



Faculty of Science and Technology

GRADUATE COORDINATOR  
Reference Guide

A Guide for new Graduate Coordinators

September 2023

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August 2022

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# Introduction

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The Graduate Coordinator is the primary point of contact for students and faculty regarding the policies and procedures of the programmes, milestones, funding, and degree completion.

*“Graduate Coordinators are responsible for the management and oversight of both the day-to-day operations of graduate programmes and graduate students in their academic department/unit.”*

## Roles and Responsibilities

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Though the exact responsibilities of Graduate Coordinators vary between and among departments and graduate programmes, Graduate Coordinators are responsible for the management and oversight of both the day-to-day operations of graduate programmes and graduate students in their academic department/unit. This typically includes, but is not limited to, the following:

- Coordinating and facilitating graduate student recruitment into department programmes.
- Providing onboarding and orientation for new graduate students and ongoing opportunities for professional and career development.
- Managing communications between the department and graduate students, both new and continuing.
- Appropriately handling and documenting of programme milestones.
- Coordinating, reviewing, and ensuring timely and accurate submission of required form for departmental evaluations of graduate students.
- Providing oversight of student graduation requirements and proper procedures related to completion of degrees.
- Recommending student separation, when appropriate, through the appropriate channels, and then on to the OGS&R.
- Educating students and colleagues about policies and enforcing same.
- Ensuring the accuracy of the graduate portion of the department website, the department’s segment of the Graduate Handbook, and related informational materials and communications.
- Mediate and air graduate student issues as necessary.
- Serving as a conduit of information between the Office of Graduate Studies and Research and the Graduate Council to the academic staff and graduate students.
- Assist students with registration by entering overrides, troubleshooting enrollment concerns, and processing study requests.
- Participate in opportunities such as committees, task forces, working groups, etc.

### ***Coordinators Monthly Meetings***

At these monthly meetings, routine matters related to all graduate programmes are discussed, guided by various statistics and data. The statistics and data needed will vary depending on the period of the academic year that is being reported on. At the start of semesters 1 and 2, interest would be in the number of new and returning students to the programme. During the course of the semester, however, interest would be in the general performance of students in the various programmes; what issues, if any, are being encountered, possible resolutions, any assistance that may be needed and updates on any previous issues and their status.

### ***Board of Examiners' Meeting***

At the end of a semester the team of graduate coordinators will be members of a Board of Examiners that meets to discuss exam related matters. Other members of this board include representatives from the campus' examination section and the office of graduate studies and research. The meeting is chaired by the associate dean for graduate studies and research. Signed and duly submitted mark sheets are presented and discussed along with any special student examination related cases. The decisions made during this meeting have a direct impact on a student's progress in the programme in which they are registered.

# Useful and Important Handbooks, Guides and Regulations

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Graduate Coordinators should familiarize themselves with the following handbooks, guides and regulations, and it is strongly recommended that they have copies of these documents on hand for reference. These are considered by the author to be most relevant, but is by no means all encompassing. The following list is in no particular order of importance.

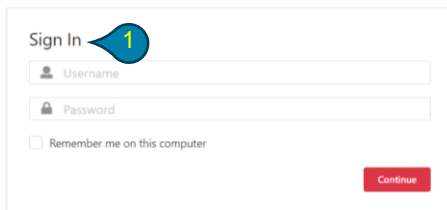
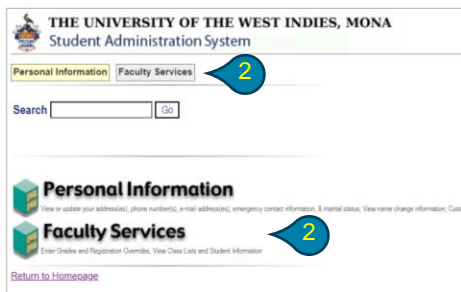
- Manual of Procedures for Graduate Diplomas and Degrees  
[access online](#)
- Supervision Agreement  
see [Supervision Agreement](#) also see [Guide](#) online
- Process flows on the
  - Appointment of Examiners at Mona
  - Approval of Self-financing Programmes
  - Introduction of New and Revised Courses and Programmes at Mona
- Regulations for Graduate Scholarships  
see [Appendix 3](#)
- Regulations for Specially Admitted Students  
see [Appendix 2](#)
- Regulations for Graduate Certificates, Diplomas and Degrees  
[access online](#)
- Regulations on Plagiarism  
[access online](#)
- Policy and Procedures on Research Ethics  
[access online](#)
- Grade Point Average Regulations for Graduate Certificates, Diplomas, Taught Masters and Professional Doctorate Programmes  
[access online](#)
- Thesis by Manuscript  
[access online](#)

Access these and other resources online: <https://www.mona.uwi.edu/postgrad/forms-and-documents>.

# Processing Graduate Admissions

Before the start of semesters 1 and 2, online portals are opened for applications to our graduate programmes. As a Graduate Coordinator, you will be expected to complete the first round of approvals between someone submitting an application and them receiving notification of the outcome of that application. At this time the student administration system (SAS) is used to process the applications. The steps involved for a Graduate Coordinator in the Approval Process are presented below.

1. Log into SAS
2. Choose **Faculty Services**

THE UNIVERSITY OF THE WEST INDIES, MONA  
Student Administration System

Personal Information | Faculty Services

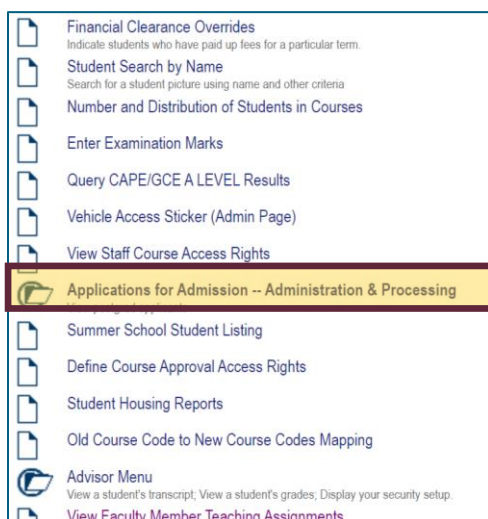
Search

**Personal Information**  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status. View name change information. [Custom](#)

**Faculty Services**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Return to Homepage](#)

3. From the list that appears, select **Applications for Admission – Administration & Processing**
4. Then choose the option **Process Graduation Applications**



- Financial Clearance Overrides  
Indicate students who have paid up fees for a particular term.
- Student Search by Name  
Search for a student picture using name and other criteria
- Number and Distribution of Students in Courses
- Enter Examination Marks
- Query CAPE/GCE A LEVEL Results
- Vehicle Access Sticker (Admin Page)
- View Staff Course Access Rights
- Applications for Admission -- Administration & Processing**
- Summer School Student Listing
- Define Course Approval Access Rights
- Student Housing Reports
- Old Course Code to New Course Codes Mapping
- Advisor Menu  
View a student's transcript; View a student's grades; Display your security setup.
- [View Faculty Member Teaching Assignments](#)

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information Faculty Services

Search  Go

### Admissions

- View Activity Report
- View online PostGraduate and Undergraduate Applicants - (Before Move to Baseline)
- Process Graduate Applications** 4  
View and make decisions on admissions applications
- Process UG Applications
  - Report: Number of Unique Undergraduate Offers Acceptances
  - Report: Number of Online Applications, numbers submitted for processing
- Go back to Faculty Menu
- Referral Activity

5. Ensure you choose the correct **Semester**.
6. Select your **Department** from the drop-down list.
7. Choose **Complete** as the **Appl. Status**.
8. Select **Filter**.

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information Faculty Services

Search  Go

Applicant Processing List

Below is a listing of students applying to programmes which you have been assigned.

Search Listing:	Key to status codes:
Semester: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2022/2023: Starts May/September 2022</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>	P Applicant Responded (Offer)
First Name: <input type="text"/>	K Closed
Last Name: <input type="text"/>	C Complete ready for review
Level: Graduate	O Decision Confirmed
Dept: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">--ANY--</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>	D Decision Made
Programme: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">--ANY--</span>	I Incomplete items outstanding
Appl. Status: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Complete ready for review</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>	L Letter Sent
<input type="checkbox"/> All Documents in	Y Offered
<small>Select this option to exclude applicants who have required documents outstanding.</small>	2 Offered (Provisionally)
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">8</span> <input type="button" value="Filter"/> <input type="button" value="Clear Filter"/>	0 Provisional Decision Made
	X Rejected
	R Reviewed
	W Withdrawn



9. The list of students that satisfies the query is generated and displayed. Those that are marked as “C” are complete and should be processed first.
10. You will now need to go through each of them, one by one, by clicking on the **Details** icon indicated above.

Online Applications - Applicants Listing:					
App. ID	Personal Details	Programme Details	Status	Documents	Details
113942	Daley, Sherece A. <a href="mailto:receuni07@yahoo.com">receuni07@yahoo.com</a>	Science and Technology (2022/23 Semester I) Environmental Mgmt MPHIL M Part-time Submitted @ 22-MAR-2022	Complete ready for review	Req'd: 5 Rec'd: 5	
113942	Daley, Sherece A. <a href="mailto:receuni07@yahoo.com">receuni07@yahoo.com</a>	Science and Technology (2022/23 Semester I) Geography MPHIL M Part-time Submitted @ 22-MAR-2022	Complete ready for review	Req'd: 5 Rec'd: 5	
258625	Dawkins, Kristoff A. <a href="mailto:Kristoffdawkins10@gmail.com">Kristoffdawkins10@gmail.com</a>	Science and Technology (2022/23 Semester I) Food & Agro-Process. Tech MSc Part-time Submitted @ 31-MAR-2022	Complete ready for review	Req'd: 4 Rec'd: 4	

11. Below is the Applicant Processing screen for applications to research degrees. Note that the information for the **Proposed Supervisor** must be completed.

Applicant Processing - Recommendations & Decisions

This applicant decision:

Comments:

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Details for MPHIL, PhD & DM applicants

Should the applicant be required to sit qualifying exams:

If yes, give course codes, names below:

Should the applicant be required to sit departmental exams:

If yes, give course codes, names below:

Do adequate facilities/materials for research work exist:

If no, please state reason/s briefly:

**Proposed Supervisor:**

Name:

Position:

Specialization:

12. Once the applicant has met the entry requirements and has submitted the required documents, **Select a Decision** (to accept or deny the application).
13. Enter any **Comments** you may have.
14. **Submit** to complete processing of the current applicant.

**Digital Documents associated with Application**

Birth Certificate ***	[ <a href="#">View document</a> ]
CXC CAPE/A'Level Certificate ***	[ <a href="#">View document</a> ]
CXC CSEC/O'Level Certificate ***	[ <a href="#">View document</a> ]
Referee Report 1	[ <a href="#">View document</a> ]
Referee Report 2	[ <a href="#">View document</a> ]
Taxpayer Registration Number ***	[ <a href="#">View document</a> ]

\*\*\* - Document uploaded by applicant

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**Submission Requirements -- ONLY CHECK ITEMS RECEIVED**

Required Item	Comment/Checked by	Received
College Transcript 1	SHANEKE S. SIMPSON (ONLINE)	Received: 27-APR-2022
Referee Report 1	SHANEKE S. SIMPSON (ONLINE)	Received: 27-APR-2022
Referee Report 2	JAEIN PARK (ONLINE)	Received: 28-JUL-2022
Birth Certificate	SHANEKE S. SIMPSON (ONLINE)	Received: 27-APR-2022

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**Applicant Processing - Recommendations & Decisions**

This applicant decision:

Select a Decision 12

Comments:

14

## NOTE

- Only transcripts marked as “official” must be considered when making a final decision.
- As of March 15, 2023, references are optional for applicants to taught postgraduate programmes, at the discretion of the department and the designated person who is processing applications. This does NOT apply to applicants to research degree programmes.

# Admission Candidates

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All Postgraduate candidates must be:

- graduates of an approved university;
- persons holding such other suitable qualifications and/or experience as the Board for Graduate Studies and Research may approve.

## The Regular Admission Student

### **Graduate Certificates, Diplomas and Taught Master's (MSc) degree Candidates**

A minimum GPA of 2.5 or a Lower Second Class Honours degree or Equivalent qualification (as determined from transcripts).

### **Master of Philosophy (MPhil)**

A minimum GPA of 3.0 or an Upper Second Class Honours degree or its equivalent in the particular discipline. Applicants are also expected to write a research proposal on the area or topic of interest. Acceptance into these programmes is also subject to the availability of a supervisor.

### **Doctor of Philosophy (PhD)**

Applicants must have one of the following:

- approved graduate degrees awarded primarily for research;
- a taught Masters degree from the UWI or another approved University, provided that the Masters 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;
- other such qualifications and experience as the Board for Graduate Studies and Research may approve.

In addition, they are expected to write a research proposal on the area or topic of interest and will only be accepted if appropriate supervisors are available. Applicants should therefore prepare a statement of proposed research, indicating their intended topic and research strategy (see Appendix 1 Format of the Research Proposal)

## The Specially Admitted Student

A specially admitted student is one who is admitted to the faculty to read for a specific course(s) towards being considered for admittance to a programme. A specially admitted student has to successfully complete the course(s) that they are instructed to register for and will only be permitted to register for that course(s). The course(s) must be listed in the Comments box. If the individual successfully completes the course(s) they must then re-apply to the programme they were desirous of joining. If the application is successful and the course(s) that were taken while the person was a specially admitted student are a part of the programme that they have been admitted to, a request can then be made to the Board for Graduate Studies to have the course(s) and their results included in the course of study and their subsequent transcript.

Appendix 2 Regulations for Specially Admitted Students contains additional information.

## The Qualifying Student

A qualifying student, however, is one who has been admitted to a programme but must take for example, a qualifying examination to demonstrate their knowledge in the field of study. Note that credits obtained from the qualifying course(s) cannot be counted towards the MSc degree.

## The Mature Student

Both of the aforementioned cases require the person to possess an undergraduate degree. A 'mature' student, on the other hand, is one who does not possess an undergraduate degree but has extensive professional experience in the intended field of study or some other evidence of previous "study", so this is different from both the specially admitted student and qualifying student.

# The Supervision Agreement

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Extract taken from BGSRP.22g 2021

The Supervision Agreement reflects the responsibilities contained in the *Graduate Studies Guide for Students and Supervisors, Regulations for Graduate Certificates, Diplomas and Degrees, and Policy and procedures on Research Ethics*.

## Responsibilities of the Student

Graduate students have the following responsibilities:

1. Keeping the schedule of meetings agreed with the supervisor.
2. Taking the initiative in raising with the supervisor problems or difficulties, however elementary they may seem.
3. Seeking guidance and comments on the research programme, courses, seminars, upgrade seminars, as necessary.
4. Accepting and acting on the advice given by the Supervisor
5. Assisting the Supervisor and the Advisory Committee in the completion of the *Supervisor's Progress Report* each semester.
6. Maintaining good progress in research in accordance with the schedule agreed to with the Supervisor.
7. Presenting written material as required by the Supervisor in time to allow for comments and discussion before proceeding to the next stage.
8. Taking responsibility for the presentation of the Thesis or Project Report (writing, style, grammar, spelling, end/footnotes, bibliography).
9. Submitting the Thesis within the time limits set by the University.
10. Complying with the *Regulations for Graduate Certificates, Diplomas and Degrees and Policy and Procedures on Research Ethics*.

## Responsibilities of the Supervisor

Supervisors have the following responsibilities:

1. Giving guidance about the nature of research and the standard of performance expected.
2. Meeting the Student at least twice per semester and being accessible at other times and as the need arises.

3. Advising the Student on completion dates of successive stages of the research, oral presentations, seminars, workshops, conferences and registration.
4. Giving general guidance to the Student regarding Advisory Committee meeting once per semester, research progress, requesting written work, constructive criticism in reasonable time, compliance with University Regulations.
5. Arranging Advisory Committee meetings once per semester as well as graduate research seminars at the appropriate times.
6. Administrative liaison to the Head of Department, Dean, and SGSR re registration, progress reports, seminar reports, scholarship, waivers and leave of absence.
7. Ensuring that the final work of the Student satisfies the accepted standards of usage for scholarly writing.
8. Giving guidance and support to the Student in the correction of the thesis after the examination.

# Departmental Awards and Tuition Waivers

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## Overview

Departmental awards and tuition waivers are granted to students pursuing research degrees. They are designed to provide some financial assistance to our students. A departmental award includes a tuition waiver and monthly stipend. Tuition waivers do not include the payment of a stipend. Awards and waivers are funded directly by the Faculty and are one of its budgeted items. Bestowing these awards and waivers are wholly the Faculty's decision, but the criteria that a student must satisfy are that they must:

- a) be registered as full-time and be in good financial standing;
- b) be registered in a research programme i.e., either an MPhil or PhD programme;
- c) not have exceeded the expected time frame for completion of their programme. For a full-time MPhil student this time frame is two (2) years, and for a full-time PhD student, three (3) years.

If granted an award, a student will then be expected to complete twelve (12) hours per week of duties assigned to them by the department in which their programme of registration resides. A typical example of such duties is field and/or laboratory demonstrations.

If there are more eligible students than there are available awards, the Faculty may consider a tuition waiver only. In the case of a tuition waiver only, students will be expected to complete (6) hours per week of duties assigned to them by the department in which their programme of registration resides.

Beginning with the academic year 2023/24, departmental award stipends will be paid on a fixed date each month using the Bursary's electronic process that incorporates the use of e-timesheets. The value of the stipend for the current academic year is JMD\$75,000.00 per month.

Students who are recipients of a departmental award or tuition waiver (hereinafter collectively referred to as a benefit) but subsequently exceed the expected time frame for the completion of their degree i.e. are overtime, will be informed along with their supervisor and relevant department representative of the status of their benefit. That status will depend on how long they have been overtime. The status of their benefit will be based upon the categories detailed below.

### 1 year overtime

In writing, the student will be informed that:

- a) they are one year overtime in their MPhil or PhD degree;
- b) the Faculty will continue to support their studies by keeping them on the list of departmental benefit recipients for the new academic year. However, if they do not complete their PhD or MPhil, nor complete an MPhil upgrade seminar before the end of the new academic year, then they will be automatically removed from the list of recipients for the following academic year;

- c) they will be required to submit a timeline for the completion of their thesis and a schedule of their plans towards achieving this goal. The timeline and schedule must be approved by the student's supervisor and submitted through the student's graduate coordinator to the Faculty's Associate Dean for Graduate Studies and Research.

### 2 years overtime

In writing, the student will be informed that:

- a) they are two years overtime in their MPhil or PhD degree;
- b) the Faculty will not provide them with a benefit for the new academic year and beyond;
- c) the Faculty may reconsider this decision once it has finalised the list of new and returning students who are within their time limit. If the student wishes to be considered for reinstatement, they will be required to submit a timeline for the completion of their thesis and a schedule of their plans towards achieving this goal. The timeline and schedule must be approved by the student's supervisor and submitted through the student's graduate coordinator to the Faculty's Associate Dean for Graduate Studies and Research;
- d) after an evaluation process they will be notified of the outcome.

### 3 or more years overtime

In writing, the student will be informed that:

- a) the student's supervisor will be informed that their research student is three (3) or more years overtime in their programme;
- b) the Faculty will not provide the student with a benefit for the new academic year and beyond;
- c) the supervisor may request that the student be reconsidered for inclusion of a benefit. If so, the supervisor will be required to justify this in writing to the Faculty's Associate Dean for Graduate Studies and Research;
- d) the Faculty may reconsider this decision once it has finalised the list of new and returning students who are within their time limit. If the student will be eligible for reconsideration, they will be notified in writing and will be required to submit a timeline for the completion of their thesis and a schedule of their plans towards achieving this goal. The timeline and schedule must be approved by the student's supervisor and submitted through the student's graduate coordinator to the Faculty's Associate Dean for Graduate Studies and Research.

## UWI Postgraduate Scholars & Eligibility for a Benefit

Students who are recipients of a UWI postgraduate scholarship are not eligible for this benefit. Students who were recipients of a UWI postgraduate scholarship are eligible but must satisfy the aforementioned eligibility criteria (a) through (c). Students who were recipients of a UWI postgraduate scholarship but have subsequently exceeded the expected time frame for the completion of their degree i.e. are overtime, may be considered. Whether or not a benefit will be granted will depend on how long they have been overtime. The possibility of a benefit will be based upon the categories detailed below.

### 1 year overtime

In writing, the student will be informed that:

- a) they are one year overtime in their MPhil or PhD degree



- b) the Faculty will continue to support their studies by including them on the list of benefit recipients for the new academic year if their UWI postgraduate scholarship is not renewed. However, if they do not complete their PhD or MPhil, nor complete an MPhil upgrade seminar before the end of the new academic year, then they will be automatically removed from the list of recipients for the following year.
- c) they will be required to submit a timeline for the completion of their thesis and a schedule of their plans towards achieving this goal. The timeline and schedule must be approved by the student's supervisor and submitted through the student's graduate coordinator to the Faculty's Associate Dean for Graduate Studies and Research.

### 2 years overtime

In writing, the student will be informed that:

- a) they are two years overtime in their MPhil or PhD degree;
- b) the Faculty will not provide them with a benefit for the new academic year and beyond;
- c) the Faculty may reconsider this decision once it has finalised the list of new and returning students who are within their time limit. If the student wishes to be considered for reinstatement, they will be required to submit a timeline for the completion of their thesis and a schedule of their plans towards achieving this goal. The timeline and schedule must be approved by the student's supervisor and submitted through the student's graduate coordinator to the Faculty's Associate Dean for Graduate Studies and Research.
- d) after an evaluation process they will be notified of the outcome.

### 3 or more years overtime

In writing, the student will be informed that:

- a) the student's supervisor will be informed that their research student is three (3) or more years overtime in their programme;
- b) the Faculty will not provide the student with a benefit for the new academic year and beyond;
- c) the supervisor may request that the student be reconsidered for inclusion of a benefit. If so, the supervisor will be required to justify this in writing to the Faculty's Associate Dean for Graduate Studies and Research;
- d) the Faculty may reconsider this decision once it has finalised the list of new and returning students who are within their time limit. If the student will be eligible for reconsideration, they will be notified in writing and will be required to submit a timeline for the completion of their thesis and a schedule of their plans towards achieving this goal. The timeline and schedule must be approved by the student's supervisor and submitted through the student's graduate coordinator to the Faculty's Associate Dean for Graduate Studies and Research.

## Examination of Thesis (MPhil/PhD)

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In addition to the information provided in the manual of procedures for graduate diplomas and degrees the steps provided below are “on-the-ground” components of the procedure. It is by no means definitive but may provide answers to where delays in the processes may originate.

1. A student submits a request for the examination of thesis using the associated form. The form bears that name i.e., "Application for examination of thesis". The student will also be required to pay the associated fee. The fee is relatively small and as of August 2022 it is JMD\$1,500.00. Note, for the examination of a project report that is a requirement of a taught master's degree, the “Application for examination of research paper/project report” form must be used. Both forms can be downloaded from the OGS&R's webpage.
2. When the application is approved the OGS&R will run its own check on the thesis (called the upgrade document in the case of an MPhil) using Turnitin and if they are satisfied with the applications report, they then request that the office of the Associate Dean for Graduate Studies and Research runs and submits the official Turnitin report to them.
3. The OGS&R will then request that the assessors (MPhil)/examiners (PhD) be nominated. For an MPhil the chief supervisor will be one of the assessors and two others (independent) will be required. They can be colleagues from your department or our sister campuses or elsewhere. In the case of a PhD one examiner must be an academic expert external to our institution and the other an independent examiner who is a member of academic staff of our institution. The internal can be a colleague from your department or our sister campuses. The nominations for examiners and assessors are to be made by your HoD and submitted to the OGS&R for approval. In the case of PhD examiners, both the external and internal examiners' curricula vitarum must be included in the submission.
4. If assessors or examiners are not approved, the OGS&R will request that other nominations for assessors or examiners be made and submitted.
5. An upgrade document is distributed to the examiners by the department, usually its Graduate Coordinator. In the case of a PhD, the office of graduate studies and research sends the thesis to the examiners. Examiners/assessors are typically given two months to complete their examination/assessment and inform the appropriate office (the Associate Dean for upgrades, Office of Graduate Studies and Research for vivas) of their decision/recommendation in writing
6. If the assessors'/examiners' reports are favourable, we may then proceed with the upgrade seminar or viva.
7. At the end of the seminar/viva the chair submits a report of the oral examination, regardless of the outcome of the seminar, to the OSG&R. In the case of a seminar the report must be submitted along with a copy of the upgrade document, and therefore progress in the formal upgrade typically depends on the how quickly the student makes the required modifications and corrections. If the student was successful, they will be allowed to upgrade or is awarded the degree and will subsequently be informed of this decision. If unsuccessful, one of the options detailed in the handbook will be taken. A student's success is determined by the Board for Graduate Studies and Research.

# Graduate GPA Scheme

The GPA system came into effect for academic year 2021-2022. The major difference in the new graduate scheme compared to the old is the percentage grading bands. The previous grading scheme for graduate courses was:

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

**Table 1: Comparison of the Graduate GPA Scheme with the Undergraduate Scheme**

Undergraduate Scheme			Graduate Scheme		
Grade	Grade Point	% Range	Grade	Grade Point	% Range
A+	4.30	90-100	A+	4.30	90-100
A	4.00	80-89	A	4.00	80-89
A-	3.70	75-79	A-	3.70	75-79
B+	3.30	70-74	B+	3.30	70-74
B	3.00	65-69	B	3.00	65-69
B-	2.70	60-64	B-	2.70	60-64
C+	2.30	55-59	C+	2.30	55-59
C	2.00	50-54	C	2.00	50-54
F1	1.70	40-49	F1	1.70	40-49
F2	1.30	30-39	F2	1.30	30-39
F3	0.00	0-29	F3	0.00	0-29
			FE/FC	1.70	≥50

Students failing a component (coursework or exam) of a course but receiving an overall mark of 50 or more will be entitled to a grade of FC/FE.

## Notes:

1. The GPA system applies to PG Certificates, PG Diplomas, Master's and Professional Doctorates.
2. The grade point/percentage bands as shown in Table 1 (Graduate Scheme) above should apply. These are identical with the bands for the undergraduate GPA.
3. The Minimum GPA needed for a student to graduate is 2.00 (C).
4. All coursework done for graduate credit is also computed in the GPA.
5. A student who fails any element of a course that counts towards the final grade (whether coursework or final examination) will be deemed to have failed that course and will be assigned the grade FC or FE (Fail Coursework, Fail Exam), even if they obtain an overall mark of 50% or higher. A student who passes an element of a course but does not obtain an overall mark of 50 or higher, will fall into the grade category in the grade scale in alignment with the mark achieved i.e., F1, F2, F3.
6. Academic standing will be based on the Semester GPA. If a student's Semester GPA falls below 2.0, the student will be given a warning in the first semester. If the student's GPA falls below 2.0 for two consecutive semesters, the student will be "required to withdraw".
7. **Distinction** will be awarded on the basis of a Programme GPA of 3.70 (an A- average).
8. **Merit** will be awarded if the student's GPA Average is 3.00-3.69

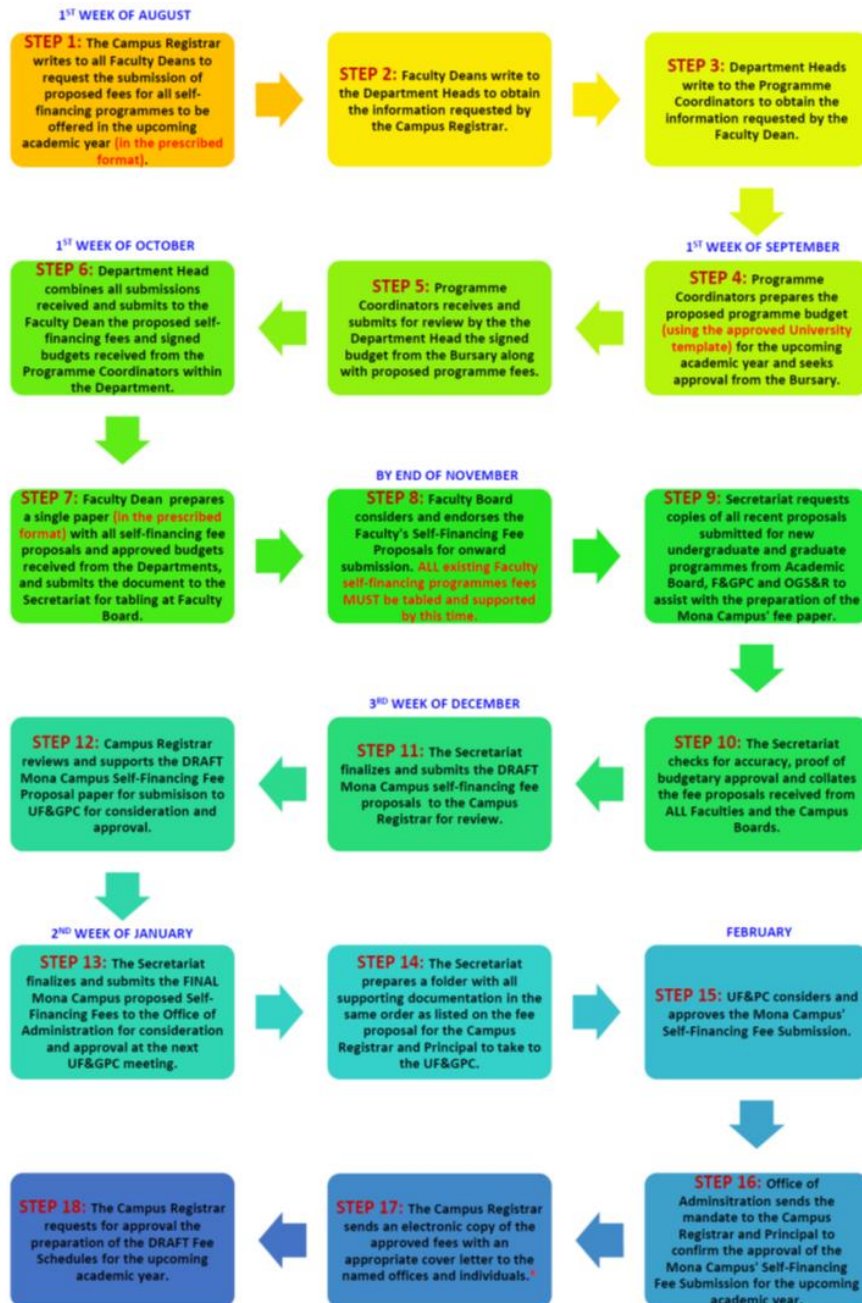
9. **Pass** will be awarded for students whose GPA falls below the B+ average (i.e., 2.0-2.99).
10. Research Project will be considered another course and will NOT require Distinction scores separately for the project - for the overall distinction.
11. The new GPA system will only apply to newly admitted students. All continuing students will be assessed under the existing system and will not fall under the GPA system.
12. Departmental pre-requisites should not impact on a student's GPA, and grading should be based on pass/fail. Non-GPA courses for each programme must be clearly indicated.

# Programme or Course Proposals

These are made as and when needed. Final dates for submission of these are typically issued via email by the OGS&R at the start of semesters 1 and 2.

## Approval of Self-Financing Programme Fees at Mona

### Process Flow



## ***Important Dates***

The February meeting of UF&GPC is the general period for the approval of all self-financing programme fees. However, Faculties seeking to establish new self-financing programmes to start in September should seek to have those programmes approved by BUS or BGSR by October each year.

In order not to miss the scheduled UF&GPC meetings, Programme Coordinators are encouraged to submit the proposed fees for **ALL new programmes** by the deadlines indicated below whether or not they have been fully approved by the University:

- i. **October UF&GPC – September 1st**
- ii. **February UF&GPC – January 2nd**
- iii. **May UF&GPC – April 1st**

The submission of fees is contingent on these new programmes having received support from at least the relevant Faculty Board. Submissions for programmes not yet approved by BUS or BGSR should be accompanied by a note indicating where the programme proposal is in the approval process, *e.g.*, AQAC, F&GPC, Academic Board, Campus Committee, etc. Failure to do so will likely result in administrative delays in obtaining fee approvals, issuing tuition letters and the billing of students.

# Appendix 1: Format of the Research Proposal

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The **research project** has a synopsis that gives a glimpse of what is presented on the project, as well as the work's significance. This summary is known as the research proposal; this is what allows the readers to understand the importance of the paper and how the student came about the project. The **Research proposal format** should also have the vital elements of the proposal; it must include the title, the abstract, the work's objectives, historical background and references.

A research proposal needs to be more detailed or specific compared with other project proposals. The proposal should also include the methodology used for the research project. A research proposal has the following important aspects:

- **Title page.** The title page must be complete and should give a glimpse of the nature of the proposed project.
- **Purpose:** Statement about the general **problem addressed**. This specifies the topic or area of work. It sets the stage for broadly identifying the area of research and the problems encountered in that area.
- **Statement of the problem.** A research proposal is done based on a problem and questions. It is therefore imperative to give emphasis to the problem and let the readers identify it. The problem must have been the issue that brought about the study, the concern that required such extensive investigation. A research proposal may not be considered acceptable when the researcher fails to clearly identify the problem.
- **Literature Review/Previous work:** a review of the most pertinent literature, works or achievements related to the problem at hand. This can include a few general works and a few significant applications or research studies. This can be a sample of the relevant literature, stated as an indication of what will be extended.
- **Objectives.** Clearly identify the purpose of the study. Make sure to keep the tone formal or conventional. A common mistake made in research projects and proposals, especially for beginners who do not really know **how to write a research paper**, is that they tend to use emotional words and terms in their objectives and other parts of the paper.
- **Justification/Significance of the study.** The significance of the study may include the meaning of the research work to the student and to those who might benefit from the research.
- **Methodology:** methods and procedures to be used for each research question in gathering of data. These methods may include survey of literature on basis of which models may be developed or extended; collection and synthesis of data; surveys of given populations or institutions; observation of practices or behaviours; experiments; etc. Social science, ethnographic, systems, historical, political science and other methodologies can be used.

- **References.** Plagiarism is a serious issue, and it is essential for the student to cite the sources used in the project. The University has a Policy on Plagiarism with penalties that apply.

**NB: Students are strongly advised to prepare this research proposal with the assistance of the proposed supervisor. Kindly contact the relevant Department for researchers/lecturers in the field of study.**



## Appendix 2: Regulations for Specially-Admitted Students

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In addition to the students admitted to courses leading to degrees, the Vice Chancellor may admit to the University as specially admitted students, for limited periods, such persons as he may deem fit provided that they comply with the stipulated regulations.

### *Provisions*

The University makes the following provisions for special admission:

- Being registered at another University and wish to follow courses at UWI by special arrangement for credits at your own University.
- Being sponsored by your Government or employer to read certain courses, not for credit towards a University qualification, under a special arrangement.
- Being a UWI graduate wishing to pursue a specific course/s to equip yourself for a particular job; increase your efficiency in the performance of a job, satisfy entry requirements to a programme at The UWI or in another institution; or update or improve your knowledge in a subject.

### *Requirements*

1. To be considered for entry as "Specially Admitted Students" applicants should normally be matriculable (possess an undergraduate degree).
2. Those students who do not satisfy the requirements for entry to the University should provide satisfactory evidence of their previous studies. In appropriate cases they may be required to sit a special entrance examination. In the assessment of the qualifications of applicants, due allowance should be made for their maturity.
3. Specially admitted students shall be required to pay the appropriate fees as are in effect.
4. Such students shall be required to comply with the General Regulations for students as are in effect. See Regulations for Postgraduate Diplomas and Degrees.
5. Normally, a specially admitted student should be allowed to take no more than (12) credits in any given year, nor more than a total of 24 credits under this category of registration.
6. Specially admitted students are permitted to write the University examinations appropriate to the course(s) they have been allowed to pursue.
7. Their membership of the University shall be subject to satisfactory reports on their work and conduct.
8. A maximum of nine (9) relevant credits obtained through special admission can be counted towards UWI Certification and Graduate Diplomas and Degrees of The UWI provided they have been obtained within such time limits as are set from time to time by the institution.

### *How to Apply to be Specially-Admitted for Postgraduate Studies*

Applications for special admissions must be made on the appropriate application form. Submit the completed specially-admitted application form to the Office of Graduate Studies and Research.

[Download the Special Admissions Application Form.](#)

## Appendix 3: Regulations for Graduate Scholarships

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### **1. Eligibility for Awards**

Scholarships tenable at the University of the West Indies are available only to the West Indians or to non-West Indians who have completed a course at the University. Candidates already engaged in postgraduate work are eligible to be considered for awards.

### **2. Tenure to Awards**

The tenure of postgraduate scholarships will be two years in the case of candidates who are working towards a Master's degree. Candidates who are working towards a PhD may apply for extension of their scholarships for a third year, provided they have the support of their Supervisors, and funds are available.

### **3. Change in Course of Study**

A scholar may not change his course of studies or transfer his registration from a Master's to a PhD degree unless he has received the approval of the Postgraduate Awards Committee.

### **4. Reports on Scholars**

Progress reports on all postgraduate scholars shall be submitted to the University at the end of each academic year by the scholars' Supervisors. Awards may be suspended or withdrawn if reports are unsatisfactory.

### **5. Holders of More than One Award**

Where candidates are holders of more than one award, the total value of their emoluments will not normally exceed the value of University postgraduate scholarships.

### **6. Taking up of Awards**

Candidates should take up their scholarship in the year of the award.





Faculty of Science and Technology

GRADUATE COORDINATOR  
*Reference Guide*

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