



University of Guyana

Office of Deputy Vice-Chancellor, Academic Engagement

School of Graduate Studies and Research Bulletin

June 2022

Students are **REQUIRED** to read and become familiar with the information contained in this Bulletin. Graduate Students are **RESPONSIBLE** for knowing and understanding regulations and policies, and for meeting all deadlines and requirements for admission, registration, and conduct of programmes. **FAILURE TO READ THE INFORMATION PROVIDED WILL NOT BE AN EXCUSE FOR NON-COMPLIANCE.**

The University of Guyana School of Graduate Studies and Research Bulletin is typically published every three years, effective from the beginning of semester I to the end of a summer session. The information contained in this publication is current and accurate at the time of publishing. However, because the adjustments in institutional policies and regulatory mandates, as well as changes in economic conditions and/or student programme needs, may occur at any time within the three-year period, **THE UNIVERSITY OF GUYANA** reserves the right to adjust fee schedules, admission requirements, academic policies, curricula, and other institutional regulations and requirements as necessary. Students will be notified of changes through the office of the University of Guyana School of Graduate Studies and Research (UGSGSR) and departmental correspondence and/or institutional posting through traditional or electronic means.

The University of Guyana is committed to equal opportunity in employment and education. The University does not discriminate in any programme or activity based on gender, ethnicity, sexual orientation, marital status, nationality, political, religious, or social standing, or against any qualified individual with a disability.

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OFFICERS OF THE UNIVERSITY

- The Chancellor
- The Pro-Chancellor
- The Vice-Chancellor
- The Deputy Vice-Chancellor for Academic Engagement
- The Deputy Vice-Chancellor for Institutional Advancement
- The Registrar
- The Bursar
- The Director of Berbice Campus
- The Dean, School of Graduate Studies and Research
- The Dean, College of Behavioural Research and Sciences
- The Dean, College of Medical Sciences
- The Dean, Faculty of Agriculture and Forestry
- The Dean, Faculty of Earth and Environmental Sciences
- The Dean, Faculty of Education and Humanities
- The Dean, Faculty of Natural Sciences
- The Dean, Faculty of Social Sciences
- The Dean, School of Entrepreneurship and Business Innovation
- The Director, Institute of Distance and Continuing Education
- The University Librarian

THE BOARD FOR GRADUATE STUDIES

- The Vice-Chancellor, Chairperson
- The Deputy Vice-Chancellor - Academic Engagement
- The Deputy Vice-Chancellor - Institutional Advancement
- The Director of Berbice Campus
- The Dean, School of Graduate Studies and Research
- The Dean, College of Behavioural Research and Sciences
- The Dean, College of Medical Sciences
- The Dean, Faculty of Agriculture and Forestry
- The Dean, Faculty of Earth and Environmental Sciences
- The Dean, Faculty of Education and Humanities
- The Dean, Faculty of Natural Sciences
- The Dean, Faculty of Social Sciences
- The Deputy Dean, School of Graduate Studies and Research
- The Dean, School of Entrepreneurship and Business Innovation
- The Graduate Coordinator - College of Behavioural Research
- The Graduate Coordinator - College of Medical Sciences
- The Graduate Coordinator - Faculty of Agriculture and Forestry
- The Graduate Coordinator - Faculty of Earth & Environmental Sciences

- The Graduate Coordinator - Faculty of Education & Humanities
- The Graduate Coordinator - Faculty of Engineering and Technology
- The Graduate Coordinator - Faculty of Natural Sciences
- The Graduate Coordinator - Faculty of Social Sciences
- The Graduate Coordinator - School of Entrepreneurship and Business Innovation
- All Professors
- The Director, IDCE
- The University Librarian
- The Registrar (Secretary)
- The Deputy Registrar (Invitee)

CORRESPONDENCE

Admissions - Office of the Registrar

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University of Guyana

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THE UNIVERSITY OF GUYANA SCHOOL OF GRADUATE STUDIES AND RESEARCH

(i) History

The University was established by an Act of Parliament in April 1963 (University of Guyana Act, Chapter 39:02, Act 6 of 1963, Amended by 5 of 1965, O.14/1965, Section 4; 21 of 1977, 19 of 1993 and 14 of 1995.). The University's main campus is located at Turkeyen, approximately 8km East of the Centre of the capital Georgetown. In order to extend services beyond Region # 4, the Department of Extra Mural Studies was established in 1976 and upgraded in 1996 to the Institute of Distance & Continuing Education (IDCE) in this regard, the institute has five locations that are in Georgetown, Anna Regina and Bartica. In 2000, a second campus was created at Tain, Berbice (Region # 6), to fulfill a similar expansion of access.

(ii) The Genesis of the University of Guyana

In February 1963, the Minister of Education and Social Development, Hon. Mr. Cedric Nunes, presented provisional paper, No. 2 of 1963, '**A Memorandum on Higher Education**' in the British Guiana Legislative Council. The paper focused on the government's intention to set up the University of Guyana. The rationale of the People's Progressive Party Government under Dr. Cheddi Jagan, was based on financial, educational, and philosophical grounds. They argued that both the present and future needs of Guiana would be better served by an institution more responsive to the direct needs of the country. There was also an urgent need for coordination in the area of local training to provide the skilled manpower and womanpower requisites in a nation on the threshold of political independence. There was, for instance, the need for more and better-trained teachers and other personnel in the education system.

The paper noted that out of a secondary school teacher population of 500, only about 144 were suitably qualified. Above and beyond this severe inadequacy, was the need to rationalise resources and to achieve a more cost-effective relationship between investments and national returns. For instance, between 1948 and 1961, Guyana had invested \$ 694,000 in training at the University of the West Indies and had received in return only 97 graduates, a mere 41 of whom had returned to serve the country.

But there were ideological concerns as well. The curriculum at the University of the West Indies was considered somewhat elitist and unsuited to the needs of an independent Guyana. There was, therefore, the critical necessity to produce, and be influenced by, a University Curriculum more relevant to the needs of a country: reflecting more closely the social and cultural ideas of an independent nation.

The legislature agreed that the curriculum of the new University of Guyana would be relevant to the needs of the Guyanese society, and that that University would become a reputable Centre of higher education, where large numbers of Guyanese would be trained and educated at low cost. In this Centre, personnel for the civil service, teachers for the education system, and programmes of industrial, agriculture and social development would be the main focus.

In its concluding arguments, the 1963 PPP Government insisted that the University of Guyana should, as a matter of critical necessity, encourage active research to stimulate the intellectual life of the society, and to bring about practical solutions to the myriad problems facing the new nation.

The Bill was keenly debated, both in and out of the legislature, but eventually, the University of Guyana Ordinance of April 19, 1963, received safe passage, clearing the way for the establishment of the University of Guyana.

(iii) The Aim

When the University of Guyana was established in 1963, it was stated that *'The aims of the University are to provide a place of education, learning and research of a standard required and expected of a university of the highest standard, and to secure the advancement of knowledge and the diffusion and extension of arts, sciences and learning throughout Guyana'*.

(iv) The Mission

In 2001, the Academic Board formulated the mission of the University in the following terms: *to discover, generate, disseminate, and apply knowledge of the highest standard for the service of the community, the nation and of all mankind within an atmosphere of academic freedom that allows for free and critical enquiry.*

(v) The Values

In pursuit of this vision and mission, the University will endeavour, at all times, to display the following core values:

- Equal access regardless of gender, ethnicity, sexual orientation, marital status, disability, nationality, political, religious, or social standing.
- Equity in the treatment of employees and students of any gender, ethnicity, sexual orientation, marital status, disability, nationality, political, religious, or social standing.
- A rewarding, enabling and safe environment where staff and students can perform to the best of their abilities and develop their careers.
- A culture of responsible and respectful conduct by staff and students in all activities within and outside the university.

- High standards of ethics and conduct in administration, management, organisational behaviour, research, and teaching.
- Responsiveness to the continuing, professional, and higher education needs of Guyana.
- High-quality academic programmes and research.
- An environment aimed at developing in its students, a respect for their country.
- A campus environment that enables the learning experience of its students and fosters their lifelong relationship with the University.
- Prudent fiscal management.

(vi) The Vision – The University of Guyana School of Graduate Studies and Research (UGSGSR)

The UGSGSR's vision is to be a regional leader, characterized by excellence in graduate programmes and research. We are committed to producing distinguished professionals who are 'fit for purpose' in knowledge, skills, innovation, creativity, and service.

(vii) Strategic Goals

The following are the strategic goals of the UGSGSR:

- i. Fostering and pursuing appropriate research to enhance national development.
- ii. Producing graduates with high technical command of thematic subject matters.
- iii. Producing graduates with the capacity to effectively manage theoretical and philosophical basis of knowledge, skills for independent study and high creativity and acceptable levels of research output.
- iv. Producing graduates with high standards in publishing and disseminating products of their research.
- v. Being a model of excellence in every aspect of graduate education.
- vi. Positioning UG to maximize opportunities in graduate education.
- vii. Leveraging technology to accelerate and extend benefits of change in graduate studies.

PROPOSED REGULATIONS

1.0 Philosophy

Programmes will operate within the framework of the following two fundamental principles:

- 1.1 Higher degrees should emphasise the development of skills of analytic enquiry, and of empirical investigation through appropriate research techniques, and not the memorising of masses of information. Among the many implications of this approach, is the necessity for individualised advisement, instruction and, consequently, for the structured consideration and management of enrolment in higher degree programmes.
- 1.2 Research projects should, as far as possible, be related to the urgent needs of the society, while meeting acceptable standards of scholarship explicitly defined or tacitly embraced by the University. Accordingly, no department, irrespective of its initial capacity, should institute graduate programmes without first ascertaining that there is an Institutional Capacity and a demand/market for such programmes.

2.0 Accreditation

It is the intention of the University that all programmes offered by the UGSGSR in collaboration with all Colleges/Faculties/Schools will be accredited by the respective bodies. Inquiries regarding the programme accreditation, should be addressed to the Office of the Dean, School of Graduate Studies and Research, University of Guyana, Turkeyen, P.O. Box 101110, Georgetown, Guyana. Email address: sgsr@uog.edu.gy

3.0 Administration of Programmes

3.1 ORGANISATION

- 3.2 There shall be a Central Executive and Coordinating Body known as ‘The University of Guyana The Board for Graduate Studies’, and this Board shall be responsible to the University of Guyana Academic Board.
- 3.3 The Board for Graduate Studies shall consist of the Vice-Chancellor (Chair); the Deputy Vice-Chancellors; the Deans of Colleges/Faculties/Schools; the Dean and Deputy Dean, School of Graduate Studies and Research; the Coordinators of Graduate Studies and Research for each College/Faculty/School, and the Berbice Campus, Professors, the University Librarian, the Director, IDCE, and the Registrar (as Secretary to the Board).
- 3.4 The term of office of representatives on the Board for Graduate Studies shall be three (3) years, but they should be eligible for re-appointment.
- 3.5 The UGSGSR is the centralized body responsible to the Board for Graduate Studies.

- 3.6 The main functions of the UGSGSR are to coordinate and administer higher degree studies, including the coordination and administration of graduate and research programmes.
- 3.7 The UGSGSR shall be headed by a ‘Dean’, an academic with no less than the rank of a ‘senior lecturer’, a Ph.D., and Postgraduate Management experience.
- 3.8 The ‘Dean’ of the UGSGSR shall be elected by the Board for Graduate Studies and appointed by the Vice-Chancellor.
- 3.9 The term of office of ‘Dean’ of the UGSGSR shall be for three (3) years, with opportunities for renewal, based on satisfactory review by the Board for Graduate Studies, and the Vice-Chancellor.
- 3.10 There shall be a Deputy Dean of the UGSGSR.
- 3.11 The “Deputy Dean” of the UGSGSR shall be elected by the Board for Graduate Studies and appointed by the Vice-Chancellor.
- 3.12 The term of office of ‘Deputy Dean’ of the UGSGSR shall be for three (3) years, with opportunities for renewal, based on satisfactory review by the Board for Graduate Studies, and the Vice-Chancellor.
- 3.13 There shall be three categories of Academic Staff serving in the UGSGSR:
 - 3.13.1 Full Graduate Faculty are UG personnel with a terminal research or creative degree in their disciplines (e.g., PhD, DM, MMED, Pharm D, OD, ED, and Master of Fine Arts) with appropriate evidence of research or creativity over the prior three (3)- year period.
 - 3.13.2 Associate/Affiliate Graduate Faculty are UG personnel with at least a master’s degree, but without the other credentials identified for Full Members.
 - 3.13.3 Adjunct Graduate Faculty are either suitably qualified faculty members of other institutions, or professionals/artists/writers etc., granted ‘Graduate Faculty status’ after review and recommendation of the Board for Graduate Studies.
- 3.14 The lecture hours for Graduate Faculty shall be three-fourths (i.e., 270 versus 360 lecture hours per year or such other hours that may be determined from time to time and endorsed by the University) of that used for Undergraduate Faculty, to facilitate tutorial sessions.
 - 3.14.1 Any matter from the UGSGSR requiring the approval of the Board for Graduate Studies, shall be submitted by the Dean of UGSGSR, with a copy to the secretary to the Board for ratification.

4.0 **Financing of Students**

4.1 **Graduate students may be financed through the following means:**

4.1.1 Their appointment as Teaching Assistants, Demonstrators, or Tutorial Assistants.

OR

4.1.2 Involvement in ongoing research projects in the University as Research Assistants.

OR

4.1.3 Other sources of financing provided by themselves, or otherwise.

4.2 **Degrees to be Awarded**

4.2.1 The Certificates/Diplomas/Degrees towards which a student may proceed under these regulations are: Post-graduate Certificates/Diplomas/Degrees; Master of Arts, Business Administration, Education, Medicine, Public Administration, Philosophy, Science, Social Science; Specialist Degrees: MPhil/DEd/DM/JD/PhD of Education, Law, Medicine, Optometry, Pharmacy Philosophy among others.

4.2.2 The degrees shall be awarded to persons who have successfully completed a prescribed course of study, a written, or a creative project, and/or research, according to the General Regulations for Graduate Degree Programmes, as well as such special Faculty regulations as approved by the Board for Graduate Studies.

4.2.3 Subject to the UGSGSR's Regulations, a student registered for a Doctoral programme, may be granted an MPhil/Master's degree by the Academic Board, upon the approval and recommendation of the Board for Graduate Studies, provided that the student has satisfied the prescribed academic requirement as duly approved by the Academic Board.

- 4.2.4 Subject to the regulations of the specific College/Faculty/School, a student registered for a Master's programme, may be granted a Certificate or Advanced Graduate/Post-Graduate Diploma by the Academic Board, upon the approval and recommendation of the Board for Graduate Studies, provided that the student has satisfied the prescribed academic requirement, as duly approved by the academic Board, with respect to the particular programme for the granting of the specified award.
- 4.2.5 Courses/Seminars/Workshops in independent study, literature review, research methods, methods of enquiry, data management, statistics, presentations in scientific events, effective publications, management of references, ethics in research, among others, will be organized by the UGSGSR and the Colleges/Faculties/Schools, and must be done by all thesis/dissertation candidates.
- 4.2.6 Courses/Seminars/Workshops in professional/creative writing, and or creative thinking are mandatory for students in non-thesis/dissertation options.
- 4.2.7 Regulations governing 'Pass' or 'Fail' with respect to 'Examination by written Papers' shall be set out in Faculty/School Handbooks.

5.0 Graduate Grades and Credits

- 5.1 Graduate students eligible for the award of the Master's degree, must achieve the minimum Grade Point Average (GPA) established by their programmes.
- 5.2 For higher degree students, the GPA should be no less than 3.0 to remain a candidate eligible for graduation. The maximum number of 'C' grades that will be accepted for higher degree graduate credits, is two (2).
- 5.3 For students pursuing a certificate or diploma, the GPA should be no less than 2.5.
- 5.4 Students whose overall GPA falls below the accepted minimum will be placed on automatic academic probation for one semester. Failure to raise the GPA to the required level or above, by the end of that semester, may result in the dismissal of the student from the programme.
- 5.5 Letter Grades: One of two types of grading systems is assigned to each course for recording the evaluation of each student's performance on his or her official transcript:

Type I - Letter Grade System, and **Type II** - No Quality Point System.

Each department has the responsibility for developing supplemental procedures that will enable the student and interested persons to learn about the faculty's judgment of the student's competence. Such procedures

must be endorsed by the UGSGSR, approved by the Board for Graduate Studies, and ratified by the Academic Board.

5.6.0 Type I- The Letter Grade Scheme for up to Postgraduate Studies shall be:

A (Distinction):	80 to 100
B (Good):	70 to less than 80
C (Average):	60 to less than 70
F (Fail):	less than 60

5.6.1 Repeat of Courses: In every case, all 'F' grades must be repeated. Where a student has obtained more than two (2) 'C' grades, the courses must be repeated to limit the number of 'C' grades to two (2), or less.

5.6.2 Grade Changes: A grade given by a lecturer for completed work, will not be changed unless an error has been made in reporting or recording the grade. Re-sit or extra work may not be used as a basis for a change of grade.

5.6.3 Notwithstanding the aforementioned, all students have a right of appeal of a grade tendered for any course.

5.7.0 **Type II – No Quality Point System**

5.7.1 **P (PASS) Satisfactory Graduate Attainment (A or B Quality)**

Type II (explanation and authorization for its use): The letter grade 'P' is a critical and evaluative grade indicating at least satisfactory graduate attainment. Each department, in cooperation with the UGSGSR may request from the Board for Graduate Studies, Type II grading for a graduate course.

5.7.2 **'AU' Non-credit Auditing**

A student may register to audit a course only with the approval of the lecturer. The letters "AU" will be recorded on the transcript, if the student satisfies the conditions agreed upon with the lecturer. All students who audit courses are required to be registered as auditors and be required to pay the applicable administrative fees as published from time to time.

5.7.3 **I – Work incomplete**

IP – In Progress: Projects (Thesis/Dissertation, Research)

Incomplete Work: The letter 'IP' is recorded for incomplete work in matically designated research, thesis/dissertation, and fieldwork courses. The letter 'I' may be given in other courses in which the scope of the student's project requires more time for its proper completion. An 'I' grade given for courses other than thesis/dissertation research, is to be removed within one semester after the end of the semester of registration for the course. A course for which an 'I' or 'IP' is recorded, is not included in the calculation of the GPA, and no credit is awarded until the course is completed with a quality grade. Removal of an 'I'

grade must be authorized by the Board of Examiners and approved by the Dean of the UGSGSR. A student may not graduate without removing 'I' or 'IP' grades from his/her record.

- 5.8 Credits and Grade Points: Each credit for which the grade 'A' is recorded has a grade point value of 4 while B=3; C=2; and F=0 grade points. The GPA is defined as the total number of grade points earned in courses divided by the total number of credits attempted. Each credit for which 'P' is recorded carries no designated number of grade points but implies a performance in the range of 3 or 4. Courses for which 'AU' are recorded do not contribute either credits or grade points toward graduation.

6.0 QUALIFICATIONS FOR ADMISSION

6.1 The following applicants are eligible to apply for admission:

- 6.1.1 Graduates of the University of Guyana with a bachelor's degree, normally with at least a Pass with Credit or equivalent.
- 6.1.2 Graduates of any other approved University with a degree equivalent to a bachelor's degree with at least a Pass-with-Credit at the University of Guyana or its equivalent.
- 6.1.3 Candidates with other qualifications and experience approved by the The Board for Graduate Studies. In any given year of admission, no more that 20% of applicants should be admitted under this category. If necessary, a qualifying year should be done.

7.0 PROCEDURES FOR ADMISSION

7.1 Online applications shall be completed and submitted to the Office of the Admissions Division with copies to the University of Guyana School of Graduate Studies and Research (UGSGSR) and their respective Departments in a timely manner. The 'Heads of Departments of Graduate Studies and Research from each College/Faculty/Institute/School shall be responsible for coordinating responses from the appropriate graduate programmes. All applications shall be accompanied by the appropriate documentation in support of the respective application along with the non-refundable application cost as published from time to time.

7.2 At the time of application:

Either

The College/Faculty/Institute/School shall define the areas of research and shall consider candidates interested in undertaking such research.

Or

The applicant shall state the intended area of research and shall be considered only if the College/Faculty/Institute/School can provide adequate facilities for such research.

7.3 The Dean and members of the Graduate Faculty from each College/Faculty/Institute/School, in collaboration with the UGSGSR, shall be responsible for recommending students for admission to their higher degree programmes offered by the University of Guyana.

8.0 PROCEDURES FOR REGISTRATION

8.1 Once admission has been granted, students are required to submit the online registration within the set time-period stipulated by the University calendar. It is

imperative that students enter accurate and complete information during registration.

- 8.2 A student admitted to a post-Graduate programme shall be required to register at the beginning of each academic year while pursuing the programme.
- 8.3 A student admitted to a Post-Graduate programme shall be required to pay the appropriate registration and tuition fees each year.
- 8.4 Before enrolling in courses, all students must consult with the Supervisor(s) assigned to them by the Coordinator of Graduate Studies and Research of the College/Faculty/Institute/School in which they are to be registered.
- 8.5 Graduate Students can be classified as full-time or part-time. Full-time Graduate Students will carry the full load for the academic year while the Part-time Graduate Students will carry fifty percent (50%) of the prescribed credits.
- 8.6 To receive a graduate assistantship (Teaching or Research), a student must be enrolled in a minimum of 6 graduate hours during the regular academic semester and a minimum of 3 during the summer session. Enrollment in more than 9 hours is not permitted for graduate assistants.
- 8.7 Any exceptions to these guidelines need to be pre-approved by the Supervisor
- 8.8 For financial aid purposes, credit-hour equivalencies will be factored in during the evaluation process.

9.0 CROSS-REGISTRATION

In cases where the University of Guyana has collaborative arrangements with other Universities, students may be given the opportunity to cross register, in accordance with the terms of such agreements.

10.0 CLASSIFICATION OF STUDENTS

- 10.1 Graduate Student: A student who is admitted after satisfying all the Entrance requirements for the Master's or Doctoral Degree programme, post-graduate diploma or certificate programme.
- 10.2 Qualifying Graduate Student: A student who is permitted to upgrade his/her education to be eligible for graduate student status.
- 10.3 Special Graduate Student: A person who is eligible for graduate student status and who is registered for one (1) or more graduate courses, but not for a full graduate programme.

10.4 Probationary Graduate Student: A student who is currently registered in a graduate study programme and has not maintained the required GPA, and/or other relevant requirements such as, coursework and thesis/dissertation proposal.

10.5 Candidate for MPhil/Doctoral Degree: A student who has successfully completed all the coursework and examinations of research proposal where necessary for the graduate programme.

10.6 Transfer Graduate Student: (See 19 below).

11.0 PROCEDURE FOR WITHDRAWAL

11.1 Students will be entitled to formally withdraw from a registered course after the first week of the commencement of the regular semester, and through the end of the withdrawal period specified in the course schedule, will not carry a grade.

11.2 Courses dropped after the withdrawal period, will carry the actual grades obtained.

12.0 SUPERVISION

12.1 Upon their entry into a programme, the Coordinator of Graduate Studies and Research of the College/Faculty/Institute/School with responsibility for the particular programme, will assign Graduate Students to Supervisors/Advisors, who will orient them to the Programme and the staff, and assist them in selecting courses for their respective programmes of study.

12.2 Each student admitted to a Graduate Research Degree Programme, shall be guided by a Graduate Committee approved by the Board for Graduate Studies.

12.3 Graduate Committees must be composed of at least three (3), but no more than five (5) Graduate Faculty members. Once the Graduate Committee has been selected and approved, the members will serve as advisors and examiners (not exceeding three examiners).

12.4 The Graduate Coordinator of the respective College/Faculty/Institute/School shall be appointed by his/her respective Deans, shall serve as the Chair of the Graduate Committees, and must be a Full-time Graduate Faculty as a Senior Lecturer with a Doctoral Degree.

12.5 At least a second Member of a Graduate Committee must be a Content Specialist.

12.6 Student or Faculty requests to change approved Graduate Committee membership must be clearly documented and presented for the approval of the Board for Graduate Studies.

- 12.7 Independent Study: Students who are using University facilities to an extent greater than that represented by their formal course load, and those required by a fellowship or other appointment to be full-time students, are required to register for an appropriate number of additional credits of Independent Study to reflect their correct status. All graduate study not under the direct supervision of a specific faculty member is, by definition, Independent Study. This includes study for comprehensive and overview examinations, the preparation of research proposals, etc. Before a student is permitted to take an independent study course, the student must have completed a minimum of 12 semester hours of graduate work.
- 12.8 Field Research: Registration for Directed Study is limited to students in good academic standing, who wish to study or carry out a project in an area not normally available in a formal course. The work must be under the direct supervision of a faculty member, who has approved the proposed work in advance of registration. A detailed description of the work should be recorded in the student's file, in both the College/Faculty/Institute/School and the UGSGSR.

13.0 DURATION OF STUDY

- 13.1 (a) The one-year Post-Graduate Certificate/Diploma must be completed during a maximum period of three (3) consecutive years.
- (b) The maximum period for the completion of the 2-year Post-Graduate Certificate and Diploma shall be five (5) consecutive years.
- 13.2 A Master's degree may, subject to any special departmental regulation approved by the Board for Graduate Studies, be awarded after a minimum period of twelve (12) months after initial registration in the case of full-time students, or eighteen (18) months in the case of part-time students, but not more than seven (7) years after initial registration in either case.
- 13.3 (a) The Doctoral degree may, subject to any special programme regulations approved by the Board, be awarded after a minimum period of twenty-four (24) months after initial registration in the case of full-time students, or thirty-six (36) months in the case of part-time students, but not more than eight (8) years after initial registration in either case, including one additional year in respect of those students engaged in Teaching or Research Assistantships in accordance with our regulation from time to time.
- (b) If the student is not the holder of a master's degree, then the minimum period for the award of the doctoral degree will be thirty-six (36) months after initial registration in the case of full-time students, or forty-eight (48) months in the case of part-time students, but not more than eight (8) consecutive years after initial registration in either case.
- 13.4 If Leave of Absence is granted, the period of leave shall be considered as part of the maximum limit for the completion of the graduate programme.

- 13.5 The principle of not granting Leave of Absence for more than two (2) consecutive years, which is applicable to undergraduates, shall also be applied to graduate students.

14.0 Graduate Plan of Work

- 14.1 Each graduate student is expected to develop and submit an academic plan by the end of his/her first semester as a graduate student. This plan must be approved by the Supervisor/Advisor(s) and submitted to the Faculty Graduate and Research Coordinator.

- 14.2 The Plan of Work must include:

14.2.1 A list of the courses required by the Degree programme, as well as general requirements, such as Workshops and Seminars and other Academic events offered by the UGSGSR.

14.2.2 For the Research Programmes, the Graduate Committee, under EXCEPTIONAL circumstances, and with adequate justification, may request changes in REQUIRED courses with the concurrence of the Graduate and Research Coordinator of the respective College/Faculty/Institute/School.

14.2.3 For the Research Programmes, a Preliminary Research/Project Proposal, which must include the Research problem/blueprint and an annotated bibliography.

14.2.4 For the Research Programmes, an upgraded Work Plan, which must include a full research proposal/blueprint, and must be submitted by the end of the second semester. All students are expected to make oral and written presentations of their fully proposed research, projects, or creative work, to their Graduate Committees. The approved proposal, signed by the members of each Graduate Committee, must be submitted to the UGSGSR before the end of the second semester of enrollment. Thesis/Dissertation Proposals must include: the Title of the study; Issue(s) to be examined; a Review of Relevant Literature; the Methodology; and the Bibliography/References.

14.2.5 A timeline for completion of the programme.

- 14.3 A copy of the Graduate Work Plan must be retained by the Graduate and Research Coordinator of the respective College/Faculty/Institute/School until the thesis/dissertation has been assessed as a 'pass.'

All changes in the planned programme should be made prior to the student's application for graduation. The ONLY exception will be if a course is cancelled after the student's application for graduation.

Under no circumstances should a change in the Graduate Plan of Work be requested for failing a mandatory course.

15.0 Thesis/Dissertation Proposals

- 15.1 The student is responsible for choosing a research topic, writing, and editing the thesis/dissertation.
- 15.2 The subject of the thesis/dissertation should be chosen from the student's field of major interest and must be approved by the Graduate Committee. The thesis/dissertation should demonstrate a capacity to carry on independent study or research.
- 15.3 The student, through the relevant College/Faculty/Institute/School shall submit a work plan to the UGSGSR for approval no later than November 30 (if the candidate expects to graduate in November of the following year), or June 30 (if the candidate expects to graduate in April of the following year). This work plan must have been approved by the Graduate Committee, signifying that the student has made an oral and written presentation of the work. A copy of this work plan will be retained by the UGSGSR until the thesis/dissertation or project/ has been assessed as a 'pass'.

16.0 The Thesis/Dissertation/Project

- 16.1 Candidates for a Master's or Doctoral degree by thesis/dissertation, who successfully complete their programme of study, are eligible to submit a thesis/dissertation.
- 16.2 The greater portion of the work submitted in a thesis/dissertation/project must have been done subsequent to registration for the Master's or Doctoral degree programme.
- 16.3 The student is advised to consult the UGSGSR for general information regarding the preparation of a thesis/dissertation or project.
- 16.4 The thesis/dissertation/project shall be submitted in the form specified by Faculties and the Library and approved by the UGSGSR. Two bound and an electronic copy of a Thesis/Dissertation/Project must be submitted to the UGSGSR.
- 16.5 A thesis/dissertation/project or creative work submitted for a degree, shall be accompanied by a statement from the Supervisor/Advisor(s), certifying that it is original work completed by the candidate under his/her/their supervision and that the thesis/dissertation/project or creative work is of a satisfactory standard with regard to form, format, style, and content.

- 16.6 Literature citations should follow an appropriate format recommended by the relevant Department.
- 16.7 Tables, text figures, diagrams, plates, and maps, should be numbered in separate sequences and cited by numbers in the text, and each table etc., should be accompanied by a full caption. All lettering must be in standard typographic style.
- 16.8 The colour of graphs, figures, and tables (in a thesis/dissertation) could be in black and white but coloured where appropriate/acceptable. This will ensure that quality is maintained when photocopying is done. Coloured pictures in a thesis/dissertation should be optional, but acceptable where appropriate.
- 16.9 Adequate copies of typed draft of the thesis shall be prepared by the candidate for submission to the examiners. The number of draft copies shall be determined by the Department.
- 16.10 Copies of the typed draft of the completed thesis/dissertation must be submitted to the respective Graduate Coordinators, no later than either June 30 (if the candidate expects to graduate in November of the same year) or December 31 (if the candidate expects to graduate in April of the following year). Theses may be accepted after June 30 or December 31, but there is no guarantee that they will be processed in time for graduation in November or April respectively.

Please note that a candidate must be a registered student at the time of submission of the theses/ dissertation.

See also Section H (Graduation)

- 16.11 The thesis/dissertation must be type-written/printed on quarto paper of good quality. The printing must be on one side of the paper only and double-spaced. The Font should be Times New Roman of size 12, for both text and headings, with the first line of each paragraph indented by 0.5 inch. There should be a one and one-half inches (1.5") margin on the left, and a one-inch (1") margin on the top, bottom and right side of each page. The text of the thesis/dissertation must be left-justified. Pages should be numbered consecutively in Roman numerals from the Title page up to the beginning of the text, and in Arabic numerals for the remainder of the thesis/dissertation. All page numbers should be centered at the bottom of the page. Copies must be legible, typewritten, printed, or photocopied.
- 16.12 The title page must be arranged as follows:
- Title of Thesis/Dissertation** (in block letters).
- Full name of candidate.**
- The Statement**, "A thesis submitted to the Department/School or Faculty of (Insert name of Department/School or Faculty) in fulfillment/partial fulfillment (as appropriate) for the Degree of..... (insert Degree) in the University of Guyana," should appear in the middle of the page.
- The Year**

NOTE: The title page should be symmetrically arranged.

16.13 The title page shall be followed by an abstract of not more than **350 words**.

16.14 The Abstract shall be followed by the Signature/Approval page, Acknowledgements and Preface, if necessary, which in turn, shall be followed by the Table of Contents with page numbers.

16.15 Copies of the draft thesis shall be loosely bound.

16.16 Each copy of the final thesis is to be bound in black cloth and lettered in gold or white. The spine of the thesis shall bear the surname and initials of the candidate (or the name should be written in its customary form), the degree for which the thesis is being submitted, and the year. The printing should read from bottom to top of the spine.

17.0 Categories of Assessment

17.1 The thesis/dissertation/project/creative work shall be assessed as follows:

17.1.1 **Pass** - subject to minor corrections (i.e., bad typographical errors, wrong dates of attributions, etc.). The corrections shall be checked by the Graduate Committee. The candidate shall be given a period no longer than three (3) consecutive months in which to correct and resubmit.

17.1.2 **Referred** - if an entire chapter, or conclusion etc., is, in the opinion of the Graduate Committee, not up to the required standard. The candidate shall be given a period no longer than six (6) consecutive months to rewrite, but a further oral examination, may not be required. The re-written section/sections shall be checked by the Graduate Committee and pronounced upon by this body.

17.1.3 **'Fail'** – On the recommendation of the Graduate Committee, the UGSGSR may require the candidate to re-submit the thesis/dissertation within one year. Such a candidate who fails again, shall not be eligible to re-submit or be a Master's or Doctoral candidate in the same topic.

18.0 Deposit and Availability

18.1 Two bound and an electronic copy of the approved thesis/dissertation shall be submitted to the UGSGSR, accompanied by a declaration by the candidate that the thesis/dissertation/project or creative work has not been submitted for a degree in any other University. The UGSGSR shall deposit these copies with the University Librarian.

18.2 The copyright of the thesis shall be vested in the author.

18.3 Subject to the author's consent, the thesis shall be available for photocopying by the Library.

- 18.4 Subject to the author's consent, one copy of the thesis shall be available for inter-library loan.
- 18.5 The author of a thesis/dissertation shall be asked at the time of deposit to give consent under 16.3 and 16.4 above in writing, and this consent shall be inserted in the copies of the thesis/dissertation deposited in the Library.
- 18.6 In exceptional cases only, the author, with the agreement of the Chair of the Graduate Committee, may withhold permission to publish or use material in the Thesis/dissertation for not more than three (3) years.
- 18.7 For a period of two (2) years from the date of deposit of the thesis, the borrower or user of the thesis shall be required to sign a declaration that no information derived from the thesis will be published or used without the written consent of the author.
- 18.8 Doctoral Research students must present at least three publications in peer-review Journals at least with status accepted before the examination of the thesis. In the case of MPhil students, the requirement is one publication.

19.0 Final Examination

- 19.1 **For Master's/Doctoral Degree by Thesis/dissertation:** The final examination shall be written and/or oral or viva after timely (at least two months' prior) submission of the written thesis/dissertation.
- 19.2 The oral defence shall only apply to a Doctoral/Master's Degree that is by research.
- 19.3 **For the Master's Degree by Examination:** The final examination shall be by written papers in such subject areas as the Faculty may prescribe, and may also include oral and practical examinations. The written comprehensive examination is designed to evaluate the candidate's proficiency in the theory and practice of his/her field. The weighting of marks for course work and the final examination for arriving at a candidate's final grade shall be decided by the Faculty, subject to the approval of the UGSGSR.
- 19.4 The form of the final examination shall be decided by the Faculty, subject to the approval of the UGSGSR.
- 19.5 Before sitting the Comprehensive Examination, a student must:
- a. Be a registered student.
 - b. Have a GPA of at least 3.0.
 - c. Complete all required pre-requisite courses (including undergraduate courses if necessary) for the degree as defined in the respective programme requirement.
 - d. Complete all required courses for the degree.

- e. Eliminate all 'I' grades, except thesis/dissertation grades.
- f. Eliminate all 'F' grades.
- g. In the cases of PhD/MPhil degree, the required accepted peer review publications.

- 19.6 Eligibility requirements for sitting these examinations are defined in the respective Faculty Regulations.
- 19.7 If a student fails the Comprehensive Examination, the second examination will be administered in the equivalent semester of the next academic year. If the student fails these examination two times, referral will be made to a Graduate Committee, which will determine the appropriate action. This action should not prevent the student from retaking the comprehensive examination for a third and final time.

20.0 Graduate Committees (See 12.3)

- 20.1 All Graduate Committee members shall be appointed by the Board for Graduate Studies, on the recommendation of Graduate Coordinators.
- 20.2 For the Master's and Doctoral degrees by thesis/dissertation, there shall be at least three (3) Graduate Committee members including a content specialist or Internal Examiner, and an External Examiner in the Viva. All Viva will be observed by the UGSGSR. (See also 12.3.)
- 20.3 For the Master's and Doctoral degrees by written papers or creative work, there shall be at least three (3) examiners including an External Examiner.
- 20.4 Any change in Examiners must be approved by the Board for Graduate Studies.
- 20.5 In the event of any disagreement on the approval of a thesis/dissertation or project, the following rules shall apply:
- i. Where a majority of Graduate Committee Members assess a thesis/dissertation/project as "FAILED", the Board shall accept the objections, and the thesis/dissertation shall not be approved.
 - ii. Where a majority of the Graduate Committee Members assess a thesis /dissertation/project as "PASS", the objections of any minority member(s) shall be recorded.

21.0 Transfer Graduate Students

- 21.1 On the recommendation of the Graduate Coordinators of the Colleges/Faculty/Institutes/Schools, the UGSGSR, and with the concurrence of the Board for Graduate Studies, the Academic Board may approve admission of a Graduate student from any recognised University as a transfer student to a higher degree programme at the University of Guyana.

21.2 The application of a transfer student should be accompanied by:

- 21.2.1 Satisfactory evidence of previous post-graduate registration with the candidate's previous University where such a programme was done.
- 21.2.2 Formal approval from that University for transfer of research already completed there, towards a University of Guyana higher degree programme.
- 21.2.3 Identification of a University of Guyana Full Graduate Faculty member as Graduate Committee Chair, and a statement from the University of Guyana Faculty, the relevant Head of Department, and the Faculty indicating that the graduate work already completed will be accepted as partial fulfillment for a University of Guyana higher degree programme, that the proposed subject and methods of study have been approved, and that adequate facilities for the work are available.
- 21.2.4 Transfer Credits: Transfer credits must be acceptable to the student's Graduate Committee and be pertinent to the student's planned degree programme. A petition for transfer of graduate credits and one official transcript, upon which the transfer courses are recorded, must be submitted to the Dean, UGSGSR. Only courses with a grade of "B" or higher will be approved. Courses with a "P" grade are not acceptable.
- 21.2.5 Students seeking Master's/Doctoral degrees may, upon Faculty approval, transfer a maximum of twelve semester hours of approved graduate credits from an accredited institution. A student who has completed course credits in a certified programme at the UGSGSR, may transfer such credits into a Master's/Doctoral degree programme with the consent of the Department or College/Faculty/Institute/School. All transfer credits must have been completed within the past five years prior to admission.

22.0 U.G. Higher Degree Candidates completing all or part of their Research away from U.G.

22.1 A Master's/Doctoral degree candidate who wishes to spend the whole or part of his/her period of research away from the University of Guyana, may be permitted to do so by the UGSGSR provided that:

- (i) The Institution in which the candidate proposes to pursue the research, and a supervisor/advisor in that institution, if appropriate, are approved by the Academic Board.
- (ii) The materials or facilities needed for the research are not available in the University of Guyana.

- (iii) The research remains under the continual supervision of a supervisor/advisor who is a member of the full-time academic staff of the University of Guyana.
- (iv) The student satisfies the requirements of the relevant U.G. Department governing graduate course work.

23.0 Study at U.G. for Higher Degree of another University

23.1 Higher degree candidates of other Universities may apply for facilities to study at the University of Guyana for a higher degree of their own University.

23.2 Such candidates shall be required to:

- (i) present satisfactory evidence of registration with their own University for the proposed course of study.
- (ii) satisfy any special regulations of the University of Guyana, Faculty and Department, in respect of their application.

24.0 ACADEMIC PROBATION AND DISMISSAL

Any graduate degree student who fails to maintain an overall GPA of 3.0 or to make satisfactory progress in a degree programme, will be dismissed from graduate study at the University.

Prior to dismissal, the student will be placed on automatic academic probation, normally for one semester of full-time graduate study or its equivalent, to provide an opportunity for him/her to return to good standing (3.0 GPA or better).

Students on Academic Probation are not eligible for appointment to assistantships or fellowships.

Graduate students are expected to have a very high level of integrity and honesty in all academic matters, such as developing and writing original field reports, lab reports, term papers, thesis/dissertation/projects/creative work, etc. A student, who submits false information or statement to gain admission into the School of Graduate Studies and Research, will be subjected to disciplinary action, up to, and including dismissal from the UGSGSR.

25.0 APPLICATION FOR THE INTRODUCTION OF GRADUATE PROGRAMME AND CHANGES IN APPROVED PROGRAMMES/ REGULATIONS

25.1 Application

- 25.1.1 Any College/Faculty/Institute/School which intends to initiate a Master's/Doctoral Programme shall make a submission in the approved format of the UGSGSR, establishing the feasibility of such a programme and setting

out, in detail, the proposed areas of study, and the internal Faculty rules for the conduct of the programme.

- 25.1.2 The Board for Graduate Studies shall examine the proposal and forward same with its recommendations to the Academic Policy and Planning Committee. Once approved, it is sent by the Academic Policy and Planning to the Academic Board for ratification.

25.2 Changes

- 25.2.1 Any changes in approved programmes or initial Faculty Regulations, must first be recommended by the Board for Graduate Studies, then endorsed by the Academic Policy and Planning Committee, and then approved Academic Board.
- 25.2.2 Any changes in the general regulations for the administration of Graduate Programmes must be approved by the Academic Board.

26.0 GENERAL

Faculties or Schools which offer graduate degree programmes are required to submit to the Board for Graduate Studies, a Quarterly Progress Report on their graduate students and on their graduate programmes. These reports must be submitted by the end of each Semesters 1 and 11, through the Coordinator of Graduate Studies and Research, and approved by the respective Faculty Board.

27.0 FEES AND EXPENSES*

- 27.1 The University reserves the right to change fees, charges, rules and regulations without prior notice.

27.2 Other Fees and Deposits

These fees are required only when applicable and are non-refundable.

- *Application Fee (on-line)
- *Application Fee (hardcopy)
- Audit Fee (per course)
- Examination Fee (per exam)
- Graduation Fee (Postgraduate Certificates/Diplomas, Masters and Doctorate)
- ID Card Replacement
- Late Registration Fee
- *Matriculation Fee
- *Registration Fee (Applicable to all graduate students)
- Thesis/dissertation/Project/Creative Work Review
- Thesis/dissertation Binding (\$ per copy)

- Transcript (each)
- Laboratory Fee
- Microfilming
- Student Activity Fee
- Sports Fee
- Information Technology Fee

27.3 Refund Policies

The tuition fees are refundable on a pro-rated basis (for the partial completion of a course), in accordance with the University of Guyana policy and schedule.

Note: A full refund will be issued if a course is cancelled by The University Guyana. Fees paid by MasterCard/Visa will be credited to the customer's card.

28.0 GRADUATION

- 28.1 Application for Graduation: Students must apply for graduation before the deadline dates given below, by providing evidence to attest that they have successfully completed all requirements for the award of the Degree. However, if they fail to meet requirements for graduation in the semester for which they applied, they must reapply.
- 28.2 Clearance for Degree: Every applicant for graduation will receive a letter from the UGSGSR, verifying clearance, when they have met all requirements for graduation.
- 28.3 Graduation Dates: April Convocation.....deadline is January 31 and November Convocation.....deadline is August 31.
- 28.4 Conferring of Degree: Advanced degrees are conferred at the Convocation Ceremony in November. A student completing requirements for the April graduation receives the award at the November Convocation.
- 28.5 For the MPhil and Doctoral degrees, there is only one category of Pass.
- 28.6 For Master's degrees, (other than the MPhil), there are two categories: 'Pass' and 'Pass with Distinction'.
- 28.7 Post-Graduate Certificate and Diploma programmes may have categories of passes similar to the undergraduates i.e., 'Pass', 'Pass with Credit' and 'Pass with Distinction'.

NB: These regulations cancel and supersede all previously approved graduate regulations at the University of Guyana.

Prepared by:

- The University of Guyana School of Graduate Studies and Research (UGSGSR)
- The Office of the Deputy Vice-Chancellor- Academic Engagement
- The Registry
- The Board for Graduate Studies

Responsible Executive: Vice-Chancellor, DVC-AE

Responsible Office: The University of Guyana School of Graduate Studies and Research

Date Approved by The Board for Graduate Studies : -----

Date Approved by Academic Board: -----

Effective from: 2022

Appendix**Referencing Style Used for Faculty-School-College**

<u>No.</u>	<u>Colleges/Faculties/Insitutes/Schools</u>	<u>Reference Style Used</u>
1.	College of Behavioural Research and Sciences	APA Style
	(iii) Sciences Medical Sciences	
	Vancouver and APA Style	

- (iv) **Faculty of Agriculture and Forestry**
- (v) **Faculty of Earth and Environmental Sciences**
- (vi) **Faculty of Education and Humanities**
- (vii) **Faculty of Natural Sciences**
- (viii) **Faculty of Social Sciences**
- (ix) **School of Entrepreneurship and Business Innovation**

APA Style