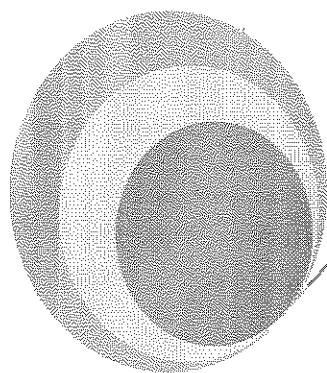


THE UNIVERSITY OF THE WEST INDIES
OFFICE OF CAMPUS REGISTRAR
Graduate Studies and Research



7-Step Guide

for Students submitting Theses/Research Papers/Projects for Examination



7-Step Guide

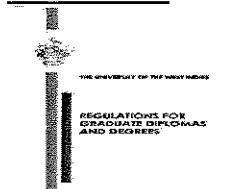
For Students submitting Theses/Research Papers/Projects for Examination

STEPS	PROCEDURES	REFERENCE
1 Consultation	<p>(i) Consult with your supervisor to determine whether your paper is ready to be submitted for examination.</p> <p>(ii) Verify that your credit requirement has been fulfilled and is reflected on your academic record (<i>9 credits for PhD students; 6 credits for MPhil students</i>).</p>	<p>Reg. 10 Section 3</p> <p>Reg. 72 Section 1</p>
2 Application	<p>(i) Check to ensure that you have registered for the semester.</p> <p>(ii) Submit Application for Examination of Thesis (MPhil & PhD Students only) three (3) months prior to the final submission of the thesis along with receipt of payment of the applicable examination fee to the Office of Graduate Studies & Research. http://www.mona.uwi.edu/postgrad/pdf/Application_Examination_Thesis-SGSR-09.pdf</p> <p>(iii) Submit Application for Examination of Research Paper/Project (MA CSBC, MA Communication Studies, MA LIS, MEd Early Childhood students only) two (2) months prior to the final submission of the paper along with receipt of payment of the applicable examination fee to the Office of Graduate Studies & Research. http://www.mona.uwi.edu/postgrad/pdf/Application_Examination_Research_PaperProject-SGSR-10.pdf</p> <p>(iv) Submit the form “Recommendations for the Titles and Examiners of theses and Research papers (Nomination of Examiners form)” to your Department. The completed form is to be submitted to the Campus Office of Graduate Studies and Research by the HOD/Graduate Coordinator three (3) months before the final submission of the thesis or two (2) months before the final submission of the research paper/project. http://www.mona.uwi.edu/postgrad/pdf/Recommendation_thesis_form.pdf</p>	<p>Reg. 34-38 Section 1</p> <p>Reg. 9 & 18 Section 2</p> <p>Reg. 9 Section 3</p> <p>Reg. 5 Section 3</p>

STEPS	PROCEDURES	REFERENCE
<p align="center">6 Reproduction</p>	<p>(i) Submit 3 unbound identical copies of the work along.</p> <p>(ii) Take along 3 copies of the Declaration Form for the Reproduction of Thesis/Research Paper/Project and 3 copies of the Library form. http://www.mona.uwi.edu/postgrad/pdf/reprodn of %20thesisform.pdf & http://www.mona.uwi.edu/postgrad/pdf/Library_Form.pdf</p> <p>(iii) Submit the receipt of payment for the binding of thesis paid to the Cashier-Bursary. The work should be accompanied by a letter from your supervisor(s) confirming that you have completed all the necessary corrections (<u>applicable only</u> to MPhil/PhD Theses and "A" grade research papers/projects).</p>	<p align="center">Reg. 18 Section 3</p>
<p align="center">7 Graduation</p>	<p>(i) Students who are recommended for the award of the degree will be placed on an award list to be forwarded to the Board for approval.</p> <p>(ii) When your award has been officially declared by the Board, collect your Award of Degree letter at the OGSR. You may also check online to see when the degree has been awarded</p> <p>(iii) Make the necessary arrangements to attend the Presentation of Graduates Ceremony in November. http://www.mona.uwi.edu/graduation/</p>	<p align="center">Reg. 30 Section 3</p>

NOTE - The relevant forms for graduate studies and research are available on our website at <http://www.mona.uwi.edu/postgrad/downloads.php>

REFERENCE



¹ Regulations for Graduate Diplomas and Degrees

Prepared by:
 Office of Graduate Studies & Research, Mona Campus
 May 2010