



UNIVERSITY OF  
TECHNOLOGY, JAMAICA



*Graduate Studies*  
*Handbook 2015*

SCHOOL OF GRADUATE STUDIES,  
RESEARCH AND ENTREPRENEURSHIP



UNIVERSITY OF TECHNOLOGY,  
JAMAICA

*Graduate  
Studies  
Handbook 2015*

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# *Welcome*

THE SCHOOL OF GRADUATE STUDIES,  
RESEARCH AND ENTREPRENEURSHIP  
WELCOMES YOU AS A  
GRADUATE STUDENT TO  
THE UNIVERSITY OF TECHNOLOGY, JAMAICA

## *University's Mission Statement*

TO STIMULATE POSITIVE CHANGE IN  
CARIBBEAN SOCIETY THROUGH THE  
PROVISION OF HIGH QUALITY LEARNING  
AND RESEARCH OPPORTUNITIES AND  
SERVICE TO OUR COMMUNITIES.

This Handbook contains information about the *current* offerings, policies, procedures and requirements governing graduate level courses of study at the University of Technology, Jamaica. The University reserves the right to make changes at any time to any provision, offering or requirement appearing in this publication, and said changes shall be binding on graduate students.

Upon registering and enrolling at the University of Technology, Jamaica, each graduate student expressly and formally agrees to comply with all the policies, rules, and regulations appearing in this and any other publication governing students and the operation of the University.

Each graduate student is personally responsible for satisfying all requirements established by the University, College, Faculty, School or Department for his or her degree. **It is the graduate student's responsibility to learn these requirements.**

School of Graduate Studies, Research & Entrepreneurship  
University of Technology, Jamaica  
237 Old Hope Road  
Kingston 6  
Jamaica, West Indies

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# Introduction to The University of Technology, Jamaica

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## ► HISTORY

The University of Technology, Jamaica (UTech) dates its beginning from 1958, originally as the Jamaica Institute of Technology. In 1959 the name of the institution was changed to the College of Arts, Science and Technology and became incorporated in the College of Arts, Science and Technology (CAST) Scheme of 1959. This was validated by an ACT of Parliament in 1964. In 1986, the CAST Scheme was revised in order to make the College a degree-granting institution, and the College became legally empowered to conduct affairs under a governing Council and Academic Board.

The institution was formally accorded University status on September 1, 1995 as the University of Technology, Jamaica. The University of Technology, Jamaica Act 27-1999, which makes permanent provisions for the establishment of the University of Technology, Jamaica was approved by Parliament on June 8, 1999 and signed into law by the Governor General on June 19, 1999.

The history of the institution is intimately connected with the social and economic development of Jamaica. From just over 50 students and four programmes in 1958, UTech has grown to become Jamaica's premier national institution with a student population of over 14,000. It now offers more than 100 programmes at the certificate, diploma and degree levels through its three colleges and five faculties. The University has further expanded access to its

programme offerings to meet the demands of business and industry by establishing campuses and satellite locations across Jamaica. In addition, several programmes are franchised through links with community colleges, and most programmes are linked to national and international professional organisations.

Syllabuses are modeled on the English polytechnic system, with emphasis on flexibility of approach, work-based, experiential learning and professional linkages afforded through co-operative work based programmes. Flexibility in the University's academic programmes is reflected in the various modes of course delivery, which include the establishment of a semesterised mode of delivery introduced in academic year 1999/2000 and further adjusted and piloted in 2009–2010.

The University's mandate is reflected in its mission – to “stimulate positive change in Caribbean Society through the provision of high quality learning and research opportunities and service to our communities.” As such, the University's three core pillars are teaching, scholarship and community service.

### ► **“THE PEOPLE'S UNIVERSITY”**

The University prides itself on fulfilling its objective as “the people's university”, dedicated to facilitating access to opportunities for learning and to meeting the growth and development needs of Jamaica. In addition to academic pursuits, our students have a rich and unique opportunity to participate in community service, sports, arts and culture which are deliberately blended into the curriculum to produce well-rounded graduates who benefit from a holistic UTech learning experience. The institution's academic progress, its burgeoning research and service initiatives and growing prowess in sports interwoven with the integration of arts and culture, signal a continued bright future for the University of Technology, Jamaica as the Caribbean region's vanguard of higher learning and excellence.

## ► **CAMPUSES**

### **Papine Campus**

The main campus of the University – Papine is located within the Greater Kingston Metropolitan Region in the parish of St. Andrew and occupies approximately 18.2 hectares. It lies to the east of the Hope Botanical Gardens in close proximity to the Papine / Liguanea commercial centres. The campus is served by several bus routes and is within walking distance from the Mona Campus of the regional University of the West Indies and the University Hospital.

### **Slippen Road Campus**

The School of Public Health and Health Technology is located at 21 Slippen Road, Kingston 5, which is in close proximity to the Kingston Public Hospital.

The B.Sc. degrees in Environmental Health and Public Health Nursing, Occupational Health and Safety, Masters of Public Health and Post Diploma in Meats and Other Foods are offered at this facility.

### **Arthur Wint Drive Campus**

The College of Oral Health Sciences in the Joint Colleges of Medicine, Oral Health and Veterinary Sciences is located at Arthur Wint Drive, immediately adjoining the Bustamante Hospital for Children. In addition to regular classrooms, the campus houses a modern clinical facility that serves as training ground for the students.

### **UTech/JIM School of Advanced Management**

UTech / JIM School of Advanced Management, Postgraduate Division, a School within the College of Business and Management is located at 47 Hope Road, Kingston. The School primarily offers graduate and postgraduate, professional and certificate courses. The graduate courses offered are the Master in Business Administration (MBA), Master of Science in Finance (MSF), Doctor of Business Administration (DBA) and the Doctor of Philosophy (PhD) in Business Administration. The professional and certificate courses offered are in finance, bank-

ing and leadership, whilst certification is given by the American Academy of Financial Management. Additionally, the School offers professional training in Supervisory Management and Project Management.

UTech /JIM School of Advanced Management has outreach centres in St. Ann (Simmonds Plaza, Ocho Rios), Portland (Folly Road, Port Antonio) and St. James (Kent Avenue, Montego Bay).

For further information relating to course offerings kindly contact UTech/JIM Offices: Kingston 927-5857, St. Ann 974-6971, Portland 993-4306, and St. James 940-1621.

### **UTech West**

The Head Office is located at 12 Market Street, Falmouth Trelawny. The Caribbean School of Nursing is located at Barnett Clinic, 2 Cottage Close in Montego Bay. Programmes of studies from the Faculty of Law, College of Business and Management, Faculty of Sports and Science, UTech JIM and others will be delivered from the Dome Street Campus, commencing in the Academic Year 2013/14. UTech Academy is located at the Trelawny Multi-purpose Stadium. Other UTech West sites include Ocho Rios at Simmonds Plaza and Port Antonio at Ramtula Super Center. These sites deliver UTech JIM undergraduate programmes which are now under the supervision of the UTech Academy

# Governance

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## ► **LEGAL INSTRUMENTS**

The University was established by Parliament with the enactment of the University of Technology, Jamaica Act No. 27 of 1999. The Act is divided into two sections:

1. The Charter also called the First Schedule
2. The Statutes also called the Second Schedule

The Act outlines the objects and functions of the University, ministerial policy directions, general provisions for staff, financial provisions, accounts and reports. The institution operates under a bicameral system of governance comprising a Governing body, the University Council and the supreme academic arm, the Academic Board. Each body is supported by standing committees through which much of its work is expedited.

The University is headed by the Chancellor who presides over the convocation and is supported by a Pro-Chancellor who is second in command.

The President of the University is the chief academic and administrative officer of the University and presides over the meetings of the Academic Board. The President is supported by a Deputy President, Vice Presidents and other senior officers.

The Council is the ultimate authority on matters of governance. However, the nature of the bicameral system requires much consultation between Council and the Academic Board.

The documents of university governance are:

1. The University of Technology, Jamaica Act, No 27 of 1999, which contains the Charter and the Statutes
2. Ordinances – Rules made by the Council
3. Regulations – Rules as defined by the Academic Board
4. Policies – Administrative and Academic guidelines and procedures
5. Decisions of Council and Academic Board.

The University as a public body is also subject to other legislations such as:

1. The Contractor General's Act
2. Public Bodies Management and Accountability Act
3. Government Procurement Rules.

### **University Council**

The Constitution of the Council is outlined in Statute XII of the University of Technology, Jamaica Act No. 27 of 1999. Members are normally appointed on a three year basis by the Cabinet on the recommendation of the respective nominating bodies. The Council is chaired by the Chancellor.

### **The Academic Board**

The Academic Board established under Article 12 of the Charter is chaired by the President and is the principal body responsible for the academic governance within the University.

The Board is subject to the powers of the President and Council and has the responsibility for the academic affairs of the University, both in teaching and in research, and for the regulation and superintendence of the education of the students of the University as prescribed in the Statutes.

## ► **ACADEMIC ORGANISATION**

The University is organised into three Colleges and five Faculties. Each College and Faculty is headed by a Dean who is responsible for its administration and academic affairs and reports to the Deputy President and the Academic Board. The academic sub-divisions within each entity include Schools, Departments and Divisions. Additional information is available on the University's website.

### **COLLEGE OF BUSINESS & MANAGEMENT**

The College of Business and Management comprises the following Schools:

- The School of Business Administration
- The School of Hospitality and Tourism Management
- UTech/JIM School of Advanced Management
- The Joan Duncan School of Entrepreneurship, Ethics & Leadership, which includes the Technology Innovation Centre (TIC).

The College creates and maintains close strategic alliances with corporate Jamaica and other similar entities within the region, thereby helping to ensure the continued relevance of its programmes.

### **COLLEGE OF HEALTH SCIENCES**

The College offers an impressive array of graduate and undergraduate courses for health related professions in local, regional and global markets in several fields, such as Pharmacy, Nursing, Dietetics and Nutrition, Medical Technology, Herbal Studies, Child & Adolescent Development and Health Information Technology. It is also committed to research activities that will address and provide solutions to health care problems locally and regionally. The College consists of three Schools: School of Pharmacy, School of Allied Health and Wellness and the Caribbean School of Nursing, UTech. The Schools are located on the main campus (Papine). The Caribbean School of Nursing has a satellite campus in Montego Bay located at Barnett Clinic.



## **FACULTY OF EDUCATION & LIBERAL STUDIES**

The Faculty of Education and Liberal Studies (FELS) comprises the School of Technical and Vocational Education (SOTAVE) and the School of Humanities and Social Sciences (SHSS) formerly the Department of Liberal Studies (DOLS). In SOTAVE, student teachers pursue studies in how to deliver the grades seven to nine curricula, the Caribbean Secondary Education Certificate (CSEC) curriculum, and the Caribbean Advanced Proficiency Examination (CAPE) curriculum. The offerings range from industrial technology (electrical, mechanical and construction) to family and consumer studies (food and nutrition, textiles and fashion, and family studies) and business and computer studies (business studies, computer technology, and administrative management and technology). The school also offers an independent Bachelor of Arts degree in Apparel Design, Production and Management (ADP & M) for those interested in the Caribbean's developing fashion industry.

In SHSS, students are able to pursue arguably the most comprehensive undergraduate communication and media degree in Jamaica. In the Bachelor of Arts in Communication Arts and Technology, students are taken through the rigours of photography, video editing, oral communication, advertising, public relations and journalism on a multimedia platform that makes them optimally marketable in today's information age. The School also offers general education modules in second language (English) and foreign languages (Spanish, French and Japanese). Psychology, Sociology and other humanities and social sciences modules complete its offerings.

## **FACULTY OF ENGINEERING & COMPUTING**

The Faculty of Engineering and Computing has been the premier tertiary level provider of education in engineering and computing in Jamaica for over the past fifty years. The Faculty has graduated competent highly knowledgeable and skilled engineers and computing professionals to support industrial development and economic growth.

Unique to our program offerings are the bilingual degree in Chemical Engineering (English and Spanish) and the Enterprise Computing programme. These programmes are offered nowhere else in the English Speaking Caribbean.

All of the established programmes within the Faculty have been accredited locally by the University Council of Jamaica ((UCJ). In addition the Electrical and Mechanical programmes are accredited by the Institute of Engineering and Technology (IET).

The wide ranges of programme offerings include Bachelor of Engineering (B.Eng) in Agricultural, Chemical, Civil, Electrical, Industrial and Mechanical Engineering and Diplomas in Mechanical and Electrical Engineering. The School of Computing & Information Technology offers a Bachelors of Science (B.Sc.) in Computer Science, Computing and Information Technology and Computing with Management studies. The faculty also offers a number of graduate programmes including the MPhil/PhD in Electrical Engineering, Mechanical Engineering, Chemical Engineering, Computer Science and Information Systems. They are also taught master's programmes such as the MSc. in Information Systems Management and the Post Graduate Diploma in Information and Communication Technology.

The professional development of students is of major importance. Accordingly, the Faculty has established students' chapters of international professional associations, such as the Institute of Electronic and Electrical Engineering (IEEE), American Computing Machinery (ACM), Association for Information Systems (AIS), American Society of Mechanical Engineers (ASME), Association of Chemical Engineers (ACHE) and more recently Jamaica Institute of Engineers (JIE). Students participate actively in International Student Competitions that test their knowledge and design capabilities, and they have received a number of awards in those events.

## **FACULTY OF LAW**

The Faculty of Law offers the Bachelor of Laws (LLB) degree. Students have the opportunity of completing the degree programme in three years (full-time) or in four years (part-time). Taught by a cadre of local and international experts with interdisciplinary training and experience, the programme is delivered through lectures, tutorials, casebook methods, research, seminars and moots. An example of the Faculty's innovative approach is the teaching of modules – such as Entertainment Law, Sports Law, and Intellectual Property – that sup-

port emerging dynamic growth sectors of the economy. In addition, the course of study provides learners with the opportunity to explore and develop an interest in the laws and legal systems of Jamaica and the Caribbean Community (CARICOM). For those wanting to practise law, this programme provides a flexible route by which to complete the academic stage of the training needed for the progression to the vocational stage of legal education or related fields.

## **FACULTY OF SCIENCE AND SPORT**

The Faculty of Science and Sport (FOSS) is committed to developing science and sport within the society. It provides courses, research, and consultancy services that relate science and technology to the educational, industrial, business, health, and sport sectors. The courses offered include undergraduate, graduate and continuing education courses. Additionally, the Faculty delivers science, mathematics, and sport elective modules for all courses of study across the University.

The Faculty comprises the School of Natural and Applied Sciences (SONAS), the School of Mathematics and Statistics (SOMAS), the Caribbean School of Sport Sciences (CSOSS), and the Centre for Science-based Research, Entrepreneurship and Continuing Studies (CSRECS).

## **FACULTY OF THE BUILT ENVIRONMENT**

The Faculty of the Built Environment was established in 1998 under the new charter and statute of the University of Technology, Jamaica. However, its history goes back to 1958 when the Diploma in Construction Technology was offered in the Engineering Department of the then recently established College of Arts, Science & Technology (CAST). As demand increased for widening training opportunities in Construction Engineering and related disciplines, the Building Department was established in 1978. The new department was made up of six divisions delivering diploma and/or certificate programmes. In 1988 the Caribbean School of Architecture was instituted. The Faculty now comprises two schools, namely, the School of Building and Land Management and the Caribbean School of Architecture. The schools deliver a wide range of undergraduate diploma and degree programmes together with a postgraduate diploma and two Master's degrees. In addition, faculty members are actively

involved in research and consultancy relating to issues of the built environment.

Programmes are recognized within the international arena by professional bodies such as UN Habitat, The World Bank, The Commonwealth Association of Architects (CAA) and Royal Institution of Chartered Surveyors (RICS).

The Faculty seeks to fulfil its mandate by offering world class programmes which are tailored to the needs of the industry.

(For programme offerings, please visit our website [www.utechjamaica.edu.jm](http://www.utechjamaica.edu.jm).)

### **JOINT COLLEGES OF MEDICINE, ORAL HEALTH AND VETERINARY SCIENCES**

The establishment of the Joint College of Medicine, Oral Health and Veterinary Sciences was approved by the University Council in December 2011. The entity comprises three (3) Colleges:

- College of Medicine
- College of Oral Health Sciences
- College of Veterinary Sciences

The Colleges of Medicine and Veterinary Sciences are in the developmental stages. Within the College of Medicine is the School of Public Health and Health Technology, located at 21 Slipe Pen Road, Kingston 5. The school of Public Health and Health Technology offers B.Sc. programmes in Environmental Health, Public Health Nursing and Occupational Health and Safety; Masters of Public Health.

The College of Oral Health Sciences offers BSc. programmes in Dental Laboratory Technology, Dental Nursing Therapy and Dental Hygiene; Diploma in Dental Assisting (Expanded Function) and the Doctor of Medical Dentistry (DMD) The DMD programme is taught by a cadre of highly qualified and internationally re-known experts in their respective fields. Students are taught in modern clinical facilities using some of the most up-to-date equipment and are also exposed to many hours of field work by engaging in ongoing community projects throughout the island.

**COLLEGE/FACULTY STUDENT ACADEMIC AFFAIRS COMMITTEE (C/FSAAC)**

The College/Faculty Student Academic Affairs Committee is a committee of the College/Faculty Boards. It has been delegated powers to make recommendations to the Faculty Boards on matters relating to the academic affairs of students, collectively and/or individually. Among the student matters considered by the Committee are the following:

- Deferral of registration
- Cancellation of registration
- Fee refunds
- Leave of absence
- Permanent withdrawal from programmes
- Re-admission
- Re-instatement
- Programme completion
- Deferral of examinations
- Interfaculty transfers.

The scope of its responsibilities, as indicated in the “Terms of Reference” of the FSAAC, is as follows:

- “The Committee shall consider requests from students submitted to the Dean of the Faculty copied to the Student Relations Officer.
- Requests that are within policy shall be decided on by the Committee and the decisions forwarded to the Student Relations Office for dispatch.
- Requests that are outside of policy shall be referred to the Faculty Board for a resolution or to the Board of Undergraduate Studies (BUS) or the Board of Graduate Studies, Research and Entrepreneurship (BGSRE), if not resolved by the Faculty Board.
- On matters that require Academic Board’s review or approval, the Committee shall refer those matters to the BUS or BGSRE for submission to the Academic Board Student Affairs Review Panel.

- In discharging its duties, the Committee shall be guided by the appropriate University Policies and Regulations, as well as the relevant Faculty Regulations.”

## **UTech ACADEMY**

The UTech Academy is the newest academic unit of the University of Technology, Jamaica. It is the Open Learning, Open Access entity of the university serving the needs of communities across Jamaica and the Caribbean, utilizing a range of delivery modalities. Learners with limited access to higher education as a result of inadequate secondary preparation as well as other challenges to access centers of continuous learning should be able to now find opportunities.

A significant recruiting agent within the university, it is charged with the responsibility for preparing future students for the Colleges and Faculties as well as providing professional courses and continuing education for personal and professional development. It is also the conduit for introducing the established College/Faculty programmes to distant locations where the possibilities exist.

The Papine Campus is the base for the UTech Academy but it offers programmes from strategic locations across Jamaica. The Academy is also situated at the Greenfield Stadium in Falmouth Trelawny and will also deliver programmes from the UTech West location in Montego Bay. The Academy has collaborative relationships with Rural Family Support Organization (RUFAMSO) as well as with Middlesex University College in May Pen, Clarendon.

UTech JIM Associate Degree in Business Administration and professional short courses are managed by the UTech Academy at its Kingston, Port Antonio, Ocho Rios, Montego Bay and Negril locations.



# Governance and Administration of Graduate Courses

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## **SCHOOL OF GRADUATE STUDIES, RESEARCH & ENTREPRENEURSHIP**

In April 2007 the School of Graduate Studies, Research and Entrepreneurship (SGSRE) was established to replace the Office of Research and Graduate Studies. The School of Graduate Studies, Research & Entrepreneurship leads and manages the development and delivery of graduate courses in line with international standards and best practices. Directed by the research mandate of the University, the School guides and supports research activities, with a particular focus on inter-disciplinary and applied research relevant to economic and social problems/needs. As an income-generating centre of the University, the School guides and supports entrepreneurial activity primarily through the delivery of consultancy services and the creation of research & development innovations. The School implements the intellectual property rights policy of the University and provides guidance and supervision for the academic publications of the University.

### **Roles and Responsibilities of the SGSRE**

1. Provides linkages among Graduate Studies, Research and Entrepreneurship
2. Develops and implements policies for the central registration of research and consultancy projects

3. Vigorously promote industrial/professional graduate research degrees at both master's and doctoral levels
4. Develops and monitors implementation of a formula for equitable allocation of returns from income generating research and consultancy ventures
5. Leads inter-disciplinarity for research and consultancy among Faculty Graduate Studies, Research and Entrepreneurship Units (FGSREUs)
6. Organizes a system of mentorship and pastoral care for graduate students
7. Establishes system for the protection of Intellectual Property
8. Benchmarks FGSREUs graduate studies, research and entrepreneurship activities.

### **FACULTY GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP COORDINATORS**

The Faculty Coordinators for Graduate Studies, Research & Entrepreneurship (FGSRE) serve as the critical link between the School of Graduate Studies, Research & Entrepreneurship and the Faculty. Their responsibilities include implementing the School's policies and any decisions taken, monitoring their developments, and coordinating and delivering graduate courses in line with international standards and best practices.

The Faculty Coordinators serve as the front line quality assurance officer responsible for the maintenance of the School's academic quality management and standards. Additionally, he/she will be responsible for providing direction on matters of research, entrepreneurial activities and academic publications for the School.

### **FACULTY GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP UNITS**

The Faculty Graduate Studies, Research and Entrepreneurship Units serve as the operational arms for the SGSRE. These units, guided and supported by the SGSRE, develop graduate courses, research activities, entrepreneurial activities



as consultancies and commissioned applied research, and provide line management for faculty publications.

## **FACULTY GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP COORDINATORS (FGSRE) COMMITTEE**

The FGSRE serves as an oversight and management committee between the virtual School of Graduate Studies, Research & Entrepreneurship and the Faculties. The Committee oversees the development and implementation of the policies of the SGSRE, the coordination and delivery of graduate courses in line with international standards and best practices, provides direction on matter-of research, entrepreneurial activities, intellectual property rights and academic publications for the School. It reports to the Board of Graduate Studies, Research and Entrepreneurship.

### **Roles and Responsibilities**

1. To provide recommendations on provision of consultancy services
2. To advise on academic quality standards for graduate courses
3. To monitor the development and coordination of graduate courses, student outcomes and any measure necessary for their improvement
4. To recommend to the Board of Graduate Studies, Research & Entrepreneurship (BGSRE) the approval of new graduate courses and changes to existing graduate courses.
5. To keep under review, advise and make recommendations to the BGSRE on the University's research foci, including strategies for research assessment and impact.
6. To provide recommendations on:
  - a. Research projects
  - b. Funding for research
  - c. Opportunities for commissioned applied research
  - d. Opportunities for research training

7. To ensure, through effective reporting mechanisms, that the following activities/courses for the Faculties are being benchmarked:
  - a. research
  - b. publication
  - c. intellectual property rights
  - d. citations
  - e. grants
  - f. matriculation of graduate students
8. To provide general guidance on the establishment and continuation of the University's academic publications
9. To advise and make recommendations to the BGSRE on policies governing graduate studies, research, entrepreneurship and academic publications
10. To advise on, and inform the BGSRE of, inter-faculty and inter-disciplinary activities in graduate studies, research, entrepreneurship and publication.
11. Foster inter-disciplinary graduate courses, research projects, consultancy projects
12. Provide policy advice to the BGSRE on graduate studies, research, consultancy, publications and intellectual property rights

### **BOARD OF GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP (BGSRE)**

The Board of Graduate Studies, Research and Entrepreneurship (BGSRE) is mandated by the Academic Board to guide and supervise the work of the School of Graduate Studies, Research and Entrepreneurship (SGSRE).

#### ***Purpose and Function***

- The Board of Graduate Studies, Research and Entrepreneurship advises the Academic Board on resolutions, policy and procedures relating to the design, delivery, assessment and quality of graduate courses of study, research, and related areas of entrepreneurship and innovation within the University.

- The Board approves proposals on policy and regulations governing graduate courses of study (taught and research), research, and research-related activity within the University.
- The Board may co-opt members to ensure that appropriate expertise is available for the conduct of its business.
- Advise the University on quality assurance and regulatory issues and on the sharing of good practice in respect of graduate studies.

### **CURRICULUM AND QUALITY ASSURANCE SUB-COMMITTEE OF BGSRE**

The Curriculum and Quality Assurance Sub-Committee of the BGSRE reviews and recommends new courses for approval by the Board. The Sub-Committee also monitors the quality of graduate courses throughout the University, and recommends such measures as it deems fit to improve the quality of graduate courses in the University.

### **IMPORTANT REGULATIONS AND ORDINANCES 1994/14**

The relevant sections of Regulations 3, 4 and 5 and Ordinance 1999/14, as applicable, are binding on graduate students.

# Admission and Registration

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## ► **ENTRY REQUIREMENTS**

### **TAUGHT COURSES**

- The minimum requirement for admission to a taught graduate degree course of study a GPA of at least 2.7, or lower second class honours degree, or its equivalent
- Minimum entry requirements may be determined by Prior Learning Assessment (PLA), through the Office of Curriculum and Development and Evaluation.

### **HIGHER DEGREES BY RESEARCH**

- For research degrees, a first class or second class honours degree, or equivalent qualification
- The normal entry requirement for the degree of MPhil is a Bachelors degree in a discipline.
- The normal entry requirement for the degree of PhD is a Masters degree in a discipline which is appropriate to the proposed research, and which has included research training and a research project.
- In exceptional cases, applicants who have a good honours degree (or equivalent) may apply for direct registration to an MPhil/PhD.
- The following documents are to be submitted with the Application Form:
  - Certified copy of birth certificate
  - Two References in signed and sealed envelopes
  - Certified copies of certificates/degrees

- Official Transcript of studies
  - TRN card for number to be noted. (Passport for foreign nationals)
  - Two certified passport sized pictures (signed by a Justice of the Peace or Notary Public)
  - Outline of proposed research (for research courses)
  - Statement of purpose – 250 words (for taught courses)
- Applicants for the MPhil and the PhD courses of study may submit their application at least three months before the start of the semester in which they intend to commence their study.
  - Applicants for the MPhil/PhD must state the field of their proposed research.
  - The Faculty Graduate Studies, Research and Entrepreneurship Coordinators must certify that supervisors are available for the particular field of study of MPhil/PhD applicants.
  - Prospective students are encouraged to approach the Faculties for initial enquiry on available fields and supervisors.
  - Applicants should also observe special application requirements of the course to which they are applying.
  - The University reserves the right to admit or reject applications.

### ► **FULL-TIME/PART-TIME STATUS**

Candidates doing graduate courses may have full-time or part-time status based on the number of credit hours taken each semester.

### **POLICY ON THE MINIMUM CREDIT HOURS FOR GRADUATE COURSES OF STUDY**

Candidates are expected to earn a minimum of 36 credits in taught master's degrees and 40 credits in research-based master's degrees. Candidates are also expected to earn 90 credits for research based doctoral courses of study (PhD). Based on the current course delivery structure practiced by academic units at the University of Technology, Jamaica taught master's are delivered between

1–3 calendar years (3–9 academic sessions) and research-based master’s (MPhil.) between 2–4 calendar years (6–12 academic sessions). PhD’s and taught doctoral courses of study are delivered between 3–5 years.

## **POLICY GUIDELINES**

The following guidelines govern the minimum credits hours for a graduate course of study.

### ***Full-time requirements***

- A candidate enrolled in a taught master’s or doctoral course of study will be considered full time if he/she carries a minimum of 9 and a maximum of 12 credits per academic session or a minimum of 27 and a maximum of 36 credits per calendar year (3 academic sessions). Adjustments will be allowed for courses of study with more than 36 credits.
- A candidate enrolled in a research-based master’s course of study will be considered full-time if he/she carries a minimum of 20 credits over a calendar year (3 academic sessions)
- A candidate enrolled in a research-based doctoral course of study will be considered full-time if he/she carries a minimum of 30 credits over a calendar year (3 academic sessions).

### ***Part-time requirements***

- A candidate enrolled in a taught master’s or doctoral course of study will be considered part-time if he/she carries less than 9 credits per academic session or less than 27 credits per calendar year (3 academic sessions) for taught master’s and doctoral courses of study.
- A candidate enrolled in a research-based master’s course of study will be considered part-time if he/she carries less than 20 credits over a calendar year (3 academic sessions)
- A candidate enrolled in a research-based doctoral course of study will be considered part-time if he/she carries less than 30 credits over a calendar year (3 academic sessions).

The credit load agreed upon is based on international practices and designed to fit into the standard graduate courses of study structure currently employed by the University of Technology, Jamaica. Based on the proposed work load a full time candidate enrolled in a taught masters course of study will complete his/her studies within 12–18 months and a candidate enrolled on a part-time basis will complete between 24–36 months. This will allow for flexibility and smooth transition from the current format.

A full-time candidate enrolled in a research-based master’s or doctoral course of study will complete within 2 years and 3 years, respectively, while a candidate enrolled on a part-time basis will complete between 4 years and 6 years, respectively.

Candidates should complete their required contact load during the established University operating hours, Monday to Sunday between 8:00 a.m. to 9:00 p.m. Candidates pursuing graduate degrees by research will be allowed to work outside the standard University opening hours.

### ► **REGISTRATION**

A student will be considered “registered” when all the following conditions have been met.

1. Accepted the offer of admission and paid a commitment fee by the stipulated date.
2. Paid all other fees and charges prescribed by the University by the stipulated date.
3. Signed a declaration form to abide by the regulations of the University.

Tuition fees can be paid at any of the following locations:

#### 1. **UTech Accounts Receivable Unit**

*Opening hours:*

Monday–Thursday: 8:00 am–6:00 pm

Friday: 8:00 am–4:00 pm

Payment for tuition fees on campus can only be made in the form of:

- Debit Card
- Credit Card
- Manager's Cheque

*Personal cheques are not accepted by the University. No cash payment of tuition fees will be permitted at Accounts Receivable.*

2. National Commercial Bank (NCB) branches

3. Paymaster offices island-wide

### **Deadline for Registration**

All registration formalities are to be completed during the first month of the first semester. All registered students are required to obtain UTech identification cards.

### **Concurrent Registration**

No student is allowed to register concurrently for two graduate degrees of the University.

### **Late Registration**

Late registration is at the discretion of the respective Faculties/College.

### **Renewal of Registration**

Candidates are to renew their registration at the beginning of each year until the completion of their degree programme.

## **► ENROLMENT**

Enrolment is the process by which registered students select and confirm modules and/or class times specific to their course of study.



Enrolment procedures for graduate students are course specific and are determined by the respective Colleges/Faculties. Students are to consult with their respective College/Faculty Graduate Studies, Research and Entrepreneurship Coordinator on the correct procedures for enrolment.

### **Leave of Absence/Suspension of Studies**

Leave of absence is the suspension of studies with the approval of the University, for one semester or one academic year. Leave of absence up to one academic does not count against a student's maximum completion time for the particular course of study. Leave of absence may be granted for following reasons:

- Medical (injury/illness, pregnancy, childbirth, traumatic experiences and natural disasters).
- Academic (internship locally or overseas, student exchange with other institutions).
- Other (participation in approved competition, financial problems, international students with passport/visa issues).

In all instances supporting documentation will be required.

A student should seek approval for leave of absence prior to the start of the academic year or semester for which he/she is seeking leave of absence. Leave of absence is not granted retroactively.

A student on leave of absence is required to pay a studentship fee in order to maintain his/her studentship. The amount will be determined by the Office of Finance and Business Services.

Students are not permitted to pursue any studies at the University while on leave of absence.

### **Reinstatement**

Students are required to request re-instatement by writing to the Registrar.

## Lapsed Registration

A candidate's registration will be deemed to have lapsed if s/he

- a. Fails to renew his/her registration in any one year
- b. If s/he fails to submit for examination at the expiration of the approved maximum period for the course
- c. If s/he is unable to complete the requirements for the degree within the stipulated time

A registration that has lapsed over two years will be treated as a new admission.

## Deferrals

Applicants offered admission to the University may request a deferral of their registration for a period of one year.

Requests for deferral should be done in writing to the Registrar and copied to the Programme Coordinator before the beginning of the instructional period in which the course of study would normally commence.

Applicants who have been granted deferrals will be guaranteed places for the next academic year, in the course of study for which the original offer was made, only if there are no changes to the matriculation requirements. A new application will be required if there have been changes to the matriculation requirements.

Two months prior to the expiry of the deferral period, applicants will be contacted in writing by the Admission Office to determine their intention to take up the offer so that appropriate preparations can be made.

*Note: applicants who were granted deferrals must complete the "Application for Readmission" form.*

## Withdrawals

Enrolled students who are unable to commence their studies must notify the Registrar in writing, copied to their Programme Coordinator and the Admis-

sions Officer. Refund will be made in accordance to the University's Refund Policy.

### **Extensions of Registration**

- Extensions of registration may be granted by the College/Faculty Graduate Studies Committee as required and in exceptional circumstances.
- During the last year of candidature, where it appears that the requirements are unlikely to be met by the maximum date, students **MUST** apply in writing, through their supervisor, for an extension to the College/Faculty Graduate Studies Committee for such extensions to be granted.
- The application should detail the reasons for the extension being sought and may include the difficulties that might have been experienced during the candidature, and why the candidate is unable to complete in the expected time. These difficulties should have been referred to in the student's progress reports over the period.
- The student and supervisor must provide the Committee with a realistic estimate of the time required to complete the course. The time period should be no longer than one calendar year.
- Extensions are not granted automatically.
- Requests for extensions must be made in advance.
- Where an extension is granted the following steps must be taken:
  - Student Extension Request form must be signed by student and lodged by the College/Faculty Graduate Studies Committee, through the Programme Coordinator or the student's supervisor.
  - Fees will be calculated for such students based on the extension period and applicable policies.

### **► DURATION OF COURSE OF STUDY**

#### **Postgraduate Certificates and Diplomas**

The normal minimum and maximum periods for registration are:

	<b>Minimum</b>	<b>Maximum</b>
Full-time	12 months	16 months
Part-time	20 months	24 months

### **Master's Degree**

The normal minimum and maximum periods of registration are:

	<b>Minimum</b>	<b>Maximum</b>
Full-time	12 months	60 months
Part-time	24 months	60 months

### **MPhils**

The normal minimum and maximum periods of registration are:

	<b>Minimum</b>	<b>Maximum</b>
Full-time	18 months	36 months
Part-time	36 months	60 months

### **PhDs**

The normal minimum and maximum periods of registration are:

	<b>Minimum</b>	<b>Maximum</b>
Full-time	36 months	72 months
Part-time	48 months	84 months

### **Taught Doctorates**

The normal minimum and maximum periods of registration are:

	<b>Minimum</b>	<b>Maximum</b>
Full-time	18 months	36 months
Part-time	36 months	84 months

► **REQUESTS FOR TRANSCRIPTS**

- Transcripts must be requested in writing.
- Transcripts for graduate students are sent from institution to institution.
- The processing time is 30 working days.
- Confidential information regarding a student's course of study, which will not normally be released on the transcript, are:
  - Details of the Examiners Report
  - The Names of the Examiners

# Regulations Governing Taught Graduate Courses of Study

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## ► **POSTGRADUATE CERTIFICATE AND DIPLOMA**

**Postgraduate Certificate:** A minimum of 15 credits (course work) with/out limited research writing component over one full-time semester or two semesters part-time.

**Postgraduate Diploma:** a minimum of 21 credits (course work) and a 9 credit diploma dissertation or research component (a maximum of 30 credits) over 2 semesters full-time or 3 semesters part-time.

## ► **MASTER'S DEGREE**

Master's degree is assigned minimum of 36 credits beyond the Bachelor's degree. (One Credit is equivalent to 15 hours of lecture/seminars/tutorial or 45 hours of practicals). Core modules should be not less than 60% of all credits (24 credits), specialised modules (20% or 8 credits) and a research component (20% or 8 credits).

## ► **ASSESSMENT AND EXAMINATION**

There are no resit in any graduate course. A student who fails a core module must re-register and be examined at another appropriate time. Students are

expected to maintain a cumulative GPA of at least 3.0 throughout the duration of their course and to be eligible for the award of a graduate degree. Failure to maintain a cumulative GPA of at least 3.0 will result in the student being placed on academic probation for one semester immediately following the semester in which the academic deficiency occurred. At the end of the period of academic probation, if the student cumulative GPA is still below 3.0, the student will be discontinued from the course of study.

The University official alpha grading system is used for the marking scheme and recording students' academic performance on their transcripts.

Grade	Grade Point	Percentage Scale	Result
A+	4.00	95.00 – 100	Pass
A	4.00	90.00 – 94.99	Pass
A-	3.67	80.00 – 89.99	Pass
B+	3.33	75.00 – 79.99	Pass
B	3.00	70.00 – 74.99	Pass
B-	2.67	65.00 – 69.99	Fail
C+	2.33	60.00 – 64.99	Fail
C	2.00	55.00 – 59.99	Fail
C-	1.67	50.00 – 54.99	Fail
D+	1.33	45.00 – 49.99	Fail
D	1.00	4.00 – 44.00	Fail
U	0.00	0.00 – 39.99	Fail

## ► APPOINTMENT OF EXAMINERS

The regulations governing the appointment of external examiners are to be in accordance with Section 5–11, Appointment of External Examiners, of Regulation 4 – *Regulations Governing Examination in Courses of Study*, with an external examiner appointed for moderating and examination of research projects. Examiners of a Master’s degree should satisfy themselves that the student has a thorough understanding of the relevant techniques demonstrated through competence, application, review of literature and the capacity to critically evaluate results.

### Appointment of External Examiners (Section 5–11 of Regulation 4)<sup>1</sup>

5. External examiners shall be appointed by the Board of Graduate Studies, Research and Entrepreneurship (BGSRE) after considerations from the College/Faculty Board. Appointments of external examiners shall be for a period of not more than four years, in the first instance, but may be extended for a period of not more two years for a new course of study in order to provide continuity between successive groups of external examiners.
6. The duties of external examiners shall include:
  - a. consultation with members of the School Examination Panel in relation to the approval and moderation of examination papers and other forms of assessment;
  - b. consideration of the standard of marking of papers and other form of assessment and reporting to members of the School Examination panel on such revisions of the markings as they consider necessary;
  - c. attendance with or without one or more members of the School Examination Panel at viva voce examinations and oral examinations which are held at the discretion of the external examiners;
  - d. confirmation, by joint signature with Chairman of the Board of Examiners, of the pass and classified lists of candidates including recommen-

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1. Section 5–11 was modified to reflect the role of the Board of Graduate Studies, Research and Entrepreneurship in providing policy direction for, and supervision of, graduate courses.



- ation for the award of degree, diploma, certificate and other academic distinctions;
- e. submission to the Chairman of the Board of Graduate Studies, Research and Entrepreneurship, reports on the examinations and on any matter relating to the organization, syllabus and structure of the course of study, with copies submitted to the Dean, as Chairman of the College/Faculty Board;
  - f. such other duties as the Board of Graduate Studies, Research and Entrepreneurship may specify from time to time.
7. Where there is disagreement within the Board of Examiners about results or classification, the view of the external examiner shall prevail.
  8. Unresolved disagreement between external examiners shall be reported to the Board of Graduate Studies, Research and Entrepreneurship.
  9. External examiners shall be present at all meetings where the performance of candidates, which contributes to the final award, is being considered.
  10. In exceptional circumstances, the Vice President, Graduate Studies, Research and Entrepreneurship acting on the authority of the BGSRE, shall make arrangements for the external examining of a course of study during the absence of the external examiners, which may include the submission of written reports or the appointment of substitute examiners or both.
  11. The BGSRE may prescribe that the external examiners shall be present for consideration of all stages of the examining of a course of study.

### ► **APPEAL**

An appeal against a decision by the course Examination Board may be made in accordance with the University's general academic regulations.

A student may appeal against the grade for coursework, a thesis or dissertation granted by the course Examination Board if it can be shown that additional information has become available to the course Examination Board at the time it made its original decision.

The procedure for appeal is:

- Within two weeks of being notified of the course Examination Board decision the student may appeal that grade by writing to the relevant College/Faculty Graduate Studies, Research and Entrepreneurship Coordinator (FGSREC) giving reasons for the appeal;
- The FGSREC shall obtain a report from the Examination Board on the issues raised by the appeal and shall refer that report to a special committee formed to review the case;
- The student shall be informed of the procedures that shall follow and of the date for the special committee will meet;
- The student shall be invited to make a submission and appear before the committee;
- The student may be accompanied to any hearing by a member of the Graduate Students' Association or a person of their choice;
- The committee shall consider the report from the course Examination Board and any submissions from the student;
- The committee may uphold or dismiss the appeal, and may confirm, raise, or lower the appealed result or grade;
- The decision of the committee shall be notified to the student, and the course Examination Board in writing;
- The decision of the committee shall be final.

### **Award of the degree**

A candidate who is not deemed to be eligible for the award of a degree may appeal his/her case in writing to the College/Faculty Dean, within one month of the approval of the Board of Examiners' recommendation. A special committee, through the authority of the College/Faculty Board, shall be formed to review the case.



# Regulations Governing Higher Degrees by Research

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The University recognizes the need for research students to work in a stimulating and supportive environment. This necessarily involves the integration of research students with members of staff and/or collaborative entities working in established research groups, on one hand, and with students on taught graduate courses, on the other. This is intended to avoid the isolation which can often occur at research degree level and to broaden students' research experience.

## **MPHIL**

Undertaking an MPhil Degree involves:

- Critically investigating and evaluating an approved topic.
- Demonstrating and understanding of research method appropriate to the chosen field.
- Presenting and defending a substantial thesis by oral examination of the examiner's satisfaction.

## **PHD**

Undertaking a PhD degree involves:

- Critically investigating and evaluating an approved topic, with the investi-

gation resulting in an independent, original and significant contribution to knowledge.

- Demonstrating an understanding of research methods appropriate to the chosen field.
- Presenting and defending a substantial thesis by oral examination to the satisfaction of the examiners.

### ► **COURSE DIET STRUCTURE**

	<b>MPhil</b>	<b>PhD</b>
<b>Research Dissertation</b>	22 Credits	64 Credits
<b>Core Modules</b>		
– Research Methodology	3 Credits	3 Credits
– Advanced Statistics	3 Credits	3 Credits
<b>Research Project–Specific Modules</b> 3 Modules	9 Credits (total)	12 Credits (total)
<b>Research Seminar</b> <i>(1 per semester)</i> <i>1 Conference Paper/Reference Journal Paper</i>	3 Credits	8 Credits
<b>Total</b>	<b>40 Credits</b>	<b>90 Credits</b>

- Research specific taught modules will vary according to the nature of the individual research project.
- The research dissertation, above all, should strive to provide high quality applied research for the real world – research that can improve the quality of people’s lives.

- The research degree is designed to foster explicit links between research and professional practice and development.
- The research degrees provide a framework in which specific taught elements appropriate to graduate study can be combined with a substantial piece of original research.
- Research students will be given the opportunity to work with individuals who are at the forefront in research in their field of interest.
- It is expected that the majority of the students pursuing research degrees should be sponsored by an end user of the likely outcome of the research project. Sponsorship can take the form of members of staff seeking funds from donor agencies.

## ► RESEARCH DEGREE SUPERVISION

### Panel of Supervisors

Graduate research degrees in the University of Technology, Jamaica are supervised by a panel of two or more supervisors. The use of a panel of supervisors for a research student has benefits for both the student and the members of the panel. A supervisory panel can give the student access to a multifaceted support network, with a cross-section of experience and knowledge to guide the student through to successful completion of their research degree. The panel also provides for secondary members valuable staff development and experience in skills required to become an effective research supervisor.

### Principal Supervisor

The principal supervisor has primary responsibility for the technical direction of the research work and must be a recognized expert in the field of study. He/she must hold terminal qualification in the field, be actively engaged in research in the field, have published at least five papers in the field, for the supervision of PhD candidates, and at least three papers for the supervision of MPhil candidates hold an academic appointment in the University of Technology, Jamaica or some other recognized university, and preferably have previously supervised graduate research students.

### **Co-Supervisor and Other Supervisors**

The co-supervisor meets essentially the same requirements (with the exception of the requirement of publishing three/five papers in the field) for the main supervisor but may be drawn from outside academia. This will ensure that the direction and monitoring of the student's progress is informed by up to date subject knowledge and research developments in the relevant industries.

A third (non-technical) supervisor may be added for providing advisement to the research student in matters such as preparation for and management of graduate studies, general principles of research method, and writing papers and the thesis.

### **Approval of Panel of Supervisors**

Members of graduate research degrees supervisory panels must be approved by the Faculty Graduate Studies Research and Entrepreneurship Committee for their specific role on the panel on submission of curriculum vitae. Students may recommend particular persons to be considered as members of their supervisory panel, and, similarly, qualified members of the University may request assignment to a particular supervisory panel. The Board of Graduate Studies Research and Entrepreneurship, guided by the Faculty GSRE committees, holds final responsibility for approving the appointment of the best supervisory panel for the student's research project.

### **Meetings**

The full panel must together meet with the student being supervised at least three times during the period that the student is pursuing the graduate research degree: Once at the start of the course, once when the thesis is being finalized for presentation for examination, and once in the course of the course at a time to be determined by the lead/chief supervisor. A Supervisor's Report (see Appendix II) must be completed at each meeting.

## Roles/ Responsibilities of the Panel of Supervisors

The panel is expected to:

- a. Provide satisfactory mentorship, guidance and advice.
- b. Monitor the progress of the student's research programme.
- c. Establish and maintain regular contact with the student and ensuring accessibility by the student, by whatever means is most suitable given the student's location and mode of study.
- d. Have an input in the students' developmental needs.
- e. Provide timely, constructive and effective feedback on the student's work, including his/her overall progress within the course of study.
- f. Ensure that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles.
- g. Provide effective pastoral support and/or referring the student to other sources of such support, including institutional support services (student services).
- h. Facilitate the student's interaction with others conducting research in the field. This would include supporting the student in seeking funding to attend and participate in conferences.
- i. Provide guidance for the student in researching and producing articles for journal publications.
- j. Provide guidance for the preparation of the student's thesis to satisfy the conventions of the discipline.

## CODE OF PRACTICE FOR RESEARCH STUDENTS AND SUPERVISORS

The responsibilities of the research student include the following:

- Familiarity with University regulations (and research policy) and other course rules and Faculty-specific regulations
- Payment of appropriate fees and compliance with registration deadlines
- Familiarity with research ethics, safety regulations and policy regarding intellectual property

- Selection of Supervisor(s) with the help of the Faculty Graduate Studies, Research and Entrepreneurship Coordinator (FGSREC) and the Head of School
- Regular discussion with the Supervisor and keeping to an agreed schedule of meetings
- Maintaining the progress of the work in accordance with agreed schedules and presentation of materials in sufficient time to allow for comments and discussions
- Participating in annual reviews of progress, planned publications and conference presentations together with the supervisor and the FGSREC and Head of School
- Participation in approved conferences and seminars and other academic activity which can contribute to the progress of the research project

Research Supervisors have the following responsibilities:

- Ensure that they have adequate expertise, experience and currency in the area of proposed supervision.
- Ensuring that students are familiar with university rules and regulations including the research policy regarding research ethics, safety and intellectual property.
- Ensure that research students have adequate information on planned leaves, resignations and retirements during the candidature so that alternative arrangements can be made for supervision. A co-supervisor is to be appointed as early as practicable in the development of the student's project and the place of primary responsibility must be clear.
- Have the interest of student at heart with regards to duration of study, success of projects, funding and thesis publication.
- Ensure that students are not distracted from their primary work by other duties such as teaching or participation in subsidiary research projects.
- Ensure that there is no conflict of interest with regards to choice of students, nature of projects and intellectual property.



## **GRIEVANCES/COMPLAINTS IN RESPECT OF RESEARCH STUDENTS AND SUPERVISORS**

During any student's supervision, problems may arise for both the student and the supervisor. It is desirable that these are addressed and settled as quickly as possible within the student's faculty.

If the problem is an irreconcilable personality clash between the supervisor and student, or where the development of the research topic means that the supervisor's area of expertise is no longer relevant, then the student or their supervisor may request a change of supervision without discredit to either party.

The student or their supervisor may request the Faculty Graduate Studies, Research and Entrepreneurship Coordinator (FGSREC) to nominate a replacement supervisor with the approval of the Board of Graduate Studies, Research and Entrepreneurship.

Where problems are more complex the resources of the University's counselling service may be required.

### **Unresolved Problems**

For problems that are still unresolved, the student should state the grievance in writing to the School of Graduate Studies, Research and Entrepreneurship, who will determine the measures most appropriate to resolve the matter.

## **GUIDELINES FOR WRITING GRADUATE THESES AND DISSERTATIONS**

See *Thesis and Dissertation Manual* on the UTech Website.

## **EXAMINATION OF GRADUATE RESEARCH DEGREE THESES**

Candidates for higher degrees by research are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis, to have demonstrated their understanding of the context and significance of the work, and to make a significant contribution to knowledge.

## Appointments

- Three (3) examiners shall be appointed for a candidate – one (1) internal examiner, and two external examiners.
- Internal examiner is to be appointed by the School of Graduate Studies, Research and Entrepreneurship (SGSRE) in consultation with the appropriate College/Faculty, and should be a person competent and relevant to the candidate's field of studies.
- External examiners are to be appointed by the BGSRE in consultation with the appropriate College/Faculty, and shall be persons of high academic standing with considerable graduate teaching experience, research degree supervision and expertise in the area to be examined.
- If for any reason, it is proposed to depart from the pattern of appointments in a particular case, approval shall be sought from the Board of Graduate Studies, Research and Entrepreneurship (BGSRE).

## Examination Committee

The membership of the Board of Examiners is as follows:

- Chair – VP, Graduate Studies, Research & Entrepreneurship or, in his absence, a person appointed by the Deputy President acting on the authority of the BGSRE. The Chair is not an examiner.
- The College/Faculty Graduate Studies, Research & Entrepreneurship Coordinator
- External Examiners
- Internal Examiner
- College/Faculty Dean
- Head of School
- College/Faculty Examination Officer
- Independent College/Faculty member

## Functions of the Examination Committee

- Examiners expect the thesis to be well written and to reveal originality, independence of thought and a deep knowledge of the field of study.

- Following receipt of the thesis, the Examiners are to present independent written reports to the School of Graduate Studies, Research and Entrepreneurship (SGSRE) prior to the oral examination.
- The Examiners adjudicate on the thesis, and are to examine the candidate orally on his/her programme of work.
- Following the adjudication of the thesis and the oral examination, the Examiners are to present to the SGSRE a written report and a unanimous recommendation for the award or otherwise of the degree.
- Where the recommendation of the External and Internal Examiners is not unanimous, the SGSRE through the authority of the BGSRE may:
  - Accept the recommendation of the external examiner; or
  - Require the appointment of another external examiner

### Thesis Submission

- The Supervisory Panel is to ensure that the thesis is written in accordance with University's standards and procedures (see Guidelines for Writing Graduate Theses).
- Five ring/paper bound copies of the thesis, along with a completed Notice of Submission Form (see Appendix V), must be submitted to the College/Faculty Graduate Studies, Research and Entrepreneurship Coordinator (FGSREC/CGSRE).
- The thesis is to be distributed among the Chair, Internal, External and Independent Examiners.
- Each examiner must submit a written report directly to the SGSRE. The report shall take account of the following aspects of the thesis:
  - presentation
  - quality as a work of substance
  - originality of thought, presentation and judgment
  - quality as contribution to knowledge, where appropriate
  - demonstration of techniques
- The College/Faculty, upon receipt of the report will proceed with organizing the oral examination

- Corrections are to be effected by the candidate and verified by the FGSRE/CGSRE Coordinator after successful completion of the oral examination.

### **Guidelines for Conduct of Oral Examination**

1. The SGSRE shall ensure that all oral examinations are set under a reasonably uniform set of procedures, and in a controlled and orderly manner, avoiding unnecessary distress to the candidate.
2. For each oral examination the Chair shall:
  - a. be present for the whole of the examination;
  - b. control the conduct of the examination ensuring that questions are put fairly and that the candidate is given adequate opportunity to answer;
  - c. ensure that in reporting their conclusions on the results of the oral examination, the examiners confine themselves to evidence arising from the oral presentation
  - d. ensure that the examiners' recommendations are clearly indicated on the report.
3. MPhil candidates will be allowed 15–20 minutes to present their research, while PhDs and taught doctorate candidates will be allowed 30–45 minutes. Oral presentations by MPhil candidates are not mandatory and will be dependent on the Faculty's/College's preference.
4. Persons other than the candidate, the Chairperson, and the examiners may be present at the oral examination as observers only, subject to the approval of:
  - a. the Chairperson of the oral examination;
  - b. the Faculty Graduate Studies, Research and Entrepreneurship Coordinator
  - c. the Dean
5. Public may ask questions, subject to the discretion of the Chair. However, responses will not be considered in the examination process.

6. The Examiners are to:
  - a. satisfy themselves that the candidate has in fact done the work reported in the thesis and has sufficient understanding and grasp of the subject matter to be able to defend the thesis;
  - b. determine whether the candidate understands the significance of his/her work in the broad context of his/her subject;
  - c. clarify any points raised during the examination of the thesis; and
  - d. report those aspects of the thesis and/or of the field of study on which the candidate has been examined.
7. While the Chair's responsibility is to ensure that the report is concise and unambiguous, it is also incumbent upon the Examiners to ensure that their recommendations are clearly expressed.

### **Examination Committee Report**

The report of the Board of Examiners shall unanimously recommend:

- a. That the degree be awarded; or
- b. That the degree should be awarded subject to minor corrections to the thesis being made or
- c. That the candidate should revise and resubmit the thesis for re-examination.

### **Re-Examination**

Re-examination is permitted, subject to the following:

- a. a candidate shall resubmit for re-examination within the period of one year from the date on which permission for re-examination was granted;
- b. the examiners shall give the candidate guidance on the deficiencies of the first submission;
- c. the appointment of an additional external examiner may be required for the re-examination;

- d. the examiners may exempt the candidate from repeating any part of the original examination which was deemed satisfactory.
- e. If a candidate for the degree of PhD fails to satisfy the examiners, and is allowed a resubmission, the candidate may apply for examination for the degree of MPhil.

### **Final Thesis Submission**

Following a successful examination, the candidate is to lodge three bound copies of the theses (black with letters in gold), along with an electronic copy, to the SGSRE (please see Guidelines for Writing Theses for binding specifications). The candidate must sign a copyright release form.

#### ***Distribution of Bound Copies***

- One copy will be lodged in the Library
- One copy will be presented to the relevant College/Faculty
- One copy will remain with the SGSRE

#### ***Library Copy***

- All candidates are to follow the requirements guidelines laid out in the Policy for Registration of Dissertations. See *Thesis and Dissertation Manual*.

### **APPEALS**

- Students may appeal against an examination decision for a thesis, whether at the first examination or re-examination, and request a review of the examiners' recommendations. The Faculty Graduate Studies, Research and Entrepreneurship Committee Coordinator (FGSRE Committee) shall form a Review Panel to consider such requests.
- The Review Panel shall comprise of persons having experience in supervising and examining research degrees, and who have had no previous involvement with the student. The Review Panel will have an independent Chair, who is a member of Board of Graduate Studies, Research and Entrepreneurship. A Graduate student nominated by the Graduate Student's Association will be member of the Panel.

- Students wishing to request a review are required to give notice within three months from the date of notification of the result, and must submit the case for review within a further three months from the date of giving notice.
- Requests for review are permitted only on the following grounds:
  - That there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;
  - That there is evidence of unfair or improper assessment on the part of one or more of the examiners. Students may not otherwise challenge the academic judgment of the examiners.
- The Review Panel shall proceed promptly to hear the appeal, and make its decision, which is final.
- A student appealing has the right to provide the Review Panel with any material deemed relevant to the appeal.

# Support Services For Graduate Students

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## ► **GRADUATE STUDENTS ASSOCIATION**

The Graduate Students' Association fulfils the following functions through education, service and advocacy:

1. Promotes personal and professional growth through educational, developmental, and social activities.
2. Represents, advocates and promotes graduate student interests and values
3. Enrich the graduate student experience and enhance their potential academic and professional goals.
4. Provides programmes and services that aid in the recruitment and retention of graduate students.
5. Builds a strong sense of community both on and off campus
6. Forms a base for a strong alumni
7. Enable networking and interdisciplinary research
8. Provides additional service in the areas of:
  - a. Orientation
  - b. Information sharing
  - c. Workshops
  - d. Study centres/facilities
9. Enables student participation and influence in University policy decisions that affect graduate students



10. Provide educational and professional networks and relationships for graduate students through affiliation with other associations

## ► **LIBRARY SERVICES**

### **Information Resources**

The Calvin McKain Library offers a wide range of information resources and services to students and faculty in support of the teaching, learning and research. On the 31st of March 2009, the library's collection stood at 118,970 books, 747 e-books via NetLibrary and 995 journal titles in print. In addition, access is available to more than 9,000 journal titles through 15 online resources covering 42 databases. There are also 1,530 videos, DVDs, CD ROMS and audio tapes, including the Art & Architecture special collection. Pamphlets, newspapers, government and private sector publications, such as the PAHO Collection are also a part of the collection.

A Reserved Materials Collection, located in the Client Services Division, contains textbooks and other resources available for three hour loans. Materials in the Caribbean Collection are available for a similar loan period. The reference librarian is located in Caribbean reading room and provides assistance with research, interlibrary loan and document delivery services.

The Archives, which is also a part of the Division, houses some of the historical records of the University.

The Instructional Media Services Division offers services such as editing, conversion and duplication.

### **Facilities**

Facilities comprises four (4) main reading rooms, including the 24-hour reading room, Graduate Students' Reading Room, a faculty reading room, a Caribbean Reading Room and a multi purpose room. The 24-hour reading room provides access to a quiet, comfortably furnished study area during and after regular library hours. In addition, the Instructional Media Services Division has a Graphics lab, a video studio and an audio-visual theatre. The division provides

a variety of audio-visual equipment and materials for classroom, fieldwork and in-library use.

Computer access is provided through a 28 station cyber lab and student kiosks in reading room 2, Caribbean Reading Room and the 24-hour reading room. All are equipped to facilitate research using online resources.

### **Networks**

The library participates in the National Information System and is the focal point for The College Libraries Information Network (COLINET). It is also a member of the Advisory Committee for National Information Systems (ACNIS), the Audio-visual Information Network (AVIN), The Science and Technology Information Network (STIN) and the Social and Economic Information Network (SECIN). These networks facilitate access to information.

### **Library Information Management System (LIMS)**

A modern integrated library system allows clients to search the library's catalogue, request information; view individual accounts, access online databases, electronic books and past examination papers of some modules.

### **Information Literacy Sessions**

Library sessions are held to assist clients to enhance their information seeking skills and to become familiar with the resources and services of their library. Sessions are held on a set schedule in semester 1 or by special request from groups. For further information contact: 512-2258.

### **General Information**

Detailed information about the collections, CALCAT (online catalogue), location of materials, borrowing privileges, other services provided, opening hours, rules and regulations is provided on the website [www.utech.jamaica.edu.jm/library/index.htm](http://www.utech.jamaica.edu.jm/library/index.htm) and in the Library Handbook.

All students, including those at off-campus locations, have borrowing and/or reading privileges.

**Opening hours are:**

- *Main Library*

Monday – Friday: 8:30 a.m. – 10:00 p.m.

Saturday: 12:30 p.m. – 8:00 p.m.

- *24 Hour Reading Room*

Monday – Thursday: 10:30 a.m. – 8:00 p.m. and  
10:00 p.m. – 8:30 a.m. next day

Friday: 10:30 a.m. – 8:00 p.m. and  
10:00 p.m. – 12:30 p.m. next day

Saturday: 8:00 p.m. & all day next day

Sunday: open all day – 8:30 a.m. next day

- *Faculty of Built Environment Resource Unit*

Monday – Thursday: 10:00 a.m. – 6:00 p.m.

Friday: 10:00 a.m. – 4:00 p.m.

- *Drug Information Service*

Monday – Friday: 9:00 a.m. – 4:00 p.m.

- *Slippen Road Campus*

Monday – Friday: 8:30 a.m. – 4:00 p.m.

- *Montego Bay*

Monday – Friday: 8:00 a.m. – 5:00 a.m.

Saturday: 10:00 a.m. – 3:00 p.m.

### ► **THE LANGUAGE TECHNOLOGY AND RESEARCH CENTRE/Self-ACCESS LEARNING CENTRE**

The Language Technology and Research Centre is located in Room 8A12 in the Faculty of Education and Liberal Studies. An initiative of the School of Humanities and Social Sciences in the Faculty of Education and Liberal Studies, the Language Technology and Research Centre (LTRC) aims to deliver strategic interventions for language learning. The Centre supports the university's language teaching and learning needs through research and multimedia resource support for modules in academic writing, communication arts and technology, English, French, Japanese and Spanish. Resources for other humanities and social science modules e.g. philosophy and ethics are also available in the centre.

The LTRC offers a facility for self-directed, independent study. Users are able to benefit from the guidance of a facilitator. Students needing specialized assistance in language learning should make appointments. To make appointments, visit the centre during the following hours:

Opening hours are:

Monday, Wednesday, Thursday and Friday: 8:00 a.m. to 4:00 p.m.

Tuesday, Thursday: 9 a.m. to 6:00 p.m.

Saturday: 10:00 a.m. to 1:00 p.m.

Telephone: 876-9271680 Ext. 3407, 6012

Email: [selfaccess@utech.edu.jm](mailto:selfaccess@utech.edu.jm)

### ► **MEDICAL CENTRE**

The Medical Centre is staffed with health care professionals who provide the following services for students and staff:

- Medical care
- Educational support and counselling related to healthy lifestyles
- Formal and informal health education sessions, e.g., seminars, health fairs

- Family planning services
- Referrals.

### **Opening Hours:**

#### *September–May:*

Monday–Thursday: 8:00 a.m. – 8:00 p.m.

Friday: 8:00 a.m. – 6:00 p.m.

Saturday: 9:00 a.m. – 1:30 p.m.

#### *June–August:*

Monday–Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:00 p.m.

Saturday: 9:00 a.m. – 2:00 p.m.

### **Emergency Services**

Persons with life-threatening emergencies who visit the Health Centre receive supportive care and are then transferred via ambulance to the Emergency Department of the University Hospital of the West Indies.

### **Student Health Insurance Plan**

All registered students are provided with a health insurance card. This card along with the Student Identification card is needed to access service at the Medical Centre.

### **Medical Laboratory Service**

Service is available on weekdays between the hours of 8:00 a.m. – 4:00 p.m.

### **Collaboration With The Foundation For International Self Help (F.I.S.H.)**

Located at 19 Gordon Town Road, Kingston 6 and adjacent to the Jamaica National Building Society, this clinic provides various services to the UTech Community. If the need arises, a payment schedule can be arranged.

Students will be able to access the following services at a discounted rate:

- Dental examination
- Medical examination
- Optical examinations / frames / lenses
- Pre/Post-Natal clinic

### ► **PRINTERY/BINDERY**

The Printery is located beside the Computer Lab currently and has a staff complement of five team members including the supervisor. It is responsible for most internal publications such as books, teaching manuals and other educational and informational materials developed and produced by faculty and other units.

The Printery also offers the following services to students at a cost:

- Digital colour and black and white printing and photocopying of documents or other materials such as “Projects” and theses – these documents can be printed from flash drives/CDs/and other data storage devices, (maximum print or copy size 11”x 17”)
- Binding – ring or hard bound
- Repair and recovering of text books.

### ► **WIRELESS AND DIAL-UP CONNECTIVITY (WiFi)**

The need to access posted assignments by way of the Student Integrated Administration System (ISAS), Library Information System (LIMS) and other on-line resources, has become more important as students acquire their own personal laptops thereby becoming less dependent on computer laboratories.

Wireless access is currently available in areas that are mainly used by students. These are:

- Library
- Caribbean School of Architecture (CSA)

- School of Computing & Information Technology (SCIT)
- Auditorium
- School of Hospitality and Tourism Management (SHTM)
- Faculty of Education & Liberal Studies (FELS)
- College of Health Sciences
- The Gazebo in front of the SCIT by the Admin Building

The WiFi signals spread sufficiently to service the general areas used by students. You will only be able to access the e-mail service through e-vision.

### ► UTECH ALUMNI ASSOCIATION

The UTech Alumni Relations Office is located in the main Administration Building and is the official link between the University and alumni and provides support to its Alumni Chapters. A vibrant Alumni Association is equally beneficial to alumni and their alma mater. Four chapters are already established: Jamaica, Ontario and New York and Florida.

Through the UTech Alumni Association, graduates are afforded:

- Great opportunities for networking
- Meaningful relationships
- Access to UTech facilities
- Opportunities for personal development
- Opportunities to influence changes in UTech's policies and to effect other meaningful changes to add value to their certification
- Substantial discounts on goods and services with a Corporate Discount Card. Staff and students have been reaping big savings on a wide variety of goods and services from over 100 merchants island-wide with the Corporate Discount Card. We urge you all (current students, staff and alumni) to register with the Alumni Office and get your discount card now.

### ► **UTECH PHARMACY**

The Pharmacy provides pharmaceutical services to the UTech and surrounding communities. The Pharmacy is managed and operated by registered pharmacists with the assistance of Pharmacy students, and a Pharmacy Technician. It is a legally operated facility that is registered by the Pharmacy Council of Jamaica.

The pharmacy now carries a wide range of prescription drugs, non-prescription drugs, toiletries, first aid supplies, multi-vitamins, snacks, contraceptives, cough and cold preparations and much more. It has an up-to-date computerized programme for processing prescriptions.

Accepted insurance schemes include Blue Cross (Swipe Card) and First Life (Swipe Card). All Major Credit Cards and Debit Cards are also accepted.

UTech staff members are entitled to 10% discount on prescriptions with or without a Health Card. Students are entitled to 30% discount on all prescriptions filled with a Health Card.

Pharmacists are available for private consultation regarding your prescriptions, drug-related matters and disease conditions. Please feel free to talk to them.

#### *Opening hours:*

Mondays to Thursday: 10:00 a.m. – 6:00 p.m.

Fridays: 10:00 a.m. – 5:00 p.m.

#### *Contact Information:*

Straight Line: 970-2492, Ext. 2301

### ► **BRYAN'S BOOKSTORES LTD.**

Bryan's Bookstores is the University's campus bookstore and it is located next to the Students' Union Office.

The Bookstore caters to all Faculties of the University and provides a wide variety of products and services, including textbooks and a comprehensive range of stationery and school/office supplies. It also offers magazines, novels, moti-



vational, spiritual, career and personal development books and material, as well as UTech souvenir shirts. In addition, a Membership Programme gives students added benefits at the Bookstore.

The bookstore provides project binding, laminating, and special order services. As an adjunct, it also offers a variety of snack items and beverages. All students of the University with valid IDs are offered a 10% discount on textbooks.

During the regular school semester, the Bookstore's opening hours are:

Monday to Thursday: 8:00 a.m. to 6:30 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday: 10:00 a.m. to 2:00 p.m.

## **CYNTHIA SHAKO EARLY CHILDHOOD EDUCATION & DAY CARE CENTRE**

The Cynthia Shako Early Childhood Education and Day Care Centre offers exceptional day care service to children 3 months to 3 years and after care for children ranging from 3 years to 8 years. The Summer School programme facilitates children 3 years to 12 years. The centre is open Mondays to Fridays, from 7:30 a.m. to 6:00 p.m.

The goal of the Day Care Centre is to positively and systematically influence all aspects of the development of the young children placed in its care while allowing their parents to continue their education and carry out their duties with confidence.

Cynthia Shako Early Childhood Education & Day Care Centre

APPENDIX I Approved by the Board of Graduate Studies, Research & Entrepreneurship, June 2008 2008/BGSRE/06/15

**SCHOOL OF GRADUATE STUDIES, RESEARCH & ENTREPRENEURSHIP**  
**THE UNIVERSITY OF TECHNOLOGY, JAMAICA**  
 237 OLD HOPE ROAD  
 KINGSTON 6, JAMAICA W.I.  
 TEL: 876-927-1680 || 8 / EXTN: 3204/3139  
 FAX: 970-3149  
 EMAIL: [sgsre@utech.edu.jm](mailto:sgsre@utech.edu.jm)

**FOR OFFICE USE ONLY**  
 Ref No  
 Fees  
 Application No

**APPLICATION FOR ADMISSION TO GRADUATE PROGRAMMES**

Complete all four pages in **BLOCK CAPITALS** and tick boxes as appropriate.  
 Please submit 2 references in sealed and signed envelopes and all other documentation  
 required with your application

NB: Application form must be completed in black ink

**PLEASE RETURN TWO COPIES OF THIS FORM TO THE UNIVERSITY AT THE ABOVE ADDRESS**

1. SURNAME/FAMILY NAME/MAIDEN NAME .....
2. FORENAMES .....
3. TITLE  
 (Mr/Mrs/Miss/Ms/Dr).....
4. DATE OF BIRTH  
 (day/month/year).....
5. GENDER      Male                        Female
6. ADDRESS FOR CORRESPONDENCE  
 PLEASE NOTE: THIS IS THE ADDRESS TO WHICH THE UNIVERSITY WILL SEND ALL CORRESPONDENCE.  
 .....  
 .....  
 .....  
 ..... POSTCODE.....  
 FROM (day/month/year).....                      TO.....  
 TELEPHONE NO Daytime/Work.....                      Evening/Home.....  
 CELL NO..... FAX NO.....  
 E-MAIL ADDRESS.....
7. PERMANENT HOME ADDRESS (if different from address given above)  
 .....  
 .....  
 ..... POSTCODE.....  
 FROM (day/month/year).....                      ..  
 TO..... ..



APPENDIX I

**APPENDIX I** Approved by the Board of Graduate Studies, Research & Entrepreneurship, June 2008 2008/BGSRE/06/15

Other information relevant to your academic history:			

**ENGLISH LANGUAGE QUALIFICATION (S)**

Note: Students without English as their first language should enclose a copy of their English Language qualification(s)  
Please specify your formal English language qualification(s) (by ticking the relevant box) with results obtained and the date (s) you took the test or will be taking the test.

SCORE DATE OBTAINED

CXC / CSEC

Olevel or GCSE

CAPE Communication

Other (please specify):

**15 EMPLOYMENT HISTORY**

Please give details of employment and or professional experience (current first). Continue on a separate sheet if necessary.

Date(s)		Nature of work and position held	Name, address and contact no. of employer
From	To		

**APPENDIX I** Approved by the Board of Graduate Studies, Research & Entrepreneurship, June 2008 2008/BGSRE/06/15

16. SOURCE OF FUNDING (Please tick the appropriate category)

- Government (specify): \_\_\_\_\_
- Donor (specify): \_\_\_\_\_
- Loan
- Award
- Self

17. ANY DISABILITIES

If you have special needs owing to a disability or specific learning difficulty please give details.

.....

18. REFERENCES

Please name here the two people who have completed your enclosed reference forms.

REFEREE 1

REFEREE 2

Name.....

.....

Name.....

Position .....

Position .....

Address .....

Address .....

.....

.....

.....

.....

Telephone No .....

Telephone No .....

Fax No .....

Fax No .....

E-mail address.....

E-mail address.....

19. PLEASE CHECK THAT YOUR APPLICATION IS COMPLETE AND THAT YOU HAVE ENCLOSED ALL THE RELEVANT DOCUMENTS.

- Certified copy of birth certificate
- This application plus two complete copy
- 2 References in signed and sealed envelopes
- Certified copies of certificates/degrees
- Official Transcript of studies
- TRN card for number to be noted. (Passport for foreign nationals)
- Two certified passport sized pictures. (Signed by a Justice of the Peace OR Notary Public)
- Outline of proposed research (for research courses)
- Statement of purpose || 250 words (for taught courses)

**APPENDIX I** Approved by the Board of Graduate Studies, Research & Entrepreneurship, June 2008 2008/BGSRE/06/15

20. DECLARATION

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Format: DD/MM/YY

FOR OFFICIAL USE ONLY

ACCEPT-UNCONDITIONAL

ACCEPT-CONDITIONAL

CONDITIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REJECT  REASON(S): \_\_\_\_\_  
 \_\_\_\_\_

RESEARCH STUDENTS:

PRINCIPAL SUPERVISOR

\_\_\_\_\_/\_\_\_\_\_  
 PRINT NAME / SIGNATURE DATE (DD/MM/YY)

OTHER SUPERVISOR(S)

\_\_\_\_\_/\_\_\_\_\_  
 PRINT NAME / SIGNATURE DATE (DD/MM/YY)

DEAN

\_\_\_\_\_/\_\_\_\_\_  
 PRINT NAME / SIGNATURE DATE (DD/MM/YY)

FACULTY GRADUATE STUDIES CO-ORDINATOR

\_\_\_\_\_/\_\_\_\_\_  
 PRINT NAME / SIGNATURE DATE (DD/MM/YY)

VP, GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP

\_\_\_\_\_/\_\_\_\_\_  
 PRINT NAME / SIGNATURE DATE (DD/MM/YY)

**APPENDIX I** Approved by the Board of Graduate Studies, Research & Entrepreneurship, June 2008 2008/BGSRE/06/15

UNIVERSITY OF TECHNOLOGY, JAMAICA  
SCHOOL OF GRADUATE STUDIES, RESEARCH & ENTREPRENEURSHIP

RECOMMENDATION FOR ADMISSION

Applicant's Name \_\_\_\_\_

Proposed Graduate Programme: \_\_\_\_\_

The person named above has applied for admission to the University of Technology, Jamaica, to pursue \_\_\_\_\_ . We would appreciate your assessment of the applicant's suitability for graduate study. Please answer the questions that follow, and write a brief statement, assessing the applicant's strengths and weaknesses. Please return the completed form to the applicant, in a sealed envelope or mail to:

**Vice President, Graduate studies, Research and Entrepreneurship**  
**School of Graduate Studies, Research and Entrepreneurship**  
**University of Technology, Jamaica**  
**237 Old Hope Road, Kingston 6**  
**Email: sgsre@utech.edu.jm**

- In what capacity and how long have you known the applicant?  
\_\_\_\_\_
- Rate the applicant for the following characteristics.

	Below Average	Average	Above Average	Outstanding	Exceptional	No Basis for Judgement
Intellectual ability						
Imagination/creativity						
Oral communication						
Written communication						
Initiative/resourcefulness						
Emotional maturity						
Perseverance						
Independence						
Ability to work with others						
Promise as a graduate student						

- If need be, would you be willing to supervise the candidate? YES  NO   
If not, why not?

\_\_\_\_\_  
\_\_\_\_\_

- Statement assessing student's strengths and weaknesses. (Additional paper may be attached).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX I** Approved by the Board of Graduate Studies, Research & Entrepreneurship, June 2008 2008/BGSRE/06/15

\_\_\_\_\_  
\_\_\_\_\_

5. Name \_\_\_\_\_ Signature \_\_\_\_\_

Institution \_\_\_\_\_ Position/Qualifications \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Thank you for your cooperation.



APPENDIX II

2009/BGSRE/12/40

**SCHOOL OF GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP**  
**University of Technology, Jamaica**

Exts: 3204/3139/3124

Email: [sgsrc@utech.edu.jm](mailto:sgsrc@utech.edu.jm)

**MPHIL/PHD SUPERVISION RECORD**

**SCHOOL/DEPARTMENT \_\_\_\_\_**

**TO BE COMPLETED BY SUPERVISORS**

*A minimum number of formal meetings between research students and their supervisors are stipulated by the University's Regulations: at least 10 times pa for fulltime students and at least 6 times pa for part-time students. For each of these sessions a Supervisor Record must be completed and sent to the offices of the FGSRE and the SGSRE*

Name of Student:

Date of Supervisory meeting:

School/Department:

Current Registration:

Mode of study (FT/PT):

Title of Project:

Principal Supervisor (Name/School/Division):

Additional Supervisors (Name/School/Division):

\_\_\_\_\_  
 Supervisor(s) comments: (include an agreed plan for the next research period)

Signed: \_\_\_\_\_

(Supervisor)

Date: \_\_\_\_\_

\_\_\_\_\_  
 Student's Comments:

Signed: \_\_\_\_\_

(Student)

Date: \_\_\_\_\_

PLEASE LODGE THE COMPLETED AND SIGNED FORM IN THE STUDENTS SCHOOL/DIVISIONAL FILE, WHERE IT MUST BE AVAILABLE FOR MONITORING AND APPEALS PURPOSES, IF REQUIRED

## APPENDIX III

2009/BGSRE/12/40

## UNIVERSITY OF TECHNOLOGY, JAMAICA

## EXAMINATION OF MPhil / PhD THESIS

This letter is further to your appointment by the Graduate Studies Committee to act as External Examiner for \_\_\_\_\_ in the Faculty of \_\_\_\_\_.

The thesis is titled \_\_\_\_\_ and I am pleased to enclose a copy of the document for your examination. Details regarding the guidelines and report form are also enclosed.

In making your recommendations with regard to the thesis please note the following guidelines:

**GUIDELINES FOR EXAMINERS □ REPORT**

Oral examinations for all MPhil and PhD candidates are compulsory  
The class of award for graduate degrees is PASS/FAIL

## A. Objectives

- I. Are the objectives clearly stated? Is the scope of the research appropriate for the MPhil degree?
- II. Does the researcher understand the significance of his/her work in the broad context of the subject?

## B. Methodology

- I. Is the research design satisfactory?
- II. Is the design adequate for the particular problem(s)?

## C. Originality

- I. Does the thesis add new knowledge to the discipline (PhDs ONLY)?
- II. Does the thesis offer contributions to the body of knowledge in the discipline?

## D. Interpretation

- I. Are data adequately analyzed, interpreted, illustrated?
- II. Is there evidence of sound literature review and examination of works?
- III. Is there demonstrated knowledge and skill of the candidate in the work?

## E. Presentations

- I. Is the thesis written in a clear, consistent manner using a stylistically approved format?
- II. Is the depth and breadth of the thesis adequate for the subject matter?

**APPENDIX III**

**2009/BGSRE/12/40**

F. General

- I. Please indicate your overall assessment of the thesis, its strengths and weaknesses?
- II. Indicate areas where there are errors (stylistic or factual), need for changes which would improve the overall quality of the thesis?
- III. If the thesis is of such quality that it be recommended to a transfer to a higher degree?

Kindly note that you are invited to send your written report to the School of Graduate Studies, Research and Entrepreneurship within one month of receipt of the thesis.

---

VP, GSRE

Enclosed: Report Form

APPENDIX IV

2009/BGSRE/12/40

UNIVERSITY OF TECHNOLOGY, JAMAICA

NOTICE OF SUBMISSION FORM

**MPhil and PhD Thesis Submission Form**  
(Five copies to be deposited) **SOFTBOUND**

Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Faculty: \_\_\_\_\_

Degree: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Candidate: \_\_\_\_\_

Name of Supervisor(s) \_\_\_\_\_

\_\_\_\_\_

Title of Thesis

\_\_\_\_\_

\_\_\_\_\_

---

**FOR OFFICIAL USE**

No. of copies lodged: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX V

2009/BGSRE/12/40

## UNIVERSITY OF TECHNOLOGY, JAMAICA

## EXAMINERS REPORT FORM

***Report Form for  
External Examiners***

The University of Technology, Jamaica Policy on Theses requires that you keep your report within the confines of the following:

- A. Objectives
- B. Methodology
- C. Originality
- D. Interpretation
- E. Presentation

**Year:** \_\_\_\_\_

**Name of Candidate:** \_\_\_\_\_

**Candidate Identification Number:** \_\_\_\_\_ NA \_\_\_\_\_

**Faculty of Candidate:** \_\_\_\_\_

**Type of Degree being examined:** \_\_\_\_\_

**Type of Examination:** Oral Examination / Written Examination

**Name of Examiner:** \_\_\_\_\_

**Report:**

**Signature of Examiner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

