



THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS

Graduate Studies and Research

Step by Step Guide for Postgraduate Students submitting Research papers/ Projects / Case Books for Examination

Step	Procedure
1 Confirmation	<p>Students in Taught Masters programmes should note that this process applies those programmes where the credit weighting of the Research Paper / Project is worth more than 25% of the total programme credit weighting.</p> <p>Consult the Office of Graduate Studies and Research if you are unsure.</p> <p>Research Papers/ Projects that are worth 25% or less of the relative credit weighting are processed within the student's Department.</p>
2 Consultation	<p>Consult with your supervisor to determine whether your paper/ report / case book is ready to be submitted for examination</p>
3 Application	<ul style="list-style-type: none"><li>(i) Ensure that you are registered for the current semester and in good financial standing.</li><li>(ii) Pay the relevant examination fee.</li><li>(iii) Confirm with your Supervisor the information to be entered on part 1 of the <i>Recommendations for Titles and Examiners of Theses / Research Papers / Projects</i>. This form is to be completed by your Supervisor and Head of Department who will forward to the Office of Graduate Studies and Research three (3) months prior to the intended final submission of your Research Paper/ Project.</li><li>(iv) Download, complete and submit the <i>Application for Examination of Research Papers / Projects</i> form two (2) months prior to the intended final submission of the paper/ project along with proof of payment of the applicable examination fee to the Office of Graduate Studies and Research.</li></ul>
4 Library check	<p>Consult with the Librarian who will double check that you have followed the relevant instructions in the Thesis Guide.</p>

5 Do Plagiarism Check	<p>(i) Visit the Turnitin site via the UWI Graduate Information Portal - <a href="http://www.uwi.edu/grip/turnitin">www.uwi.edu/grip/turnitin</a> and follow the instructions to get a Turnitin password. Follow the Turnitin instructions to run your Research Paper / Project through the plagiarism detection software.</p> <p>(ii) Print the Turnitin report.</p>
6 Printing	<p>(i) Download the <i>Certificate of Completion of Thesis/ Research paper/ Project / Case Book</i> form. Complete Section A and have your Supervisor and Head of Department complete section B and sign as required.</p> <p>(ii) Print the number of softbound copies as indicated on that form.</p> <p>(iii) Save a WORD copy of your Research paper/ Project/ Case Book onto a CD.</p>
7 Submission	<p>Submit the softbound copies, the CD, the duly signed <i>Certificate of Completion of Thesis/ Research paper/ Project / Case Book</i> form and the Turnitin report to the Office for Graduate Studies and Research.</p>
8 Examination	<p>After the research paper / project / case book has been examined and no corrections are necessary the Campus Committee will calculate and assign an agreed mark.</p> <p>If the paper has been marked and the mark represents a marginal fail you may be permitted to make corrections to be awarded the minimum passing mark of 50%..</p> <p>If your Paper does not receive a passing grade you will be given 6 months to revise and resubmit. Note the maximum mark that can be given to a re-submitted paper is 50%.</p>
9 Award of degree	<p>(i) The reports of all Examiners will be forwarded to the Chair, Board for Graduate Studies and Research along with your transcript for the programme for the approval of the award of the degree.</p> <p>(ii) You will receive a formal letter when the degree has been awarded and be invited to join us at the relevant Graduation Ceremony.</p>

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- (i) If you have received a Grade A in your Paper a copy is lodged in the Campus Library. You must therefore submit a soft bound copy of the corrected document to the Office of

Graduate Studies and Research along with the Supervisor's letter. This is sent to the library for vetting.

- (ii) After the award of degree has been approved and on receipt of approval from the Library you will be instructed to prepare and submit three (3) unbound identical hard copies of the thesis to the Office of Graduate Studies and Research. The documents are to be accompanied by three (3) copies of the Declaration form for the reproduction of a Thesis / Research paper / Project / Case Book – downloaded from the Graduate Studies Document Library.