



THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS, JAMAICA

FACULTY OF
SCIENCE AND TECHNOLOGY

Research
**Masters
& Doctoral**
Degree Programmes

**Information
Guide**



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RESEARCH DEGREES

University Regulation 1.3

The **Master of Philosophy** (MPhil), **Doctor of Philosophy** (PhD) and MD shall be primarily research degrees and shall be awarded primarily on the basis of examination by thesis. Other requirements shall be as specified in the respective Faculties.

A research degree in the Faculty of Science and Technology can be placed in two categories: Master of Philosophy and Doctor of Philosophy. These are higher degrees and are mainly research-based (either laboratory- or field-based research). They span a wide range of disciplines and is awarded on the basis of original research detailed in a thesis/dissertation.

ENTRY REQUIREMENTS

Master of Philosophy (MPhil)

University Regulation 1.12

The minimum requirement for admission to MPhil programmes shall be a minimum GPA of 3.0, or an Upper Second Class Honours degree or its equivalent, unless the Campus Committee in any particular case otherwise decides.

Typical applicants would have a bachelor's degree in the particular discipline and would have achieved at least an upper second class honours to be considered for this category of programmes. 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)

University Regulation 1.13

The minimum requirements for admission to PhD programmes:

- Approved graduate degrees awarded primarily for research;
- Taught Master's 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;
- Approval of upgrade application;
- Such other qualifications and experience as the Board for Graduate Studies and Research may approve.

Applicants must have a Master of Philosophy or a Master of Science degree in in the particular discipline to be considered for this category of programmes. They are expected to write a research proposal on the area or topic of interest and will only be accepted if an appropriate supervisors are available. Applicants should therefore prepare a statement of proposed research indicating their intended topic and research strategy.

PROGRAMME

Programme	Full-Time	Part-Time
Master of Philosophy	Three (3) years	Five (5) years
Doctor of Philosophy	Five (5) years	Seven (7) years

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COURSE AND CREDIT REQUIREMENTS

Research degrees contain a taught element, the intent of which 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.

Master of Philosophy (MPhil)

Requires the completion of six (6) credits from postgraduate courses (courses are usually determined by the particular department offering the programme) in addition to a thesis documenting the results of the research carried out over a period.

Doctor of Philosophy (PhD)

Requires the completion of nine (9) credits from postgraduate courses (courses are usually determined by the particular department offering the programme) in addition to a thesis documenting the results of the research carried out over a period.

CORE COURSES

Course Code	Course Title
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MPhil & PhD students

RETH9005	Thesis (Science & Technology)
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Register for this course every semester until you graduate.

MPhil students only

GRSM6501	Pure and Applied Sciences MPhil Graduate Research Seminar I
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GRSM6502	Pure and Applied Sciences MPhil Graduate Research Seminar II
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PhD students only

GRSM9501	Pure and Applied Sciences PhD Graduate Research Seminar I
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GRSM9502	Pure and Applied Sciences PhD Graduate Research Seminar II
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GRSM9503	Pure and Applied Sciences PhD Graduate Research Seminar III
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Points to Note

- PhD candidates are required to have **three (3) seminars** on their transcript before they can submit their theses for examination.
- MPhil candidates are required to have **two (2) seminars** on their transcript before they can submit their theses for examination.
- Candidates who are upgrading their registration to the PhD are required to have at least **one (1) seminar** on their transcript before their upgrade seminar can be approved by the Office of Graduate Studies and Research.
- The upgrade seminar can be considered as one of the Graduate Seminars as long as it is not the last seminar before the submission of the PhD thesis.

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GRADUATE PROGRAMMES OFFERED BY THE FACULTY

Department/Centre	Research Masters and Doctoral Degrees Master of Philosophy or Doctor of Philosophy
The Biotechnology Centre	<ul style="list-style-type: none"> ■ Biotechnology
Chemistry	<ul style="list-style-type: none"> ■ Chemistry ■ Occupational and Environmental Safety and Health (OESH)
Computing	<ul style="list-style-type: none"> ■ Computer Science
Geography & Geology	<ul style="list-style-type: none"> ■ Geography ■ Geology
Life Sciences	<ul style="list-style-type: none"> ■ Botany ■ Marine Sciences ■ Environmental Biology ■ Zoology
Mathematics	<ul style="list-style-type: none"> ■ Mathematics
Physics	<ul style="list-style-type: none"> ■ Electronics ■ Physics ■ Applied Physics

Upgrading of Registration

A candidate who is registered for the MPhil degree may apply for an upgrade to the PhD after a period of one (1) year (full-time students) and two(2) years (part-time students) from date of initial registration BUT should complete the upgrade by the end of three(3) years (full-time students) or five(5) years (part-time students) from the date of initial registration

Procedural guidelines for upgrade are presented on the following pages.

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UPGRADING FROM AN MPhil TO THE

PHD

Procedural Guidelines

University Regulation 1.40

29. The procedure for upgrading of registration shall be as follows:

- a) The student should first consult his/her Supervisor and then write to the Senior/Assistant Registrar, through the Supervisor and the Head of Department/Unit or Director of Institute/Centre (hereafter "Head"), formally seeking an upgrade of his/her registration. The Dean of the Faculty or his/her nominee should be copied on all correspondence.
- b) The Senior/Assistant Registrar will seek a recommendation from the Head of Department, advising him or her of student's eligibility for the upgrade. The Dean should be copied on all correspondence.
- c) If the Head of Department is the student's Supervisor, he/she must delegate his/her responsibilities as Head in this process to a senior academic colleague in the Department/Institute/Centre/Unit.
- d) If the Head of Department is in agreement with the student's request to upgrade, he/she should consult with the student's Committee of Advisors, other Departmental colleagues and the Chair of the appropriate Faculty Committee to formulate an Upgrade Assessment Committee all normally chosen from the academic staff of the University

The Upgrade Assessment Committee shall comprise:

- i. the Chief Supervisor(s),
- ii. at least two independent Assessors, and
- iii. an independent Chair.

Assessors should therefore be chosen on the basis of their knowledge and experience at the appropriate level in the area of the student's research. One of the assessors may be drawn from outside the University community in the appropriate circumstances.

- e) The Head of Department shall submit the recommendations for the Upgrade Assessment Committee to the Chair of the Campus Committee for approval.
- f) Once approval has been given for the composition of the Upgrade Assessment Committee, the designated Chair shall ask the student to provide a copy of his/her Upgrade Proposal for each of the Assessors, and set a mutually agreed date for the oral presentation by the student of:
 - i. his/her report on the work done and accomplishments to date under the MPhil registration;
 - ii. his/her proposal to upgrade the work to the PhD beyond the MPhil level.

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UPGRADING FROM AN MPHIL TO THE

PHD Procedural Guidelines cont'd

University Regulation 1.40 (29)

- g) If the Head of Department is not in agreement with the student's request to upgrade, he/she should submit comments on the matter to the Chair, Campus Committee, copying them to the Supervisor(s). The Chair, Campus Committee, will deliberate and decide whether to allow the upgrade to take place. If approval is not granted, the Senior/Assistant Registrar shall inform the student of the decision, copying the Head of Department and Supervisor(s).
- h) The precise form of material considered as part of the Upgrade Proposal will vary across Departments and disciplines so the student should draft the Upgrade Proposal in consultation with his/her Supervisor(s). The Upgrade Proposal should be no more than 100 pages. Whilst it is recognised that the exact nature of the Proposal submitted by the student will depend on the discipline, it should cover at least the following components (not necessarily as discrete items):
 - i. An introduction giving the context of the work;
 - ii. A literature review;
 - iii. A research question and hypothesis;
 - iv. A section on methodology;
 - v. A substantial piece of work towards the thesis objectives;
 - vi. A plan and timetable for the remainder of the work; and
 - vii. A bibliography.
- i) The criteria for upgrade to PhD status include:
 - i. Commitment to pursuing research at The UWI leading to the PhD degree;
 - ii. Satisfactory progress in the work so far;
 - iii. Demonstration of sufficient awareness of the context of the work and completion of such tasks as a review of relevant literature and a bibliography;
 - iv. Ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme;
 - v. Satisfactory technical and generic skills development;
 - vi. Formulation of a viable plan for the work;
 - vii. Consideration of the research ethics dimensions of the project, and application for ethics approval from the relevant Research Ethics Committee if appropriate;
 - viii. English Language proficiency, both written and spoken.

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UPGRADING FROM AN MPhil TO THE

PHD

Procedural Guidelines cont'd

University Regulation 1.40 (29)

- j) The upgrade will consist of at least a 30-minute oral presentation of the work and proposal by the student, followed by questions posed to the student by the Assessors. After the presentation the Chair will meet with the Assessors to deliberate on whether the student has met the criteria as outlined.
- k) The Upgrade Assessment Committee is to recommend either:
 - i. i) Pass – upgrade of registration to PhD; or
 - ii. ii) Adequate – subject to revision of the Upgrade Proposal to the satisfaction of the Supervisor within two (2) months; or
 - iii. iii) Inadequate – Revise and resubmit the Upgrade Proposal for second and final attempt at the upgrade seminar within six (6) months; or
 - iv. Fail – MPhil to be completed within a specified time.
- l) The Chair of the Upgrade Assessment Committee shall prepare a written joint report on the outcome within two (2) weeks of the upgrade. This report is to be signed by all members and submitted to the Senior/Assistant Registrar for the deliberations of the Campus Committee.
- m) If the Upgrade Assessment Committee cannot reach a consensus, independent written reports must be prepared by the Chair and the Assessors each with a clear recommendation about the Upgrade and submitted to the Senior/Assistant Registrar.
- n) The Chair of the Campus Committee shall then submit the report(s) of the Upgrade Assessment Committee along with a recommendation to the Chair of the Board for consideration.
- o) The Senior/Assistant Registrar shall inform student of the decision of the Board, copying the Head of Department and Supervisor(s).

AWARD OF DEGREE

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 Ph.D. 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 Ph.D. degree also requires that a candidate defends his/her thesis at a public oral examination.

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SUBMISSION GUIDELINES

Activity	Research Masters and Doctoral Degrees Master of Philosophy or Doctor of Philosophy
3 months Before Submission Apply for Examination of Thesis	<ul style="list-style-type: none"> ■ Completed Research Paper/Project Form (see GRIP) ■ Receipt showing payment of applicable examination fee from the Bursary
Submit Thesis Title and Recommended Examiners	<ul style="list-style-type: none"> ■ Recommendation for the Titles and Examiners of Theses and Research paper submitted to OGSr by Department
Check you have registered for the semester	<ul style="list-style-type: none"> ■ Registration up-to-date ■ Register for each semester until the award of the degree
Check you have the required credits and seminars	<ul style="list-style-type: none"> ■ PhD requirements: 9 credits and 3 seminars ■ MPhil requirements: 6 credits and 2 seminars
Check research paper through plagiarism detection software	<ul style="list-style-type: none"> ■ Visit www.turnitin.com to sign up and submit thesis ■ UWI GRIP (Graduate Studies Research and Information Portal) offers a useful resource.
Consult a Librarian	<ul style="list-style-type: none"> ■ Consult with the librarian in the Mona Information Literacy Unit to ensure format and references meet requirements
On the Day of Submission	Submit <ul style="list-style-type: none"> ■ Signed Certificate of Completion Form ■ Turnitin receipt ■ Required bound hard copies of research paper plus one (1) electronic copy of research paper (MS Word Document) ■ Proof of payment of Examination Fee (where not previously submitted)

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TURNITIN

Graduate Students submitting theses, research papers or project reports for examination, must submit an electronic copy of the Turnitin report showing the similarity index.

The University has created an account to allow you to check your papers for plagiarism.

Here are some instructions for **creating a new student account**:

- 1: Please visit Turnitin's website at www.turnitin.com then click on create account.
- 2: Under ***New Students Start Here*** click on Create a User Profile.
- 3: Below ***Have you Ever Used Turnitin?*** Scroll down until you see ***Create A New Account*** click on ***Student*** (Please note the credentials will not work in any other instance).
- 4: Under ***Create A New Student Account***, please insert the credentials (i.e. Class ID and enrolment password), complete the rest of the form and follow the instructions.

In order to obtain the credentials necessary to create your new student account, please visit the Office of Graduate Studies and Research.

For further information on Turnitin, please visit http://www.turnitin.com/en_us/training/getting-started or www.turnitin.com/help and submit an e-mail.

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