libraries, the student may exercise the right of an embargo on its reproduction and distribution for three years after the date of its deposit.

CHANGES IN REGISTRATION

Transfer and Upgrading of Registration

45. A candidate who is registered for the MPhil degree may apply, after a period of one year from the date of initial registration and at any time thereafter within a total period of three years from the date of initial registration, for upgrading of registration to the PhD if, in the opinion of the relevant Head of Department, the candidate has given evidence of having the qualifications necessary for writing a thesis for the PhD.

46. A candidate who is registered for a taught Master's degree may apply after a period of one Semester for transfer of registration to the MPhil if, in the opinion of the Head of Department, the candidate has given evidence of having the qualifications necessary for writing the thesis for the MPhil.

47. The procedure to be followed by Heads of Departments in the upgrading and transfer of registrations under Regulations 45 and 46, shall be as prescribed by the Board for Graduate Studies and Research in the Manual of Procedures for Graduate Diplomas and Degrees.

48. A candidate whose application for upgrading or transfer of registration under Regulations 45 and 46 has been approved will be granted retroactive registration to the initial date of registration under these Regulations.

49. A candidate who is unsuccessful in the examination for the PhD may apply to the Board for Graduate Studies and Research to be allowed to resubmit the thesis or a revised version of it for examination for an MPhil degree. A candidate who is registered for the PhD and who has not yet submitted the thesis for examination may apply to the Campus Committee to change registration to MPhil and submit the thesis for examination for the MPhil degree. Where these applications are granted, the registration for the PhD will lapse and the registration for the MPhil will be deemed to have started from the date of registration for the PhD.

Full-time and Part-time Registration

50. Candidates are initially registered as full-time or part-time students but may change their registration.

51. Full-time students may take employment for not more than twelve hours per week without losing their full-time status. Teaching and Research Assistants shall be registered as fulltime students.

52. A candidate who is employed for more than twelve hours per week shall be registered as a part-time student.

53. A candidate who has been registered as a full-time student for two years in the case of the MPhil or three years in the case of the PhD shall not benefit from any extension of time for completion of the requirements of the degree by virtue of any change to part-time registration thereafter.

TIME LIMITS FOR REGISTRATION

54. The minimum period of registration for the MPhil is 2 years full-time, and for the MD and PhD is 3 years full-time, unless the Campus Committee in any particular case otherwise decides.

55. Candidates for the MPhil are required to submit their theses for examination within 3 years of their initial registration for full-time studies or, subject to Regulation 53, within 5 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.

56. Candidates for the MD and PhD are required to submit their theses for examination within 5 years of their initial registration for full-time studies or, subject to Regulation 53, within 7 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.

57. The minimum period of registration for a taught Master's degree shall be one year for full-time students and two years for part-time students, unless the Board for Graduate Studies and Research in any particular case otherwise decides. Assessment of the taught component must be completed before a research paper or project report can be submitted for examination. A candidate who is permitted to re-write any component of the programme is allowed a consequential extension of these time limits.

58. A candidate whose period of registration is about to end (see Regulations 55-56) may apply for an extension of time. Such application must be accompanied by a statement explaining why the thesis, research paper or project report has not been completed and indicating how much work remains to be done. Campus Committees may approve extensions of time limits of up to 1 year for submission of Project Reports and Research Papers, and up to 2 years for MPhil, MD and PhD theses.

59. Extensions of time limits in excess of those in Regulation 58 may be granted by the Campus Committee where it considers that exceptional circumstances exist.

STUDENTS REQUIRED TO WITHDRAW

60. Where a candidate does not meet the final deadline for submission of any requirement for a graduate diploma or degree (see Regulations 58-59), that candidate's registration and the right to re-registration expire at the end of the academic year during which the final deadline occurs. Such candidates are deemed to have been required to withdraw.

61. Students registered in graduate diplomas or taught Master's degrees may be required to withdraw by the Campus Committee at the end of either Semester I or II, or for programmes in which modular courses are delivered, at any point within a Semester, on account of poor performance as may be prescribed in Faculty Regulations.

62. Candidates required to withdraw at the end of Semester I shall be refunded any fees already paid towards Semester II.

RE-ADMISSION OF CANDIDATES

63. The re-admission of applicants who have been required to withdraw must be approved by the Campus Committee. Such applicants will not be considered for re-admission within two years of their withdrawal, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

64. Applicants re-admitted to a graduate diploma or degree programme may, with the approval of the Campus Committee, be credited with courses passed during the applicant's previous registration provided that not more than five years have lapsed since the date of expiry of the applicant's previous registration, and that the course content has not changed significantly in the interval. An applicant may be allowed credit for courses passed after more than five years have lapsed provided the relevant Head of Department submits in writing the reasons for the recommendation, for the approval of the Board for Graduate Studies and Research. Approval of such credit will be granted only where the candidate's performance has been significantly better than a minimal pass, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

REGISTRATION OF QUALIFYING CANDIDATES

65. Candidates for admission to graduate diploma and degree programmes may be required by the Board for Graduate Studies and Research to take qualifying courses and to write examinations in these courses. Such candidates shall be registered as qualifying students and not as candidates for the diploma or degree. The qualifying courses shall be recommended by the relevant Head of Department for approval by the Campus Committee.

66. Students who are required to write qualifying examinations shall do so within two semesters of registration as a full-time student or four semesters of registration as a part-time student. The examination shall be conducted through the Campus Registrar who shall advise the candidates of the date, time, and place, not later than four weeks in advance of the examination.

67. Students will not be allowed to repeat a qualifying examination or any part thereof, except in exceptional circumstances and with the approval of the Campus Committee, on the recommendation of the examiners.

68. Students cannot proceed to register for a graduate diploma or degree programme unless they have successfully completed the required qualifying examinations.

DEPARTMENTAL EXAMINATIONS

69. Candidates for admission to graduate diploma and degree programmes who are deemed generally acceptable but deficient in knowledge of particular aspects of the subject concerned may be required to follow courses, specified by the Campus Committee on the recommendation of the Head of Department, in addition to the courses required for the diploma or degree, and to pass the appropriate examinations before submitting any thesis, research paper, or project report as required. Such examinations shall be termed Departmental Examinations.

70. Students who are required to write Departmental Examinations shall register for the appropriate examination at such time as is determined by the Campus Committee, on the recommendation of the

Head of Department. The examinations shall be conducted through the Campus Registrar, who shall advise the candidates of the date, time and place not later than four weeks in advance of the examination.

COURSE OF STUDY

Graduate Diplomas and Taught Master's Degrees

71. The course of study for a graduate diploma or taught Master's degree shall include, in addition to the required courses, supervised research work culminating in the submission of a research paper or project report, except where Faculty Regulations otherwise prescribe. The subject of any such research paper or project report shall be recommended by the relevant Head of Department to the Campus Committee for approval not later than two months before the date of submission of the research paper or project report.

Research Degrees

72. A candidate for the PhD, MPhil or MD may be required to follow such courses of study, and to undertake such other work, as may be approved by the Campus Committee on the recommendation of the relevant Head of Department, and to pass the appropriate examinations before submitting the thesis.

RESEARCH SEMINARS

73. Students enrolled for an MPhil degree must satisfactorily complete at least two research seminars, to be convened by the relevant Head of Department, prior to the submission of the MPhil thesis. Students enrolled for a PhD or MD degree must satisfactorily complete three such seminars. Assessment of the students' seminars must be included in their Progress Reports.

PROGRESS REPORTS

74. Each Chief Supervisor, or sole Supervisor as the case may be, on behalf of the student's Committee of Advisors, shall submit to the Campus Committee through the Head of Department, not later than January 31 for Semester I and June 30 for Semester II, a report on the work of any candidate placed under his or her supervision. The report should say what work the candidate has done, assess the work, and indicate what remains to be completed and whether the candidate is on schedule. The Supervisor shall supply the student with a copy of the report, and the student shall be invited to verify that he or she has seen the report.

75. Candidates whose work is at any time reported by their Supervisors to be unsatisfactory may have their names removed from the register of graduate students by the Campus Committee.

76. Where the candidate disagrees with the Supervisor's assessment of the candidate's progress, he or she shall so indicate to the Campus Committee in writing. The Campus Committee shall consider the

candidate's objections, together with the Supervisor's report, and may, if it sees fit, refer the matter for the report from another person qualified under these Regulations to supervise the candidate. If the Campus Committee decides against accepting the Supervisor's assessment, it may, and shall if the candidate requests, replace the Supervisor with another Supervisor appointed after consultation with the Dean of the Faculty and Head of Department.

MARKING SCHEME

77. The marking scheme for graduate degrees and diplomas is as follows:

Passing Grades:
A 70 -100%
B+ 60 - 69%
B 50 -59%
Failing Grade:
F 0 -49%

Where graduate students write undergraduate examinations for graduate credit, or where they are writing qualifying Departmental Examinations, those examinations shall be graded in accordance with the above scheme.

THE AWARD OF DISTINCTION AND OF HIGH COMMENDATION

78. In the case of graduate diplomas and taught Master's degrees which require the submission of a project report or research paper, a distinction is awarded to candidates who achieve an average of 70% or better (Grade A) in the written courses and a mark of 70% or better in the research paper or project report. A candidate failing a course shall be ineligible for the award of distinction.

79. In the case of programmes conducted entirely by courses, candidates must obtain an A grade in at least 70% of the courses, and the average mark of all courses must not be less than 70% to qualify for distinction.

80. High commendation shall be bestowed on a candidate for either the MPhil or the PhD degree where the Examiners are unanimous in their recommendation that such an award should be made.

POSTHUMOUS AWARD OF DIPLOMA OR DEGREE

81. The Board for Graduate Studies and Research shall consider the award of a posthumous diploma or degree only on receipt of a formal request by the candidate's personal representative. The Board shall consider the particular circumstances of each request prior to approving award of the diploma or degree.

82. The posthumous award of a diploma or degree shall be considered only when the thesis, research paper or project report needed to complete programme requirements has been submitted to the Campus Registrar for examination, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

83. Where a candidate dies after submission but prior to forwarding of the thesis, research paper or project report for examination, the Campus Registrar shall in all cases inform the examiners of the status of the candidate. Where the examiners require only editorial changes, the Campus Committee may authorize the candidate's Supervisor to effect such changes. Where examiners require substantive changes, the matter shall be referred to the Board for Graduate Studies and Research for determination.

84. Where a candidate dies after examiners have reported, but prior to completing required corrections, the procedure at Regulation 83 shall apply with respect to the required changes.

CHEATING

85. Cheating is any attempt to benefit oneself or another by deceit or fraud. Plagiarism is a form of cheating. Plagiarism is the unauthorized and unacknowledged use of another person's intellectual efforts, ideas and creations under one's own name howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form. Plagiarism includes taking passages, ideas or structures from another work or author without attribution of such source(s), using the conventions for attributions or citing used in this University. Since any piece of work submitted by a student must be that student's own work, all forms of cheating, including plagiarism, are forbidden.

86. (a) If any candidate is suspected of plagiarism in a thesis, research paper, project report or course-work assignment, the circumstances shall be reported in writing to the Campus Registrar. The Campus Registrar shall refer the matter to the Board for Graduate Studies and Research. If the Chair so decides, the Board shall invite the candidate for an interview and shall conduct an investigation. If the candidate fails to attend the interview, and does not offer a satisfactory excuse, the Board may hear the case in the candidate's absence. If the candidate is found guilty of plagiarism, the Board for Graduate Studies and Research shall fail the candidate and may, subject to the candidate's right of appeal to Senate, exclude him or her from all further examinations of the University.

(b) Appeals against decisions of the Board for Graduate Studies and Research shall be heard by an Appeal Committee of Senate. Such an Appeal Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in (a) above.

The decision of the Appeal Committee of Senate shall be final.

DEFINITIONS AND NOTES

In Sections 1, 2 and 3 of these Regulations for Graduate Diplomas and Degrees: Campus Committee means the Campus Committee for a Campus of the Board for Graduate Studies and Research; Department includes an Institute, Centre or other Unit of Learning and Research;

Head of Department means the Head, however styled, of a Department; Programme means the schedule of courses to be passed, and other academic requirements, for the award of a Graduate Diploma or Degree to which these Regulations apply;

Admission to a Programme means the acceptance of the candidate's right to register to participate in the Programme as a student;

Campus Registrar includes any Assistant Registrar made responsible by the Campus Registrar for the administration of matters pertinent to Graduate Studies and Research.

These Regulations should be read in conjunction with the Manual of Procedures for Graduate Diplomas and Degrees.

SECTION 2

REGULATIONS FOR WRITTEN EXAMINATIONS AND COURSEWORK

GENERAL EXAMINATION REGULATIONS

1. Candidates taking courses for graduate diplomas and degrees shall be examined by means of one or more of the following:
 - a. Written Examinations;
 - b. Coursework, which shall include practical work, dissertations, essays, projects, studies and other forms of course-work exercise or written test prescribed by Faculty Regulations and approved by the Board for Graduate Studies and Research;

- c. Oral Examinations, if recommended by the Examiners of written examinations or coursework and approved by the Campus Committee.

2. Candidates are required to pass in both written examinations and coursework at the first attempt. In respect of any candidate who fails the coursework or written examination at the first attempt, the Board of Examiners shall recommend to the Campus Committee whether a second attempt should be permitted.

3. Candidates permitted a second attempt at a course, having failed either the coursework or the written examination at the first attempt, will be required to rewrite only that component (written examination or coursework) failed, unless the Campus Committee in any particular case otherwise decides. Marks allotted to the component passed at the first attempt will be credited to the candidate at his or her second attempt at the course.

4. No candidate will be permitted to repeat the examination in any one course on more than one occasion, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

5. The number of courses in which a candidate may be permitted a repeat examination shall be specified in the Faculty Regulations for the particular programme, subject to the approval of the Board for Graduate Studies and Research.

6. Candidates who repeat the examination in any course shall not be eligible for the award of a diploma or degree with distinction.

7. The conduct of examinations in conformity with these Regulations and the decisions of the Senate shall be under the overall administrative control of the University Registrar. However, in an emergency affecting the conduct of an examination, the Campus Registrar shall act on the advice of the Chairman of the Board for Graduate Studies and Research or the Chairman of the relevant Campus Committee for Graduate Studies and Research, who shall consult the relevant Dean and Head of Department.

8. Any of these Regulations for written examinations and coursework in graduate diplomas and degrees may be waived by the Chairman of the Board for Graduate Studies and Research, who shall report his or her action to the next meeting of the Board.

WRITTEN EXAMINATIONS

Appointment of Examiners

9. Every written examination for a graduate diploma or degree, whether taken at one time or in sections, shall be set and graded by two Internal Examiners, one of whom shall be appointed First Examiner.

10. Examiners shall be appointed by the Campus Committee, following receipt of nominations from Heads of Departments. Such nominations should be submitted no later than the second week of the Semester in which the examination will be held.

11. The minimum qualifications required for an Internal Examiner are:

- (a) An appointment in the grade of Lecturer or above;
- (b) A record of scholarly publications;
- (c) At least three years' experience as an Examiner at an approved University.

12.

- (a) A Head of Department wishing to recommend for appointment as an Examiner a staff member who does not satisfy one or more of the qualifications listed in Regulation 11 shall make an appropriate case to the Campus Committee.
- (b) In instances where part-time members of staff are being nominated as Internal Examiners, their degrees, relevant qualifications, lists of publications, University titles and current academic appointments shall be submitted to the Campus Committee.

13. The Campus Committee shall recommend to the Board for Graduate Studies and Research those courses, or groups of courses, in which it is not necessary to appoint External Examiners or in which it is desirable to appoint Independent Examiners.

14. External Examiners shall be appointed by the Campus Committee following receipt of nominations from the relevant Head of Department.

15. A person who is currently a member of staff, or on the Council or the Strategy Committee of the University, or who has so served within the prior five year period, shall not be appointed External Examiner.

16. An External Examiner shall not be appointed for any course for more than three years in the first instance. Such appointment may not be extended beyond one additional three year period, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

17. At the time of nomination of External Examiners, their degrees, relevant professional qualifications, lists of publications, University titles and current academic appointments shall be submitted to the relevant Campus Committee.

Declaration of Interest

18.

- (a) All categories of staff are required to submit a declaration of interest to the Campus Registrar if they have a relative writing an examination in which they are involved. Failure to comply with this regulation will result in the candidate's results being declared null and void and the staff member being reported to the Disciplinary Committee.
- (b) Where a member of staff has a relative writing examination for a course taught by him or her, that member shall be divorced from the setting of the examination paper and another Examiner must be appointed to set the paper and to examine a sample of the scripts, including the script(s) of the relative. Such sample should comprise 10% of the total scripts, but in no case be fewer than five scripts.
- (c) For the purposes of these Regulations, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, stepparent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.

Duties of Examiners and Heads of Departments

19. The duties of the First Examiner shall include:

- (a) Setting the question paper in consultation with the other Internal Examiner(s);
- (b) Preparing a camera-ready copy of the draft question paper;
- (c) Ensuring that all scripts are seen by two examiners;
- (d) Determining the marks, including standardizing the marks between different examiners where necessary, and preparing the mark sheets;
- (e) Forwarding copies of the signed mark sheets by the prescribed deadline to the Campus Registrar on completing the examination of each course; (f) Forwarding to the External Examiner through the Campus Registrar, on completion of marking: mark sheets appropriately signed; the final question paper(s); the relevant marking schemes; solutions and other relevant examination material including course objectives; and a sample of the scripts and coursework assignments covering performance at all grades, chosen in consultation with the other Internal Examiners (see Regulations 28, 30, 63).

20. The Head of the Department, or his or her nominee, is responsible for the administrative arrangements involved in the setting and marking of examination papers and the submission of draft papers to the Campus Registrar. When the Head of Department does not undertake this responsibility, the person nominated to replace him or her must be approved by the Campus Committee.

21. The Internal Examiners shall be responsible for the preparation of draft question papers as specified under Regulation 34, for the marking of other examination exercises, and for participation in oral examinations where required.

22. All Examiners marking scripts must perform full examining duties.

23. The Internal Examiner(s) shall be in attendance at the start and during the first half hour of each written examination, except where the examination is held in a country where there are no resident Examiners. In such circumstances, the First Examiner shall be available for the first half hour of the examination to respond to telephone enquiries.

24. The minimum duties of the Head of the Department or his nominee shall be to ensure that:

- (a) The agreed draft examination papers are submitted to the Campus Registrar by the dates prescribed, and that such question papers are signed by the Internal Examiners;
- (b) The proofs of examination papers are checked by the Internal Examiner(s), and final specimen papers are similarly checked prior to the examination;
- (c) The scripts are marked by both Internal Examiners;
- (d) The scripts, signed marksheets and other relevant examination material are returned to the Campus Registrar within two weeks of the date of the examination.

25. In cases where the Head of the Department, or his or her nominee, encounters problems in ensuring the smooth running of the examination process, he or she shall notify the Campus Registrar in writing, with a copy to the person(s) concerned.

26. All Examination material (papers, scripts or otherwise) shall be addressed to the Campus Registrar under confidential cover, and handed in personally to the Examinations Section or Graduate Section of the relevant Registry by the Head of Department or by the First Examiner. In no circumstance shall a script or other completed examination exercise leave a country unless it has been marked by at least one Internal Examiner, or a facsimile copy has been made.

27. Formal consultation between Internal Examiners and the External Examiner(s) shall be conducted through the relevant Campus Registrar.

28. There may be full External Examination of any course or External Examination through post facto review. With respect to External Examination through post facto review, the External Examiner shall receive, for each of the courses for which he or she is responsible, a copy of the question paper, the mark sheet, marking scheme and solutions, a sample of the scripts, and where relevant (see Regulation 63), a sample of the coursework.

29. The duties of the External Examiner in post facto reviews shall include:

- (a) Undertaking a review of the standard of each examination after the scripts have been marked, and where relevant (see Regulation 63), of the standard of the coursework;
- (b) Acting as a reviewer, and advising in this capacity on curricular matters in the area of study to which he or she is appointed;
- (c) Writing a report to the Campus Registrar on each course examined. Copies of reports of External Examiners shall be sent by the Campus Registrar to the relevant Head of Department, Faculty Dean and Campus Committee, and to the Chairman of the Board for Graduate Studies and Research. The External Examiner shall submit his or her report no later than four weeks after the end of the examination period for Semester I and six weeks after the end of the examination period for Semester II.

30. With respect to External Examination where the full examination process has been retained, the External Examiner shall receive:

- (a) Syllabuses, course objectives and all relevant marking schemes;
- (b) The examination scripts and such other relevant examination material as may be referred to him or her in accordance with decisions of the Board for Graduate Studies and Research;
- (c) The marksheets appropriately signed;
- (d) The approved examination question paper(s) and, where appropriate, solutions;
- (e) The coursework assignments, where relevant (see Regulation 63); (f) Any other relevant information.

31. The minimum duties of the External Examiner in the full external examination process shall be:

- (a) To review and comment on the examination paper(s) and such other examination material as may be referred to him or her by the First Examiner through the Campus Registrar;
- (b) To assess students' examination scripts, coursework assignments (when sent to the External Examiner; see Regulation 63) and other responses, and to recommend marks in any case in which he or she does not agree with the mark awarded by the Internal Examiners. The External Examiner shall include in his or her report the reasons for any substantial disagreements so indicated. When such disagreement affects the issue of pass or fail, the External Examiner should fax his or her mark to the appropriate Campus Registrar as soon as possible;
- (c) To report to the relevant Campus Registrar within six weeks of the receipt of the scripts on the standard of the examinations as a whole, giving reasons for any substantial changes which he or she may have recommended in the marks awarded by the Internal Examiners;
- (d) To comment in the report on the relevance of the examination paper(s) and coursework topic(s), as appropriate, to the course objectives;

- (e) To comment on comparability of the course(s) with those in similar programmes in other institutions, and to make recommendations where appropriate for the general improvement of the course(s);
- (f) To perform such other duties as may be required by the Board for Graduate Studies and Research.

32. Each External Examiner shall return to the Campus Registrar, in sealed registered packets, all scripts, mark sheets and such other examination materials as may have been referred to him or her. These should be sent by airmail unless they need to be returned more urgently for the attention of the Board of Examiners.

33. Copies of reports from External Examiners, where the full external examination process has been retained, shall be sent by the Campus Registrar to the relevant Campus Committee, Faculty Dean and Head of Department.

Confidentiality and Format of Question Papers

34.

- (a) The final draft question paper(s) shall be signed by the Internal Examiners and shall be on such form(s) as the University Registrar may prescribe. (b) The final approved question paper(s) shall be printed or otherwise reproduced as prescribed by the Campus Registrar.
- (b) The setting of the examination question paper should be based on full consultation between the Internal Examiners, and should normally reflect the consensus of all examiners concerned.
- (c) No question paper shall be adopted as an examination paper unless it has been signed by the Internal Examiners.

35. Examiners must not transmit question papers by facsimile machines or other means of unencrypted telecommunication. All examiners are required to preserve secrecy of examination material (question papers, scripts, marks or otherwise) at all stages until final results are published. Information may be disclosed only to those colleagues or officials of the University specifically appointed to deal with the examination concerned.

Conduct of Written Examinations

36. Instructions to candidates taking written examinations, and duties of Invigilators, shall be as in the University Examination Regulations for First Degrees, Diplomas and Certificates, except that functions assigned to the Campus Committee on Examinations, its Chairman, or the Chairman of the

Board for Undergraduate Studies, shall be performed respectively by the Campus Committee for Graduate Studies and Research, its Chairman, or the Chairman, Board for Graduate Studies and Research.

37. The dates of all examinations, other than Special Examinations, shall be as prescribed by the Campus Registrar in accordance with Faculty Regulations.

38. The Examination Timetable, in respect of written examinations, shall be published at least one month before the series of examinations begins. Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices posted on the official Examination Notice Board at each Campus. Candidates will not be informed individually of such changes. In no case will any such change be made later than one week prior to the commencement of the series of examinations.

39. Each Chairman of a Campus Committee is authorized to grant permission for the holding of a Special Examination on the recommendation of the relevant Head of Department, provided that prior consultation has taken place between the Campus Committee Chairman and the Chairman of the Board for Graduate Studies and Research.

40. Examinations being taken by both full-time and part-time students will be scheduled in accordance with the full-time programme. 41. No candidate shall be admitted to any examination unless:

- (a) He or she has satisfied all the requirements and passed all the qualifying examinations prescribed in the Regulations; or
- (b) He or she has been exempted from any such requirements by the Board for Graduate Studies and Research on the recommendation of the relevant Head of Department.

42. Any candidate who has been absent from the University for a prolonged period during the academic year for any reason other than certified illness, or whose attendance at prescribed, lectures, classes, practical classes, tutorials or clinical instructions has been unsatisfactory, or who has failed to submit essays or other exercises set by his or her teachers, may be debarred by the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department, from taking any University examination.

43. Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination unless the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department, in any particular case otherwise decides.

44. If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he or she must do so within seven days of that part of the examination which may have been affected.

45. The Campus Registrar may pass the information referred to in Regulation 44 to the Chairman of the Board of Examiners, if in his or her opinion it is likely to assist the examiners in the performance of their duties. Boards of Examiners shall not take cognizance of illness, or other circumstances claimed to affect the performance of candidates, if these have not been referred to them by the Campus Registrar.

46. Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations shall apply to the Campus Registrar through the relevant Dean of the Faculty or Head of Department. The arrangements desired should be specified, and the Campus Registrar may require a Medical Certificate as proof of such incapacity. Such student(s) shall be given extra time in which to write the relevant examination(s). The Campus Registrar shall inform the Board of Examiners of the circumstances in which the examination was performed.

47. Any amanuensis or secretarial assistance provided to handicapped or incapacitated students shall be approved by the Campus Registrar. The University will normally defray the additional costs involved. No extra time shall be allowed for any examination so written.

48. In cases of illness, the candidate shall present to the Campus Registrar a medical certificate, as proof of illness, signed by the University Health Officer or by other Medical Practitioners approved for this purpose by the University. The candidate shall send the medical certificate to the Campus Registrar within seven days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in exceptional circumstances.

49. Where, in the opinion of the medical advisor concerned, a student is unable to submit a medical certificate in person, the medical advisor may do so on his or her behalf, within the time period prescribed in Regulation 48.

50. In the case of written examinations, every script shall bear the candidate's index number but not his or her name.

51. The place, time and date at which a written examination shall be held will be determined by the Campus Registrar.

52. A candidate must not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his or her papers. A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's papers. These behaviours will be regarded as cheating.

53.

- (a) If any candidate is suspected of cheating, the circumstances shall be reported in writing to the Campus Registrar. The Campus Registrar shall refer the matter to the Chairman of the Board for Graduate Studies and Research. If the Chairman so decides, the Board shall invite the candidate for an interview and shall conduct an investigation. If the candidate fails to attend the interview, and does not offer a satisfactory excuse, the 40 Board may hear the case in the candidate's absence. If the candidate is found guilty of cheating or of attempting to cheat, the Board shall disqualify the candidate from the examination and may, subject to the candidate's right of appeal to Senate, exclude him or her from all further examinations of the University. The Board for Graduate Studies and Research, in dealing with such cases, shall proceed as prescribed in the University Examination Regulations for First Degrees, Diplomas and Certificates.
- (b) Appeals against decisions of the Board for Graduate Studies and Research shall be heard by an Appeal Committee of Senate. Such an Appeal Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in (a) above.

The decision of the Appeal Committee of Senate shall be final.

COURSEWORK REGULATIONS

54. Any coursework component which is intended to count towards the final mark for a course must be approved by the Board for Graduate Studies and Research.

55. The relevant Head of Department must advise the students in writing about the coursework requirement before the end of the second week of the semester in which the coursework assignment is due, unless the Campus Committee in any particular case otherwise decides. Copies of this advice must be posted on the appropriate Faculty or Department Notice Boards.

56. The submission date(s) of coursework assignments which count towards the final mark for a course shall be posted on Faculty or Departmental Notice Boards at least two weeks in advance of the submission date(s) for the particular assignments.

57. Any student who fails to submit a coursework assignment which is intended to count towards the final mark for a course by the posted submission date, shall be deemed to have failed the assignment unless the Campus Committee, on the recommendation of the relevant Head of Department, in any particular case otherwise decides.

58. In the case of written examination of coursework, the Lecturer or Internal Examiner for the course shall be present for at least the first half hour of the examination, and appropriate invigilation shall be arranged by the relevant Head of Department for the entire examination.
59. In the case of written examination of coursework, the relevant Head of Department shall determine the place, time and date at which the examination will be held, and this information shall be posted on the relevant Faculty or Departmental Notice Boards at least two weeks in advance of the examination date.
60. For all coursework assignments, and for written examinations of coursework, the candidate's work must bear either the candidate's index number or his or her name, as prescribed by Faculty regulations.
61. Coursework assignments and examinations should be examined by at least two Internal Examiners. Where the Internal Examiners fail to agree on a coursework mark, the Head of Department shall determine the coursework mark in consultation with the Internal Examiners. In such a case, he or she must submit a full report to the Campus Committee.
62. Internal Examiners are permitted to inform students of their grades and marks for individual pieces of coursework as soon as an officially agreed grade and mark are available.
63. In cases where coursework counts for more than forty percent (40%) of the total assessment of a course, the coursework must be sent to the External Examiner in accordance with Regulations 28 and 30.
64. For all coursework assessment, the First Examiner is required to submit to the Head of Department, before the date of the written examination for the course, a coursework marksheet indicating marks for each coursework component and the final coursework percentage and grade.
65. In respect of any courses in which the students collaborate in teams and submit team reports as components(s) of their coursework requirements, the report of each team shall identify which portions of its contents have been contributed by which student, and each student shall be assessed on his or her individual contribution, if feasible. All coursework shall be written work except where the Board for Graduate Studies and Research gives approval for an alternative procedure.

ORAL EXAMINATIONS

66. The Examiners appointed to examine a written paper may put oral questions to a candidate in any case in which they believe that this will help towards a more accurate assessment, if the Chairman of the Campus Committee so approves. In cases of students failing a course, being allowed an oral examination, and performing satisfactorily in the oral examination, the Examiners shall recommend a passing mark of no more than 50% for the course.

67. A candidate must attend an oral examination at the time and place designated by the Campus Registrar.

68. Oral examinations will be conducted by at least two examiners under the Chairmanship of the relevant Head of the Department or a senior member of the Faculty nominated by the Chairman of the Campus Committee, if the Head of the Department is absent or is an Examiner. A report of proceedings must be submitted to the Campus Committee.

69. In no instance shall the Chair of an oral examination be taken by an examiner.

70. The examiners at an oral will normally be the persons who examined the written paper, but if one examiner is not available, the Chairman of the Campus Committee, in consultation with the relevant Head of Department, may appoint another examiner in his or her place. Such an examiner must be provided with the examination material on which the candidate is to be orally examined.

EXAMINERS' MEETINGS AND PASS LISTS

71. The marks obtained by all candidates in each course examined shall be presented by the Internal Examiners to a Board of Examiners.

72. The relevant Head of Department, or Faculty Dean, shall be the Chairman of the Board of Examiners, unless in any particular case the Campus Committee otherwise decides.

73. The Board of Examiners shall consist of all of the Internal Examiners appointed for all the courses offered in the Programme concerned, unless in any particular case the Campus Committee otherwise decides. The Campus Registrar must be notified in advance of all meetings of Boards of Examiners and shall attend and prepare the Minutes thereof.

74. The Chair of the Campus Committee may attend meetings of Boards of Examiners.

75. In cases where full external examination of a course is retained and where the External Examiner's judgement of a candidate's performance is at variance with that of the Internal Examiners, each of the Internal Examiners shall be requested to provide a comment on the External Examiner's position for the guidance of the Board of Examiners and Campus Committee. Where the judgement of the examiners continues to differ, the Campus Committee shall determine the candidate's result in the light of the collective comments of all Examiners.

76. A list of candidates and their results in every examination shall be drawn up at each meeting of a Board of Examiners, signed by the Chairman of the meeting, and communicated to the Campus Registrar for approval of the Campus Committee.

77. All examination results and Pass Lists shall be approved by the Campus Committee.
78. Pass Lists, signed by the Chairman of the Campus Committee, shall be forwarded to the Board for Graduate Studies and Research, together with any special recommendations from Internal and External Examiners.
- 79.
- (a) All proceedings at meetings of examiners shall be strictly confidential. Except as provided for in (b) and (c) below, examination results, grades and marks shall not be communicated in advance of publication to anyone except to the appropriate officers of the University. Copies of examination marks circulated to Boards of Examiners shall be treated as secret and confidential. The First Examiner for the course may, after publication of the official Pass List, disclose the final mark to the student.
 - (b) Heads of Departments, Chairmen of Boards of Examiners, or Chairmen of Campus Committees are permitted, in cases where this is considered necessary, to advise students in relation to their continuing registration on the basis of their performance at examinations before the final results are published. (c) In respect of coursework, examiners can inform students of their marks and grades for individual pieces of coursework as provided for in Regulation 62. (d) After publication of results, the relevant Campus Registrar is authorized to issue final examination marks and grades to individual students. Heads of Departments are also authorized to issue such marks and grades.

REVIEW OF EXAMINATION RESULTS

- 80.
- (a) A student who is dissatisfied with the results of his or her examination should report his or her dissatisfaction in writing to the Campus Registrar. Such a report must be made within four weeks of the publication of results, and in the case of Resit Examinations, within one week of the publication of results.
 - (b) The Campus Registrar shall forward the student's report to the Chairman of the Campus Committee.
81. The Chairman of the Campus Committee, after scrutinizing the marksheet, shall advise the student on the quality of his or her performance in the examination for which the student has reported dissatisfaction, or shall invite the relevant Head of Department, or his or her nominee, to do so.
82. The student, no later than two working days after seeing the Chairman of the Campus Committee, the Head of Department or his or her nominee, may inform the Campus Registrar that he or she wishes

to have the examination remarked, and must pay a fee of BDS\$125.00 or J\$2000.00 or TT\$375.00, to have this done.

83. The right to report dissatisfaction and request a re-mark shall apply to both the coursework and written examinations.

84.

- (a) Where a re-marking is requested, the Campus Registrar shall inform the Chairman of the Campus Committee, who shall request the relevant Head of Department, or in his or her absence the relevant Faculty Dean, to nominate a new and independent Examiner from within or without the University for appointment by the Chairman of the Campus Committee, to re-mark the examination script or coursework.
- (b) Where the Head of the Department is an Examiner, the nomination shall be made by the Dean. Where both the Dean and the Head of the Department are Examiners, the Chairman of the Campus Committee shall make the appointment after such consultation, as he or she considers appropriate.

85. The Campus Registrar shall inform the candidate of the result of the remarking.

86. Where the re-marking under Regulation 82 results in a higher mark than that previously recorded, the fee shall be refunded, provided that the increased mark results in a change of grade.

87. The results of the re-marking shall be conveyed by the Campus Registrar to the Chairman of the Campus Committee, the Chairman of the Board of Examiners and the relevant Head of Department.

88. The Chairman of the Campus Committee shall, if necessary, issue an amended Pass List for submission to the Board for Graduate Studies and Research.

89. The Campus Registrar shall make an annual report to the Board for Graduate Studies and Research where scripts have been re-marked.

SECTION 3

REGULATIONS FOR THE EXAMINATION OF RESEARCH PAPERS, PROJECT REPORTS AND THESES APPOINTMENT OF EXAMINERS

1. All examiners shall be appointed by the Campus Committee on behalf of the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department.
2. For all theses, and for all research papers and project reports contributing more than 25% of the programme credit rating, at least three examiners shall be appointed, one of whom shall be external.
3. For each research paper, project report or thesis, one of the examiners shall be the Supervisor, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
4. For oral examinations, and for practical or written tests required by examiners after reading theses, research papers or project reports, the examiners shall be the same persons initially appointed by the Campus Committee, but the Board for Graduate Studies and Research may, at its discretion, appoint examiners specifically for oral examinations.
5. Examiners shall be nominated by the relevant Head of Department at least three months before the proposed date of submission for theses, and at least two months before the proposed date of submission for research papers and project reports. Heads of Departments are required to submit the names of nominated Examiners to the Campus Committee, and to advise Internal Examiners of their nomination, in writing.
6. The Campus Registrar shall inform Examiners of their appointment by the Campus Committee.

EXAMINATION OF RESEARCH PAPERS AND PROJECT REPORTS

7. The regulations applicable to examination of theses shall not apply to examination of research papers or project reports which constitute 25% or less of the programme credit rating. These shall be examined as follows:

- (a) Research papers or project reports shall be assigned a mark by each Internal Examiner who shall report individually on his or her assessment of the work. Should the marks differ substantially, the agreed mark will be mediated by the Campus Committee in accordance with the Manual of Procedures for Graduate Diplomas and Degrees.
- (b) Candidates shall not be required to make corrections to research papers or project reports before the award of a final grade, except in instances where minor corrections would enable a marginal failure (45-49%) to be awarded the minimum passing mark (50%).
- (c) A research paper or project report which has been failed by the examiners will be allowed only one re-submission. The re-submission must be within a six month period following initial notification of the failure. Re-submitted research papers or project reports will only receive the minimum passing mark (50%).
- (d) Research papers or project reports assigned an A grade shall be lodged in the Campus Library. Research papers or project reports assigned a lesser grade may also be lodged, on the recommendation of the Supervisor to the Campus Committee.
- (e) Candidates may be required to make corrections to research papers or project reports to be lodged in the Campus Library to ensure that such work reaches acceptable standards of presentation. Such corrections shall not alter the final grade assigned.

8. Research papers or project reports for which the credit weighting is greater than 25% shall be examined as a thesis, but a grade and mark shall be assigned. Such project reports and research papers will be simultaneously examined by all examiners, who will each submit a report, a grade and a mark. The grade and mark awarded by an examiner may be contingent on revisions suggested by the examiner being made to the satisfaction of the student's Supervisor. Should the marks of examiners differ substantially, the agreed mark will be mediated by the Campus Committee in accordance with the Manual of Procedures for Graduate Diplomas and Degrees.

EXAMINATION OF THESES

Entry for Examination by Thesis

9. The candidate must apply to enter for the examination by thesis on the appropriate entry form not less than three months before the expected date of submission of the thesis. The application must be accompanied by the required examination fee.

10. The candidate must submit the entry form for examination by thesis to the Campus Registrar through the Supervisor who shall indicate his or her approval by signing a Certificate of Completion of Study Form. In signing a Certificate of Completion of Study Form, the Supervisor will be required to separately address (a) The integrity of the thesis, i.e. whether, to the best of his or her knowledge, the work in the thesis was conducted by the student, and (b) The academic content and technical presentation of the thesis, i.e. whether, in the Supervisor's opinion, the thesis is ready for examination.

11. If the Supervisor has concerns about the integrity of the thesis, he or she shall so indicate to the Campus Registrar in writing, and the Campus Committee shall establish a Review Committee to assess the concern. In such circumstances, the Review Committee will make a recommendation to the Board for Graduate Studies and Research on the admissibility of the thesis for examination.
12. If, in the opinion of the Supervisor, the academic content or technical presentation of the thesis is such that the thesis is not ready for examination, he or she shall so indicate to the Campus Registrar and the candidate in writing. In such circumstances, the Campus Committee will meet with interested parties who may include the candidate, the Supervisor, the student's Committee of Advisors, the relevant Head of Department or, if the Head is Supervisor, the relevant Faculty Dean. Should the consensus from the meetings be that the thesis is not yet suitable for examination, the student should be informed and counseled. Should the student insist on submitting the thesis for examination in the present form, the Board for Graduate Studies and Research may decide that it is appropriate to submit a report of the Campus Committee's deliberations to the Examiners.
13. When a thesis is submitted for examination without the Supervisor's approval, the Supervisor will be exempted from examining the candidate by the Board for Graduate Studies and Research.
14. A candidate must submit for the approval of the Campus Committee, the exact title of his or her thesis at the time when he or she applies for entry to the examination. An approved thesis title may not be changed except with the permission of the Campus Committee.
15. Five copies of the thesis for examination shall be submitted to the Campus Registrar.
16. Candidates will be required to present themselves for any oral, practical or written examination at such place as the University may direct, upon such day or days as shall be notified to the candidates by the Campus Registrar in writing.
17. A candidate for a graduate degree examined by thesis may not submit the thesis for examination on more than two occasions, and in any case, must submit the thesis within the time limits imposed for the particular degree (see General Regulations for Graduate Diplomas and Degrees 55, 56, 58, and 59).

Form of Submission of Theses

18. Requirements for the presentation of theses are set out in the Thesis Guide published by the Board for Graduate Studies and Research. Theses which are not presented in accordance with the provisions of the Guide will not be sent for examination.

Examination Procedures for Theses

19. MPhil, MD and PhD degrees are examined primarily by thesis, but candidates are required to satisfy the Examiners in such oral, practical or written examinations as stipulated by the Board for Graduate Studies and Research and in Faculty Regulations.

20. Subject to Regulations 24-26, the Examiners of a PhD thesis shall, after reading the thesis, examine the candidate orally and may, at their discretion, also examine the candidate practically or by written questions or by both of these methods.

21. If an Examiner of an MPhil or MD thesis deems the thesis generally adequate but wishes to explore the candidate's knowledge of the field of study further, the Examiner may require that the candidate be examined orally, practically, or by written papers, or by both of these methods.

22. Examiners of theses are required to report to the Board for Graduate Studies and Research, through the Campus Registrar, within two months of receipt of a thesis. The report shall contain:

- (a) An evaluation of the thesis;
- (b) A recommendation in accordance with Regulations 20-27;
- (c) An indication of any changes in the thesis which the Examiner thinks should be made before the award of the degree. The Examiners may also recommend the award of high commendation.

23. If, in the opinion of the Examiners, an MPhil thesis is of such high standard and potential that it might be developed into a submission for the PhD degree, the Examiners may recommend to the Board for Graduate Studies and Research that the candidate be permitted to transfer registration to the PhD, but it shall be the right of the candidate at any time to accept conferment of the Master's degree.

24. If, in the opinion of the Examiners, a PhD thesis is of insufficient merit to justify the award of the Ph.D. degree, the Examiners may, without further test, recommend to the Board for Graduate Studies and Research that the candidate be permitted to resubmit the thesis with revision for the MPhil degree, or that the MPhil be awarded without further revision of the work.

25. The Examiners may, without further test, recommend that a thesis be rejected. A candidate whose thesis is rejected by the Board for Graduate Studies and Research after it has received reports from all of the Examiners, shall not be permitted to present the same thesis for examination, or a revised version of the thesis with the same title, unless re-approval of candidature has been granted by the Board for Graduate Studies and Research.

26. If, in the opinion of the Examiners, the thesis is inadequate, but of sufficient merit to justify a second attempt at the examination, the Examiners may, without further test, recommend to the Board for Graduate Studies and Research that the candidate be permitted to resubmit the thesis for examination in a revised form. A candidate who is required by the Examiners to make such major changes to the thesis and to resubmit the thesis in a revised form for examination, must resubmit within eighteen months of the date of notification. The Campus Committee shall send to the candidate pertinent comments of the Examiners relating to the changes they propose.

27. If, in the opinion of the Examiners, the thesis is adequate but defective in ways which do not require it to be resubmitted for examination, they may require the candidate to make such amendments to the thesis as will remove the defects indicated before the award of the degree. Subject to Regulation 28, such changes shall be made after the oral examination for Ph.D. candidates. A candidate who is required by the Examiners to make such amendments to the thesis must do so within a period of six months after the date of notification. The Campus Committee shall specify how these changes are to be made. If the candidate fails to make the alterations required by the

Examiners to the satisfaction of the student's Supervisor and the Campus Committee within that period, and is not granted an extension, he or she will be deemed to have failed the examination.

28. If the reports of the Examiners indicate that a thesis requires extensive revision, but not re-submission in accordance with Regulation 26, the Chairman of the Board for Graduate Studies and Research may, at his or her discretion, direct that the candidate be requested to satisfactorily effect such revision prior to any oral examination of the candidate, and such revision should be completed within twelve months of the date of notification.

29. If, in the opinion of the Examiners, the thesis is adequate but the candidate fails to satisfy the Examiners at the oral, practical, or written examination held in connection therewith, the Examiners may recommend to the Board for

Graduate Studies and Research that the candidate be permitted to submit to a further oral, practical or written examination within a period not exceeding eighteen months from the decision of the Board for Graduate Studies and Research.

30. If, in the opinion of the Examiners, the thesis is adequate, and if the candidate satisfies the Examiners in any oral, practical or written examination required, the Examiners shall recommend to the Board for Graduate Studies and Research that the degree be conferred. Where Examiners recommend conferment of the degree, they are required to certify that the thesis is worthy of publication as a thesis approved for the degree of Master of Philosophy (MPhil), Doctor of Medicine (MD) or Doctor of Philosophy (Ph.D.) of the University of the West Indies.

31. Oral examinations will be held within one month of receipt of the written reports of all of the Examiners, unless the Campus Committee in any particular case otherwise decides.

32. Candidates will be required to present themselves for any oral, practical or written examinations at such place, time and date as shall be notified to them by the Campus Registrar in writing.

33. An oral examination shall be Chaired by a senior academic appointed by the Campus Committee and shall be conducted simultaneously by at least two examiners. One of the examiners shall be the Supervisor of the candidate, unless the Board for Graduate Studies and Research in any particular case otherwise decides. The Board for Graduate Studies and Research may, at its discretion, appoint examiners specifically for the oral examination.

34. The Chairman of the oral examination and the examiners shall send a report on the oral examination to the Board for Graduate Studies and Research in which they shall report on the candidate's knowledge of his or her field of study and make a recommendation in accordance with the relevant clauses of these Regulations. The report should provide the Board with the details of any further changes required of the candidate by the examiners before recommending the award of the degree.

35. Candidates who fail to present themselves for any oral or written examination, or who fail to resubmit a revised thesis within the time periods specified in these Regulations, will be deemed to have failed the examination.

Appendix B

Thesis Guide: A GUIDE FOR THE PREPARATION OF THESES, RESEARCH AND PROJECT REPORTS

INTRODUCTION

This Guide is intended as a supplement to the University Regulations for Higher Degrees. Candidates should also consult their departments for specific Faculty requirements. Candidates are advised to acquaint themselves with the recommendations of this Guide in the early stages of preparation, even though some of the recommendations apply only to the final stages. The Guide is also provided for the information of supervisors whose responsibilities include ensuring that candidates follow its recommendations. A thesis which does not follow the approved format will not be accepted and the degree will not be conferred until an acceptable standard has been met.

THESIS PREPARATION

The thesis must be written in English, but the Board for Graduate Studies and

Research may, in special circumstances, on application from candidates in the Departments of Foreign Languages, and Literature, and on the favorable recommendation of the Faculty Sub-Committee, give permission for theses to be written in a language other than English.

The greater portion of the work submitted for examination must have been done subsequent to the initial registration of the student as a candidate for the degree.

The thesis must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical power. It must be of satisfactory literary standard and must be suitable for publication as a thesis of the University of the West Indies. The thesis must consist of the candidate's account of his/her own research. It may describe work done in conjunction with his/her Supervisor provided that the candidate clearly states his/her personal share in the investigation and that his/her statement is certified by the Supervisor. A paper written or published in the joint names of two or more persons, one of whom is the candidate, may be included as a part of a thesis provided that the role that the candidate played in the work described in the paper, and the contribution of the other authors are clearly explained. No thesis shall consist wholly of previously published work. The candidate may indicate in a preface how far the thesis embodies the result of his/her own research or observation, and in what respect his/her investigations appear to him/her to advance the study of his/her subject.

A candidate will not be permitted to submit a thesis consisting wholly of work for which a degree has been conferred on him/her in this or any other University; but a candidate shall not be precluded from

incorporating work which he/she has already submitted for a degree in this or any other University in a thesis covering a wider field, provided that he/she shall indicate in the preface to his/her thesis any work done which has been so incorporated. A thesis must be submitted in a form that can be reproduced in a clear and usable format, and since a thesis will be stored for many years, it must also be in a form that is durable. Durability depends on the choice of binding and the quality of paper used.

Close attention should be paid by the student to the following criteria:

- a) the text and all illustrative material should be clear and error free;
- b) paper of good quality should be used;
- c) margins on each page should be as specified in the General Regulations for Graduate Diplomas and Degrees, and in this Guide.

The professional staff of the Campus Libraries is available for advice, before submission on the technical requirements of the thesis, for example, layout, bibliography, footnotes etc.

COLLATION

It is the candidate's responsibility to prepare and assemble all materials for the thesis, and to have the pages of the thesis in correct order.

PAPER

The thesis must be produced on one side only of good quality white bond paper (usually of 20-lb weight) of standard letter – size (8 ½" x 11") or international A4 size (210mm x 297 mm). The same grade of paper must be used throughout the thesis.

PRODUCTION OF MANUSCRIPT

Theses must be produced on an electronic typewriter or, if computer produced, printed on a high quality printer.

(a) Spacing

Double line spacing must be used. Single spacing is permitted within long quotations, footnotes, bibliographic items, appendix items and subsections of the Table of Contents. However, between each entry double spacing should be used.

(b) Margins

The top, bottom and right margins should be not less than 1" or 2.5 cm in width, and the left-hand margin should be 2" or 5cm in width to allow for loss in binding.

(c) Typeface

The type should be 10 or 12 pitch/point, and the same typeface must be used throughout the text. Equations and formulae must be typed. Hand insertions in permanent black ink are acceptable only where the instrument cannot make the symbol. A sample page can be submitted to the Library for approval if desired.

QUOTATIONS

Quotations of more than two lines should be set off from the text in single spacing and indented at least four spaces from the left hand margin.

FOOTNOTES/ENDNOTES

Footnotes should be single spaced and placed at the bottom of the appropriate page. If the references are treated as endnotes, they are to be placed in sequence (by chapter) immediately preceding the bibliography.

Form and style will differ from discipline to discipline, but the form and style selected must be maintained throughout the thesis. The recommended Style Manual appropriate to the discipline advises on the preparation and arrangement of footnotes and endnotes.

Footnotes and Endnotes are acceptable.

See Appendix X for recommended Style Manuals.

TABLES, FIGURES

A table or figure should appear in the text closely following the point where it is first discussed, usually no further than the page following.

Tables and figures should be listed by number, title and page number in the thesis, and the titles of tables and figures should correspond exactly to the titles which appear in the text. These lists should be placed after the Table of contents. Arabic numbers should be used in two separate sequences for the identification of the Tables and Figures.

CORRECTION OF ERRORS

The thesis must be free of typographical errors.

Corrections made in ink or with opaquing fluid are not acceptable. If a neat erasure cannot be made, the page must be re-typed. Deletions must not be made by crossing out or striking out letters or words. The

typed line must be continuous. If the word or words cannot be erased clearly and neatly with proper spacing, the whole line, the paragraph, or the whole page must be retyped.

Additions of words or phrases must not be typed between lines or inserted by hand. The whole page must be re-typed to incorporate the additions. Pages which are obviously insert pages are not acceptable. The surrounding pages should be re-typed to incorporate the material.

PAGINATION

The title page is not numbered or paged in.

The pages before the start of the text must be numbered in lower case Roman numerals. The pages of the text must be numbered in a new sequence of Arabic numerals consecutively throughout the thesis. All page numbers, Roman or Arabic, must be in an exact consistent location, preferably at the top right hand corner of the page, approximately three quarters of an inch down and three quarters of an inch inwards at the top right-hand corner.

Each chapter should begin on a new page.

Appendices should continue the sequence of Arabic numerals. If appendices are pages from other documents, this must be so indicated, by means of a footnote on the first page of the relevant appendix, where a full bibliographic description of the original sources should be given.

The numbering sequence should include all matters which will be part of the bound volume, for example, maps, plans and diagrams, with the exception of structural diagrams in Chemistry theses, should appear on numbered facing pages.

A separate sequence of numbering in lower case Roman numerals should be given to material such as plates, maps, diagrams and tables which are loose and which will be placed in end pockets of bound volumes, or will be bound separately from the typescript. All loose material should bear the candidate's surname, initials, degree and date of submission.

When a thesis consists of two volumes, one continuous numbering sequence should be used for both volumes, i.e. the numbering of the second volume should continue from the numbering of the first volume.

ARRANGEMENT

The following sequence for the arrangement of the thesis should be followed:

Title Page

Declaration Form for the Reproduction of Theses

Abstract
Acknowledgements (if any)
Dedication (if any)
Table of Contents (including Appendices)
Table of Cases (if any)
Table of Statutes (if any)
Table of Constitutional Instruments (if any)
Glossary (if any)
List of Figures, Tables, Illustrations, Charts, etc.
Preface (if any)
Text of Thesis
References (including endnotes as necessary) and/or
Bibliography
Appendices (if any)

TITLE PAGE

The title page shall bear the officially approved title of the work, the name of the University, the degree for which the thesis is submitted, the full name of the candidate as officially registered and the year when the work was submitted for examination. The standard format is given in Appendices I and II.

ABSTRACT

Each copy of the thesis shall contain an abstract of not more than 300 words, the first page of which shall be numbered i, (i.e. the lower case Roman numeral). It must include the title “ABSTRACT”, the thesis title, the author’s name and a summary of the content and conclusions of the thesis. The format is illustrated in Appendices III.

The abstract should identify briefly the purpose of the research, the methods used, the results obtained and the significance of the results or findings. Candidates are asked to indicate keywords which best reflect the subject of the thesis to facilitate retrieval of information. These keywords should be placed at the end of the Abstract under the heading keywords.

ACKNOWLEDGEMENTS (Optional)

The inclusion of this single page is left to the discretion of the author. The acknowledgements page is a record of the author’s indebtedness and should include acknowledgements of permission to use copyrighted material which appears extensively in the thesis.

DEDICATION

Dedication is permissible.

TABLE OF CONTENTS

The Table of Contents should include the Abstract, Acknowledgements, Dedication, Lists of Figures, Tables, etc. which have been placed before the text. The beginning page number of each of these sections as well as that of the chapters, the significant sections, bibliography and other end matter, should be given.

BIBLIOGRAPHY

1. A fundamental rule of good scholarship is that basic research be reliable and correct and all sources be acknowledged.
2. All references whether they be footnotes, endnotes, or bibliographies must conform to certain stylistic requirements. Although the sciences and humanities differ in matters of form, the fundamental principles that govern referencing procedures are the same.
3. Titles or journals when abbreviated in the Reference/Bibliography, should be done in an accepted and consistent style.
4. A recommended style manual appropriate to the discipline should be used for the organization of all references. A list of Style Manuals recommended by each Faculty/Department is given in Appendices X.

APPENDICES

The purpose of an appendix is to contain research material which is pertinent to the thesis but which is not essential to an understanding of the work done by the candidate. The appendices should be numbered and should form part of the sequence of pages bearing Arabic numerals. Each appendix must have a title descriptive of its contents, and a list of Appendices must be included in the Table of Contents. (See Arrangement).

ILLUSTRATIVE MATERIAL

Photographs or any other illustrative material incorporated into the thesis either should be printed on a single weight photographic paper or be drymounted and accurately fixed on thesis paper using a pressure applied adhesive (such as mounted squares). They should not be mounted with staples, cellophane tape, rubber cement, glue, or photo covers as deterioration of the paper may result.

OVERSIZE MATERIAL

Oversize material such as graphics, maps, charts, etc. necessary to the exposition of the thesis can often be reduced in size photographically (photoreduction) to fit the standard thesis page, or appear as a foldout. A foldout is a page whose left side is bound into the thesis but whose right side can be unfolded in one or more panels, extending, when read, beyond the right side of other thesis pages. The foldout

should be carefully folded so that no folds fall outside the thesis margins. The page numbers should be placed to align with the number of other pages of the thesis. Alternatively, such materials should accompany the bound copy of the thesis in a pocket affixed to the inside back cover of the thesis and paged as advised under Pagination.

LENGTH OF THESIS

A thesis submitted for examination shall be the length approved by the Board for Graduate Studies and Research for the Faculty in which the candidate is registered. The candidate must indicate on a loose leaf inserted in the folder the approximate number of words contained in the thesis. A candidate wishing to exceed the prescribed limit must apply for permission to the Board for Graduate Studies and Research through his Supervisor.

The approved maximum lengths of theses are as follows (there are approximately 250-280 words per page):

FACULTY OF SCIENCE & TECHNOLOGY
FACULTY OF PURE & APPLIED SCIENCES
FACULTY OF AGRICULTURE & NATURAL SCIENCES

Agriculture

M.Sc. - not to exceed 200 pages --| #
M.Phil. - not to exceed 250 pages --| including appendices
Ph.D. - not to exceed 300 pages --|

Natural Sciences

M.Sc. - not to exceed 15,000 words --|
M.Phil. - not to exceed 50,000 words --| * excluding references,
Ph.D. - not to exceed 80,000 words --| appendices, tables & figures

FACULTY OF ARTS & EDUCATION
FACULTY OF HUMANITIES
FACULTY OF HUMANITIES & EDUCATION

Arts

M.A. - not to exceed 20,000 words --|

M.Phil. - not to exceed 50,000 words --| * excluding footnotes or

Ph.D. - not to exceed 80,000 words --| endnotes & appendices

Education

M.Ed.(Project)- not to exceed 18,000 words --|

M.Phil. - not to exceed 50,000 words --| * excluding footnotes or

Ph.D. - not to exceed 80,000 words --| endnotes & appendices

FACULTY OF ENGINEERING

M.Sc. - not to exceed 200 pages --| #

M.Phil. - not to exceed 250 pages --| * including appendices

Ph.D. - not to exceed 500 pages --|

FACULTY OF LAW

LL.M. (Legis. Draft: with Research Paper) - not to exceed 15,000 words --| exclusive of

LL.M. (Coursework: with Research Paper) - not to exceed 25,000 words --| footnotes or

LL.M. (Thesis only) - not to exceed 50,000 words --| endnotes &

Ph.D. - not to exceed 80,000 words --| appendices

FACULTY OF MEDICAL SCIENCES

SCHOOL OF CLINICAL & MEDICAL SCIENCES

M.Phil. - not to exceed 50,000 words | * excluding references,

Ph.D. - not to exceed 80,000 words | appendices, tables or figures

FACULTY OF SOCIAL SCIENCES

M.Sc. - not to exceed 20,000 words - |

M.Phil. - not to exceed 50,000 words - | * excluding appendices

Ph.D. - not to exceed 80,000 words - | & footnotes

#* There are approximately 250 – 280 pages per page (double spaced)

FORMS AND PROCEDURES

SUBMISSION OF THESIS

At least three (3) months before the thesis is ready for submission for examination, the candidate is required to formally apply for entry to the Examinations on a specified form and pay the required examination fee. The application must be accompanied by a certificate of completion of study from the Supervisor. (A sample of each of these forms is given in Appendix IV. The arrangement of format may vary according to the Campus).

The formal submission of the thesis for examination is made by the candidate to the Administrative Assistant in the Graduate Admissions Section of the Registrar's Office.

Four copies of the thesis should be submitted.

The submitted thesis must be accompanied by the Certificate from the candidate's Supervisor that the thesis is presented in a technically acceptable form. Appendix V refers.

If in the opinion of the Supervisor, the thesis is not ready for submission, he/she shall advise the Registrar in writing that the thesis has been submitted against his/her advice and that he/she has advised the candidate accordingly. The student, the Supervisor, Department and Faculty have a shared responsibility to ensure the quality of the thesis. Since these are contributions to knowledge and are open to public scrutiny, sound academic standards must be adhered to in their preparation and presentation, It is preferable that the thesis submitted for examination is in soft cover, but the thesis can also be submitted in one or more binders.

The sequence of events following the thesis submission is given in Appendix VI.

LIBRARY SCRUTINY

The Libraries' scrutiny of theses is intended to ensure that students comply with the requirements of the Thesis Guide in relation to format, arrangement, abstract, references and bibliography. The Libraries seek to ensure an awareness of the discipline involved in preparing scholarly publications in a consistent style. The Libraries certify the thesis as acceptable when they are satisfied that the thesis complies with the requirements of the Thesis Guide and recommended style manuals. This process should be completed within 30 days. A form to this effect is sent to the Registrar's Office. Appendix IX refers.

EXAMINATION

The University Regulations governing the appointment of Examiners and the examination of the thesis are given in the Regulations for Graduate Diplomas and Degrees.

Nomination of the candidate's Examiners to the Board for Graduate Studies and Research is the responsibility of the Department to which the candidate belongs. The Department should ensure that the Examiners nominated especially the External Examiner) are willing to examine the thesis before submitting names for appointment.

The Thesis Examining Committee consists of a minimum of three Examiners – normally two Internal Examiners (of whom one is the candidate's Supervisor) and one External Examiner. It is possible under certain circumstances to have one Internal and two External Examiners. Each examiner must submit to the Registrar a confidential written appraisal of the thesis. The deadline for these reports is three months after the receipt of the thesis.

For Masters' degrees, Faculty Regulations specify whether an oral examination is compulsory for the relevant degree programme, but in all cases the examiners can request an oral examination.

The oral examination is compulsory for the Ph.D. degree.

The Registrar's office will arrange a date for the final oral examination in consultation with the examiners and the notice of the oral examination will appear on Campus Notice boards normally at least two weeks before the date of the examination.

Normally the oral examination is held within four (4) months from the date of submission of the thesis. Four decisions are open to the Examiners – the thesis can be accepted as submitted, accepted with minor corrections, accepted with major modifications, or rejected. In the case of a Ph. D. thesis, the thesis can be recommended for a lower degree.

Minor corrections are normally typographical errors and small corrections to the tables, references, etc., or the addition and/or alterations of a few sentences or paragraphs. Such minor corrections normally are subject only to the approval of the thesis Supervisor before the thesis is recommended for the award of the Degree and is accepted for binding.

Where, in the judgement of the Examiners, changes of a substantive nature are required which will require re-writing of parts of the thesis, the Examiners will recommend that a candidate do these major modifications and then re-submit the thesis for examination. A statement of the modifications required by the Examiners is conveyed to the candidate by the Registrar. The Dean of the School for Graduate Studies and Research may recommend that a thesis resubmitted for examination, be referred back to the External Examiner.

The thesis is rejected when in the judgement of the examiners the thesis is unacceptable on substantive grounds.

PUBLICATION OF THESIS

RESTRICTION

It is the intention of the University that there should be no restriction on the availability of a thesis to those who may wish to consult it.

However, in exceptional cases, the author of the thesis, in consultation with the thesis supervisor and with the approval of the Senate shall have the sole right to determine distribution of copies of his work for three years from the date of acceptance of the thesis. The author may also ask the Senate to withhold the thesis and its abstract from access while a patent is sought, or for other good cause.

MICROFILMING

When submitting the thesis for Library scrutiny the student should include a completed copy of the Declaration Form permitting the University to make a microfilm copy of the thesis. Microfilming ensures long-term preservation of the thesis since the printed copy will deteriorate with time and use.

The declaration includes also the provision that the candidate may exercise the right to prohibit the distribution of the microfilm for three (3) years after the date of depositing the thesis. All bound copies finally submitted to the University should include signed copies of the Form, which is available from the Office of the Assistant Registrar, Graduate Studies. A sample of the Declaration Form is given in Appendix VIII.

BINDING OF THESIS

When the recommendation for the award of the degree has been made to the Board for Graduate Studies and Research, the candidate is required to submit to the Registrar's Office, for deposit in the University Libraries, three unbound copies of the thesis presented in a form acceptable in all particulars and which conform to the Regulations. A copy of the candidate's signed Declaration Form is to be included in each thesis. A thesis submitted for deposit in the University Libraries will be bound. The binding of the thesis should be in good quality black art vellum or cloth, with overcast edges cut. The thesis title, author's full name and the year of conferral of the degree should be lettered boldly in gold on the front cover in letters $\frac{1}{4}$ " (6 mm) high. Appendix VII(i) refers. The author's name, degree and the year of conferral of the degree should appear on the spine, lettered downwards, using the same font. Appendix VII(ii).

It is the responsibility of the candidate to see that the thesis is bound in accordance with the University regulations.

The University reserves the right to reject any manuscript that does not comply with the University's regulations, that is not neat and legible, or that is not suitably bound.

NOTE:

This Thesis Guide, with due alteration to details [to be approved by the Campus Committee for Graduate Studies and Research] shall apply to Research Papers and Research Projects.

Board for Graduate Studies and Research 1998

APPENDIX I (i)

Format of Title Page for M.A. & M.Sc. & LL.M. & MSW & M.Ed.

Theses/Research Papers/Projects/Case Books, etc.

TITLE OF THESIS/RESEARCH PAPER/PROJECT REPORT, etc¹

(At Top of Page & All Capitals)

(In Centre of) A Thesis (Research Paper)

(Page)

Submitted in Partial Fulfillment of the Requirements for the Degree of The University of the West Indies

(Specify Name of Degree e.g. Master of Science in Economics)

The University of the West Indies

(At Bottom of Page) Author's Name in

Full²

Year of Submission

Department of

Faculty of

Campus

1As approved by the Board for Graduate Studies and Research 2Exactly as it is on file at the Registrar's Office

APPENDIX I (i)

Format of Title Page for M.A. & M.Sc. & LL.M. & MSW & M.Ed.

Theses/Research Papers/Projects/Case Books, etc.

TITLE OF THESIS/RESEARCH PAPER/PROJECT REPORT, etc¹

(At Top of Page & All Capitals)

(In Centre of) A Thesis (Research Paper)

(Page)

Submitted in Partial Fulfillment of the Requirements for the Degree of

(Specify Name of Degree e.g. Master of Science in Economics)

of

The University of the West Indies

(At Bottom of Page)

Author's Name in

Full

Year of Submission

Department of

Faculty of

Campus

1As approved by the Board for Graduate Studies and Research 2Exactly as it is on file at the Registrar's Office

APPENDIX II (ii)

Specimen Title Page for Ph.D & M.Phil Theses

THE WORK BEHAVIOUR OF TEACHERS
COMPARED WITH GOVERNMENT AND
PRIVATE SECTOR WORKERS

A Thesis

Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy in Education

of

The University of the West Indies

by

Donald Eugene Collins

1985

School of Education

Faculty of Humanities & Education

Cave Hill Campus

APPENDIX III (i)

Format for Master's thesis

ABSTRACT

An Elementary Integral Equation Method Applied To Boundary Value Problems in Geomechanics

Mohammad Osama Al-Hunaidi

Contact stress and soil-structure interaction problems are important in two respects, first: evaluating the deflection, flexural moments and shearing forces structural in the unit, and secondly, establishing the stress and displacement fields in the supporting soil medium.

In this thesis, a numerical method of solution is presented for the prediction of contact stresses, as well as the displacement of simple rigid structural units embedded in elastic, isotropic and semi-infinite soil medium.

The analysis is based on a displacement integral equation. The integral equation describes the displacement field in the half-space (due to a traction fraction at some boundary within the half-space) using Melan's fundamental solution and the principle of superposition.

Keywords: Mohammad Osama Al-Hunaidi; Contact stress and soil-structure interaction; Melan's fundamental solution.

APPENDIX III (ii)

Format for Doctoral thesis

ABSTRACT

History, Ethics and Emergent Probability: Bernard Lonergan's

Emergent Probability and its Import For His Philosophy of

History and His Ethical Foundations

Kenneth Richard Melchin

This dissertation examines Bernard Lonergan's structured world view, emergent probability, as the appropriate context for understanding his ethical foundations in *Insight*, chapters six and eighteen, and in *Method in Theology*, Chapter two, and for understanding these foundations within his account of the dynamic structure of history as developed in

Insight, chapters seven and twenty. The contention throughout is that a precise grasp of the concepts underlying Lonergan's terms: "direct and inverse insights", "systematic and non-systematic relations", "probability", "statistical and classical laws", "recurrent schemes". "emergence", "higher viewpoints" and "finality" are all essential to understanding his work in ethics and history and to understanding the role of religion in these fields.

Keywords: Kenneth Richard Melchin; Bernard Lonergan; ethics and history.

APPENDIX IV (i)

THE UNIVERSITY OF THE WEST INDIES

..... CAMPUS

APPLICATION FOR ENTRY TO AN EXAMINATION
FOR A MASTER'S DEGREE INVOLVING A THESIS

This form must be accompanied by: a) the proper Examination Fee;

b) a statement by the student's Supervisor certifying that the candidate has completed a postgraduate course at this University for a Master's Degree involving a thesis and has complied with the attendance requirements of the Faculty. This certificate should be countersigned by the Head of Department.

Four copies of Thesis or Dissertation and of any subsidiary contributions submitted must be sent separately.

USE BLOCK CAPITALS

1. Surname Amount of fee enclosed
2. Permanent address

3. Date of Obtaining Bachelor Degree & University where obtained. Result: (To be filled out by the University)
4. Date of Registration as a candidate for this examination
5. If you have previously entered for this examination state when. If reexamination in one part was then allowed state this.
6. Title of Thesis
7. Written Examinations passed as part of the requirements for the degree with the dates.
8. Titles of Subsidiary published works, if any , submitted in support of candidates. Four copies of each must be sent – see note above
9. Title of any Dissertation or Thesis for which a Degree of this or any other University has been conferred upon you, and extent (if any) to which such work is incorporated in the Dissertation or Thesis you now submit.

APPENDIX IV (ii)

THE UNIVERSITY OF THE WEST INDIES

..... CAMPUS

Amount of fee enclosed

(To be filled in by Student)

\$ _____

FORM OF ENTRY FOR THE DOCTOR OF PHILOSOPHY (Ph.D)

Name of Candidate (in full, with surname first, see Note 1 below): (BLOCK CAPITALS) Mr.

Mrs.

Miss _____

Campus of the

University _____

Faculty

Field of Study (as approved by the

University) _____

This form and the relevant enclosures, accurately completed, should be returned to the Senior Assistant Registrar, Graduate Studies with the proper fee (see Note 2 below).

The enclosed certificate must be completed and submitted before or at the same time as the thesis. If the candidate has not submitted his thesis within eighteen months of the submission of this entry, the entry will be cancelled.

Note 1: Please use PRINTING CHARACTERS for your surname and other names. If you are awarded the degree, your degree diploma will bear your names as they appear in the University's records on the date of the award, the surname last. No change can be made in your names as they appear in the records unless you forward a specific request supported by documentary evidence e.g. marriage certificate or deed poll.

Note 2: For candidates who are re-entering with the permission of Senate within a specified period, the fee payable is half the normal fee. The fee must be sent by CHEQUE OR MONEY ORDER PAYABLE TO 'UNIVERSITY OF THE WEST INDIES'. The University will not be responsible for fees sent otherwise than in accordance with the above directions.

1. Age at last birthday, together with full date of birth _____

2. Private Address for correspondence during conduct of examination (see

Note 1 below). (BLOCK CAPITAL)

_____ Telephone
number _____

3. If awarded the degree, the address to which diploma should be sent (see Note 2 below)

4. Date of registration for Ph.D.

5. Length of prescribed course of study _____ academic calendar
years.

6.

Supervisor _____

7. Give a complete list of the degrees that you have taken in this or any other

University, with full particulars, including dates

8. Title of the thesis as approved by the University

9. Month in which you intend to submit the thesis for examination

10. Titles and dates of any other printed contributions to the advancement of your subject, published independently or conjointly, which you wish to submit as subsidiary matter in of your candidature.

Date: _____ Signature of Candidate:

Signature on behalf of Governing Body of University:

Official Title: _____

Note 1 Notice of the oral examination will be sent to this address and it is essential that any change should be notified immediately to the Senior Assistant Registrar, Graduate Studies.

Note 2. Any change of the address should be notified to the Senior Assistant Registrar, Graduate Studies. Failure to comply with this instruction may result in the loss of your diploma and the University can accept no responsibility.

APPENDIX IV (iii)

THE UNIVERSITY OF THE WEST INDIES

..... CAMPUS

CERTIFICATE OF HAVING COMPLETED A

COURSE OF STUDY FOR A HIGHER DEGREE BY THESIS

Faculty in which student is registered

Degree

Title of Thesis

We hereby certify that (name in full) _____ a Registered student of the University has pursued an Approved Course of Study for a Higher Degree* in accordance with the Regulations and to our satisfaction*, under the supervision of the Teacher named below extending from: _____, _____ to _____, _____ and has complied with the requirements concerning attendance.

*If the Supervisor is not satisfied with the student's performance he should delete this phrase and write appropriate comments below.

Supervisor's Comments (if any)

Signature of Supervising Teacher
Department

Signature of Head of

Date

APPENDIX V

THE UNIVERSITY OF THE WEST INDIES

..... CAMPUS

CERTIFICATE OF COMPLETION OF
THESIS/RESEARCH PAPER

Faculty in which student is

registered _____

Degree

Followed _____

I hereby certify that

MR/MRS/MISS _____

(Name in Full)

a Registered student of this university has completed his/her M.A./ M.Sc./ MED/ MSW/ MPhil/ Ph.D. Thesis/Research Paper/ Project Report and four (4) identical copies of the work (M.A./ M.Sc./ MED/ MSW) or five (5) copies (MPhil/ Ph.D.) have been produced in accordance with the requirements of the University and are acceptable for examination.

Title of Thesis/Research Paper/Project Report:

Name of Supervisor

Name of Head of Department

Signature of Supervisor

Signature of Head of Department

Date

Date

APPENDIX VI

THESIS ROUTING

STUDENT



REGISTRAR'S

OFFICE



EXAMINERS &

CAMPUS

LIBRARIAN



REGISTRAR'S

OFFICE



STUDENT



REGISTRAR'S

OFFICE



UNIVERSITY

LIBRARIES

APPENDIX VII (i)

FORMAT FOR FRONT COVER OF THESIS

(all capitals) TITLE OF THESIS

(in middle) AUTHOR'S FULL NAME

(towards the end of page) YEAR (Year of Conferral of Degree)

APPENDIX VII (ii)

SPECIMEN FOR FRONT COVER AND SPINE OF THESIS

Economic Planning in the Universities

James J. Jones

1978

* The labeling on the spine should read top down – author, degree, date – but should be so oriented that when the book is laid flat with the cover up, the words and dates on the spine are upright.

APPENDIX VIII

THE UNIVERSITY OF THE WEST INDIES

DECLARATION FORM FOR THE REPRODUCTION OF THESIS

A thesis which is accepted by the University for the award of a Higher Degree is placed in the University Libraries.

The copyright of the thesis is retained by the author.

As you are about to submit a thesis for a Higher Degree, you are required to sign the declaration below. Should the Examiners require a change in the title set out below you must complete a new form. This declaration will be destroyed if your thesis is rejected by the examiners.

University Registrar

THIS DECLARATION MUST BE COMPLETED AND RETURNED
WITH THE EXAMINATION ENTRY FORM

To be completed by the candidate]

NAME IN FULL (Block capitals)

.....
.....

TITLE OF THESIS

.....
.....
.....
.....

DEGREE FOR WHICH THESIS IS PRESENTED

.....

DATE OF AWARD OF DEGREE (to be completed by The University)

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.....

DECLARATION

1. I recognise that my thesis will be made available for public reference and inter-library loan.

2. I authorise the University of the West Indies to make microfilm copies of my thesis for the purposes of public reference, preservation and inter library loan.

3. I understand that before any person is permitted to read, borrow or copy any part of my thesis that person will be required to sign the following declaration: "I recognize that the copyright in the abovementioned thesis rests with the author. I understand that copying the thesis may constitute an infringement of the author's rights, unless done with the written consent of the author or in accordance with the provisions of the Copyright Act which expressly permit copying without the author's consent. I further understand that no information derived from this thesis may be published without acknowledgement."

4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

5. I understand that in the event of my thesis being rejected by the Examiners, this declaration would become void.

DATE

SIGNATURE OF CANDIDATE.....

Note: A candidate may apply to the Senate at the time of submitting the thesis for deposit in the Libraries or thereafter:-

1. To retain personally for three years the sole right to grant permission to copy his/her work for distribution.
2. To withhold the thesis and its abstract from access for a period of one year provided that he/she shows either evidence of having applied for a patent in respect of his/her work, or other good cause. Application may be made for withholding the thesis and its abstract from access for a further period but approval will, only very exceptionally, be given for a period exceeding three years overall.

1. The approved thesis layout and other guidelines have been followed.

2. The information on the title page is consistent with the standard format approved by the University.

3. An abstract has been included in the thesis and is satisfactory.

4. All references follow an accepted style which is used consistently.

5. The declaration form permitting reproduction of the thesis has been signed by the candidate and provided for binding into the thesis.

I certify that the above thesis is acceptable/not acceptable in its present form.

Date

Signature

APPENDIX X

Recommended Style Manuals:

Faculty of Agriculture & Natural
Sciences

Pure & Applied Sciences;

Science & Technology Agriculture

The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition.

Natural Sciences

a) The Chicago Manual of Style. Chicago:

University of Chicago Press. Latest edition.

b) The ACS Style Guide: A manual for authors and editors. Janet S Dodd, Editor.

Washington: American Chemical Society, 1986.

c) AIP Style Manual for Physicists. New York:

American Institute of Physics.

Latest edition.

Faculty of Arts & Education;

Humanities;

Humanities & Education Arts

a) MLA Handbook for writers of research

papers. New York: Modern Language Association. Latest edition.

b) A Manual for writers of term papers, theses

and dissertations, Kate L. Turabian.

Chicago:

University of Chicago. Latest edition.

Education

Publication Manual of the

American Psychological

Association. Washington : APA.

Latest edition.

Faculty of Engineering: The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition.

Faculty of Medical Sciences: a) International Committee of Medical Journal

Editors. Uniform requirements for manuscripts submitted to biomedical journals.

(Rev.) British Medical Journal 302

(1991); 338- 341.

b) Publication Manual of the American

Psychological Association.

Washington: APA.

Latest edition.

c) The Oxford Dictionary for Scientific Writers and Editors. Oxford: Oxford University Press.

Latest edition.

Faculty of Social Sciences The Chicago Manual of Style. Chicago: University of Chicago Press. Latest edition.

Faculty of Law a) The Chicago Manual of Style. Chicago:

University of Chicago Press. Latest edition.

b) The Bluebook: A Uniform System of Citation.

Mass., Cambridge: Columbia Law

Review,

The Harvard Law Review, The

University of

Pennsylvania Law Review, and The Yale Law Journal.

Appendix C

Career Page

The careers listed on this page are only some of the possible careers that graduates from the Social Sciences could consider or find scope in using their skills and interests.

Department of Economics

MSc Economics and MSc International Economics and International Law

Microeconomists: These people study individual companies or people. They look at supply and demand to find out how to maximize production, for example, or to project how high the demand for a particular product will be.

Macroeconomists: They look at the economy as a whole to find long-term, overarching trends throughout history. They can then make generalizations and draw conclusions about investment productivity, inflation, unemployment, etc.

Financial Economists: strongly correlated to macroeconomists, financial economists study interest rates to see their effect on banking systems.

International Economists: They look at markets internationally, studying currency exchange and the effects of tariffs and trade procedures and laws.

Organizational or Industrial Economists: They examine the markets of individual industries, studying competitors and making predictions based on the decisions of competitors. They may also be involved in protecting the industry against trusts and monopolies

Demographic or Labour Economists: They look at trends in salary, such as how it's determined, and the need for labour. They are especially interested in causes of unemployment and the results of changes in demographic, such as a baby boom, on labour.

Public Finance Economists: They look at the government's involvement in the economy, such as taxation, deficits or surpluses in budget, or policies concerning welfare.

Econometricians: They use mathematics in every branch of economics. They put together economic models using methods like calculus, regression analysis, and game theory. These models explain

economic happenings and help to project future economic occurrences and trends like how new taxation laws will affect employment or the duration of business cycles.

Department of Government

MSc, MPhil, and PhD in Government

Administrator, Civil Service - assists in the formulation of policies and procedures within Government departments and agencies and co-ordinates their implementation

Diplomat - Represents their country's interests in international issues, both political and economic.

Journalist - Responsible for news coverage; writing and reporting work; especially as it relates to government and politics. This involves developing contacts, interviewing people, attending press conferences and producing copy to deadlines.

Banker, Investment/Corporate Finance - Advises corporate and government clients on the raising of capital, changes of financial structure, mergers and take-overs, developing tactics and publicity.

Marketing Manager - Manages the marketing of a product from research and development through launch and work to maintain market share, including promotion and advertising.

Risk Analyst - Identifies and analyses the areas of potential risk threatening the assets, earning capacity or success of organisations in the industrial, commercial or public sector. Political Representative

Minister of Government

International Organisation Administrator

Mona School of Business and Management

MSc Accounting

Auditor: Auditing is at the core of accounting work. Accounting auditing careers involve checking accounting ledgers and financial statements within businesses, public and not-for-profit organizations.

Being increasingly computerized, this work can rely on random sampling methods. This provides a solid foundation to future specialist work, as it really enables you to understand how an organization makes money.

Budget Analyst: A budget analyst develops and manages an organization's financial plans. Many jobs exist in government and private industry. You will require strong quantitative skills for this work, along with good people skills, because you will be involved in negotiations.

Financial Accountant: Financial accountants draw information from the general ledgers to prepare financial statements. They also take part in the business' important financial decisions involving mergers and acquisitions, employee benefits planning and long-term financial projections. This work can vary from week to week, so you will need a combined understanding of both accounting and finance.

Management Accountant: Management accountants work in companies and contribute to decisions about capital budgeting and business analysis. Major activities include cost analysis, contracts analysis, and participation in efforts to control expenses. Management accountants are now major contributors to business decisions, working alongside marketing and financial managers to develop new business.

Tax Accountant: Tax accountants prepare corporate and personal income tax statements. They also prepare strategies for deferring taxes, when to expense items, how to approach a merger or acquisition, etc. You will need to have a thorough understanding of economics and the tax code. Many large firms now also look for legal knowledge.

Master, Executive Masters and Diploma in Business Administration Master in Business Management and MSc Risk Management

- ❓ General Management
- ❓ Human Resource Management
- ❓ Marketing Executive/Management
- ❓ Entrepreneur
- ❓ Policy Analyst

Financial Management

Risk Analyst

Urban Planner

- ☐ Banking
- ☐ Industrial Relations

MSc Telecommunication Policy and Technology Management

- ☐ General Management
- ☐ Information Computer Technology Managers
- ☐ Technology Management
- ☐ Systems Management
- ☐ Communications Specialist
- ☐ Web Developers

Doctorate in Business Administration (DBA)

- ☐ General Executive Management
- ☐ Financial Management
- ☐ Academic/Lecturer/Researcher
- ☐ Policy Analyst
- ☐ Consultant

MSc Computer Based Management Information Systems

- ❓ Computer Programmer
- ❓ Web Master
- ❓ Web Developer
- ❓ Information Specialist
- ❓ Computer Analysis
- ❓ Information Systems Design and Management
- ❓ Network Designer and Coordinator
- ❓ Systems Operation Management

MSc National Security and Strategic Studies

- ❓ Security Strategist
- ❓ Security Analyst
- ❓ Policy Developer / Analyst
- ❓ National Security Advisor
- ❓ Military Attaché
- ❓ Risk Analyst
- ❓ Strategic Risk Management

MSc Tourism and Hospitality Management

Hotel Management

Client Relations

Urban Planner

- ☐ Customer Service Manager
- ☐ Hospitality Management
- ☐ Tourism Industry Specialist
- ☐ Tourism Consultant

Department of Sociology, Psychology and Social Work

Diploma Human Resource Development

- ☐ Human Resource Management
- ☐ General Management
- ☐ Administrator
- ☐ Industrial Relations

MSc Human Resource Development

- ☐ Human Resource Management
- ☐ Organizational Behaviour Analyst
- ☐ General Manager
- ☐ Organizational Strategist
- ☐ Industrial Relations Management

☐ Risk Analyst

☐ Industrial Relations

MSc Applied Psychology

☐ Psychologist

☐ Family Counsellor

☐ Marriage Counsellor

☐ Behaviour Analyst

☐ Human Resource Management

MSc Clinical Psychology

☐ Clinical Psychology

☐ Psychologist

☐ Counsellor

☐ Behaviour Analyst

☐ Human Resource Management

MSc Demography

☐ Demographer

☐ Urban Planner

Developmental specialist

Risk Analyst

Policy Analyst

MSc Sociology

☐ Sociologist

☐ Anthropologist

☐ Policy Analyst

☐ Urban Planner

Master of Social Work

☐ Social Worker

☐ Urban Planner

☐ Policy Analyst

☐ Human Resource Management

☐ Community Development Specialist

MPhil Sociology and PhD Sociology

- ☐ Community Development Specialist
- ☐ Researcher
- ☐ Academic/lecturer Sociologist
- ☐ Anthropologist
- ☐ Policy Analyst
- ☐ Urban Planner

PhD Organizational Behaviour

- ☐ Human Resource Management
- ☐ Policy Analyst
- ☐ Development specialist
- ☐ Industrial Relations
- ☐ Risk Analyst
- ☐ General Management
- ☐ Academic/lecturer

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

- ☐ Diplomat
- ☐ Administrator, Civil Service

- ☐ Political Representative
- ☐ Industrial Relations
- ☐ Journalist
- ☐ Minister of Government
- ☐ Academic
- ☐ Researcher

General Management

Appendix D

GRADUATE PRIZES & AWARDS

Students in the Faculty of Social Sciences are eligible for the following awards:

1. Carlton Morrison Prize

Awarded to the student with the best performance in MSc. Accounting— Special Problems in Financial Accounting.

2. Deloitte Touche Tohmatsu Prize

Awarded annually to the student who presents the best paper in Auditing for the MSc. (Accounting).

3. The Department of Economics Award

Awarded to the most outstanding graduate with the highest aggregate in the MSc. (Economics)

4. George Beckford Prize (Funded by Department of Economics)

Awarded to the student who achieved the highest grade in the course Economics Development with special reference to the Caribbean in the MSc. Economics.

5. MSc. Human Resource Development Prize

Awarded to the student who best exemplifies good academic performance and leadership qualities in the area of Human Resource Management.

6. International Relations Staff Prize

Awarded to the student who presented the best Research Paper in the MSc. International Relations.

7. Gordon Draper Prize in Human Resource Development Awarded annually to the student who has the highest aggregate in the organization development and change sequence of courses offered in the MSc Human Resource Development Programme. Additionally, the student must not have failed any of the courses in the sequence.

8. The Department of Management Studies Prize in National Security and Strategic Management

Awarded to the student with the best overall performance in the National Security and Strategic Management programme.

9. The Department of Management Studies Prize in Computer-Based

Management Information System

Awarded to the student with the best overall performance in the ComputerBased Management Information System programme.

10. The Department of Management Studies Prize in Computer-Based

Management Information System Project

Awarded to the students with the best final project in the Computer-Based Management Information System programme.

11. Human Resource Development (HRD) Alumni Assn. Prize

Awarded to the student with the highest average score on completion of Year 1 of the MSc. HRD programme.

12. Rosina Wiltshire Prize

Awarded to the incoming MSc. International Relations student with the best overall performance in IR at the undergraduate level.

13. Comparative Politics/Political Theory Staff Prize

Awarded to the student who presented the best research paper in GT63C in the International Relations programme.

14. Public Sector Management Staff Prize

Awarded to the student(s) with the most outstanding research paper in MSc. Public Sector Management Programme in GT61C and GT61D.

Appendix E

PROCEDURES FOR HANDLING GRIEVANCES IN THE FACULTY OF SOCIAL SCIENCES

5. If a student has a problem with a lecturer/supervisor, then they should consult with the Programme Coordinator.
6. If the issue is not resolved at that level, then they should go to the Head of Department.
7. For further assistance, the student may consult the Associate Dean for Graduate Studies.

8. In the case of peculiar issues, the student representative could approach the above mentioned persons on behalf of the student.

Appendix F

ADDITIONAL INFORMATION

For information on Graduate Student Housing contact the Office Student Services and Development Lodgings Services:

Website: <http://www.mona.uwi.edu/oss/accomodation.html> Tel: (876) 702-3493

For additional information on Graduate Research and other Graduate matters:

Website: <http://www.uwi.edu/grip>

For information on handbooks and documents:

Website: <http://www.uwi.edu/grip/handbooks.aspx>

For information on Scholarships for Graduate Students contact Office of Graduate Studies and Research:

Websites: <http://www.uwi.edu/grip/caribbeanscholarshiptoday>

For information on Research Grants and Graduate Awards:

Website: <http://www.mona.uwi.edu/postgrad/scholarship.php> Tel: (876) 935-8995, 927-1660-9

Further Information contact the Office of Graduate Studies:

Website: <http://www.mona.uwi.edu/postgrad/>

Tel: (876) 935-8995 927-1660-9 | Fax: (876) 977-7427

For information on financing contact the Office of Student Financing:

Website: <http://myspot.mona.uwi.edu/osf/>

Tel: (876) 702- 4646

Email: stufinc@uwimona.edu.jm

International Students Office:

Website: <http://www.mona.uwi.edu/iss/>

Tel: (876) 702 – 3737

Email: isomona@uwimona.edu.jm

For Further Information on Graduate Studies, contact the Office of Graduate Studies:

Website: <http://www.mona.uwi.edu/postgrad/>

Tel: (876) 935-8995 927-1660-9 | Fax: (876) 977-7427

