

**EXPERIENCE THE GRADUATE STUDIES
THESIS TRACKER - GSTT**

GUIDELINES & FAQs

2016



This document contains Guidelines and Frequently Asked Questions (FAQs) which are relevant to the Graduate Studies Thesis Tracker for use by Graduate Research Students at the Mona Campus of The University of the West Indies.

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GUIDELINES & FREQUENTLY ASKED QUESTIONS (FAQs)
GRADUATE STUDIES THESIS TRACKER (GSTT)

The Graduate Studies Thesis Tracker is an application which was developed to provide an efficient way of tracking and monitoring the status of Thesis Examinations. In addition, it was designed to:

- streamline the process flow
- Improve communication with students
- enhance information flow
- provide ease of submitting examiner’s report
- provide ease in tracking the status of the thesis examination.



This document contains Guidelines and Frequently Asked Questions (FAQs) relevant to the *Graduate Studies Thesis Tracker* and the *Procedures for Examination of Theses*. It is intended for use by **Graduate Research Students** at the Mona Campus of The University of the West Indies and should serve as a supplement to existing Procedures and User Guides applicable to graduate students.



There are Four (4) Sections:

1. General Information
2. Submitting an Application for Examination of Thesis
3. Submitting the Thesis for Examination
4. Submitting Corrected Thesis for deposit in the Libraries

Section 1: GENERAL INFORMATION

QUESTIONS		ANSWERS
1.1	What is the GSTT?	The GSTT is the acronym used for the Graduate Studies Thesis Tracker , which is an online application portal to be used by graduate research students to apply for examination of thesis and to monitor the progress of their thesis examination. The student initiates the process by completing and submitting the Application for Examination Form online.
1.2	Who manages the GSTT?	The GSTT is managed by the Office of Graduate Studies and Research (OGSR), in collaboration with the University CIO’s office (at UWI Regional Headquarters) and the Mona Information Technology Services (MITS). The Assistant Registrar, along with the administrative staff in the OGSR will assist you with any troubleshooting issues you may experience.

	QUESTIONS	ANSWERS
1.3	Who is eligible to use the GSTT system?	<p>All students registered in the following degree categories are eligible to use the GSTT in order to submit their Thesis for examination and to keep a track of the progress:</p> <ul style="list-style-type: none"> • Master of Philosophy (MPhil) • Doctor of Philosophy (PhD) • Doctorate of Public Health (DrPH) • Doctorate of Business Administration (DBA)
1.4	How do I access the GSTT?	<p>You may access the GSTT by logging into the Student Administration System (SAS) using your SAS login information (i.e. Student ID# and Password). Select Student Services from the menu, then Click the Graduate Studies Thesis Tracker option; select Submit Application; complete all fields. <i>Note that students who are also UWI staff members <u>MUST</u> use only the student login to access the GSTT.</i></p> <p>Academic Staff are to select FACULTY SERVICES from the menu</p>
1.5	What internet browser should I use?	<p>GSTT works with the internet browsers on which you are able to access the Student Administration System (SAS) (eg. Google Chrome, Internet Explorer). <i>If you experience any difficulties accessing the system, please logout and try again.</i></p>
1.6	How will I receive alert emails about my thesis application and examination?	<p>The UWIMONA-assigned email address is the ONLY address that will be used to communicate with graduate research students through the GSTT portal. Therefore, all GSTT alerts will be sent to your (@mymona.uwi.edu) student email account issued by the University of the West Indies. Therefore, if you have not been using that account, please take steps to activate the account before you submit your application for examination of thesis. You will receive E-mail notifications from “UWI - Graduate Studies and Research do.not.reply@uwimona.edu.jm. PLEASE DO NOT REPLY TO THESE EMAILS.</p>
1.7	There seems to be a problem with the GSTT. I get an error message after I click the SUBMIT button. What should I do?	<p>If you experience intermittent disruptions when using the GSTT, please try logging out and logging in again to the Student Administration System (SAS). If that fails, please contact us at gradthesistracker@uwimona.edu.jm and indicate the precise nature of the problem you experienced.</p>

	QUESTIONS	ANSWERS
1.8	I clicked the SUBMIT button but when I checked my INBOX, I did not receive an email acknowledging that my application was received. What should I do?	<p>If you did not receive confirmation after you clicked the SUBMIT button, you may try the following:</p> <ul style="list-style-type: none"> i) Check your SPAM inbox or junk email box; or ii) Login to SAS again and select VIEW APPLICATION and check whether “Application Submitted” is reflected in the activity log; or iii) Check to ensure that you were accessing the right email address which is your @mymona.uwi.edu. iv) If that fails, please contact us at gradthesistracker@uwimona.edu.jm and indicate the precise nature of the problem you experienced

Section 2: SUBMITTING AN APPLICATION FOR EXAMINATION OF THESIS

	QUESTIONS	ANSWERS
2.1	How do I submit my Application for Examination of Thesis?	Go to the UWI Mona Campus website at www.mona.uwi.edu , using the Student Administration System (SAS), enter your SAS login information (i.e. Student ID# and Password). Select GRADUATE STUDIES THESIS TRACKER option from the menu; then select SUBMIT APPLICATION ; and complete all the fields.
2.2	When should I apply for examination?	The Graduate Regulations will be enforced (<i>see Regulation #3.15</i>). You are expected to submit your application for examination <u>no later than three (3) months prior to the expected date of submission of the thesis.</u> <i>The GSTT will default to 3months from the date on which you commence the application for examination process.</i> However, you have the option to change to a date exceeding three (3) months. Note that the selected date should not be a Saturday or Sunday, or else you will receive an error message.
2.3	What if I miss the 3-month deadline?	You may run the risk of having <u>no approved examiners</u> at the time you wish to submit the thesis for examination, and therefore will NOT be allowed to submit the thesis. So, you are encouraged to pay keen attention to the 3-month requirement to avoid unnecessary delays in the submission of your thesis.
2.4	What do you mean by subsidiary works?	Subsidiary works refer to any work which you have already published from your research thesis. Such information should be entered in the fields provided.
2.5	My chief supervisor is incorrectly noted on the GSTT. What should I do?	This is a likely error that may occur. In some instances, the chief supervisor may have changed but such information may not have yet been entered in the Banner system. You may contact us at gradthesistracker@uwimona.edu.jm and indicate the precise nature of the problem you experienced.

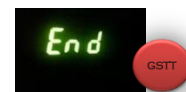
	QUESTIONS	ANSWERS
2.6	What do I do if I wish to change my thesis title?	Once you have submitted your online application for examination, you will not be able to make changes to your application in the GSTT. However, you may submit a written change request letter to the Assistant Registrar, with the support of your supervisor and Head of department. <i>Please also bear in mind that an approved thesis title cannot be changed without receiving further approval from the Campus Committee for such change to occur.</i>
2.7	I am asked to enter my intended date for submitting the thesis. How do I select a date?	It is important that you carefully calculate your intended date for submission of the thesis for examination. You are expected to submit your application for examination no later than three (3) months prior to the expected date of submission of the thesis.
2.8	If my intended date extends beyond my time for registration in the degree programme, what should I do?	In such instances, you must apply for extension of time and obtain approval from the Campus Committee before attempting to submit your application for examination of thesis. Please direct your request to the Assistant Registrar, Graduate Studies & Research.
2.9	Who will approve my application?	Your application for Examination will be reviewed and approved by your Chief Supervisor . <i>Please note that the supervisor also has the option to disapprove the application.</i> Therefore, you must discuss your intention to submit the application for examination with your supervisor and reach an agreement prior to commencing the application process.

Section 3: SUBMITTING THE THESIS FOR EXAMINATION

GSTT

	QUESTIONS	ANSWERS
3.1	What if my course credits and seminars are incomplete, can I still submit my application for exam?	<i>Yes and no.</i> All MPhil and Doctoral candidates must ensure that the course credit requirements for their programme and the requisite number of research seminars are completed prior to submitting the thesis for examination. If the final research seminar is slated for completion during the 3 months prior to submission for examination, you may be allowed to proceed with the application for examination, but your supervisor will have to agree to provide comments/recommendations in the GSTT. <i>Note that your thesis will not be accepted by the OGSR for examination if you have not completed these requirements</i>
3.2	How and where do I submit my thesis?	MPhil and Doctoral candidates must submit the required number of copies of the thesis and accompanying forms and receipts to the <u>Office of Graduate Studies and Research</u> . One (1) copy of the thesis must be submitted on CD in edit-enabled format (eg. MS Word document).
3.3	Why can't I upload my thesis to the GSTT?	You will not be permitted to submit the Thesis via the GSTT. There are several reasons for this, including regulations (See Reg. #3.19), but also procedurally many examiners are retired and may need hard copy or they may not have the facility to access and read the thesis electronically

	QUESTIONS	ANSWERS
3.4	What information will I need to provide when I submit my thesis?	You will need to submit the relevant forms (Certificate of Completion Form), and Examination payment receipt (if you hadn't done so at the time of application).
3.5	What proof will I have to indicate that I have submitted my thesis?	You will receive a physical copy of the receipt from the OGSR Officer collecting your thesis, but the GSTT will also send you an email with a receipt number. Please store it securely.
3.6	How long will it take for my thesis examination to be completed?	Examiners are given two (2) months within which to submit their reports. They are expected to upload the report to the GSTT. An additional one (1) month will be required to facilitate the processing of the Turnitin report by the Faculty office, as this MUST be done prior to releasing the thesis to the examiners. On average, the examination process could take <i>3 to 4 months to be completed</i> , all things being equal. Please note that while your thesis is under examination, the OGSR will not be able to provide specific information relating to the examination. But the GSTT will provide you with general activity data which you can access in the system by selecting VIEW APPLICATION . <i>This is where you track the progress of your thesis examination.</i>
3.7	Why am I required to submit a copy of my thesis on CD? What format should I use?	The electronic copy of your thesis is needed for at least two (2) purposes. Firstly, it is used by the Faculty to check your work for plagiarism using the Turnitin software. Secondly, it is used to submit the thesis electronically to Examiners upon their request for a soft copy. The electronic copy must be submitted on CD in edit-enabled format (eg. <i>Microsoft Word document</i>) and must be certified by your supervisor.
3.8	How do I know the status of my examination after my thesis has been sent to the examiners?	You may track the status of your thesis examination by logging on to the system and select VIEW APPLICATION . A chronological report will be generated showing the dates and times of each activity from the date of application to present. Please note that the most current activity will be at the top of the report.
3.9	How many examiners will examine my thesis?	<i>Please refer to Graduate Regulation #3.4. Your Thesis will be examined by at least two (2) examiners – that is one (1) Internal (Independent) Examiner and one (1) External Examiner. An additional External Examiner will also be approved and may be engaged as a proxy in accordance with the stipulations in Regulation #3.4.</i>
3.10	Do I still need to send/take my thesis to the Librarian for review?	<i>Yes. Before submitting the thesis for examination, all MPhil and Doctoral candidates are required to submit their thesis to a Librarian in the Mona Information Literacy Unit (MILU) to review and verify that the work is consistent with the requirements set out in the UWI Thesis Guide.</i>



	QUESTIONS	ANSWERS
4.1	After my Oral Exam, how do I submit my corrected thesis?	<p>You will receive a notification through the GSTT to advise you to attend the Office of Graduate Studies and Research to collect your <u>Corrections Package</u>, which includes a detailed letter setting out the requirements; the available copies of the thesis returned by examiners; and the Library scrutiny report.</p> <p>After you have made the corrections, you will submit the thesis to the Office of Graduate Studies and Research, three (3) unbound identical copies + one (1) copy on CD in <i>.pdf format</i>, along with the Library Form; Declaration for Reproduction of Thesis Form; and a letter from you supervisor certifying that you have made the required corrections to the thesis as outlined by your examiners.</p>
4.2	What should I do at the end of the exam process?	<p>Breathe...go to the beach...go skydiving. <i>Wait for your degree to be awarded.</i></p> <p>The award date of the degree will be reflected on your unofficial transcript in SAS, once the Board for Graduate Studies and Research grants the degree. <i>Please allow approx. four (4) weeks for this process to be completed.</i></p>
4.3	What happens next?	<p>Celebrate with your friends and family. Plan to attend the relevant Graduation Ceremony, usually held the last Friday/Saturday in October or the first Friday/Saturday in November. <i>Collect your certificate at the Examinations Section.</i></p>

CONGRATULATIONS!

After your **doctoral degree** has been awarded, please visit the Assistant Registrar who has a special UWI memorabilia for you!

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