



## THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

**OFFICE OF THE CAMPUS REGISTRAR**

**SCHOOL FOR GRADUATE STUDIES & RESEARCH**

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### Student Regulations for Graduate Scholarships i.e.

### UWI Postgraduate, Eric Williams and Elsa Goveia Scholarships

1. Scholarships are only awarded for applicants accepted and registered for **full-time** M.Phil./Ph.D. study. The award of a scholarship is conditional on the awardee not being in employment during this period. Failing this, any scholarship award will be immediately withdrawn and the awardee will be required to repay any monies paid to them.
2. The tenure of a scholarship award is for ONE (1) year in the first instance and can be renewable and/or be extended upon formal application for ONE (1) more year (i.e. a second year) subject to achieving the expected level of academic progress and performance. The application (comprises the completed progress and emolument forms) for the renewal and /or extension should be made to the Chair, Campus Committee for Graduate Studies and Research for possible consideration and approval with full evidence of academic progress and performance two (2) months before the termination date of the scholarship. The forms should be endorsed by the awardee's supervisor(s), Head of Department and respective Deputy Dean (Graduate Studies) of the Faculty in which the awardee is registered. Once the forms are received and approved by the Chair, an official letter would be issued indicating same. **(see further guidelines for renewal and extension of the scholarship below).**
3. Should a scholarship awardee have a commitment to Government or another employer, it is his/her responsibility to arrange for the necessary release to allow him/her to take up the scholarship for the specified period of the scholarship and to have a copy of this release forwarded to the Senior Assistant Registrar, School for Graduate Studies and Research.
4. Graduate students receiving a scholarship could be employed for no more than twelve (12) hours a week on campus. Please refer to the Postgraduate Regulation for Higher Degrees and Diplomas, Page 17 of the Regulations #51 and #52 as follows:
  - i. 51. *Full-time students may take employment for not more than twelve (12) hours per week without losing their full-time status. Teaching and Research Assistants shall be registered as fulltime students.*
  - ii. 52. *A candidate who is employed for more than twelve (12) hours per week shall be registered as a part-time student.*

5. The University allows a student to commence a scholarship in either the start of the academic year e.g. Semester I 2019-20 (September 2019) or in Semester II of the 2019-20 (January 2020) academic year. Please note therefore, that if an awardee is currently employed, no emolument payments will be made until there is evidence of his/her approved leave for the period by their employer. Deferral of scholarships for one (1) Semester is advised while the awardee make arrangements for release from his/her employment.
6. A scholarship recipient is required to submit a letter requesting deferral of the scholarship for any type of absence from the scholarship or programme and could defer their scholarship **for up to a maximum of one (1) year only**. No further requests for deferral will be considered. Deferral of the scholarship is required **e.g.**
  - (a) in the event you have received a contract for the position of an Instructor, a Research Assistant, Teaching Assistant, Full-time Demonstrator, Full-time Assistant Lecturer, Full-time Lecturer etc. or have received another scholarship/award.
  - (b) in the event you have requested leave of absence (eligible only after one full semester of registration in the research degree programme). Only after re-registering and submission of the relevant forms, will the emoluments resume. Please be advised that:
    - (i) **should you fail to resume the scholarship by the specified date in the approved deferral letter to you**, the scholarship will be automatically terminated and you would be required to re-apply for the scholarship once deemed eligible for consideration in the next round of scholarship meetings.
    - (ii) in the event that you **have not requested** a deferral of the scholarship and did not request any/all the scholarship payments within the stated period of the award **i.e./e.g. September 1, 2016 to August 31, 2017**, the scholarship will be automatically terminated and you would not be eligible to apply for the remaining emolument payments. You would therefore be required to re-apply for the scholarship once deemed eligible for consideration in the next round of scholarship meetings.
7. The award presently carries an emolument of **TT\$60,000.00 per annum** and should be requested at the start of each quarter i.e. September 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup> and June 1<sup>st</sup>. Please note the following regarding payment of the emolument:
8. **Registration:** Students in receipt of awards are required to **register each semester** and attach a copy of the scholarship award letter/renewal letter/extension letter to their student registration online printout and submit to the Bursary for verification. In the event, the awards of scholarships are not made by the Committee in time for the student's registration in September, the student has the option to register and pay the required tuition fees and compulsory fees so that the late registration fees are **not incurred**. Should a student receive the award of a scholarship, the tuition fees would be reimbursed.
9. **Applicable to Trinidad & Tobago Nationals only:** Scholarship awardees **will not be required to pay** tuition and examination fees but other compulsory fees will be deducted from the award before quarterly installments are calculated.
10. **Applicable to Regional and International Students:** Scholarship awardees **will be required to pay tuition**, examination fees and other compulsory fees. Kindly contact the Scholarship Representative at the Bursary who will advise on the deductions.

11. Please see the following link at it relates to the University's tuition and examination fees <http://sta.uwi.edu/resources/documents/PostGraduateFeeBklt.pdf> for information and guidance. **Graduate students receiving the scholarship are asked to note that fees are subject to change each academic year.**
12. All student payments will be made after registration each semester. However continued payment of an awardee's stipend will depend upon satisfactory progress as assessed by regular reports from their supervisor(s). Unsatisfactory performance at any time during the year may result in the termination of this award.
13. A graduate student receiving a scholarship cannot transfer his/her registration to another degree programmes unless he/she has received the approval of the Campus Committee for Graduate Studies and Research. The student therefore is required to submit a letter addressed to the Director, Graduate Studies and Research, UWI St. Augustine requesting the necessary transfer. Once received and approved by the Director, an official letter would be issued indicating same.
14. A graduate scholarship student who has accepted employment as an Instructor, a Research Assistant, Teaching Assistant, Full-time Demonstrator, Full-time Assistant Lecturer, Full-time Lecturer etc. or have received another scholarship/award **cannot also be the holder of a Postgraduate Scholarship.** Should this occur, please be advised that **the scholarship will be immediately withdrawn and the student will be required to repay any monies that were paid to the student.**
15. Once the graduate scholarship student's thesis is submitted during the year of the award of the scholarship, the scholarship is automatically terminated.

**Regulations for the: (1) payment of the stipend, (2) renewal of the scholarship, (3) extension of the scholarship and (4) extension of the scholarship for upgraded students**

**(1) Payment of the Scholarship Emoluments**

- (a) **New i.e. student registering for the first time in September 2020 to commence their M.Phil./Ph.D. research degree -** For the **first quarter only i.e. September 1<sup>st</sup>** : these students are required to complete only the Application for Emolument for Postgraduate Scholarship form
- (b) **Currently enrolled / continuing / returning** (i.e. registered Year II and above) research student, these students **are required to complete both the Emolument and Progress Report forms**
- (c) The forms indicated above must be signed by the awardee, Supervisor/s and the Head of Department. He/she is then required to submit the forms to this office (Office for Graduate Studies and Research) via email for approval of the payment by the Director, Graduate Studies and Research. The disbursement should be available approximately three (3) weeks from the date of submission of the forms. Each time the student's forms are submitted via email, the student would be informed how payments will be disbursed i.e. via direct bank deposits **or** via collection of a cheque at the cashier in the Bursary at the Main Administration Building.
- (d) For the **subsequent quarters i.e. December 1<sup>st</sup>, March 1<sup>st</sup> and June 1<sup>st</sup>**, both new and returning students are required **to submit completed progress and emolument forms together each quarter.** These forms should also

be signed by the Supervisor/s and Head of Department. In addition, it should also include the number of meetings with the Advisory Committee. (Please refer to the degree programme offer letter). Kindly contact the relevant Department should these persons not be named and approved by the end of the first quarter of the scholarship.

(e) Should the awardee register and defer the scholarship for one (1) or two (2) semesters, the first quarter payment will then be treated as in (b)

(f) Should the awardee defer both the registration and the scholarship for one (1) or two (2) semesters, the first quarter payment will be treated as in (a) above and subsequently (b) would apply.

(g) Please note that the payments will not be processed until the forms are thoroughly completed by the respective persons i.e. awardee, supervisor(s) and Head of Department.

Your first quarterly payment will be made only after you have registered. **However continued payment of your stipend will depend upon satisfactory progress as assessed by regular reports from your supervisor (s). Unsatisfactory performance at any time during the year may result in the termination of this award.**

**(2) Renewal of the UWI Postgraduate Scholarships - Students should request the renewal of their awards at least two (2) months in advance of the termination date of the award**

Students can apply for the **renewal** of their scholarship (refer to Graduate Scholarship Award Letter). The student is required to complete both the progress and emolument forms and must specify the period of the renewal (located at the top of the progress report form). The M.Phil. and Ph.D. eligibility for student renewals are as follows:

- one (1) year for M.Phil. (students are eligible for a total of two (2) years of the scholarship at the M.Phil. level) and
- one (1) year at a time for the Ph.D. (students are eligible to a total of three (3) years of the scholarship at the Ph.D. level)

For a renewal of a scholarship the progress report form must include the following:

- (i) a detailed report on the progress of the student. ***(Please attach any additional information in support of the application)***
- (ii) whether or not the award should be continued.
- (iii) flag any constraints that may exist and

The student, supervisor(s), Head of Department and Deputy Dean (Graduate Studies) of your respective Faculty are required to sign the progress and emolument forms. These forms must then be submitted to the Office for Graduate Studies and Research for approval by the Director, Graduate Studies & Research for continuation of the award. **The student will be informed officially in writing of the outcome of the application. Please note that the renewal of the scholarship is dependent on the availability of funding from the Bursary.**

Kindly note that should the awardee not request any/all the scholarship emolument payments within the year of the award of the scholarship, the scholarship would be administratively terminated. He/she would not be eligible to apply

for the remaining emolument payments. The awardee would therefore be required to re-apply for the scholarship once deemed eligible for consideration in the next round of scholarship meetings.

**(3) Extension of Scholarship – Students should request the extension of their awards at least two (2) months in advance of the termination date of the award**

Students can apply for an extension of their scholarship. However, it must be noted that priority would be given to new scholarship applications over extensions. The student is required to complete both the progress and emolument forms and must specify the period of the extension (located at the top of the progress report form). The M.Phil. and Ph.D. eligibility for student extensions are as follows:

- **M.Phil. students**
  - One (1) semester only in the case of an M.Phil student who has received a scholarship for two (2) years
- **Ph.D. students**
  - One (1) year in the case of a Ph.D. who has received a scholarship for two (2) years

Kindly note the following procedures when requesting an extension of a scholarship:

- (i) The student's supervisor must indicate whether he/she supports the request and is required to submit a detailed status report on the student's work indicating:
  - (a) what is complete and what is outstanding
  - (b) the expected date of completion of student's thesis. Regulations 53, 55, 56 and 58 from the Regulations for Graduate Diplomas and Degrees refer (see below).

The student, supervisor(s), Head of Department and Deputy Dean (Graduate Studies) of the respective Faculty are required to sign the progress and emolument form. These forms must then be submitted to the Office for Graduate Studies and Research for approval by the Director, Graduate Studies & Research for extension of the award. The student will be informed officially in writing of the outcome of the application. Kindly submit all forms together and note that Referee Reports are not required with this application. **Please note that the extension of the scholarship is dependent on the availability of funding from the Bursary.**

Kindly note that should the awardee not request any/all the scholarship emolument payments within the year of the award of the scholarship, the scholarship would be administratively terminated. He/she would not be eligible to apply for the remaining emolument payments. The awardee would therefore be required to re-apply for the scholarship once deemed eligible for consideration in the next round of scholarship meetings.

**Extract of Regulations 53, 55, 56 and 58 from the Regulations for Graduate Diplomas and Degrees**

53. "A candidate who has been registered as a full-time student for 2 years in the case of the M.Phil or 3 years in the case of the Ph.D. 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.

55. Candidates for the M.Phil. are required to submit their theses for examination within 3 years of their initial registration of full-time study or subject to Regulation 53, within 5 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.

56. Candidates for the MD and Ph.D. are required to submit their theses for examination within 5 years of their initial registration of full-time study or subject to Regulation 53, within 7 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.

58. A candidate whose period of registration is about to end (see Regulation 55-56) may apply for an extension of time. Such an 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 Committee approved extensions of time limits of up to 1 year for submission of Project Reports and Research Papers and up to 2 years for M.Phil. and Ph.D. theses”.

#### **(4) Extension of the scholarship after upgrade from M.Phil. to Ph.D.**

The Campus Committee for Graduate Studies and Research has advised as follows:

- (i) Once a student has received the maximum allocation of the scholarship at the M.Phil. level i.e (2) years and one (1) semester), any further extension of a scholarship for a student is considered only after successful upgrade to the Ph.D.
- (ii) M.Phil. students are required to refer to the Upgrade Guidelines ([http://sta.uwi.edu/resources/documents/postgrad/Guidelines\\_for\\_Upgrading\\_MPhil\\_to\\_PhD.doc](http://sta.uwi.edu/resources/documents/postgrad/Guidelines_for_Upgrading_MPhil_to_PhD.doc)) as it clarifies the process and time period of upgrading to the Ph.D.

A student who has received a scholarship at the M.Phil. level and successfully upgraded to a Ph.D. can apply for an extension of their scholarship. However, it must be noted that priority would be given to new scholarship applications over extensions. Kindly note that:

- (a) an M.Phil. student who has received two (2) years and one (1) semester of the scholarship, is **only** eligible for **a balance of eight (8) months only** of the scholarship **after the upgrade to Ph.D.**
- (b) an M.Phil. student who has received only two (2) years of the scholarship, is eligible to request **one (1) year only** of the scholarship **after the upgrade to Ph.D.**

The student is required to complete and submit:

- (i) **both the progress and emolument forms.** Please specify the period of the extension (located at the top of the progress report form). The progress and emolument forms must be signed by the student, supervisor(s), Head of Department and Deputy Dean (Graduate Studies) of the respective Faculty and submitted to the Office for Graduate Studies and Research for approval by the Director, Graduate Studies & Research for extension of the award. **Please note that the extension of the scholarship is dependent on the availability of funding from the Bursary.**
- (ii) submit a copy of the official letter (addressed to the student from the Graduate Studies office) indicating that the student has successfully upgraded to the Ph.D.
- (iii) write a letter addressed to the Senior Assistant Registrar, Office of Graduate Studies and Research requesting an extension of the scholarship. Clearly indicate the date for resumption of the scholarship.
- (iv) the scholarship extension letter would only be issued **after** the date of the official upgrade letter issued to the student (by the OGS&R). The extension of the scholarship would only re-commence with effect from the first of a month.

Kindly note that should the awardee not request any/all the scholarship emolument payments within the year of the award of the scholarship, the scholarship would be administratively terminated. He/she would not be eligible to apply for the remaining emolument payments. The awardee would therefore be required to re-apply for the scholarship once deemed eligible for consideration in the next round of scholarship meetings.

The Registry,  
St. Augustine