



**The University of the West Indies**

# **Graduate Information Guide 2010-2011**

**<http://www.mona.uwi.edu/postgrad>**

The University reserves the right to make such changes to the contents of the publication as may be deemed necessary.

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## **UNIVERSITY'S MISSION STATEMENT**

UWI's Mission is to unlock West Indian potential for economic and cultural growth by high quality teaching and research aimed at meeting critical regional needs, by providing West Indian society with an active intellectual centre and by linking the West Indian community with distinguished centres of research and teaching in the Caribbean and overseas.

UWI recognizes that as a regional university supported by the West Indian people, and as the sole local organ equipped to meet local requirements and to relate its own development programmes to them, it should give priority to regional needs.

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## **Welcome by the Principal**

The University of the West Indies prides itself on being a centre for world-class research, scholarship and creativity, ingredients widely acknowledged as being responsible for the creation of new knowledge and understanding in the region.

This enviable reputation has enabled us to recruit exceptional faculty and attract top students. Recently, the sterling reputation of the University was further enhanced when three members of our teaching staff shared in the Nobel Peace Prize for their work on climate change.

Not content with sitting on our laurels, the leadership of the UWI is committed to making our university the most respected and sought-after institution for the delivery of first-rate graduate programmes and the production of higher-degree graduates who are at the forefront of contemporary scholarship and professional development.

In choosing to pursue postgraduate studies here at the UWI, you have elected to be part of a distinguished tradition of Caribbean scholarship which continues to make critical inputs into the economic, social and cultural transformation of the region.

Your work is expected to advance and expand the body of knowledge at the UWI and contribute to building our reputation as an institution of international repute. You are assured of our support as you embark on this important academic journey which is bound to result in greater self-actualization and discovery.

Welcome!

**Professor Gordon Shirley**

Pro Vice Chancellor & Principal  
UWI, Mona Campus



## **Welcome by the Pro Vice Chancellor for Graduate Studies**

Several Caribbean countries aim to become developed, knowledge-based societies within 10 to 25 years. To achieve this they will have to develop the capacity to use information creatively to enhance productivity and competitiveness in the global marketplace. This will demand a well-educated populace who can contribute to innovation and entrepreneurship, moving us from being suppliers of raw materials and primary products to being producers of more finished products higher up the value chain.

Our skill and inventiveness may be manifested in art, artistry, sports, management or science & technology. But whether developing sports persons, music or molecules, no nation will prosper without a flourishing system of graduate education producing a strong cadre of well educated, globally competitive graduates.

Your choice to enter the Graduate School of the University of the West Indies promises to be an investment which will pay excellent dividends both to your society and to yourself in terms of expected salary and job opportunities but also in terms of enriching personal satisfaction and enjoyment of your life. Like any investment, there are risks and up-front costs, but the opportunities that will open up to you will outweigh them. Do enjoy and benefit from your stay with us.

**Professor Ronald E. Young**  
Pro Vice Chancellor  
School for Graduate Studies & Research



## **Welcome by the Pro Vice Chancellor (Research)**

Dear New and Returning Students

A warm welcome to all of you but, as Pro Vice Chancellor for Research, permit me to say a special welcome to all new and returning research students. Universities are judged primarily on the quality and relevance of their research, but no University can be effective in research without a strong, enthusiastic and committed cadre of research students. It is therefore you, through your research, who must help to generate the knowledge, the policy advice, the understanding of ourselves and the innovative links to business necessary for regional development and enhanced quality of life. It is you, through this process, that must seek to become the critical thinkers and future leaders required by our societies.

We do not expect you to achieve this on your own. It is our responsibility to provide the enabling environment and guidance necessary for you to realise your full potential and conduct research of quality and relevance. It is your responsibility to understand the critical role you play and commit yourselves to delivering fully on this goal. You should view us as members of the same academic community to which you belong, for we share the same scholastic, academic and societal goals. You should therefore communicate with us whenever you need advice or support.

Have a pleasurable, stimulating and productive academic year.

**Professor Wayne Hunte**  
Pro Vice Chancellor (Research)



## **Welcome by the Campus Registrar**

It gives me great pleasure to welcome you to The University of the West Indies, Mona Campus. Mona is a *mélange* of Caribbean cultures and offers a diverse range of academic programmes in a dynamic, relaxing yet vibrant environment. You'll quickly find that the energy and warmth of the Campus community is a part of what makes the UWI such an extraordinary place to study. At Mona, we are committed to the continued growth and development of our graduate students.

Transitioning from Undergraduate to Postgraduate can often times be difficult, especially given the challenges of balancing home, work and study. The Office of the Campus Registrar is here to help you through this transition and you will find many welcoming faces in the Office of Graduate Studies and Research ready to advise you and to ensure that you get settled into your programme quickly and with ease.

We take much pride in the output of our graduates who continue to make significant contributions nationally, regionally and internationally. We are confident, that you too will make your mark as a distinctive graduate. After all, we are the place for Inspiring Excellence and Producing Leaders! May you have a truly rewarding experience at Mona.

**Dr. Camille Bell-Hutchinson**  
Campus Registrar

## THE UNIVERSITY OF THE WEST INDIES

### **CHANCELLOR**

The Hon. Sir George Alleyne, OCC, MD, FRCP, FACP (Hon.), Hon. DSc *UWI*

### **VICE-CHANCELLOR**

Professor E. Nigel Harris. BS *Howard*, MPhil *Yale*, MD *U of Penn*, DM *UWI*

### **OFFICERS AT THE MONA CAMPUS**

#### **PRO-VICE CHANCELLOR AND PRINCIPAL**

Professor Gordon Shirley: BSc *UWI*, MBA, DBA *Harvard*

#### **PRO-VICE CHANCELLOR, Graduate Studies:**

Professor Ronald Young: BSc, MSc *UWI*, PhD *St. And*

#### **UNIVERSITY REGISTRAR:**

Mr. C. William Iton BSc *UWI*, LL.M *Essex*

#### **CAMPUS REGISTRAR:**

Dr. Camille Bell-Hutchinson, BSc, DipEd, MA Ed, PhD *UWI*

#### **CAMPUS BURSAR:**

Elaine Robinson, BSc Econ *UWI*, FCCA

#### **CAMPUS LIBRARIAN:**

Norma Amenu-Kpodo, BA *Sask*, BLS *Tor*

## THE UNIVERSITY OF THE WEST INDIES

### SCHOOL FOR GRADUATE STUDIES AND RESEARCH

#### **PRO VICE CHANCELLOR (GRADUATE STUDIES)**

Professor Ronald Young (Mona Campus)

#### **PRO VICE CHANCELLOR (RESEARCH)**

Professor W. Hunte (St. Augustine & Cave Hill Campuses)

#### **CHAIRMAN, MONA CAMPUS COMMITTEE FOR GRADUATE STUDIES AND RESEARCH:**

Professor Yvette Jackson

### **MONA CAMPUS COMMITTEE MEMBERS**

Professor Yvette Jackson	–	Campus Coordinator (Chairman)
Professor Dale Webber	–	Senior Lecturer, Department of Life Sciences
Professor I. Kahwa	–	Dean, Faculty of Pure and Applied Sciences
Professor T. Forrester	–	Director, Tropical Metabolism Research Institute
Professor Verene Shepherd	–	Regional Director, Institute for Gender & Development Studies
Professor Claudette Durrant	–	Principal's Nominee
Professor Waibinte Wariboko	–	Representative, Humanities and Education
Professor D. Eldemire-Shearer	–	Representative, Medical Sciences
Dr. Marcia Roye	–	Representative, Pure and Applied Sciences
Professor Rupert Lewis	–	Representative, Social Sciences
Miss Keri-Ann Christie	–	Student Representative, Mona Association of Postgraduate Studies (MAPS)
Mrs. Sandra Powell-Mangaroo	–	Acting Assistant Registrar (Secretary)

## GRADUATE STUDIES AND RESEARCH OFFICE

### *Staff List 2010/2011 Academic Year*

Mrs. Barbara Miller*	–	Senior Assistant Registrar
Mrs. Sandra Powell-Mangaroo	–	Assistant Registrar (Acting)
Miss Georgia Bannett	–	Senior Administrative Assistant
Miss Sheena Woodburn	–	Assistant to Campus Coordinator
Miss Nickeisha Waldron	–	Assistant to Assistant Registrar
Mr. Andre Richards	–	Customer Service Representative
Miss Petri-Ann Watson	–	Records Management Assistant
Miss Eureka Simpson	–	Records Management Assistant
Mrs. Lineusa Basir-Singh	–	Faculty Representative, Mona School of Business
Miss Esmine Cross	–	Faculty Representative, Humanities
Miss Yvonne Myrie	–	Faculty Representative, Medical Sciences
Mrs. Rachael Lynch-Martin	–	Faculty Representative, Pure & Applied Sciences
Mrs. Jennifer Squire-Davidson	–	Faculty, Representative, Social Sciences
Mr. Damion Newell	–	Faculty Representative, Online Programmes
Miss Tsahai Roache	–	Faculty Representative, Education
Miss Davinia Williams	–	IT Manager
Miss Traci-Ann Fraser	–	Clerical Assistant - Research and Publication, Graduate Awards
Mrs. Angela Walters	–	Office Attendant

**\*On Special Project for 2010/2011 academic year**

## GENERAL INFORMATION ON THE UNIVERSITY

The University of the West Indies is one of the institutions of higher education founded in one of the former British colonies just after the Second World War. It began in October 1948 as a University College preparing students for degrees of the University of London. On April 2, 1962, it became a degree-granting University in its own right.

There are three Campuses - Cave Hill in Barbados, Mona in Jamaica, and St Augustine in Trinidad. Cave Hill is 3,800 kilometres from Mona, while St Augustine is approximately 5,320 kilometres from Mona.

The Vice Chancellors office is currently located at the Mona Campus, as are those of the Director of Administration/University Registrar, and the Director of Finance/University Bursar. The Offices of the Board for Undergraduate Studies and the Dean of the School for Graduate Studies & Research are also located at Mona.

### HISTORY OF THE MONA CAMPUS

The Mona Campus is located in St Andrew. Jamaica's population is approximately 2.5 million, with over one million living in Kingston, the capital city. Kingston is the seat of the government and much of the island's commercial, industrial and cultural activities, and boasts the seventh largest natural harbour in the world.

The Campus is situated on 653 acres of land made available by the Government of Jamaica. Previously two sugar estates, it is rich in historical remains from this era. During World War II, parts of Mona were used as a camp to house persons evacuated from Malta and Gibraltar. At the end of the War, the evacuees and the military moved out and the buildings erected for their occupation remained empty. The site and buildings were offered by the Jamaican Government and accepted as a home for the University until permanent buildings were constructed. Some of the original buildings are still in use today.

### CLIMATE

The climate is tropical, the weather being mostly dry and sunny. It is hot during the day throughout most of the year with temperatures ranging from 26 to 32 degrees Celsius in the day, to night time temperatures of 20 to 30 degrees. Umbrellas are necessary for the rainy season which occurs in May and October.

The Campus is some eleven kilometres from the centre of Kingston. It is a raised valley in the foothills of the Blue Mountains and, as a result of its elevation, the temperature on Campus is cooler than elsewhere in Kingston.

Light clothing is worn and summer clothing is generally suitable all year round.

### INTRODUCTION TO GRADUATE STUDIES

Graduate studies at The University of the West Indies (UWI) can be undertaken in the form of **taught courses** or **research**. Within each department you will find details of the programmes currently being offered.

### TAUGHT PROGRAMMES

Some of the taught programmes offered at the Mona Campus are the Master of Arts (MA), the Master of Library & Information Studies (MLS), EMBA, MBA, the Master of Science (MSc) in Human Resource Development (HRD), Management Information Systems (MIS), Natural Resource Management (NRM), Digital Technology, Plant Production and Protection, Nursing, Clinical Psychology, Master of Public Health (MPH) and MSc Forensic Science. These degrees consist mainly of lectures, coursework and either a project or a dissertation/research paper. The Master in Education (MEd) through a project involves a substantial research component.

**By Distance**

The School for Graduate Studies & Research at Mona offers Distance Education programmes in MSc Counselling, Master in Education (MEd) and Diploma in Family Medicine.

**DM PROGRAMMES**

Full time degree programmes leading to the award of Doctorate in Medicine (DM) are offered in all specialties.

All programmes aim at providing exit qualifications at Consultant Level.

**RESEARCH DEGREES**

The principal research degrees are **Master of Philosophy (MPhil)** and **Doctor of Philosophy (PhD)**. In addition, the Faculty of Medical Sciences offers the **Doctor of Medicine (DM)**. Research Degrees involve independent study, assisted by a Supervisor, and the production of a thesis. The essential difference between the Master and Doctoral levels, apart from the length of the registration period, lies in the quality of a successful PhD thesis. This must be judged to be the result of original research, to be an addition to knowledge and to be worthy of publication either in full or in an abridged form. The award of a PhD degree also requires that a candidate defends his/her thesis at a public oral examination.

Many research degrees now contain a taught element. The intention of these courses is to provide students with research techniques and skills that will not only help them to complete their current research topic, but strengthen their practical application skills for life after university.

With the exception of holders of MPhil degrees from recognised universities, a candidate for the PhD degree is normally required to register for the MPhil Degree in the first instance. If your progress is assessed as being outstanding, then provisions exist to transfer a registration from the Master's to Doctoral level without first submitting a Master's dissertation.

A candidate whose qualifications are not of the required standard, or sufficiently related to the proposed subject of study may be required to pass a qualifying examination or take relevant departmental courses.

We recognise the considerable personal and financial investment that students make in deciding to pursue a higher degree and it is extremely important that the choice made suits one's individual needs and preferences. If you decide to pursue a research degree, it is also important that the thesis topic chosen is of genuine and sustainable interest.

**TABLE OF STUDENT STATISTICS**

*Registered Graduate Students as at July 27, 2010*

**FACULTY**

Centre for Gender & Development Studies	23
Humanities & Education	1075
Grad Studies	3
Medical Sciences	614
Pure and Applied Sciences	434
Social Sciences	1407
<b>TOTAL</b>	<b>3556</b>

## PROGRAMMES OFFERED FOR THE 2010/2011 ACADEMIC YEAR

### FACULTY OF HUMANITIES & EDUCATION:

#### **CARIMAC**

MA Communication for Social & Behaviour Change  
 MA Communication Studies  
 MPhil/PhD Communication Studies

#### **Institute of Caribbean Studies**

MA/MPhil/PhD Cultural Studies

#### **Dept. of Literatures In English**

MA/MPhil/PhD English

#### **Dept. of Modern Languages & Literature**

MA French Translation  
 MA Spanish Translation  
 MPhil/PhD French  
 MPhil/PhD Spanish

#### **Dept. of History & Archeology**

MA Heritage Studies  
 MA/MPhil/PhD History

#### **Dept. of Library & Information Studies**

Master in Library & Information Studies (MLIS)  
 MA Library & Information Studies  
 MPhil/PhD Library & Information Studies

#### **Dept. of Lang., Ling. & Philosophy**

MA English Language  
 MA/MPhil/PhD Linguistics  
 MA/MPhil/PhD Philosophy

#### **United Theological College**

MA/MPhil/PhD Theology

### **SCHOOL OF EDUCATION**

#### **Master of Education (MEd)** [Face to face courses]

Modern Language (Spanish)  
 Language Education  
 Literacy Studies  
 Primary Education

Science Education  
 Mathematics Education  
 Educational Psychology  
 Curriculum Development  
 Educational Administration

#### **MEd on line (by Distance Ed.)**

MA Higher Education: Student Personnel  
 Administration  
 Educational Administration  
 Leadership in Early Childhood Development  
 Teacher Education  
 Educational Measurement

#### **Master of Arts in Teaching (MAT)**

#### **Diploma in Education Administration**

### FACULTY OF MEDICAL SCIENCES:

#### **Dept. of Basic Medical Sciences**

MPhil/PhD Anatomy  
 MPhil/PhD Biochemistry  
 MPhil/PhD Physiology  
 MPhil/PhD Pharmacology  
 MSc Forensic Science

#### **Dept. of Medicine**

DM/MD Medicine

#### **Dept. of Surgery, Radiology, Anaesthesia & Intensive Care**

MSc Sports Medicine  
 MSc Sports and Exercise Medicine  
 DM Radiology  
 DM Surgery  
 DM Anaesthetics & Intensive Care  
 DM Emergency Medicine

#### **Dept. of Community Health & Psychiatry**

Diploma in Family Medicine

MSc Family Medicine (by Distance)  
 Master of Public Health  
 MPH:- Health Education/Promotion  
 DM Family Medicine  
 DM Psychiatry  
 MPhil/PhD Public Health  
 Dotor of Public Health (DrPH)

**Dept. of Microbiology**

MSc/MPhil/PhD Microbiology  
 DM/MD Medical Microbiology

**Dept. of Obstetrics, Gynaecology & Child Health**

DM Paediatrics  
 DM Obstetrics & Gynaecology

**Dept. of Pathology**

DM/MPhil/PhD Pathology

**Tropical Medicine Research Institute (TMRI)**

MPhil/PhD Epidemiology  
 MSc/MPhil/PhD Nutrition

**School of Nursing**

MSc Nursing:  
 Mental Health/Psychiatric Nurse Practitioner,  
 Family Nurse Practitioner, Nursing Education,  
 Nursing Administration and Clinical Nurse

**FACULTY OF PURE & APPLIED SCIENCES:**

**Dept. of Chemistry**

MPhil/PhD Chemistry  
 MSc/MPhil/PhD in Occupational and Environmental  
 Safety and Health

**Dept. of Geography & Geology**

Diploma in Sustainable Urbanization  
 Diploma in Disaster Management  
 MSc Natural Resource Management:  
 Integrated Urban & Rural Environment  
 Management

Sustainable Urbanization  
 Disaster Management  
 MPhil/PhD Geography  
 MPhil/PhD Geology  
 PhD Environmental Management

**Dept. of Life Sciences**

Diploma in Plant Production  
 Diploma in Plant Protection  
 MSc Marine Terrestrial Ecosystems Assessment  
 Conservation & Management (MATE)  
 MSc Plant Production & Protection  
 MSc Agricultural Entrepreneurship  
 MPhil/PhD Botany  
 MPhil/PhD Zoology  
 MPhil/PhD Marine Sciences

**Dept. of Mathematics & Computer Science**

MSc/MPhil/PhD Computer Science  
 MSc/MPhil/PhD Mathematics

**Dept. of Physics**

MPhil/PhD Physics  
 MPhil/PhD Electronics  
 MSc Digital Technology

**Mona Institute of Appied Sciences (MIAS)**

Diploma in Information Technology

**Biotechnology Centre**

MPhil/PhD Biotechnology

**FACULTY OF SOCIAL SCIENCES:**

**Dept. of Economics**

MSc/MPhil/PhD Economics  
 MSc in International Economics & International Law

**Dept. of Government**

MSc Government (areas: International Relations,  
 Public Sector Management/Comparative  
 Politics/Political Theory)

MPhil/PhD Government

### **Dept. of Management Studies**

Master in Computer Based Management

Information Systems (MIS)

MSc Accounting

MSc Tourism & Hospitality Management

MSc National Security and Strategic Studies

PhD Information Systems

### **Dept. of Sociology, Psychology & Social Work**

MSc Applied Psychology

MSc in Clinical Psychology

MSc Demography

Master in Social Work

MSc/MPhil/PhD Sociology

HRD Division

Diploma in Human Resource Development

MSc Human Resource Development

PhD Organisational Behaviour

### **Sir Arthur Lewis Institute Of Social & Economics Studies**

MSc/MPhil/PhD in Governance/Social Policy & Economic Development Policy

### **UWICED**

PhD Sustainable Development

### **Mona School Of Business**

MBA

EMBA

EMBA (MIS)

Diploma in Business Administration

Master in Business Management (MBM)

Doctor in Business Administration (DBA)

### **Centre for Gender Studies**

MSc/MPhil/PhD in Gender & Development Studies

## **ACADEMIC FACILITIES**

### **THE LIBRARY**

The University Library at Mona houses over half a million volumes. The collection includes books, pamphlets, theses, manuscripts, maps, microtexts, CD-ROMs, audio and video cassettes. The Library's periodical collection comprises 6,349 current and 6,495 non-current titles. The Library also provides access to over 200 computers for student use and a laptop computer loan service.

The collection is divided among three locations on the Mona Campus as follows:

- **The Main Library**, located near Taylor Hall, covers Humanities, Education, and Social Sciences and Law. It houses
- The **West Indies and Special Collections**, a research collection of printed materials, manuscripts and audiovisual material pertaining to all countries of the region.
- The **Caribbean Public Information Centre (CPIC)**, a repository of publicly available information from the World Bank. The centre is open to the general public.
- The **United Nations Document Collection**, a partial depository for the United Nations.

**The Medical Branch Library**, situated near the Faculty of Medical Sciences, contains a collection of clinical, medical, and related material. The Medical Branch Library is also a partial depository for PAHO publications. **The H.D. Hopwood Medical Education Centre** which allows access to electronic services, is housed on the third floor of this library.

**The Science Branch Library**, located in the Pure and Applied Sciences complex, houses collections in the Pure and Applied Sciences and Pre-Clinical Medicine (Anatomy, Physiology, and Biochemistry). It also houses the **Caribbean Disaster Information Network (CARDIN)** on the third floor of the Library. In addition, it provides access to a small computer laboratory.

## OPENING HOURS (for the Main Library and the Medical and Science Branch Libraries)

Monday to Friday	8:30am - 6:00am the following day
Saturday	8:30am - 12:00 midnight
Sunday	12:00noon – 8:00pm

## Overnight Reading Room (located in the Main Library)

Saturday	12:00 midnight – 6:am
Sunday	8:00pm – 6:00am
Public Holidays	(all day)

## Postgraduate Learning Commons (PGLC)

The Postgraduate Learning Commons was opened on September 14, 2010. This new space which is developed exclusively for postgraduate students is located on the Mezzanine floor of the Main Library.

The aim of this facility is to provide postgraduate students from all faculties with a student-friendly environment where they can work in an atmosphere that is conducive to research and academic development.

The Postgraduate Learning Commons is well equipped with a wide range of software which will allow students to search the OPAC and databases, find electronic resources, send emails, browse the Internet and access specialist programmes with a click of the mouse. Scanning, photocopying, and printing services are also services provided conveniently on the same floor.

## Services Offered

- Computer laboratory (32 computers equipped with a wide range of software)
- Photocopier, scanner and printer
- Group seminar rooms and conference room (book in advance) Laptops available for loan (3hrs)

The opening hours of the Postgraduate Learning Commons are the same as those of the Main Library.

Access to the PGLC is via swipe cards (available at the Reference Desk) Contact us at [pglc.library@uwimona.edu.jm](mailto:pglc.library@uwimona.edu.jm)

## Computer Services

The Library offers computer-based research in the Main Library and the Medical and Science Branch Libraries with access to the following services: Internet via the World Wide Web, CD ROM products, Electronic Journals, the Library's OPAC (Online Public Access Catalogue), Full-text databases, in-house databases, and printing.

## International Databases

The Library provides access to the following commercial databases:

- Biomed Central
- EbscoHost
- Emerald insight
- Faculty of 1000 Biology
- FirstSearch from OCLC
- Hinari
- IEEE All Society Periodicals Package
- JSTOR
- MathSciNet
- Medline
- Newspaper Archive
- OARE
- Popline
- Project Muse
- ProQuest
- Scifinder Scholar
- Web of Science

## In-House Databases

These include:

**MORD** (Mona Online Research Database) contains scholarly output of the faculty and staff of UWI.

**CARDIN** (Caribbean Disaster Information Network) provides linkages with Caribbean disaster organizations,

thus widening the scope of collection of disaster-related information, and ensuring improved access to such material.

**CAREN** (Caribbean Environmental Information System) covers environmental issues such as marine ecology, coastal zone management and solar energy conversion.

**WEST INDIANA** (The West Indian Database) indexes West Indian articles in English, Spanish, French, and Dutch, which appear in non-West Indian journals, chapters of book, conference papers, off-prints and pamphlets.

The commercial and in-house databases may be accessed through the Library's Web site:

<http://www.mona.uwi.edu/library>

### **Training**

Postgraduate students are invited to participate in training courses on: the internet, electronic databases, search strategies, and using the OPAC, which are conducted throughout each semester in the Library. Course schedules and course descriptions are posted on the Library's Website and on faculty notice boards. Students may indicate times of preference for training on booking sheets provided.

### **Staff Assistance**

Library staff at the Reference Inquiries Desk is available to answer reference queries and assist with the use of the reference sources.

### **Reservations**

Except for books in the Reserved Book Collection (RBC), any book or periodical out on loan or otherwise temporarily unavailable may be reserved by completing a Reservation Form at the Circulation Desk.

### **Inter-Library Loans**

The Library provides a special interlibrary loan service to postgraduate students. Each student is granted a total of US\$50.00 towards interlibrary loan request for material not

available in our collections. When this grant is exhausted, the student is required to pay for further interlibrary loan requests.

### **Reprographic Services**

The Reprographic Services Unit (RESU) is located on the ground floor of the Main Library. Its services include:

- Black and white photocopying
- Colour photocopying
- Laminating
- Transparencies

Additionally, self-service photocopiers are available in the Main Library and the Medical and Science Branch Libraries.

### **Orientation and User Instruction**

Library tours are offered at the beginning of the first semester. These tours highlight the services offered by the Library, as well as its resources. Tours may be customized for special groups on request.

### **Service to Persons with Disabilities**

The Main Library has provided a room for visually impaired users. Two computers with JAWS and Kurzweil 1000 software programmes are available for use. Library staff will provide assistance. Extended loan periods are allowed for items from the Reserved Book Collections.

## **CAMPUS & COMMUNITY LIFE**

### **STUDENT ACCOMMODATION**

The University has a Postgraduate complex, with a total of 48 spaces. In addition a small number of postgraduate students is accommodated on the Halls of Residence. The Lodgings Office, Student Services, also has a list of private families, who over the years, have been accommodating students in their homes. The list of families is approved by the University.

Given the limited facilities, any student who wishes to be accommodated on campus, must apply on the appropriate

form as soon as possible. Application forms are available from this office and from the Lodgings Office. Since suitable accommodations near the campus are in great demand, students opting for such residences should declare this to the Lodgings Officer, telephone (876) 702-3493, as soon as possible, supplying any information requested.

**An offer of a place at the University does not imply that you will obtain residence at the Postgraduate Complex or in one of the six Halls of Residence.**

## MEALS

Meals can be purchased from concessionaires located at Taylor Hall, Mary Seacole Hall and A.Z. Preston Hall respectively. In addition, snacks can be purchased from kiosks conveniently located off the Ring Road and in close proximity to the Faculties of Pure and Applied Sciences, Social Sciences and Humanities and Education. KFC and Pages Café are two fast food outlets located on campus. Snacks are also available at the Student's Union and at Chancellor Hall. The Halls of Residence as well as the Postgraduate Flats have cooking facilities for students who would like to prepare their own meals. Several fast food outlets, reasonably priced restaurants, supermarkets, vegetable and fruit markets are located near to the campus.

## HEALTH SERVICES

When full-time students are registering for the first time, each graduate student must submit a health history in the form specified by the University and should include a recent chest X-ray report. This information is retained by the Doctor at the University Health Centre and is treated as confidential.

The University Health Centre is the primary health care facility located on the Mona Campus. It is staffed by full-time doctors, nurses, counsellors, administrative, clerical and ancillary staff. There is also a fully-stocked pharmacy staffed by two competent pharmacists.

## Opening Hours

The Health Centre is opened daily, Mondays through Fridays between the hours of 8.30 a.m. – 7.30 p.m. and on Saturdays 8.30 a.m. -12.30 p.m.

## Services offered

Medical	Nursing
Public Health	Counselling*
Pharmaceutical	Emergency Care

\*Individual counselling and personal development workshops.

## Registration

All full-time graduate students are eligible to register in order to access the services of the Health Centre. For medical services, persons may register at any time but must present a valid UWI identification card. For Counselling Services, registration must be done at the Counselling Unit and the requisite forms completed. Although an appointment may be given prior to being registered, registration must be completed before the service can be accessed. Information regarding personal development workshops offered by the counselling unit can be obtained from the Secretary in the unit.

## Appointments

To consult with either the medical or counselling staff, an appointment is needed. Appointments can be made by calling or coming to the Centre. The relevant personnel will make the appointment for the earliest convenient time. If however, the need for medical attention is urgent, a screening procedure is in place.

## Screening System

The screening system has been devised to accommodate persons without appointments who need emergency care. Medical officers identify and see these patients as a priority each day.

## Referrals

The Health Centre operates a referral system for patients in need of secondary care. These patients are sent to the relevant clinics/departments at the University Hospital.

## STUDENT SOCIETY

Much of the Student activities at Mona are organised by the Guild of Students (GOS). There are academic as well as artistic, cultural and religious societies catering to the special needs of students. The council deals with relationships with students abroad, international students affairs and student tours.

Graduate students are represented by the Mona Association of Postgraduate Students (M.A.P.S.) under the auspices of the Guild of Students. All postgraduate students are members of MAPS, and the association can be contacted at the following email address: [uwimaps@excite.com](mailto:uwimaps@excite.com).

## CHURCH SERVICES

Services are held every Sunday in the non-denominational Chapel located on the Campus. The Holy Eucharist is observed at 7.15 a.m. throughout the year, and morning worship at 9.00 a.m. (summer vacations excepted).

## BANKS

The National Commercial Bank on the Campus opens for business as follows:

Mondays - Thursdays:	9:00 a.m. - 3.00 p.m.
Fridays:	9:00 a.m. - 4.30 p.m.

The Bank of Nova Scotia on the Campus opens for business as follows:

Mondays – Thursdays:	10.00 a.m. - 6.00 p.m.
Fridays:	10.00 a.m. - 4.00 p.m.
Saturdays:	10.00 a.m. - 2.00 p.m.

Banking services are also available through Automated Teller Machines.

## Services at the Student's Union

The Salon Splurt (Beauty Salon and Barber Shop) on the Campus opens for business as follows:

Mondays:	1:00 p.m. - 7.00 p.m.
Tuesdays-Saturdays:	9:00 a.m. - 7.00 p.m.

The **Vihope Vegetarian Restaurant** on the Campus opens for business as follows:

Mondays - Thursdays:	7:00 a.m. - 9.00 p.m.
Fridays:	7:00 a.m. - 4.00 p.m.

The **Campus Travel Agency** on the Campus opens for business as follows:

Mondays - Fridays:	9:00 a.m. - 4.00 p.m.
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The **Hi-Lo Mini Mart (Grocery Store)** on the Campus opens for business as follows:

Mondays - Saturdays:	11:00 a.m. - 9.00 p.m.
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## Other Food Establishments:

**Kentucky Fried Chicken (KFC)** on the Campus opens for business as follows:

Sundays - Saturdays:	10:00 a.m. - 12.00 a.m.
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**Juici Patties** on the Campus opens for business as follows:

Mondays - Fridays:	6:30 a.m. - 8.30 p.m.
Saturdays:	8:00 a.m. - 6.00 p.m.
Sundays	8:00 a.m. - 2:00 p.m.

**Deli-Epress** on the Campus opens for business as follows:

Mondays - Thursdays:	7:30 a.m. - 8.00 p.m.
Fridays:	7:30 a.m. - 6.00 p.m.

**Pages Café** on the Campus opens for business as follows:

Mondays - Fridays:	10:00 a.m. - 7.00 p.m.
Saturdays:	11:00 a.m. - 4.00 p.m.

**Mae's Caterers** on the Campus opens for business as follows:

Mondays - Fridays:	7:00 a.m. - 7.30 p.m.
Saturdays:	7:30 a.m. - 6.00 p.m.
Sundays:	7:30 a.m - 5: 00 p.m.

**K & S Caterers** on the Campus opens for business as follows:

Mondays - Fridays:	7:00 a.m. - 5.00 p.m.
Saturdays & Sundays	8:00 a.m. - 5.00 p.m.

**Walker's Café** on the Campus opens for business as follows:

Mondays - Thursdays:	7:00 a.m. - 8.00 p.m.
Saturdays:	Occasionally

## POST OFFICE

There is a branch of the Government Post Office on Campus. The post office is open for business:

Mondays to Fridays:	9.00 a.m. - 5.00 p.m.
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## OTHER

There are supermarkets, shopping malls and dry cleaning services close to the University. A central laundromat is located at Irvine Hall.

## Entertainments

Entertainment on and off Campus is varied. Kingston has good hotels, nightclubs, shopping malls and restaurants where dining dancing, etc., may be enjoyed. There are also many theatrical Companies, choirs, orchestras and Dance Companies.

Clubs with membership facilities for playing cricket, football, rugby, hockey, golf, badminton, squash - lawn and table tennis, basketball, polo, bridge, chess, as well as several Health Clubs, are to be found in Kingston.

## Sports

UWI, Mona encourages student involvement in sporting activities. Our Sports Department runs programmes designed to develop individual potential, and regularly fields teams in Inter-Collegiate Championships. Training for men and women is offered in Track & Field, Cricket, Football, Basketball, Volleyball, Tennis and Swimming.

## Application and Admissions

### ENTRY REQUIREMENTS

To be eligible for consideration for entry to study for a Higher Degree, candidates must be:

- Graduates of an approved University; in possession of other suitable professionals
- In possession of qualification and experience approved by Senate on the recommendation of the Board for Graduate Studies & Research.

Applicants will normally be expected to have, at least a second class honours degree in the relevant or an analogous subject area, or a qualification accepted as equivalent.

Application should be completed and submitted online along with supporting documents (birth certificate, University transcript/s and references) which should be submitted to the Office of Graduate Studies and Research. **Online Applications without these supporting documents will not be considered.** Please visit our website for further information on how to apply: [www.mona.uwi.edu/postgrad](http://www.mona.uwi.edu/postgrad)

Online applications should be submitted by January 31 of the academic year in which candidates wish to register. Candidates should apply online by January 31 if they wish to commence study at the start of the academic year in September (Semester I) or by April 30 for the start of Semester II in January of the next year.

All applications are subject to the recommendation of the Department and the Faculty concerned, and to the approval of the University's Board for Graduate Studies. You will be informed of the outcome of your application as soon as a decision is taken. The offer of a place is normally valid only for the particular academic year.

Non-acceptance of an applicant may result from considerations other than those set out in the entry requirements. These include availability of facilities for the type of research the applicant wishes to pursue and the faculty to supervise the proposed research.

## TRANSCRIPTS

If you are not a UWI graduate you must request that a copy of your University transcript be sent to the Graduate Studies Office no later than **February 28** of the academic year in which you wish to begin studies. Please note that without transcripts an application cannot be processed.

## ENGLISH PROFICIENCY

The language of instruction at UWI is English and you will be asked for evidence of your proficiency if that is not your first language.

## VISA REQUIREMENTS

Nationals of **CARICOM countries** as well as citizens of all Commonwealth Countries are allowed entry to Jamaica without a student visa. Nationals of all other countries will require a visa.

On arrival, you should present the Immigration Authorities with your acceptance letter from UWI, proof that funds for fees and maintenance will be available for the entire duration of your programme and a return ticket. You should ensure that your passport is valid for up to six months after the expiry date of your visa.

## NON-DISCRIMATORY POLICY

The University does not discriminate on the grounds of disability, sex or race. All applicants are considered on equal academic grounds.

Work has been carried out across the campus to improve access to buildings for those with special needs. It would be helpful for the University to know in advance about your disability so that it may offer advice on the facilities available to assist a student with your particular needs.

## VISITING STUDENTS

The University welcomes applications from students who wish to access courses without registering for a particular graduate programme, who wish to conduct specific research in connection with their registration at another

institution, or to work with a particular member of this University's academic staff.

If you are interested in undertaking such a programme of study which does not lead to any formal UWI qualification either as a full time or part-time student, please contact the appropriate Department.

You will be expected to register with the University and pay the agreed fees.

## PERIOD OF STUDY

The Academic Year is divided into two Semesters and Summer as follows:

Semester 1	- August to December
Semester II	- January to May
Summer/Term III	- May to July

Candidates for the MPhil. or PhD degree may register during the first two weeks of either Semester but it is more usual for such students to begin their studies at the start of the academic year. A candidate for any other higher degree must begin his/her course at the beginning of the academic year, except where otherwise stated.

Students may be registered for full-time or part-time studies. You will not be registered for full-time studies if you spend an average of twelve or more hours a week in paid employment.

## TIME LIMITATION

The following table shows the time limitation for research degrees:

STATUS	RESEARCH DEGREES	
	MPhil	PhD
<b>Full-time</b>		
No. of Years – Minimum	2	3
Maximum	4	5
<b>Part-time</b>		
No. of Years –	6	7

## EXTENSION OF TIME LIMIT

A candidate whose period of registration is about to end may apply to the Board for Graduate Studies and Research through the Registrar for an extension of time not exceeding one year. Such application must be accompanied by a statement explaining why the thesis has not been completed and indicating how much work remains to be done. The application together with the comments of the supervisor will be considered by the School's subcommittee and a recommendation made to the Campus Committee for Graduate Studies and Research.

## MARKING SCHEME

The marking scheme for Courses taken at the higher Degree level is as follows:

A	70 - 100%
B+	60 - 69%
B	50 - 59%
F	0 - 49%

Where graduate students write undergraduate examinations for postgraduate credit those examinations also shall be graded in accordance with the above scheme.

## REGISTRATION PROCEDURE

Once your application has been approved by the Campus Committee for Graduate Studies & Research and you have been formally accepted by UWI, you become eligible for registration.

It is expected that a programme will be pursued continuously. Leave of absence from the University requires special permission and normally is not given during the first year of registration.

You cannot be registered in more than one programme at any one time.

## ACADEMIC REGISTRATION [Course Selection & Programme Registration]

All Graduate students will be required to complete their academic registration online. Students registering in taught

and/or research programmes will be required to select courses using an electronic selection form.

Students may complete their academic registration process from the on-campus sites or from any computer of their choice.

Students can access the Student Records site at <http://www.mona.uwi.edu/>, Click on the SAS icon, then Enter Secure Area and make course selections. Detailed course selection and registration guidelines are available at the website.

## Request for Change Enrolment Status

In addition to academic registration, students may request changes to their enrolment Status.

**Note: Online request for such changes does not mean automatic approval of the request. Students must check the 'Registration Status and Financial Clearance Screen (Semesters I and II)' item in the online student menu to determine if and when approval has been granted.**

## RE-REGISTRATION

You must register annually until the examination process is completed and degree requirements have been fulfilled. Completion of a degree includes thesis corrections or modifications.

If you fail to register in any year of your studies you are automatically considered to have withdrawn unless you have been granted leave of absence by the Campus Committee for Graduate Studies & Research.

## LEAVE OF ABSENCE

You may seek leave of absence from the University for any academic year (other than the first year of registration) for either academic or personal reasons. Applications for leave of absence must be made in writing to the Assistant Registrar, Graduate Studies and Research Mona Campus, before January 15 of the academic year for which the leave is required. Leave of absence normally is not granted for more

than one year at a time or for more than two consecutive years.

All applications for leave of absence are submitted to the relevant Faculty Sub-Committee, which then forwards its recommendations to the Campus Committee for Graduate Studies and Research for approval.

### **Withdrawal**

If your work is reported by the Department to be unsatisfactory, you may be required to withdraw from the University. A student required to withdraw will not be considered for re-entry until two (2) years has elapsed.

Candidates who decide to withdraw voluntarily from the University should notify the Office of Graduate Studies & Research of their decision in writing.

A withdrawal officially terminates your affiliation with the University. Formal re-application is required when re-admission is sought.

### **ACADEMIC SUPPORT**

Each research student is assigned one or sometimes two supervisors who will guide him/her through his/her studies. The appointment of a supervisor is recommended by the relevant Head of Department after careful consideration of the Faculty member's expertise and experience. This appointment must be approved by the Board for Graduate Studies and Research.

### **STUDENT'S PROGRESS**

Your progress is monitored and encouraged by means of a report that is submitted to the Graduate Studies & Research Office each semester.

### **Assessment**

#### ***Taught Programmes***

Methods of assessment may vary, but examinations are conducted mainly by written papers supplemented by in-course testing, practical examinations, a project report,

dissertation or a research paper, or a combination of these. Full details are given in the relevant Faculty Regulations.

Candidates are required to pass with a mark of 50% or better in all courses (both the examination & coursework components) which are designated by the Department as a part of the higher degree programme for which they are registered.

### ***MPhil/PhD Thesis and Examination***

All research degrees are examined by a thesis and research students may be required to follow and pass certain appropriate departmental course/s before being allowed to proceed to a research degree.

MPhil degree candidates may be required to take an oral examination.

### ***Upgrading of Registration***

Postgraduate students who are registered for the M. Phil. Degree and who wish to be considered for upgrading must do so in the 2nd year of registration on the written recommendation of his/her supervisors(s). Applications for upgrading will not be considered after the 3rd year of registration. Applicants must have completed all Departmental coursework requirements by this time and must defend their proposal for upgrading at a Faculty seminar.

### **Graduate Research Seminars**

All graduate research students are required to present at least two seminars based on their research, which will be examined and a 'pass' or 'fail' mark given.

### **REGULATIONS GOVERNING THESES**

Guidelines on the preparation of theses are available from the Office of Graduate Studies and Research. The requirements for the format, presentation and limitation on length of theses are outlined and you are urged to follow these guidelines carefully in the preparation of your thesis.

## **REGULATIONS GOVERNING HIGHER DEGREES**

You are also advised to obtain a copy of the University Regulations governing higher degrees and be guided accordingly.

### **THESIS SUBMISSION**

A candidate whose thesis is judged unsatisfactory by the Examiners and who is permitted to present a revised thesis, must remain registered and pay the required fees until the thesis has been resubmitted and re-examined.

### **AWARD OF HIGHER DEGREES**

Master's and Doctoral degrees are granted by the University to those students recommended by the Board for Graduate Studies and Research. Normally these recommendations are made four times during the year in October, January, May and July.

### **RE-ADMISSION**

Persons who have severed their connections with the University can apply for reinstatement and such applications will be considered by the Board for Graduate Studies and Research on the recommendation of the relevant Department and Faculty.

Re-registration may involve imposition of such conditions, as the Board for Graduate Studies and Research deems desirable, and payment of late registration fees for each academic year during which the candidate was not registered. These fees are separate from those due for the academic year in which the student is re-admitted.

## **SCHOLARSHIPS, GRANTS AND STUDENTSHIPS**

### ***UWI Scholarships***

Graduates of the UWI and West Indian graduates of any approved university are eligible for UWI scholarships. Only full-time students are considered for these awards. Awards are offered annually. The normal duration of an award is two years for a Master's degree and three years for a PhD.

The holder of an award who is a candidate for a MPhil but who has progressed by transferring to the PhD within the first two years of entry to the programme, will normally have his/her scholarship extended for one additional year. Other scholarships are administered on behalf of donors according to their terms of reference.

Graduates with First Class Honours are given first priority for scholarships. Candidates with Lower Seconds will only be successful in exceptional circumstances. As agreed by Senate, priority is given to students pursuing higher degrees through research. Students pursuing higher degrees by coursework are, not normally considered for UWI awards but may be considered for a grant for the research portion of the course.

Most University awards are funded by the University Grants Committee. The value of the UWI award is presently J\$525,000.00 per annum, plus tuition and examination fees.

### **Non-UWI Scholarships**

There are several other graduate scholarships available, some of which are administered by the UWI. These are awarded according to the specific criteria developed by the donors.

### **Advertisement**

Applications for scholarships are invited by means of advertisements placed in the local newspapers as well as newspapers of the contributing territories. They are also sent to the Public Relations Office for publishing on UWI News, on UWI Pipeline and for airing on Radio Mona, and are placed on University Notice Boards in March of each year. The deadline for applications is May

### **Research Grants**

Research grants are awarded to Departments/Faculties only for research projects that involve research students and the funding is normally restricted to capital items.

In establishing priorities for a research grant the Campus Committee is guided by the following considerations:-

- (i) The urgency of the programme/projects
- (ii) The contribution it is likely to make to the Caribbean region
- (iii) The likely effect on the further development of graduate studies
- (iv) Manpower needs within and outside of the University.

### **Procedure for Grant Applications**

Applications on the prescribed forms are to be submitted to the Assistant Registrar, Graduate Studies & Research, Mona, for consideration by the Campus Committee on Research & Publications and Graduate Awards: Applications for grants are invited by means of advertisements placed in the University's News Notes and on University notice Boards three times yearly.

Deadline Dates for Application - Three weeks before each meeting

### **NOTE**

The Campus Committee requires a report on the expenditure of the grant and on the progress of the research project.

### ***Conference Participation/Research Visits***

Subject to availability of funds, the Campus Committee considers requests from Supervisors/Heads of Departments for assistance with travel/costs in connection with research projects, in which research candidates are involved, and supports the attendance of graduate students involved in the presentation of a paper at regional and extra regional conferences.

### **Thesis Preparation**

A grant is available from the Departmental Allocations of Postgraduate Fund on application to the Department for full-time students towards the production of PhD/MPhil or

its equivalent, provided that the thesis is submitted within one year in excess of the minimum time specified in the Regulations.

Where funds are available, small grants may also be made to students to assist in the production of Research papers.

For the disbursement of funds for conference participation research visits and thesis preparation, no consideration shall be accorded members of staff who are also graduate students.

### **STUDENTSHIPS**

Financial support in the form of research studentships (departmental awards) is offered by various Departments in the University to enable students to pursue research in specific areas.

Part-time employment may also be available and enquiries should be made to the Head of the Department and/or Dean of Faculty in which the student is pursuing a higher degree.

Graduate students may be employed within the University for up to eight (8) hours a week without losing their full-time student status.

### **TUITION FEES**

All students must pay the full amount of the tuition fees in advance of registration unless special arrangements are made. These costs, which change each academic year, are available upon request.

These Regulations apply to graduate students. The University reserves the right, without notice, to withdraw or restructure courses, to make changes in the regulations and fees, as it may from time to time judge to be necessary or desirable. Admission to the University is subject to the requirement that the student will comply with the University's registration procedure and will observe the Ordinances and Regulations of the University.