

THE UNIVERSITY OF THE WEST INDIES

**BOARD FOR
GRADUATE STUDIES AND RESEARCH**

**REGULATIONS FOR
GRADUATE CERTIFICATES,
DIPLOMAS AND DEGREES**

WITH EFFECT FROM August 01, 2018

Edited July 31, 2019

SECTION 1

GENERAL REGULATIONS

SECTION 2

REGULATIONS FOR
WRITTEN EXAMINATIONS AND COURSEWORK

SECTION 3

REGULATIONS FOR THE EXAMINATION OF
RESEARCH PAPERS, PROJECT REPORTS AND THESES

APPENDIX 1

UNIVERSITY REGULATIONS ON PLAGIARISM

REGULATIONS FOR GRADUATE CERTIFICATES, DIPLOMAS AND DEGREES

TABLE OF CONTENTS

SECTION 1 GENERAL REGULATIONS

GRADUATE CERTIFICATES, DIPLOMAS AND DEGREES	1
GRADUATE CERTIFICATES AND DIPLOMAS	1
TAUGHT MASTERS AND DM DEGREES.....	1
RESEARCH DEGREES: MPhil, PhD, MD.....	1
PROFESSIONAL DOCTORATES.....	1
QUALIFICATIONS FOR ADMISSION.....	1
SPECIALY ADMITTED STUDENTS.....	2
ADMISSION ON TRANSFER	2
MINIMUM ENTRY REQUIREMENTS	3
GRADUATE CERTIFICATES, DIPLOMAS, TAUGHT MASTERS DEGREES AND DM DEGREES	3
MPhil DEGREES	3
PHD AND MD DEGREES	3
PROFESSIONAL DOCTORATES.....	3
APPLICATION PROCEDURE	3
APPOINTMENT OF SUPERVISORS.....	4
RESEARCH DEGREES	4
PROFESSIONAL DOCTORATES.....	5
RESEARCH PAPERS AND PROJECT REPORTS.....	5
REGISTRATION.....	5
DEADLINES FOR REGISTRATION.....	6
IDENTIFICATION CARDS.....	7
LEAVE OF ABSENCE	7
CONDUCT OF RESEARCH ABROAD	7
INTELLECTUAL PROPERTY.....	8
CHANGES IN REGISTRATION	8
TRANSFER AND UPGRADING OF REGISTRATION	8
FULL-TIME AND PART-TIME REGISTRATION	9
TIME LIMITS FOR REGISTRATION	9
WITHDRAWAL.....	10
STUDENTS DEEMED TO HAVE WITHDRAWN	10
STUDENTS REQUIRED TO WITHDRAW.....	10
RE-ADMISSION OF CANDIDATES.....	11
REGISTRATION OF QUALIFYING CANDIDATES.....	11

DEPARTMENTAL EXAMINATIONS	12
COURSE OF STUDY	13
GRADUATE CERTIFICATES, DIPLOMAS, TAUGHT MASTERS AND DM DEGREES	13
RESEARCH DEGREES AND PROFESSIONAL DOCTORATES.....	13
RESEARCH SEMINARS.....	14
PROGRESS REPORTS.....	14
MARKING SCHEME	15
THE AWARD OF DISTINCTION AND OF HIGH COMMENDATION.....	15
POSTHUMOUS AWARD OF CERTIFICATE, DIPLOMA OR DEGREE	16
CHEATING	16
PLAGIARISM	18

SECTION 2
REGULATIONS FOR WRITTEN EXAMINATIONS AND COURSEWORK

GENERAL EXAMINATION REGULATIONS.....	19
WRITTEN EXAMINATIONS	20
DECLARATION OF INTEREST	20
APPOINTMENT OF EXAMINERS.....	21
DUTIES OF EXAMINERS AND HEADS OF DEPARTMENTS.....	22
CONFIDENTIALITY AND FORMAT OF QUESTION PAPERS.....	26
CONDUCT OF WRITTEN EXAMINATIONS	26
COURSEWORK REGULATIONS	29
ORAL EXAMINATIONS.....	30
EXAMINERS' MEETINGS.....	31
REVIEW OF EXAMINATION RESULTS.....	33

SECTION 3
REGULATIONS FOR THE EXAMINATION OF
RESEARCH PAPERS, PROJECT REPORTS AND THESES

APPOINTMENT OF EXAMINERS	35
EXAMINATION OF RESEARCH PAPERS AND PROJECT REPORTS	36
EXAMINATION OF THESES	37
ENTRY FOR EXAMINATION BY THESIS.....	37
FORM OF SUBMISSION OF THESES	39
ACCESS TO THESES.....	39

EXAMINATION PROCEDURES FOR THESES 39

DEFINITIONS AND NOTES.....44

**APPENDIX 1
UNIVERSITY REGULATIONS ON PLAGIARISM**

APPLICATION OF THESE REGULATIONS.....45

DEFINITIONS45

EVIDENCE OF PLAGIARISM46

STUDENT CERTIFICATION46

ELECTRONIC VETTING FOR PLAGIARISM BY THE UNIVERSITY46

LEVEL 1 PLAGIARISM47

 PLAGIARISM IN WORK WHICH DOES NOT CONSTITUTE A THESIS OR MAJOR PROJECT REPORT 47

 PLAGIARISM IN THESES AND MAJOR PROJECT REPORTS 48

 APPEALS..... 48

LEVEL 2 PLAGIARISM49

 CLEARANCE ON A CHARGE OF LEVEL 2 PLAGIARISM..... 52

 APPEAL TO THE SENATE 53

DELEGATION BY DEAN OR HEAD OF DEPARTMENT53

SUPERVISOR’S CONFLICT OF INTEREST.....53

SECTION 1: GENERAL REGULATIONS

GRADUATE CERTIFICATES, DIPLOMAS AND DEGREES

Graduate Certificates and Diplomas

- 1.1 Graduate Certificates and Diplomas shall be awarded on the basis of:
- (a) written examinations together with a research paper or project report; or
 - (b) requirements prescribed for specific Graduate Certificates and Diplomas in the respective Faculties.

Taught Masters and DM Degrees

- 1.2 Taught Masters degrees and the Doctor of Medicine degree shall be awarded on the basis of:
- (a) written examinations together with a research paper or project report; or
 - (b) requirements prescribed for specific degrees in the respective Faculties.

Research Degrees: MPhil, PhD, MD

- 1.3 The MPhil, PhD and MD shall be primarily research degrees and shall be awarded primarily on the basis of examination by thesis. Other requirements shall be as specified in the respective Faculties.

Professional Doctorates

- 1.4 Professional Doctorates shall be awarded on the basis of examination by written papers together with examination of the thesis. Other requirements shall be as specified in Programme and Faculty Regulations.

QUALIFICATIONS FOR ADMISSION

- 1.5 The following are eligible to apply for registration for a Graduate Certificate, Diploma or degree:
- (a) Graduates of the University of the West Indies;
 - (b) Persons who possess a degree from an approved university;
 - (c) Persons holding such other suitable qualifications and/or experience as the Board for Graduate Studies and Research may approve.

Specially Admitted Students

- 1.6 In addition to the persons mentioned above, the Vice-Chancellor may also admit to the University as specially admitted students, for limited periods, such persons as he may deem fit.
- 1.7 Such persons are deemed eligible for special admissions:
- (a) Persons sponsored by the Governments or other employers to read certain courses, not for credit towards a University qualification, under a special arrangement.
 - (b) Any individual who wishes to pursue and develop a particular area of intellectual interest.
 - (c) Graduates of the University of the West Indies or other approved universities who wish to pursue a particular course or courses.
- 1.8 Applications for special admission must be made on the appropriate forms.
- 1.9 To be considered for entry as "specially admitted students" applicants should normally possess an undergraduate degree. Those students who do not satisfy the requirements for entry to the University should provide satisfactory evidence of their previous studies. In appropriate cases they may be required to sit for a special entrance examination. In the assessment of the qualifications of applicants due allowance shall be made for their maturity.
- 1.10 Specially admitted students may use not more than nine (9) credits from any particular programme towards UWI certification. Such students shall be required to comply with the University Regulations for students as are in force.

Admission on Transfer

- 1.11 A candidate registered in a Taught Masters programme at a university other than The UWI who wishes to transfer to the UWI to complete the degree, will be required to complete at least 50% of the coursework and the research project at the UWI. Candidates for professional doctoral programmes will be required to complete at least 50% of the coursework and the entire research at the UWI.

MINIMUM ENTRY REQUIREMENTS

Graduate Certificates, Diplomas, Taught Masters Degrees and DM Degrees

1.12 The minimum requirement for admission to a Graduate Certificate, Diploma, Taught Masters or DM degree programme shall be a minimum GPA of 2.5 or a Lower Second Class Honours degree or its equivalent, unless the Campus Committee for Graduate Studies and Research in any particular case otherwise decides.

MPhil Degrees

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

PhD and MD Degrees

1.14 The minimum requirements for admission to PhD and MD programmes:

- (a) Approved graduate degrees awarded primarily for research;
- (b) Taught Masters degree from the UWI or another approved University, provided that the Masters programme included a research component of at least 25% of the total credit rating and the applicant achieved at least a B+ average or its equivalent;
- (c) Approval of upgrade application;
- (d) Such other qualifications and experience as the Board for Graduate Studies and Research may approve.

Professional Doctorates

1.15 The minimum requirements for admission to Professional Doctorates: Taught Masters degree in an appropriate field from the UWI or another approved University, having achieved at least a B+ average or its equivalent, and possessing the required experience in the field (as specified in the relevant Programme requirements).

APPLICATION PROCEDURE

For information on the application procedure, please visit the Graduate Studies and Research Information Portal (GRIP) at www.uwi.edu/grip.

APPOINTMENT OF SUPERVISORS

- 1.16 Persons related to candidates for Graduate Certificate, Diplomas or degrees may not be appointed to supervise such candidates. For this purpose, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above or any other relationship that may give rise to a conflict of interest.
- 1.17 A staff member registered for a graduate degree shall not be appointed as a Supervisor of a student, unless the Board for Graduate Studies and Research in any particular case decides otherwise. Such a staff member may only be appointed to supervise a student registered for a taught degree below the level of the one for which the staff member is registered.
- 1.18 A staff member without a graduate degree or with a degree of a lower level than the one to be supervised, but with long teaching and research experience, may be appointed as Supervisor, but such recommendations for appointment shall be subject to approval by the Board for Graduate Studies and Research.
- 1.19 Supervisors of students pursuing research degrees must have held a graduate degree, of the same or higher level as the degree being supervised, for at least three years, unless the Campus Committee in any particular case otherwise decides.

Research Degrees

- 1.20 Before a student is accepted to an MPhil, PhD or MD programme, at least one supervisor shall be appointed by the Campus Committee on the recommendation of the Head of Department.
- 1.21 Where more than one Supervisor is appointed for a student, one shall be designated Chief Supervisor and the other(s) shall be designated Co-Supervisor(s). A person not on the staff of the UWI but fully qualified, may also be appointed a Co-Supervisor but may not be Chief Supervisor, except where approved by the Board for Graduate Studies and Research.
- 1.22 In cases of co-supervision of research which involves disciplines in more than one Department, the Chief Supervisor shall be from the

Department in which the student is registered, unless the Campus Committee in any particular case decides otherwise.

- 1.23 By the end of the Semester in which the student is first registered, a Committee of Advisors shall be nominated by the Head of Department and appointed by the Campus Committee. The Committee of Advisors shall comprise a minimum of three persons, and shall include the student's Supervisor(s).
- 1.24 Supervisors shall provide academic guidance and direction to students in the conduct of the students' research. (See *Graduate Studies Guide for Students and Supervisors*)
- 1.25 The Chief Supervisor, or sole supervisor as the case may be, shall communicate regularly with the student and Co-Supervisor if applicable, convene meetings of the Committee of Advisors at least once per year, and by regular reports (see Reg. 1.69), inform the Campus Committee of the state of the student's work.

Professional Doctorates

- 1.26 Supervisors of professional doctoral theses must be nominated by the relevant Head of Department and approved by the Campus Committee at least three months prior to the scheduled commencement of the research component of the work.

Research Papers and Project Reports

- 1.27 Supervisors of research papers and project reports must be nominated by the relevant Head of Department and approved by the Campus Committee at least two months prior to the scheduled commencement of the work by the candidates.

REGISTRATION

- 1.28 A candidate may not be registered for two or more programmes simultaneously, whether at UWI or at any other institution, unless the Board for Graduate Studies and Research in any particular case decides otherwise.
- 1.29 A student awaiting the final results of a programme in which he or she is registered may be provisionally accepted by the Board for Graduate Studies and Research into another programme pending the outstanding results.

- 1.30 The period of registration for a Graduate Certificate, Diploma or degree shall date from the start of the semester in which the candidate is first registered.
- 1.31 All students, including those who proceed on electives and attachments to other institutions, are required to register each semester.

Deadlines for Registration

- 1.32 Deadlines for registration shall be as follows:
- (a) Continuing students and new students admitted in Semester I:
 - (i) Normal Registration: First week of Semester I
 - (ii) Late Registration: Up to the end of the third week of Semester I. A late registration fee will be charged.
 - (b) New students admitted in Semester II:
 - (i) Normal Registration: First week of Semester II
 - (ii) Late Registration: Up to the end of the third week of Semester II. A late registration fee will be charged.
 - (c) The University Registrar/Campus Registrar may delegate to Campus Committees responsibility with respect to the above deadlines.
- 1.33 Late registration and changes in registration after the above deadlines will be permitted only in exceptional circumstances and with the approval of the Campus Committee, on the recommendation of the relevant Head of Department. Continuing students who have failed to register by the applicable deadlines shall be deemed to have withdrawn, and shall be required to apply for re-admission.
- 1.34 Students are deemed to have failed any required examination in courses for which they have registered but which examination they have not taken, except in exceptional circumstances as determined by the Chair of the relevant Campus Committee.
- 1.35 Candidates who have submitted their theses, research papers or project reports before the end of a Semester, but the examination of which has not been completed at the start of the following Semester,

must re-register in the new Semester, but need only pay the applicable registration fee. Any costs incurred by candidates in being present for oral examinations, should the Regulations or the Examiners require that they be so examined, shall be borne by the candidates.

Identification Cards

1.36 All registered students are required to have a University ID card which they must produce at the Library, examination rooms and other places as may be requested.

Leave of Absence

1.37

- (a) A student who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Committee, stating the reasons for the application.
- (b) The length of such leave of absence, if granted, will be subject to approval by the Campus Committee, but will not be less than one semester or greater than one academic year in the first instance, terminating at the end of the semester or the academic year for which the application is approved.
- (c) Leave of absence will not be granted for more than two consecutive academic years, unless the Board for Graduate Studies and Research in any particular case decides otherwise.
- (d) Applications for leave of absence for a semester shall be submitted by the end of the third week of the relevant semester;
- (e) Applications for leave of absence for the academic year shall be submitted by the end of the third week of Semester I.

Conduct of Research Abroad

1.38 Candidates for the MPhil, PhD, and MD who wish to conduct a portion of their research abroad, may do so provided that satisfactory evidence has been presented by the Head of Department to the Campus Committee that adequate facilities are available for the proposed programme of work and that adequate arrangements have been made for supervision.

Intellectual Property

- 1.39 As a UWI student, the candidate agrees to abide by the *UWI Policy on Intellectual Property* located on the Graduate Studies and Research Information Portal at www.uwi.edu/grip.

CHANGES IN REGISTRATION

Transfer and Upgrading of Registration

- 1.40 A candidate registered for the MPhil degree who wishes to upgrade his or her registration to the PhD may apply after a period of one year full-time, or two years part-time, from the date of initial registration, and should complete the upgrade of registration by the end of three years full-time, or five years part-time, from the date of initial registration. The candidate must have the support of the Supervisor and the relevant Head of Department and have given evidence of having the qualifications necessary for writing a thesis for the PhD.
- 1.41 A candidate who is registered for a Taught Masters degree may apply after a period of one Semester for transfer of registration to the MPhil if, in the opinion of the Head of Department, the candidate has given evidence of having the qualifications necessary for writing the thesis for the MPhil. A candidate registered for the MPhil/PhD programme who wishes to pursue a Taught Masters degree shall withdraw from the MPhil/PhD, without penalty, and apply for registration in a Taught Masters programme.
- 1.42 The procedure to be followed by Heads of Departments in the upgrading and transfer of registrations under Regulations 1.40 and 1.41, shall be as prescribed by the Board for Graduate Studies and Research in the *Manual of Procedures for Graduate Certificates, Diplomas and Degrees*.
- 1.43 A candidate whose application for upgrading or transfer of registration under Regulations 1.40 and 1.41 has been approved shall have the years spent in the MPhil programme counted toward the years spent in the PhD programme (see Regulations 1.49 and 1.50).
- 1.44 A candidate who is registered for the PhD and who has not yet submitted the thesis for examination may apply to the Campus Committee to change registration to MPhil and submit the thesis for examination for the MPhil degree. Where these applications are granted, the registration for the PhD will lapse and the registration for

the MPhil will be deemed to have started from the date of the original registration for the MPhil/PhD.

Full-time and Part-time Registration

- 1.45 Candidates registered as either full-time or part-time students may apply to the Campus Committee to change their registration status.
- 1.46 Full-time students may take employment for not more than twelve hours per week without losing their full-time status otherwise they shall be registered as part-time. However, research students who hold Teaching or Research Assistantships in the area of their research programmes may be registered as full-time students, provided that their employment commitment does not exceed twenty hours per week.
- 1.47 A candidate who has been registered as a full-time student for two years in the case of the MPhil or three years in the case of the MD, PhD and Professional Doctorate shall not benefit from any extension of time for completion of the requirements of the degree by virtue of any change to part-time registration thereafter (see Regulation 1.53).

TIME LIMITS FOR REGISTRATION

- 1.48 The minimum period of registration for the MPhil is 2 years full-time, and for the MD, PhD, and Professional Doctorate, is 3 years full-time, unless the Campus Committee in any particular case otherwise decides. The minimum period of registration for the MPhil and Professional Doctorate is 4 years part-time, and for the MD and PhD, 5 years part-time.
- 1.49 Candidates for the MPhil are required to submit their theses for examination within 3 years of their initial registration for full-time studies or, subject to Regulation 1.47, within 5 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.
- 1.50 Candidates for the PhD, MD and Professional Doctorates are required to submit their theses for examination within 5 years of their initial registration for full-time studies or, subject to Regulation 1.47 within 7 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.

- 1.51 The minimum period of registration for a Taught Masters degree shall be one year for full-time students and two years for part-time students, unless the Board for Graduate Studies and Research in any particular case otherwise decides (see the relevant Programme Requirements). Assessment of the taught component must be completed before a research paper or project report can be submitted for examination. A candidate who is permitted to re-write any component of the programme is allowed a consequential extension of these time limits.
- 1.52 A candidate whose period of registration is about to end (see Regulations 1.49-1.50) may apply for an extension of time. Such application must be accompanied by a statement explaining why the thesis, research paper or project report has not been completed and indicating how much work remains to be done. Campus Committees may approve extensions of time limits of up to 1 year for submission of project reports and research papers, and up to 2 years for MPhil, PhD, MD and Professional Doctorate theses.
- 1.53 Extensions of time limits in excess of those in Regulation 1.52 may be granted by the Campus Committee where it considers that exceptional circumstances exist.
- 1.54 For the purposes of calculating time limits for registration, part-time registration is treated as equivalent to one-half year of full-time registration only for the first two years of full-time equivalent (FTE) registration for the MPhil, or three years FTE registration in the PhD. Thereafter, part-time registration will be treated as equivalent to full-time.

WITHDRAWAL

Students Deemed To Have Withdrawn

- 1.55 Where a student does not meet the final deadline for submission of any requirement for a Graduate Certificate, Diploma or degree that student's registration and the right to re-registration shall expire at the end of the semester during which the final deadline occurs. Such students are deemed to have withdrawn.

Students Required To Withdraw

- 1.56 Students registered in Graduate Certificates, Diplomas, Taught Masters degrees or programmes in which courses are delivered over a

short period may, on account of poor performance, be required to withdraw by the Campus Committee at the end of Semester I, II or at any point within a Semester, as may be prescribed by the approved Programme requirements.

- 1.57 Candidates required to withdraw at the end of Semester I shall be refunded any fees already paid towards Semester II.

RE-ADMISSION OF CANDIDATES

- 1.58 The re-admission of students who had been deemed to have withdrawn or required to withdraw must be approved by the Campus Committee. Such applicants deemed to have withdrawn may apply for readmission at any time. Applicants required to withdraw will be considered for re-admission not less than two years after their withdrawal, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

- 1.59 Applicants re-admitted to a Graduate Certificate, Diploma or degree programme may, with the approval of the Campus Committee, be credited with courses passed during the applicant's previous registration provided that not more than five years have lapsed since the date of expiry of the applicant's previous registration for those courses, or that the course content has not changed significantly in the interval. An applicant may be allowed credit for courses passed after more than five years have lapsed provided the relevant Head of Department submits in writing the reasons for the recommendation, for the approval of the Board for Graduate Studies and Research. Approval of such credit will be granted only where the candidate's performance has been significantly better than a minimal pass, unless the Board for Graduate Studies and Research in any particular case decides otherwise. In cases where a student has been required to withdraw through failure of a research paper or project report and is re-admitted, the research paper or project report which is pursued must address a new topic.

REGISTRATION OF QUALIFYING CANDIDATES

- 1.60 Students for admission to Graduate Certificate, Diploma and degree programmes may be required by the Board for Graduate Studies and Research to take qualifying courses and to write examinations in these courses. Such students shall be registered as qualifying students and not as candidates for the certificate, diploma or degree. The qualifying

courses shall be recommended by the relevant Head of Department for approval by the Campus Committee.

- 1.61 Students who are required to write qualifying examinations shall do so within two semesters of registration as a full-time student or four semesters of registration as a part-time student. The examination shall be conducted through the Campus Registrar who shall advise the candidates of the date, time, and place, not later than four weeks in advance of the examination.
- 1.62 Students will not be allowed to repeat a qualifying examination or any part thereof, except in exceptional circumstances and with the approval of the Campus Committee, on the recommendation of the Examiners.
- 1.63 Students cannot proceed to register for a Graduate Certificate, Diploma or degree programme unless they have successfully completed the required qualifying examinations.

DEPARTMENTAL EXAMINATIONS

- 1.64 Students for admission to Graduate Certificate, Diploma and degree programmes who are deemed generally acceptable but deficient in knowledge of particular aspects of the subject concerned may be required to follow courses, specified by the Campus Committee on the recommendation of the Head of Department, in addition to the courses required for the certificate, diploma or degree, and to pass the appropriate examinations before submitting any thesis, research paper, or project report as required. Such examinations shall be termed Departmental Examinations.
- 1.65 Students who are required to write Departmental Examinations shall register for the appropriate examinations at such time as is determined by the Campus Committee, on the recommendation of the Head of Department. The examinations shall be conducted through the Campus Registrar, who shall advise the candidates of the date, time and place not later than four weeks in advance of the examination.

COURSE OF STUDY

Graduate Certificates, Diplomas, Taught Masters and DM Degrees

1.66

- (a) The course of study for a Graduate Certificate, Diploma or Taught Masters degree shall include, in addition to the required courses, supervised research work culminating in the submission of a research paper or project report, except as stated in approved Programme requirements. The subject of any such research paper or project report shall be recommended by the relevant Head of Department to the Campus Committee for approval not later than two months before the date of submission of the research paper or project report.
- (b) The course of study for a DM degree includes both an academic programme and clinical rotations covering all aspects of the discipline over 4 to 7 years depending on the discipline. For all disciplines, it is necessary to be attached to an accredited hospital or to be assigned to clinical duty. All DM candidates are required to complete successfully a research project or case book before the final examination.

Research Degrees and Professional Doctorates

1.67 A candidate for the MPhil, PhD, MD or Professional Doctorate is required to follow such courses of study, and to undertake such other work, as may be approved by the Campus Committee on the recommendation of the relevant Head of Department, and to pass the appropriate examinations before submitting the thesis:

- (a) For students enrolled in an MPhil degree, a minimum of 6 credits should be taken through courses, and for students enrolled in a PhD programme, a minimum of 9 credits should be taken through courses.
- (b) For students upgrading from MPhil to PhD, their MPhil courses will contribute to the course requirements for the PhD.
- (c) Students entering either the MPhil or PhD degree already holding a Taught Masters degree in a similar discipline may apply to the Campus Committee for exemption from the course requirements of the research degree.

RESEARCH SEMINARS

1.68 Students enrolled for an MPhil degree must satisfactorily complete at least two research seminars, to be convened by the relevant Head of Department, prior to the submission of their MPhil thesis. Students enrolled for a PhD or MD degree must satisfactorily complete three such seminars. The upgrade seminar will count as one of the three seminars for the PhD, provided that it is not the last seminar. Assessment of students' seminars must be included in their Progress Reports. Students enrolled in Professional Doctorates must satisfactorily complete research seminars as specified in Programme requirements.

PROGRESS REPORTS

- 1.69 Each Chief Supervisor or sole Supervisor as the case may be, shall submit biannually to the Campus Committee through the Head of Department, a report on the work of any candidate placed under his or her supervision. Members of the Committee of Advisors are required to meet at least once per year with the student, and based on their meeting(s), shall submit to the Campus Committee, through the Head of Department, an annual report on the student's progress. These reports should say what work the candidate has done, assess the work, indicate what remains to be completed and whether the candidate is on schedule. The Supervisor shall supply the student with a copy of these reports, and the student shall be invited to verify that he or she has seen these reports.
- 1.70 Where the candidate disagrees with the Supervisor's assessment of the candidate's progress, he or she shall so indicate to the Campus Committee in writing. The Campus Committee shall consider the candidate's objections, together with the Supervisor's report, and may, if it sees fit, refer the matter for the report from another person qualified under these Regulations to supervise the candidate. If the Campus Committee decides against accepting the Supervisor's assessment, it may, and shall if the candidate requests, replace the Supervisor with another Supervisor appointed after consultation with the Dean of the Faculty and Head of Department.
- 1.71 Candidates whose work is at any time reported by their Supervisors to be unsatisfactory may be required to withdraw.

MARKING SCHEME

1.72 The marking scheme for graduate degrees, diplomas and certificates is as follows:

Passing Grades:

A	70 -100%
B+	60 - 69%
B	50 -59%

Failing Grade:

F	0 -49%
---	--------

Where students are writing Qualifying Courses or Departmental Examinations, the minimum pass will be as indicated above. The minimum passing grade will not necessarily qualify the student for entry into all graduate programmes. The threshold for admission will be determined by the programme.

THE AWARD OF DISTINCTION AND OF HIGH COMMENDATION

1.73 In the case of Graduate Diplomas and Taught Masters degrees which require the submission of a project report or research paper, a distinction is awarded to candidates who achieve an average of 70% or better (Grade A) in the written courses and a mark of 70% or better in the research paper or project report. A candidate failing a course (including an elective course) required for the completion of the programme shall be ineligible for the award of distinction. Failure in a co-requisite course or in a qualifying course shall not exclude the student from receiving a distinction.

1.74 In the case of programmes conducted entirely by courses, candidates must obtain an A grade in at least 70% of the courses and the average mark of all courses must not be less than 70% to qualify for distinction. A candidate failing a course (including an elective course) required for the completion of the programme shall be ineligible for the award of distinction. Failure in a co-requisite course or in a qualifying course shall not exclude the student from receiving distinction.

1.75 The award of an MPhil/PhD shall be conferred with high commendation where the Examiners are unanimous in their recommendation that such an award should be made (see Reg. 3.25). In the case of Professional Doctorates, candidates must also have attained a Grade A average over the coursework component of the

programme, and a candidate failing a course (including an elective course) required for the completion of the programme shall be ineligible for the award of high commendation. Failure in a co-requisite course shall not exclude the student from receiving high commendation. High commendation will not normally be awarded to candidates who have exceeded the time limits for registration.

POSTHUMOUS AWARD OF CERTIFICATE, DIPLOMA OR DEGREE

- 1.76 Where a candidate dies after submission but prior to forwarding the thesis, research paper or project report for examination, the Campus Registrar shall in all cases inform the Examiners of the status of the candidate. Where the Examiners require only editorial changes, the Campus Committee may authorise the candidate's Supervisor to effect such changes. Where Examiners require substantive changes, the matter shall be referred to the Board for Graduate Studies and Research for determination.
- 1.77 Where a candidate dies after Examiners have reported, but prior to completing required corrections, the procedure at Regulation 1.76 shall apply with respect to the required changes.
- 1.78 The Board for Graduate Studies and Research shall consider the award of a posthumous certificate, diploma or degree only on receipt of a formal request by the candidate's personal representative. The Board shall consider the particular circumstances of each request prior to approving the award of the certificate, diploma or degree.
- 1.79 The posthumous award of a certificate, diploma or degree shall be considered only when the thesis, research paper or project report needed to complete programme requirements has been submitted to the Campus Registrar for examination, unless the Board for Graduate Studies and Research in any particular case otherwise decides.

CHEATING

- 1.80 Cheating is any act intended to benefit one's self or another by deceit or fraud.
- 1.81 A candidate must not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his or her papers. A candidate must not directly or indirectly

accept assistance from any other candidate or use any other candidate's papers. These behaviours will be regarded as cheating.

1.82

- (a) If any candidate is suspected of cheating, or of attempting to cheat, the circumstances shall be reported in writing to the Campus Registrar. The Campus Registrar shall refer the matter to the Chair of the Campus Committee for Graduate Studies and Research. The Chair shall appoint an Investigating Committee of not less than 5 members to consider the case. If the Chair so decides, the Committee shall invite the candidate for an interview and shall conduct an investigation. If the candidate fails to attend the interview, and does not offer a satisfactory explanation, the Committee may hear the case in the candidate's absence.
- (b) When investigating allegations of cheating, the quorum of the meeting shall include the Chair of the Campus Committee for Graduate Studies and Research, at least one (1) other member of the Campus Committee and the graduate student representative on the Campus, or in his/her absence, a student nominated by the President of the Student Society. In the event that the Chair of the Campus Committee for Graduate Studies and Research is unable to attend, the Chair of the Board for Graduate Studies and Research shall appoint an Acting Chair. The Campus Registrar shall be the Secretary to the Committee.
- (c) If the candidate is found guilty of cheating or of attempting to cheat, the Committee may recommend to the Board for Graduate Studies and Research that the candidate be disqualified from the examination concerned, or disqualified from all his/her examinations taken in that examination session; or disqualified from all further examinations of the University for any such period of time as it may determine.
- (d) A student may appeal to the Senate from the decision of the Board for Graduate Studies and Research. Appeals against decisions of the Board for Graduate Studies and Research shall be received by the Campus Registrar within two weeks of the date on which the decision is communicated to the student. Such appeals shall be heard by an Appeal Committee of Senate. Such an Appeal Committee may

uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in (c) above. The decision of the Appeal Committee of Senate shall be final.

- (e) Regulations 1.82(a)-(d) apply to all forms of cheating except plagiarism.

Plagiarism

1.83 Regulations applicable to plagiarism are provided in Appendix 1 to these *Regulations*.

*SECTION 2
REGULATIONS FOR WRITTEN EXAMINATIONS
AND COURSEWORK*

GENERAL EXAMINATION REGULATIONS

- 2.1 Candidates taking courses for Graduate Certificates, Diplomas and Degrees shall be examined by means of one or more of the following:
- (a) Written Examinations;
 - (b) Coursework, which shall include practical work, essays and other forms of course-work exercise or written test or any combination of these prescribed by Programme Regulations and approved by the Board for Graduate Studies and Research;
 - (c) Oral Examinations, if recommended by the Examiners of written examinations or coursework and approved by the Campus Committee.
- 2.2 Candidates are required to pass either the coursework or the written examinations and coursework.
- 2.3 No candidate will be permitted to repeat the examination in any one course on more than one occasion, unless the Board for Graduate Studies and Research in any particular case decides otherwise.
- 2.4 Candidates permitted a second attempt at a course, in cases of courses with mixed methods of assessment, will be required to rewrite only that component failed, unless the Campus Committee in any particular case decides otherwise. Marks allotted to the component passed at the first attempt will be credited to the candidate at his or her second attempt at the course.
- 2.5 In exceptional circumstances a final attempt may be granted by the Board for Graduate Studies and Research. In these instances, the Examiners shall recommend the minimum passing mark (50%) as the final overall mark for the course.
- 2.6 The number of courses in which a candidate may be permitted a repeat examination shall be specified in the Requirements for the particular programme, subject to the approval of the Board for Graduate Studies and Research.

- 2.7 Candidates who repeat the examination in any course shall not be eligible for the award of a certificate, diploma or degree with distinction.
- 2.8 The conduct of examinations in conformity with these Regulations and the decisions of the Senate shall be under the overall administrative control of the University Registrar. However, the Campus Registrar shall act on the advice of either the Chair of the Board for Graduate Studies and Research or the Chair of the relevant Campus Committee for Graduate Studies and Research, who shall consult the relevant Dean and Head of Department.
- 2.9 Any of these Regulations for examinations of graduate certificates, diplomas and degrees may be waived by the Chair of the Board for Graduate Studies and Research, who shall report his or her action to the next meeting of the Board.

WRITTEN EXAMINATIONS

Declaration of Interest

2.10

- (a) All categories of staff are required to submit a declaration of interest to the Campus Registrar if they have a relative writing an examination in which they are involved. Failure to comply with this regulation will result in the candidate's results being declared null and void and the staff member being reported to the Disciplinary Committee.
- (b) Where a member of staff has a relative writing examinations for a course taught by him or her, that member shall be divorced from the setting of the examination paper and another Examiner must be appointed to set the paper and to examine a sample of the scripts, including the script(s) of the relative. Such sample should comprise 10% of the total scripts but in no case be fewer than five scripts.
- (c) For the purposes of these Regulations, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.

Appointment of Examiners

- 2.11 Examiners shall be appointed by the Campus Committee, following receipt of nominations from Faculty Boards. Such nominations should be submitted to the Campus Registrar no later than two months prior to the date of the examination.
- 2.12 Every written examination for a Graduate Certificate, Diploma or degree, whether taken at one time or in sections, shall be set and graded by two Internal Examiners, one of whom shall be appointed First Examiner.
- 2.13 The minimum qualifications required for an Internal Examiner are:
- (a) An appointment in the grade of Lecturer or above;
A record of scholarly publications;
 - (b) At least three years' experience as an Examiner at an approved University.
- 2.14
- (a) A Head of Department wishing to recommend for appointment as an Examiner a staff member who does not satisfy one or more of the qualifications listed in Regulation 2.13 shall make an appropriate case to the Campus Committee.
 - (b) In instances where part-time members of staff are being recommended as Internal Examiners, their degrees, relevant qualifications, lists of publications, University titles and current academic appointments shall be submitted to the Campus Committee.
- 2.15 The Campus Committee shall recommend to the Board for Graduate Studies and Research those courses, or groups of courses, in which it is not necessary to appoint External Examiners or in which it is desirable to appoint Independent Examiners.
- 2.16 External Examiners shall be appointed by the Campus Committee following receipt of nominations from the relevant Head of Department.
- 2.17 A person who is currently a member of staff, or on the Council, the Campus Council or the University Strategy and Planning Committee,

or who has so served within the prior five year period, shall not be appointed External Examiner.

- 2.18 An External Examiner shall not be appointed for more than three years in the first instance. Such appointment may not be extended beyond one additional three year period, unless the Board for Graduate Studies and Research in any particular case otherwise decides.
- 2.19 At the time of nomination of External Examiners, their degrees, relevant professional qualifications, lists of publications, University titles and current academic appointments shall be submitted to the relevant Campus Committee for approval.

Duties of Examiners and Heads of Departments

- 2.20 The setting of the examination question paper should be based on full consultation between the Internal Examiners and should normally reflect the consensus of all Examiners concerned.
- 2.21 The duties of the First Examiner shall include:
- (a) Preparing a camera-ready copy of the question paper and a marking scheme;
 - (b) Ensuring that all scripts are seen by at least two Examiners;
 - (c) Determining the marks, including reconciling the marks between different Examiners where necessary, and preparing the marksheets;
 - (d) Forwarding copies of the signed component marksheets by the prescribed deadline to the Campus Registrar on completing the examination of each course;
 - (e) Forwarding to the External Examiner through the Campus Registrar, on completion of marking: marksheets appropriately signed; the question paper(s); the relevant marking schemes; solutions and other relevant material including approved course descriptions; and a sample of the scripts and coursework assignments covering performance at all grades, chosen in consultation with the other Internal Examiners (see Regulations 2.30, 2.33, 2.67).
- 2.22 The Head of the Department, or his or her nominee, is responsible for the administrative arrangements involved in the setting and marking of examination papers and the submission of draft papers to the

Campus Registrar. In cases where the Head of the Department, or his or her nominee, encounters problems in ensuring the smooth running of the examination process, he or she shall notify the Campus Registrar in writing, with a copy to the person(s) appropriate.

- 2.23 The Internal Examiners shall be responsible for the preparation of draft question papers for the marking of other examination exercises, and for participation in oral examinations where required.
- 2.24 All Examiners marking scripts must perform full examining duties (as defined in *The University Examination Regulations for First Degrees, Diplomas and Certificates*).
- 2.25 The First Examiner shall be in attendance at the start and during the first half hour of each written examination, except where the written examination requires the expertise of more than one Internal Examiner in which case all Internal Examiners shall be present. In such circumstance where there are no resident Examiners, the First Examiner shall be available for the first half hour of the examination to respond to telephone enquiries.
- 2.26 The Head of Department or his nominee shall use his or her best efforts to ensure that:
- (a) The agreed examination papers are submitted to the Campus Registrar by the dates prescribed, and that such question papers are signed by the Internal Examiners;
 - (b) The examination papers are checked for accuracy by the Internal Examiner(s), at least two days before the examination;
 - (c) The scripts are marked by both Internal Examiners;
 - (d) The scripts, signed marksheets and other relevant examination material are returned to the Campus Registrar within three weeks of the date of the examination.
- 2.27 In cases where the Head of the Department, or his or her nominee, encounters problems in ensuring the smooth running of the examination process, he or she shall notify the Campus Registrar in writing, with a copy to the person(s) as appropriate.
- 2.28 All Examination material shall be addressed to the Campus Registrar under confidential cover, and shall be handed in personally to the

Examinations Section by the Head of Department or by the First Examiner. In no circumstance shall a script or other completed examination exercise leave a country unless it has been marked by at least one Internal Examiner, or a facsimile copy has been made. Lost examination scripts will be dealt with as outlined in *The University Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates* save that the reference therein to the Chair, Campus Committee on Examinations will be taken to mean Chair, Campus Committee for Graduate Studies and Research.

- 2.29 Consultation on the examination papers and scripts shall be conducted through the relevant Campus Registrar.
- 2.30 There may be full External Examination of any course or External Examination through *post facto* review. Full External Examination of courses apply to at least the first two years of every new programme after which External Examination will normally be *post facto*.
- 2.31 The minimum duties of the External Examiner in the Full External examination process shall be:
- (a) to review and comment on the examination paper(s) and such other examination material as may be referred to him or her by the First Examiner through the Campus Registrar;
 - (b) to assess students' examination scripts, coursework assignments (when sent to the External Examiner; see Regulation 2.67) and other responses, and to recommend marks in any case in which he or she does not agree with the mark awarded by the Internal Examiners. The External Examiner shall include in his or her report the reasons for any substantial disagreements so indicated. When such disagreements affect the issue of pass or fail, the External Examiner should submit his or her mark to the appropriate Campus Registrar as soon as possible;
 - (c) to report to the relevant Campus Registrar within six weeks of the receipt of the scripts on the standard of the examinations as a whole;
 - (d) to comment in the report on the relevance of the examination paper(s) and coursework topic(s), as appropriate, to the course objectives;

- (e) to comment on comparability of the course(s) with those in similar programmes in other institutions, and to make recommendations where appropriate for the general improvement of the course(s);
- 2.32 In the case of Full External Examination, the External Examiner shall receive:
- (a) Course descriptions and all its elements;
 - (b) The examination scripts and other relevant examination material;
 - (c) The marksheets appropriately signed;
 - (d) The approved examination question paper(s) and, where appropriate, solutions;
 - (e) The coursework assignments, where relevant;
- 2.33 With respect to External Examination through *post facto* review, the External Examiner shall receive, for each of the courses for which he or she is responsible, a copy of the approved course description and all its elements, the question paper, the marksheet, marking scheme and solutions, a representative sample of the scripts, and where relevant, a sample of the coursework and any Master's project reports.
- 2.34 The duties of the External Examiner in *post facto* reviews shall include:
- (a) Undertaking a review of the standard of each examination after the scripts have been marked, and where relevant, of the standard of the coursework;
 - (b) Acting as a reviewer, and advising in this capacity on curricular matters in the area of study to which he or she is appointed;
 - (c) Writing a report to the Campus Registrar on each course examined. Copies of reports of External Examiners shall be sent by the Campus Registrar to the relevant Head of Department, Faculty Dean and Campus Committee. The External Examiner shall submit his or her report no later than four weeks after the receipt of the scripts.
- 2.35 Each External Examiner shall return to the Campus Registrar, in sealed registered packets, all scripts, marksheets and such other examination materials as may have been referred to him. These should be sent by

airmail unless they need to be returned more urgently for the attention of the Board of Examiners.

- 2.36 Copies of reports from External Examiners shall be sent by the Campus Registrar to the relevant Campus Committee, Faculty Dean and Head of Department.

Confidentiality and Format of Question Papers

- 2.37 The confidentiality of all examination matters shall be preserved.

2.38

- (a) The final draft question paper(s) shall be signed by the Internal Examiners and shall be on such form(s) as the University Registrar may prescribe.
- (b) The final approved question paper(s) shall be printed or otherwise reproduced as prescribed by the Campus Registrar.
- (c) No question paper shall be adopted as an examination paper unless it has been signed by the Internal Examiners.

- 2.39 Examiners must not transmit question papers by unsecured means.

Conduct of Written Examinations

- 2.40 Instructions to candidates taking written examinations, and duties of Invigilators, shall be as in *The University Examination Regulations for First Degrees, Diplomas and Certificates*, except that functions assigned to the Campus Committee on Examinations, its Chair, or the Chair of the Board for Undergraduate Studies, shall be performed respectively by the Campus Committee for Graduate Studies and Research, its Chair, or the Chair, Board for Graduate Studies and Research.

- 2.41 The dates of all examinations, other than Special Examinations, shall be as prescribed by the Campus Registrar.

- 2.42 The Examination Timetable, in respect of written examinations, shall be published at least one month before the examinations begin. Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices posted on the official Examination Notice Board or an approved electronic medium at each Campus. Candidates will not be informed individually of such

changes. In no case will any such change be made later than one week prior to the commencement of the series of examinations.

- 2.43 Each Chair of a Campus Committee is authorised to grant permission for the holding of a Special Examination on the recommendation of the relevant Head of Department.
- 2.44 Examinations being taken by both full-time and part-time students will be scheduled in accordance with the full-time programme.
- 2.45 No candidate shall be admitted to any examination unless:
- (a) He or she has satisfied all the requirements and passed all the qualifying examinations prescribed in the Programme Requirements; or
 - (b) He or she has been exempted from any such requirements by the Campus Committee on the recommendation of the relevant Head of Department.
- 2.46 Any candidate who has been absent from the University for a prolonged period during the academic year for any reason other than certified illness, or whose attendance at prescribed lectures, classes, practical classes, tutorials or clinical instructions has been unsatisfactory, or who has failed to submit essays or other exercises set by his or her teachers, may be debarred from the relevant University examination(s) by the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department.
- 2.47 Any student who, having registered for a course, fails to take the examination shall be deemed to have failed the examination unless the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department, in any particular case decides otherwise.
- 2.48 If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the Examiners have no knowledge, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he or she must do so within seven days of that part of the examination which may have been affected.

- 2.49 The Campus Registrar may pass the information referred to in Regulation 2.48 to the Chair of the Board of Examiners, if in his or her opinion it is likely to assist the Examiners in the performance of their duties. Boards of Examiners shall not take cognizance of illness, or other circumstances claimed to affect the performance of candidates, if these have not been referred to them by the Campus Registrar.
- 2.50 Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations shall apply to the Campus Registrar through the relevant Dean of the Faculty or Head of Department. The arrangements desired should be specified, and the Campus Registrar may require a Medical Certificate as proof of such incapacity. Such student(s) shall be given extra time in which to write the relevant examination(s). The Campus Registrar shall inform the Board of Examiners of the circumstances in which the examination was performed.
- 2.51 Any amanuensis or secretarial assistance provided to students with special needs shall be approved by the Campus Registrar. The University will normally defray the additional costs involved.
- 2.52 In cases of illness, the candidate shall present to the Campus Registrar a medical certificate, as proof of illness, signed by the University Medical Officer or by other Medical Practitioners approved for this purpose by the University. The candidate shall send the medical certificate to the Campus Registrar within seven days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in exceptional circumstances.
- 2.53 Where, in the opinion of the University Medical Officer or any other approved Medical Practitioner concerned, a student is unable to submit a medical certificate in person, the University Medical Officer may do so on his behalf, within the time period prescribed in Regulation 2.52.
- 2.54 In the case of written examinations, every script shall bear the candidate's ID number but not his or her name.
- 2.55 The place, time and date at which a written examination shall be held will be determined by the Campus Registrar.

COURSEWORK REGULATIONS

- 2.56 Any coursework component, which is intended to count towards the final mark for a course, must be approved by the Board for Graduate Studies and Research.
- 2.57 The relevant Head of Department or Nominee must advise the students in writing about the coursework requirement before the end of the second week of the semester in which the coursework assignment is due, unless the Campus Committee in any particular case otherwise decides. Copies of this advice must be posted on the appropriate Faculty or Department Notice Boards or an approved electronic medium.
- 2.58 The submission date(s) of coursework assignments which count towards the final mark for a course shall be posted on Faculty or Departmental Notice Boards or an approved electronic medium at least two weeks in advance of the submission date(s) for the particular assignments.
- 2.59 Any student who fails to submit by the posted submission date, a coursework assignment which is intended to count towards the final mark for a course shall be deemed to have failed the assignment unless the Campus Committee, on the recommendation of the relevant Head of Department, in any particular case otherwise decides.
- 2.60 In the case of written examinations of coursework, the Lecturer or Internal Examiner for the course shall be present for at least the first half hour of the examination, and appropriate invigilation shall be arranged by the relevant Head of Department or Examinations Section where appropriate for the entire examination.
- 2.61 In the case of written examinations of coursework, the Examinations Section shall determine the place, time and date at which the examination will be held, and this information shall be posted on the relevant Faculty or Departmental Notice Boards or an approved electronic medium at least two weeks in advance of the examination date.
- 2.62 For all coursework assignments, and for written examinations of coursework, the candidate's work must bear either the candidate's ID number or his or her name, as prescribed by Faculty Regulations.

- 2.63 Coursework assignments and examinations should be examined by at least two Internal Examiners. Where the Internal Examiners fail to agree on a coursework mark, the Head of Department shall determine the coursework mark in consultation with the Internal Examiners. In such a case, he or she must submit a full report to the Campus Committee.
- 2.64 Internal Examiners are permitted to inform students of their grades and marks for individual pieces of coursework as soon as an agreed grade and mark are available.
- 2.65 For all coursework assessment, the First Examiner is required to submit to the Head of Department, before the date of the written examination for the course, a coursework marksheet indicating marks for each coursework component and the final coursework percentage and grade.
- 2.66 In respect of any courses in which the students collaborate in teams and submit team reports as components(s) of their coursework requirements, the report of each team may identify which portions of its contents have been contributed by which student. All coursework shall be written work except where the Board for Graduate Studies and Research gives approval for an alternative procedure.

ORAL EXAMINATIONS

- 2.67 The Examiners appointed to examine a written paper may put oral questions to a candidate in any case in which they believe that this will help towards a more accurate assessment, if the Chair of the Campus Committee so approves.
- 2.68 In cases where a student fails a written examination of a course within 5% of the pass mark, the Examiners may recommend an oral examination to the Chair of the Campus Committee.
- 2.69 In cases of students failing the written examination component of a course on the first attempt, being allowed an oral examination, and performing satisfactorily in the oral examination, the Examiners shall recommend the minimum passing mark (50%) for the written component. This shall then be combined with the coursework mark to obtain the final overall mark for the course. In cases of students failing the written examination component of a course on the second

attempt, being allowed an oral examination, and performing satisfactorily in the oral examination, the Examiners shall recommend a the minimum passing mark (50%) as the final overall mark for the course.

- 2.70 The Campus Registrar shall set the time and place of the oral examination.
- 2.71 Oral examinations will be conducted by at least two Examiners, and chaired by the relevant Head of the Department or a senior member of the Faculty nominated by the Chair of the Campus Committee, if the Head of the Department is absent or is an Examiner. A report of the examination must be submitted to the Campus Committee.
- 2.72 The Examiner of an oral examination shall not serve as Chair.
- 2.73 The Examiners at an oral will normally be the persons who examined the written paper, but if one Examiner is not available, the Chair of the Campus Committee, in consultation with the relevant Head of Department, may appoint another Examiner in his or her place.

EXAMINERS' MEETINGS

- 2.74 The marks obtained by all candidates in each course examined shall be presented by the Internal Examiners to a Board of Examiners.
- 2.75 The relevant Head of Department, or Faculty Dean, shall chair the Board of Examiners, unless in any particular case the Campus Committee otherwise decides.
- 2.76 The Board of Examiners shall consist of all of the Internal Examiners appointed for all of the courses offered in the Programme concerned, unless in any particular case the Campus Committee decides otherwise. The Campus Registrar must be notified in advance of all meetings of Boards of Examiners and shall attend. The Minutes of these meetings shall be prepared by the relevant Faculties.
- 2.77 The Chair of the Campus Committee may attend meetings of the Boards of Examiners.
- 2.78 In cases where full external examination of a course is retained and where the External Examiner's judgement of a candidate's

performance is at variance with that of the Internal Examiners', each of the Internal Examiners shall be requested to provide a comment on the External Examiner's position for the guidance of the Board of Examiners and Campus Committee. Where the judgement of the examiners continues to differ, the Campus Committee shall determine the candidate's result in the light of the collective comments of all Examiners.

- 2.79 A list of candidates and their results in every examination, and the recommendations arising therefrom, shall be drawn up at each meeting of a Board of Examiners, signed by the Chair of the meeting, and communicated to the Campus Registrar within two weeks of the meeting for the approval of the Campus Committee.
- 2.80 All examination results and marksheets shall be approved and signed by the Chair of the Campus Committee.
- 2.81
- (a) All proceedings at meetings of Examiners shall be strictly confidential. Except as provided for in (b) and (c) below, examination results, grades and marks shall not be communicated in advance of publication to anyone except to the appropriate officers of the University. Copies of examination marks circulated to Boards of Examiners shall be treated as secret and confidential. The First Examiner for the course may, after the official marksheet has been approved and signed, disclose the final mark to the student.
 - (b) Heads of Departments, Chairs of Boards of Examiners, or Chairs of Campus Committees are permitted, in cases where this is considered necessary, to advise students in relation to their continuing registration on the basis of their performance at examinations before the final examination results are published.
 - (c) In respect of coursework, Examiners may inform students of their marks and grades for individual pieces of coursework as provided for in Regulation 2.64.
 - (d) After publication of results, the relevant Campus Registrar is authorised to issue final examination marks and grades to individual students.

REVIEW OF EXAMINATION RESULTS

2.82

- (a) A student who is dissatisfied with the results of his or her examination should report his or her dissatisfaction in writing to the Campus Registrar. Such a report must be made within two weeks of the publication of results.
- (b) The Campus Registrar shall forward the student's report to the Chair of the Campus Committee.
- (c) Only students who have failed a course may request to go through their script or coursework with the Examiner (utilizing any approved electronic teleconferencing system if necessary);
- (d) Students may request to have their script or coursework re-marked by a new and independent Examiner.

2.83 The student may inform the Campus Registrar that he or she wishes to have the examination re-marked, and must pay the relevant fee to have this done.

2.84 The right to report dissatisfaction and request a re-mark shall apply to both the coursework and written examinations.

2.85

- (a) Where a re-marking is requested, the Campus Registrar shall inform the Chair of the Campus Committee, who shall request the relevant Head of Department, or in his or her absence the relevant Faculty Dean, to nominate a new and independent Examiner from within or without the University for appointment by the Chair of the Campus Committee, to re-mark the examination script or coursework.
- (b) Where the Head of the Department is an Examiner, the nomination shall be made by the Dean. Where both the Dean and the Head of the Department are Examiners, the Chair of the Campus Committee shall make the appointment after such consultation, as he or she considers appropriate.
- (c) The new and independent Examiner no later than ten (10) days after receiving the script shall return the re-marked script or coursework with a written report and, where applicable, signed mark-sheet or grade-sheet to the Campus Registrar.

- 2.86 In the case of the re-marking of a script or coursework the mark of the new and independent Examiner shall be regarded as the final mark.
- 2.87 The Campus Registrar shall inform the candidate of the result of the re-marking.
- 2.88 Where the re-marking under Regulation 2.83 results in a higher mark than that previously recorded, the fee shall be refunded, provided that the increased mark results in a change of grade.
- 2.89 The results of the re-marking shall be conveyed by the Campus Registrar to the Chair of the Campus Committee, the Chair of the Board of Examiners and the relevant Head of Department.

*SECTION 3
REGULATIONS FOR THE EXAMINATION OF
RESEARCH PAPERS, PROJECT REPORTS AND THESES*

APPOINTMENT OF EXAMINERS

- 3.1 Examiners shall be nominated by the relevant Head of Department at least three months before the proposed date of submission of theses, and at least two months before the proposed date of submission for research papers and project reports. Heads of Departments are required to submit the names of nominated Examiners to the Campus Committee on the prescribed form and to advise Internal Examiners of their nomination, in writing. These nominations shall remain confidential.
- 3.2 All Examiners shall be appointed by the Campus Committee on behalf of the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department.
- 3.3 For each research paper or project report, one of the Examiners shall be the Supervisor, unless the Campus Committee in any particular case otherwise decides.
- 3.4 For all research papers and project reports contributing to more than 25% of the programme credit rating, at least three Examiners shall be appointed, one of whom shall be external.
- 3.5 For all theses at least three Examiners shall be appointed including one Internal Examiner, one External Examiner and an Additional Examiner who may be either Internal or External. The Supervisor shall not be an Examiner of a thesis. The Additional Examiner shall be engaged: (a) when the first Internal or External Examiner indicates that he/she is unavailable or unwilling to serve as an Examiner of the thesis; or (b) different recommendations are made by the Internal Examiner and the External Examiner as to whether the thesis should Pass or Fail; or (c) where the Campus Committee deems it necessary to appoint three Examiners for a particular thesis.
- 3.6 For oral examinations, and for practical or written tests required by Examiners after reading theses, research papers or project reports, the Examiners shall be the same persons appointed by the Campus Committee, but the Board for Graduate Studies and

Research may, at its discretion, appoint Examiners specifically for oral examinations.

- 3.7 The minimum qualifications required for an Examiner of a research paper or project report are:
- (a) An appointment in the grade of Lecturer/Assistant Professor or above at an approved University;
 - (b) A record of scholarly publications;
 - (c) At least three years' experience as an Examiner at an approved University.
- 3.8 The Examiners (Independent Internal and External) of an MPhil, PhD or Professional Doctorate thesis are expected to be specialists and active researchers in their field, and should preferably have substantial experience in the supervision and examination of theses and should not be previously involved in the instruction or the work of the candidate being examined. The minimum qualifications required are:
- (a) For MPhil and PhD degrees, an appointment in the grade of Associate Professor/Senior Lecturer or above;
 - (b) A record of scholarly publications;
 - (c) At least three years' experience as an Examiner at an approved University;
- 3.9 The Campus Registrar shall inform Examiners of their appointment by the Campus Committee.

EXAMINATION OF RESEARCH PAPERS AND PROJECT REPORTS

- 3.10 Research papers or project reports which constitute 25% or less of the programme credit rating shall be assigned a mark by each Internal Examiner who shall report to the Campus Registrar individually on his or her assessment of the work. Where the marks differ substantially, the final mark will be determined by the Campus Committee in accordance with the Manual of Procedures for Graduate Certificates, Diplomas and Degrees.
- 3.11 Research papers or project reports for which the credit weighting is greater than 25% shall require examination by an External Examiner. Such project reports and research papers will be simultaneously examined by all Examiners who will each submit a

report, a grade and a mark to the Campus Registrar. Should the marks of Examiners differ substantially the final mark will be determined by the Campus Committee in accordance with the Manual of Procedures for Graduate Certificates, Diplomas and Degrees.

- 3.12 Examination of clinical research projects shall be governed by the relevant Regulations for Postgraduate Clinical Programmes.
- 3.13 The regulations applicable to examination of research papers are as follows:
- (a) Candidates shall only be required to make corrections to research papers or project reports before the award of a final grade where minor corrections would enable an agreed marginal failure (45-49%) to be awarded the minimum passing mark (50%).
 - (b) A research paper or project report which has been failed by the Examiners will be allowed only one re-submission. The re-submission must be within a six month period following initial notification of the failure. Re-submitted research papers or project reports will only receive the minimum passing mark (50%).
 - (c) Research papers or project reports assigned an A grade shall be deposited in the Campus Library. Research papers or project reports assigned a lesser grade may also be deposited, on the recommendation of the Supervisor to the Campus Committee.
 - (d) Candidates may be required to make corrections to research papers or project reports to be lodged in the Campus Library to ensure that such work reaches acceptable standards of presentation. Such corrections shall not alter the final grade assigned.

EXAMINATION OF THESES

Entry for Examination by Thesis

- 3.14 A candidate must submit for the approval of the Campus Committee, the exact title of his or her thesis at the time when he or she applies for entry to the examination. An approved thesis title may not be changed except with the permission of the Campus Committee.

- 3.15 The MPhil candidate must have satisfactorily completed two (2) seminars before applying for the examination of the thesis. The PhD candidate must have satisfactorily completed three (3) seminars before applying for the examination of the thesis. The Professional Doctorate candidate must have satisfactorily completed seminars as specified in Programme and Faculty Regulations before applying for the examination of the thesis (See Regulation 1.68).
- 3.16 The candidate must apply to enter for the examination by thesis on the prescribed form not less than three months before the expected date of submission of the thesis. The application must be accompanied by the required examination fee.
- 3.17 The candidate must submit the *Application for Examination of Thesis* form to the Campus Registrar through the Supervisor who shall indicate his or her approval by signing a *Certificate of Completion of Thesis/ Research Paper/Project* form. In signing a *Certificate of Completion of Thesis/ Research Paper/Project* form, the Supervisor will be required to certify:
- (a) whether, to the best of his or her knowledge, the work in the thesis was done by the student,
 - (b) whether, in the Supervisor's opinion, the thesis is ready for examination, and
 - (c) whether the student has indicated that the work was checked for plagiarism.
- 3.18 If the Supervisor has concerns about the integrity of the thesis, he or she shall so indicate to the Campus Registrar, in writing, and the Campus Committee shall establish a Review Committee to assess the concern. In such circumstances, the Review Committee will make a recommendation to the Board for Graduate Studies and Research on the admissibility of the thesis for examination.
- 3.19 If, in the opinion of the Supervisor, the academic content or technical presentation of the thesis is such that the thesis is not ready for examination, he or she shall so indicate to the Campus Registrar and the candidate in writing. In such circumstances, the Campus Committee will meet with interested parties who may include the candidate, the Supervisor, the student's Committee of Advisors, the relevant Head of Department or, if the Head is Supervisor, the relevant Faculty Dean. Should the consensus from the meetings be

that the thesis is not yet suitable for examination the student should be informed and counselled. Where the student insists on submitting the thesis for examination in the present form, the Board for Graduate Studies and Research may decide that it is appropriate to submit a report of the Campus Committee's deliberations to the Examiners.

- 3.20 Five copies of the thesis for examination shall be submitted to the Campus Registrar, one of these shall be an electronic copy submitted with written verification by the Supervisor.
- 3.21 A candidate for a graduate degree examined by thesis may not submit the thesis for examination on more than two occasions, and in any case, must submit the thesis within the time limits imposed for the particular degree (see Regulations 1.49, 1.50, 1.52, 1.53).

Form of Submission of Theses

- 3.22 Requirements for the presentation of theses are set out in the *Thesis Guide* published by the Board for Graduate Studies and Research. Theses which are not presented in accordance with the provisions of the Guide shall not be sent for examination.

Access to Theses

- 3.23
- (a) At the time of submission every candidate shall sign a Declaration Form for the Reproduction of Thesis/ Research Paper/Project permitting access in the libraries of the University to the thesis, research paper or project report accepted for a graduate certificate, diploma or degree.
 - (b) Where a candidate has good reason he/she may apply for an embargo, wholly or in part, to be placed on the reproduction and distribution of his/her Thesis/Research Paper/Project for three years after the date of its deposit.

Examination Procedures for Theses

- 3.24 Candidates for degrees examined by thesis are required to satisfy the Examiners in such oral, practical or written examinations as stipulated by the Board for Graduate Studies and Research and in Faculty Regulations.

- 3.25 Examiners of theses are required to report to the Board for Graduate Studies and Research, through the Campus Registrar, within two months of the date of delivery of a thesis. The report shall contain:
- (a) An evaluation of the thesis;
 - (b) A recommendation in accordance with Regulations 3.26-3.32 including an indication of whether high commendation should be awarded. To be awarded a degree with high commendation, at least one of the Examiners' reports must make that recommendation at the point of examination, and the Examiners must be unanimous in the recommendation at the oral examination;
 - (c) An indication of any changes in the thesis which the Examiner thinks should be made before the award of the degree.
- 3.26 Subject to Regulations 3.29-3.32, the Examiners of a PhD or Professional Doctorate thesis shall, after reading the thesis, examine the candidate orally and may, at their discretion, also examine the candidate by practical or written questions or by both of these methods.
- 3.27 If an Examiner of an MPhil or MD thesis deems that the thesis needs to be examined further, the candidate may be required to be examined by oral, practical, or by written examination, or by any combination of these methods.
- 3.28 If, in the opinion of the Examiners, an MPhil thesis is of such high standard and potential that it might be developed into a submission for the PhD degree, the Examiners may recommend that the candidate be permitted to upgrade registration to the PhD and to submit within a timeframe specified by the Board, but it shall be the right of the candidate at any time to accept conferment of the MPhil degree.
- 3.29 If, in the opinion of the Examiners, a PhD thesis is of insufficient merit to justify the award of the PhD degree, the Examiners may, without further test, recommend that the candidate be permitted to resubmit the thesis with revision for the MPhil degree, or that the MPhil be awarded without further revision of the work.

- 3.30 The Examiners may, without further test, recommend that a thesis be rejected. A candidate whose thesis is rejected by the Board for Graduate Studies and Research after it has received reports from all of the Examiners, shall not be permitted to present the same thesis for examination, or a revised version of the thesis with the same title, unless re-approval of candidature has been granted by the Board for Graduate Studies and Research.
- 3.31 If, in the opinion of the Examiners, the thesis is inadequate, but of sufficient merit to justify a second attempt at the examination, the Examiners may, without further test, recommend that the candidate be permitted to resubmit the thesis for examination in a revised form. A candidate who is required by the Examiners to make such major changes to the thesis and to resubmit the thesis in a revised form for examination, must resubmit within eighteen months of the date of notification. The Campus Committee shall send to the candidate pertinent comments of the Examiners relating to the changes they propose.
- 3.32 If, in the opinion of the Examiners, the thesis is adequate but defective in minor ways which do not require it to be resubmitted for examination, they may require the candidate to make such amendments to the thesis as will remove the defects indicated, to the satisfaction of the Supervisor and/or Internal Examiner/External Examiner as determined by the Campus Committee, before the award of the degree. Subject to Regulation 3.35, such changes shall be made after the oral examination for PhD candidates. A candidate who is required by the Examiners to make such amendments to the thesis must do so within a period of six months after the date of notification.
- 3.33 If there are substantial differences in recommendations amongst the Examiners, the Chair of the Campus Committee may circulate the conflicting reports among the Examiners and attempt to arrive at a common position. If a common position among the differing Examiners cannot be reached, the Chair of the Campus Committee shall engage the Additional External Examiner who shall examine the thesis and report in accordance with Regulation 3.25.
- 3.34 Where an Additional Internal or External Examiner has been engaged, this Additional Examiner will continue to be engaged until the end of the examination process.

- 3.35 If the reports of the Examiners indicate that a thesis requires extensive revision, but not re-submission, in accordance with Regulation 3.32, the Board for Graduate Studies and Research may direct that the candidate be requested to effect such revision to the satisfaction of the Supervisor and/or Internal Examiner. In the case of a PhD, these revisions shall be effected prior to any oral examination. Such revision should be completed within twelve months of the date of notification.
- 3.36 If, in the opinion of the Examiners, the thesis is adequate but the candidate fails to satisfy the Examiners at the oral, practical, or written examination held in connection therewith, the Examiners may recommend that the candidate be permitted to submit to a further oral, practical or written examination within a period not exceeding eighteen months from the decision of the Board for Graduate Studies and Research. In such cases, the Board for Graduate Studies and Research may direct the candidate to effect any revision required to the satisfaction of the Supervisor and/or Internal Examiner prior to the further oral examination.
- 3.37 If, in the opinion of the Examiners, the thesis is adequate, and if the candidate satisfies the Examiners in any oral, practical or written examination required, the Examiners shall recommend that the degree be conferred. Where Examiners recommend conferment of the degree, they are required to certify that the thesis is worthy of publication as a thesis approved for the relevant degree of the University of the West Indies.
- 3.38 Oral examinations will be held within one month of receipt of the written reports of all of the Examiners, unless the Campus Committee in any particular case decides otherwise.
- 3.39 Candidates will be required to present themselves for any oral, practical or written examination at the time, place and date set, in writing, by the Campus Registrar.
- 3.40 An oral examination shall be chaired by a senior academic appointed by the Campus Committee and shall be attended by the Independent Internal and the External Examiner. In cases where the Additional External Examiner has been engaged, he/she shall also be present at the oral examination. Where there is a disagreement among the

Examiners, the recommendation of the majority shall be accepted as the final recommendation to the Board for Graduate Studies and Research.

3.41 The Chair of the oral examination and the Examiners shall send a report on the oral examination to the Chair of the Campus Committee in which they shall report on the candidate's knowledge of his or her field of study and make a recommendation in accordance with 3.36 and 3.37 of these Regulations. The report should provide the Board with the details of any further changes required of the candidate by the Examiners before recommending the award of the degree. The Chair of the Campus Committee shall forward the recommendation of the Examiners to the Board for Graduate Studies and Research for approval.

3.42 Candidates who

- (a) fail to present themselves for any oral or written examination; or
- (b) fail to re-submit a revised thesis within the time periods specified in these Regulations; or
- (c) fail to satisfactorily make alterations in accordance with Regulations 3.29 and 3.32

and who have not been granted an extension in respect of Regulations 3.31, 3.32 and 3.34 shall be deemed to have failed the examination and shall be required to withdraw.

DEFINITIONS AND NOTES

In Sections 1, 2 and 3 of these Regulations for Graduate Certificates, Diplomas and Degrees:

Campus Committee means a Committee of the Board for Graduate Studies and Research on each Campus;

Director means the Director for Graduate Studies and Research;

Department includes an Institute, Centre or other Unit of Learning and Research;

Head of Department means the Head, however styled, of a Department;

Programme means a selection of courses (designed to achieve pedagogical goals) the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulation) makes a candidate eligible for the award of a degree/diploma or certificate;

Admission to a Programme means the acceptance of the candidate's right to register to participate in the Programme as a student;

A period of one (1) year full-time is equivalent to two (2) years part-time, but see Regulations 1.48-1.54.

These Regulations should be read in conjunction with the *Manual of Procedures for Graduate Certificates, Diplomas and Degrees*.

APPLICATION OF THESE REGULATIONS

- 1 These Regulations apply to the presentation of work by a student for evaluation, whether or not for credit, but do not apply to invigilated written examinations.

DEFINITIONS

- 2 In these Regulations, “plagiarism” means the unacknowledged use of the words, ideas or creations of another and includes situations where the student reuses without acknowledgment their own previously written text, ideas or creations when writing any new work.
“Level 1 plagiarism” Level 1 plagiarism occurs where small quantities of the work are affected and/or the breaches are minor. It includes cases of cosmetic or poor paraphrasing, negligent referencing or incorrect or missing citations.
“Level 2 plagiarism” Level 2 plagiarism occurs where large quantities of the work are affected and/or the breaches are serious. It includes cases in which a significant amount of material is borrowed or directly quoted or cosmetically paraphrased with no attribution at all, or attribution insufficient to indicate that the borrowed material is not the work of the student.
- 3 What may otherwise meet the definition of plagiarism may be justified for the purposes of Regulation 2 where the particular unacknowledged use of the words, ideas and creations of another is, by the standards of the relevant academic discipline, a function of part or all of the object of the work for evaluation whether or not for credit, including without limitation:
 - (a) The unacknowledged use is required for conformity with presentation standards;
 - (b) The task set or undertaken requires producing a result by teamwork for joint credit regardless of the level of individual contribution;
 - (c) The task set or undertaken requires the use of an artificial language, such as is the case with computer programming, where the use of unoriginal verbal formulae is essential.

- 4 The fact that a user enjoys the right of use of certain words, ideas and creations as a matter of intellectual property, does not justify their unacknowledged use under Regulations 2 and 3.
- 5 In these Regulations,
"BGSR Regulations" means The University of the West Indies *Regulations for Graduate Certificates, Diplomas and Degrees*;
"Director" means the Director for Graduate Studies and Research.

EVIDENCE OF PLAGIARISM

- 6 In order to constitute evidence of plagiarism under these Regulations, there must be identified as a minimum the passage or passages in the student's work which is/are considered to have been plagiarised and the passage or passages from which the passages in the student's work are considered to have been derived.

STUDENT CERTIFICATION

- 7 When a student submits for examination prepared work under Regulation 1, the student shall sign a statement, in such form as the Board for Graduate Studies and Research may prescribe, that the work submitted is free of plagiarism including unattributed unjustified quotation or paraphrase. The student may utilize electronic vetting to facilitate the assessment and certification. The results of the electronic vetting shall be provided to the Supervisor by the student when the work is submitted to the Supervisor for approval to submit for examination.
- 8 Quotation or paraphrase is attributed for the purpose of Regulation 7 if the writer has indicated that the work is not the writer's own, even if the source is not identified.
- 9 Absence of certification does not prohibit the University from proceeding with a charge of plagiarism.

ELECTRONIC VETTING FOR PLAGIARISM BY THE UNIVERSITY

- 10 The Director may authorise or direct the Faculty Office, or other authorized body on behalf of the Campus Committee, that the work submitted under Regulation 7 be subjected to further electronic scrutiny in order to verify its freedom from plagiarism before being submitted to the Examiners. The results of the electronic vetting shall be submitted to the Director, the Dean and the Head of Department,

and shall be considered in determining whether the University proceeds with submission of the work to the Examiners. The results of such electronic vetting although capable, where the requirements of Regulation 6 are satisfied, of constituting evidence under these Regulations, are not thereby conclusive of any question as to whether or not plagiarism exists.

- 11 Where suspected plagiarism is detected, whether through the procedures outlined in Regulation 10, or whether subsequently during the course of examination, the person(s) detecting the suspected plagiarism, whether the Dean, Head of Department or Examiner, shall:
- (a) where there is suspected evidence of Level 1 plagiarism in work which does not constitute a thesis or major project report (defined as the report comprising 25% or more of the total credits for the programme), refer the matter to the Examiners for their consideration as a charge of Level 1 plagiarism under Regulation 12; or
 - (b) where there is suspected evidence of Level 1 plagiarism in a thesis or major project report, refer the matter to the Director as a charge of Level 1 plagiarism under Regulation 13; or
 - (c) where there is suspected evidence of Level 2 plagiarism, refer the matter to the Director as a charge of Level 2 plagiarism under Regulation 19.

LEVEL 1 PLAGIARISM

Plagiarism in Work which does not Constitute a Thesis or Major Project Report

- 12 In work submitted for examination which does not constitute a thesis or major project report under the University Regulations for Graduate Certificates, Diplomas and Degree, and where the Examiners are satisfied that Level 1 plagiarism has been committed, they shall levy a penalty for the Level 1 plagiarism charged in the form of a reduction in the marks which would have otherwise been awarded. The First Examiner must inform the Campus Registrar of the penalty levied and of the evidence of plagiarism. When the normal examination process is complete, the Campus Registrar must communicate this information to the student.

Plagiarism in Theses and Major Project Reports

- 13 In the case of theses and major project reports, evidence of Level 1 plagiarism must be reported to the Director to support a charge of Level 1 plagiarism by the Dean, the Head of Department or an Examiner, where the person making the report considers that Level 1 plagiarism has been committed. Such a report and charge may be made regardless of the outcome of any scrutiny under Regulation 10.
- 14 If the Director considers that Level 1 plagiarism has been committed as charged, the Director shall return the submitted work to the student for revision and resubmission within a period determined by the Director but which may not exceed one year. The outcome and the penalty levied shall be reported to the Board for Graduate Studies and Research and the University Registrar. The University Registrar shall inform the student of the outcome of the assessment and the penalty levied.

Appeals

- 15 In the case of work which is neither a thesis nor a major project report, a student may appeal against the finding of plagiarism or the penalty levied under Regulation 12 to the Head of Department or, where the Head of Department is the First Examiner who has levied the penalty, to the Dean. Where the same person discharges both the functions of Dean and Head of Department and is also the First Examiner who has levied the penalty, the appeal is to the Director.
- 16 In the case of theses and major project reports, the student may appeal to the Board for Graduate Studies and Research from a decision of the Director under Regulation 14.
- 17 The Board for Graduate Studies and Research, the Director, the Dean or the Head of Department, as the case may be, hearing the appeal, in a Level 1 plagiarism case, may hear the appeal by correspondence. In the case where the Board or person hearing the appeal is not satisfied that there has been plagiarism, or considers that the penalty levied was excessive, they may allow the appeal or remit or reduce the penalty accordingly.
- 18 The Board for Graduate Studies and Research, Director, Dean or Head of Department, hearing the appeal, as the case may be, shall report

the outcome of the appeal to the Campus Registrar, who shall advise the student accordingly.

LEVEL 2 PLAGIARISM

- 19 When a Director receives a report of suspected Level 2 plagiarism under Regulation 11(c), whether the evidence is in a thesis, a major project report or in work which does not constitute either a thesis or major project report, the Campus Co-ordinator may either:
- (a) where not concurring with the identification of evidence of Level 2 plagiarism, communicate with the person(s) reporting the suspected plagiarism, whether the Dean, Head of Department or Examiner, declining to proceed further in relation to the Level 2 proceedings, and shall in addition:
 - (i) indicate that the decision is intended to preclude the invocation of the procedures for Level 1 plagiarism; or
 - (ii) indicate that the avenue is open for the matter to be treated as a case of suspected Level 1 plagiarism under Regulation 12 in work which does not constitute a thesis or major project report, or as a case of suspected Level 1 plagiarism under Regulation 13 in work which constitutes a thesis or major project report; or
 - (b) where concurring, refer the matter to the University Registrar who shall inform the person(s) reporting the suspected plagiarism and the student that there is a case to be answered, subject to an application under Regulation 20.
- 20 Where the Director replies in the terms of Regulation 19(a), the Dean, Head of Department or Examiner may apply, no later than the elapse of two complete calendar weeks after the reply has been notified, through the University Registrar to the Chair of the Board for Graduate Studies and Research seeking a reversal of the Director's decision.
- 21 The Chair of the Board for Graduate Studies and Research may:
- (a) where concurring with the identification of evidence of Level 2 plagiarism, uphold the application in Regulation 20 and treat the case as one which has been referred to the Chair under Regulation 19(b); or
 - (b) deny the application.

- 22 A denial by the Chair of the Board for Graduate Studies and Research of an application under Regulation 21(b) is, subject to Regulation 32, conclusive in relation to an allegation of Level 2 plagiarism in the case under consideration.
- 23 A denial by the Director under Regulation 19(a) which is, after the elapse of three complete calendar weeks after the reply has been notified, not the subject of an application under Regulation 20, or a denial by the Chair of the Board for Graduate Studies and Research under Regulation 21(b), terminates the proceedings on the plagiarism charge, subject to Regulation 32 and save to the extent that the Director has ruled otherwise under Regulation 19(a)(ii).
- 24 Where the matter has been referred under Regulation 19(b) or an application has been upheld under Regulation 21(a), the Chair of the Board for Graduate Studies and Research, at the request of the University Registrar, shall establish a Committee of Inquiry comprising:
- (a) The Chair of the Board for Graduate Studies and Research or his/her nominee.
 - (b) One Academic Board representative from each campus sitting on the Board for Graduate Studies and Research.
 - (c) One postgraduate student representative from among those sitting on the Board for Graduate Studies and Research.
- Four members of the Committee including the Chair shall constitute a quorum.
- 25 The Committee of Inquiry is not a court of law but the hearing shall be conducted in accordance with the rules of natural justice. The Committee may summon witnesses to give evidence.
- 26 The Committee of Inquiry reserves the right to have legal representation.
- 27 The student shall be given a written notice from the University Registrar specifying the allegations of the Level 2 plagiarism, along with a copy of all material relevant to the charge and made available to the Committee, at least fourteen days before the hearing of the allegation and within three calendar months of the case first being reported to the Director.

- 28 The student shall have a right to appear before the Committee of Inquiry and to be accompanied or represented by a friend or by an attorney-at-law whose expenses will be borne by the student.
- 29 The student shall have the right to ask questions of witnesses, to call his/her own witnesses, to make statements on his/her own behalf, and to make submissions.
- 30 If the student fails to make an appearance before the Committee of Inquiry and does not offer a satisfactory excuse, the Committee of Inquiry may hear the case in the student's absence.
- 31 Where a Committee of Inquiry has been established under Regulation 24, the procedure under these Regulations prevails, subject to Regulation 32, over any other disciplinary proceedings against the student based on the same facts and, without prejudice to Regulation 38. Any other such disciplinary proceedings must be terminated, subject to being re-opened to consider a recommendation of the Board for Graduate Studies and Research under Regulation 34(b).
- 32 Where other disciplinary proceedings based on the same facts have been completed or have reached the stage of a hearing, whichever comes first, any procedure under these Regulations based on a charge of Level 2 plagiarism shall be terminated.
- 33
- (a) If the Committee of Inquiry is satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it shall in making a determination on the severity of the penalty take into consideration:
 - (i) the circumstances of the particular case;
 - (ii) the seniority of the student; and
 - (iii) whether this is the first or a repeated incidence of plagiarism by the student.
 - (b) Where a determination on the severity of the penalty has been made, the Committee of Inquiry shall report its conclusions and recommendations to the Board for Graduate Studies and Research which shall:

- i. if the work in which the plagiarism occurred was not a thesis or major project report, fail the student in the assignment and hence the course in which the assignment was submitted, with the option to re-take the course at a time specified by the Board;
- ii. if the work in which the plagiarism occurred was a major project, fail the student in the project report, with the option to re-do and re-submit a project report on a different topic at a time specified by the Board;
- iii. if the work in which the plagiarism occurred was a thesis, either:
 - (a) find the thesis to be inadequate, requiring re-submission of the revised thesis within eighteen months of the date of notification; or
 - (b) fail the thesis, with no allowance for re-submission.

- 34 The Board for Graduate Studies and Research may also, if the Committee of Inquiry so recommends after being satisfied that the student has committed Level 2 plagiarism, either:
- (a) exclude the student from all further examinations of the University for such period as it may determine; or
 - (b) recommend to the relevant Academic Board that the student should be dismissed from the University, with or without the possibility of re-entry.

- 35 The decisions taken by the Board for Graduate Studies and Research following receipt of the conclusions and recommendations from the Committee of Inquiry with respect to the outcome of the hearing and the severity of the penalty shall be communicated by the Chair of the Board to the University Registrar who shall inform the student, the Dean, the Head of Department and the Examiners of the decisions taken.

Clearance on a Charge of Level 2 Plagiarism

- 36 If the Committee of Inquiry is not satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it will direct the Director to reply to the Dean, the Head of Department, the Examiners and the student, through the University Registrar, advising them of

the decision against proceeding further on the charge of Level 2 plagiarism, and may in addition:

- (a) indicate that the decision is intended to preclude the invocation of the procedures for Level 1 plagiarism; or
- (b) indicate that the avenue is open to pursue the matter as a case of Level 1 plagiarism under Regulation 12 in work which does not constitute a thesis or major project report, or as a case of Level 1 plagiarism under Regulation 13 in work which constitutes a thesis or major project report.

37 A determination of the Committee of Inquiry under Regulation 33 terminates the Level 2 plagiarism proceedings and also precludes any further Level 1 plagiarism proceedings except as indicated by the Committee of Inquiry under Regulation 36(b).

Appeal to the Senate

38 A student may appeal to the Senate from any decision of the Board for Graduate Studies and Research under Regulations 33 and 34(a) and of Academic Board under Regulation 34(b).

DELEGATION BY DEAN OR HEAD OF DEPARTMENT

39 The Dean or Head of Department, as the case may be, may generally or in a particular instance delegate that officer's functions under these Regulations.

SUPERVISOR'S CONFLICT OF INTEREST

40 Any person who has at any time been a supervisor of work in relation to which an issue of plagiarism is being considered under these Regulations must withdraw from performing any functions under these Regulations other than those of supervisor and examiner.

