

GENERAL INFORMATION FOR POSTGRADUATE STUDENTS

The official regulations handbook for all Graduate Diplomas and Degrees is found on-line at www.cavehill.uwi.edu/gradstudies/. Students should familiarize themselves with the regulations, a few of which are highlighted here, and also note the following administrative information:

Electives

All programme electives are **not** offered every academic year and students are required to select from those on offer.

Registration

Every student is required to register within the first week of **every** semester until his/her degree has been awarded. Changes in registration are permitted to the end of the third week of the semester.

Registration is a two-part process:

1. The selection of courses on-line through Cave Hill On-Line (CHOL); and
2. The payment to the Bursary of all fees generated.

Re-registration for Thesis/Research Paper/Practicum

The requirement to register every semester continues while students are doing and writing up the Thesis/Research Paper/Practicum programme element. Note that if a student registers for the Research Paper/Practicum and does not complete this in the first semester of registration, regulations require him/her **to re-register** every subsequent semester until the Paper/Report has been submitted and graded.

If a student experiences any difficulty registering or re-registering it is his/her responsibility to inform the Graduate Studies Office within the first three weeks of the semester by email to gradstudies@cavehill.uwi.edu so that problems can be resolved.

Withdrawal

If at the end of the published registration period our records show that a student has not completed a registration, and that student is not on approved Leave of Absence, he/she will be **Deemed to have Withdrawn** from the programme and his/her name will be removed from the student register. To be considered for re-entry to a programme after withdrawal requires re-application to the programme.

Examinations

Unless otherwise stated, examinations for courses in all programmes will be held at the end of the semester in which the courses were taught.

Examination Re-sits or Re-submission of Coursework

Candidates are required to pass in both written examinations and coursework at the first attempt. In respect of any candidate who fails the coursework or written examination at the first attempt, the Board of Examiners will

recommend to the Campus Committee whether a second attempt should be permitted. If such a recommendation is approved, the student will be awarded a failing grade of FE (Failed Exam) or FC (Failed Coursework). This indicates that permission has been granted to re-sit the examination/re-submit coursework for that course the next time it is offered.

In such cases an **Examinations Only**, registration must be done administratively, and students will need to contact the Graduate Studies Office within the first week of the relevant semester by email to gradstudies@cavehill.uwi.edu with details of the course for which they are to be registered. Students must not attempt to self-register for courses where Examination Only or Coursework Only registration have been approved.

This repeat registration attracts a per-credit fee.

Re-taking a Failed Course

Any student who has received a Grade F in any course and has been permitted a second opportunity to take that course, is required to take the course in FULL. Such students must self-register using CHOL the next time the course is offered.

Requirement to Withdraw

Any candidate who receives a second failing grade in any compulsory course is required to withdraw from the programme. Applications for re-entry from students who were *Required to Withdraw* are not normally considered until a period of two years has elapsed.

Distinction

Unless otherwise stated in the regulations of a specific Master's programme, the basis for the award of a degree with Distinction is:

If the programme being followed requires the completion of a Research Paper, the candidate must pass all courses at the first sitting and the average mark of all courses (excluding the Research Paper) must be **70%** or more. The candidate must also achieve a mark of **70%** or over in the Research Paper.

If the programme being followed does **not** require the completion of a Research Paper, the candidate must pass all courses at the first sitting, gain an average of **70 %** or more overall and achieve a Grade A in at least **70%** of the courses.

GENERAL FACULTY REGULATIONS

Requirement to Withdraw

Any candidate in any programme in the Faculty of Science & Technology who fails two or more courses in any semester will normally be required to withdraw from that programme. Applications for re-entry from students who were *Required to Withdraw* are not normally considered until a period of two years has elapsed.

Programme Structure/Course of Study

Students in the MPhil and PhD degree programmes are required to successfully:

1. Complete a minimum of six credits of coursework for MPhil, or nine credits of coursework for PhD,
2. Present seminars (2 for MPhil/3 for PhD), and
3. Submit a thesis.

Courses

Students in the MPhil and PhD degree programmes should discuss with their Supervisor suitable courses which would satisfy the credit requirements. Ideally, courses should be completed in the first year.

Compulsory Seminar Presentations

For each seminar, candidates are required to present their up-to-date research or a research topic arising out of the candidate's research. Candidates will field questions put to them afterwards. When possible, the audience should also include the candidate's Supervisor and thesis supervisory committee members.

Guidelines for Graduate Seminars

All MPhil and PhD seminars must satisfy the following:

- (a) A minimum time of a half hour (1/2 hour) should be set for all seminar presentations.
- (b) At least one Advisory Committee Member and the student's Supervisors should be present at the research seminar, either in person or virtually.
- (c) Ensure that the date and time set for the seminar is acceptable by all the members who should be in attendance (i.e., the Supervisors and Advisory Committee).
- (d) A Questions and Answers Section should be held after each student's seminar presentation for at least ten minutes, where the Advisory Committee and Supervisors can ask the students questions first, followed by questions from the general audience.

Additionally, students are not required to self-register for the seminars in CHOL. Once the seminar has been completed, assessed and the Reporting form submitted then they will be administratively registered.

Thesis

Candidates are required to present and defend a Thesis of acceptable scope and quality for the degree. The Thesis must follow the guidelines set out in the University's Thesis guide.

Award of the Degree

The successful completion of the required coursework, the compulsory Seminar presentations and the Thesis will lead to the award of the Degree.