



# The University of the West Indies

## New Research Graduate Programme Proposals (MPhil; PhD)

| COVER PAGE                                                                                                                                                                                                                                                                                                                                                                                |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------|--------|--------------------------|-------|---------------------------|-------|------------------------------------|-------|---------------------------------------------|-------|
| CAMPUS:                                                                                                                                                                                                                                                                                                                                                                                   |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
| PROPOSED PROGRAMME TITLE:                                                                                                                                                                                                                                                                                                                                                                 |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
| PROPOSED AWARD:<br>(e.g. MPhil, PhD)                                                                                                                                                                                                                                                                                                                                                      |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
| ACADEMIC UNIT(S) THAT WILL OFFER PROGRAMME:                                                                                                                                                                                                                                                                                                                                               |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
| PROPOSED START DATE:                                                                                                                                                                                                                                                                                                                                                                      |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
| PROGRAMME SUMMARY:                                                                                                                                                                                                                                                                                                                                                                        |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
|                                                                                                                                                                                                                                                                                                                                                                                           |        |             |        |                          |       |                           |       |                                    |       |                                             |       |
| <table border="0"> <thead> <tr> <th>SIGNATURES:</th> <th>DATES:</th> </tr> </thead> <tbody> <tr> <td>Head of Department _____</td> <td>_____</td> </tr> <tr> <td>Bursar<sup>1</sup> _____</td> <td>_____</td> </tr> <tr> <td>Dean of Faculty <sup>2</sup> _____</td> <td>_____</td> </tr> <tr> <td>Campus Coordinator,<sup>3</sup> SGSR _____</td> <td>_____</td> </tr> </tbody> </table> |        | SIGNATURES: | DATES: | Head of Department _____ | _____ | Bursar <sup>1</sup> _____ | _____ | Dean of Faculty <sup>2</sup> _____ | _____ | Campus Coordinator, <sup>3</sup> SGSR _____ | _____ |
| SIGNATURES:                                                                                                                                                                                                                                                                                                                                                                               | DATES: |             |        |                          |       |                           |       |                                    |       |                                             |       |
| Head of Department _____                                                                                                                                                                                                                                                                                                                                                                  | _____  |             |        |                          |       |                           |       |                                    |       |                                             |       |
| Bursar <sup>1</sup> _____                                                                                                                                                                                                                                                                                                                                                                 | _____  |             |        |                          |       |                           |       |                                    |       |                                             |       |
| Dean of Faculty <sup>2</sup> _____                                                                                                                                                                                                                                                                                                                                                        | _____  |             |        |                          |       |                           |       |                                    |       |                                             |       |
| Campus Coordinator, <sup>3</sup> SGSR _____                                                                                                                                                                                                                                                                                                                                               | _____  |             |        |                          |       |                           |       |                                    |       |                                             |       |
| <b>FOR BGSR USE ONLY:</b><br><input type="checkbox"/> Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Modify and Resubmit <input type="checkbox"/> Not Approved<br><br>Chair, BGSR _____ Date _____                                                                                                                                                       |        |             |        |                          |       |                           |       |                                    |       |                                             |       |

<sup>1</sup> Through this signature, the Bursar confirms, in the case of non-UGC funded programmes, that the Budget proposed for the programme is realistic.

<sup>2</sup> Through this signature, the Dean confirms that the Campus Librarian and the Open Campus, the IDU and the Campus IT Services (as appropriate) have been consulted and are satisfied with the Programme from the perspective of their responsibilities.

<sup>3</sup> Through this signature, the Campus Coordinator confirms that the Campus Committee has agreed to forward the Programme to the Board for Graduate Studies and Research for consideration.

## PROGRAMME DESCRIPTION

### A. ACADEMIC AIMS AND OBJECTIVES

1. *Describe the academic purpose, goals and objectives of the proposed programme.*

[ENTER TEXT HERE]

2. *Indicate if the programme replaces an existing programme(s) or is an entirely new programme, sensu, no similar programme previously existed.*

[ENTER TEXT HERE]

3. *Explain how the programme advances the Departmental, Faculty, Campus and the University Strategic Plan, and show how the delivery of the programme will facilitate implementation of the Strategic Plan(s).*

[ENTER TEXT HERE]

4. *What is the expected life of the programme? What factors (internal and external) could assure or threaten the sustainability of the programme?*

[ENTER TEXT HERE]

### B. RATIONALE

1. *Indicate the value of the programme in advancing knowledge in the field identified, and in contributing to international recognition of the University of the West Indies as a research institution of global repute.*

[ENTER TEXT HERE]

2. *Indicate the value of the programme in contributing to national and regional development, and identify ways in which the programme could have significant impact in this context.*

[ENTER TEXT HERE]

3. *Identify potential international collaborators in the research area of the proposed programme.*

[ENTER TEXT HERE]

4. *Identify potential funding agencies that might support research in the area of the proposed programme.*

[ENTER TEXT HERE]

5. *Identify existing or projected programmes in the same or related area at any of the Campuses and their possible impact on the proposed programme.*

[ENTER TEXT HERE]

6. *Identify opportunities for inter-programme articulation and inter-campus collaboration at UWI in programme delivery, particularly in research supervision.*

[ENTER TEXT HERE]

7. *Comment on whether the programme is likely to produce Intellectual Property that merits protection, and comment on the possibility of commercialisation of the Intellectual Property.*

[ENTER TEXT HERE]

8. *For programmes designed to prepare graduates for immediate employment, assess the likely employment demand. Indicate any employers who have specifically requested the development of the programme.*

[ENTER TEXT HERE]

#### **C. ESTABLISH DEMAND**

*Indicate the likely demand for the programme and estimate enrollment over a three to five year period. Indicate how the estimate of demand was determined.*

[ENTER TEXT HERE]

#### **D. MARKETING AND RECRUITMENT**

1. *Describe the approaches that will be taken to:*

- *Identify and sensitise the target markets of students;*
- *Promote the programme;*
- *Implement an advertising campaign to complement the marketing initiatives;*
- *Identify likely sources of financial and other support to facilitate recruitment.*

[ENTER TEXT HERE]

2. *Indicate the delivery strategy and marketing processes to be used to encourage increased participation of persons from the UWI 12 Countries, as well as extra-regional participants.*

[ENTER TEXT HERE]

#### **E. ACCESS AND SUPPORT**

- ~~1.~~ *Describe the criteria for admission of students to the proposed programme.*

[ENTER TEXT HERE]

2. *Provide a list of courses and other prerequisites that may be required for each specialisation within the programme, if these requirements go beyond the standard matriculation requirements for entry to MPhil and PhD programmes.*

[ENTER TEXT HERE]

3. *Identify the academic staff, administrative support, infrastructural support, equipment and library resources required to support the programme, and confirm that these are available to support the programme. This aspect of the proposal should be reviewed by the Head of Department and Dean to ensure that the resources required can be accommodated within Departmental and Faculty resource utilisation plans. If this is not the case, the proposal should clearly indicate how these costs will be met through special arrangements within or external to UWI.*

[ENTER TEXT HERE]

4. *Identify the costs associated with conducting the research projects in the programme, and indicate the sources through which these costs will be met, whether these be internal or external to UWI.*

[ENTER TEXT HERE]

#### **F. PARTICIPATING FACULTY AND COURSE OF STUDY**

1. *Identify the UWI staff who will be available to serve as research supervisors to students in this programme and provide brief CVs for the staff identified.*

[ENTER TEXT HERE]

2. *Describe the responsibility and qualifications of non-UWI persons who will be involved in programme delivery, whether in supervision of research projects or course delivery. Indicate the mechanisms for selecting such persons to ensure that students receive a high quality experience. Where non-UWI supervisors are likely to be involved, attention must be paid to E4 above.*

[ENTER TEXT HERE]

3. *Candidates accepted into an MPhil programme are required to successfully complete graduate level courses amounting to a minimum of 6 credits. Candidates accepted into a PhD programme are required to successfully complete graduate level courses amounting to a minimum of 9 credits, which may include the 6 credits completed for the MPhil level. Indicate whether courses relevant to this programme and already approved by the Board for Graduate Studies and Research exist to meet the requirements of the programme. Provide an outline of these courses, including a course syllabus, credits and a current reading list for each course. If new courses need to be developed to meet this programme requirement, full descriptions must be provided to the Board for Graduate Studies and Research as a component of this proposal. Each Course Description must include: Course Title, Course Code, Course Credits, Proposed Lecturers, Course Coordinator, Duration of Course, Number of Contact Hours, Rationale for the Course, Learning Objectives, Course Content and Structure, Reading List, Mode of Delivery, Assignments, and Assessment Methods.*

*Use the format given in Appendix A at the end of this document*

#### **G. REGULATIONS AND ASSESSMENT PROCEDURES**

*All Regulations and Assessment Procedures must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas. Confirm that this is the case with respect to the proposed programme by describing the assessment procedures and key regulations pertinent to the programme.*

*[ENTER TEXT HERE]*

#### **H. QUALITY ASSURANCE**

*All Quality Assurance procedures described must be consistent with those provided in the University of the West Indies Regulations for Graduate Degrees and Diplomas. Confirm that this is the case with respect to the proposed programme by describing how the proposed programme will be assessed and reviewed for quality assurance.*

*[ENTER TEXT HERE]*

#### **I. BUDGET**

*For non-UGC funded research programme, it is critical to establish the financial viability of the programme. This Section must therefore be completed for **all** non-UGC programmes. The format in which the programme budget is to be presented is given at Appendix B.*

*Last updated October 2013*

## APPENDIX A

### THE UNIVERSITY OF THE WEST INDIES GRADUATE COURSE PROPOSAL FORMAT

☐ NEW COURSE

☐ REVISED COURSE

☐ COURSE ALREADY APPROVED BY BGSR

| ITEM                                                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Campus                                                 | CAVE HILL CAMPUS                                                                                                                                                                                                                                                                                                                |
| Course Title                                           | <i>Provide a name which defines the specific learning intent</i>                                                                                                                                                                                                                                                                |
| Course Code                                            | <i>This unique identifier will be provided by the Banner Unit on the Campus</i>                                                                                                                                                                                                                                                 |
| Academic Unit (s) to offer Course                      | <i>State the faculty, department or school which will provide the course</i>                                                                                                                                                                                                                                                    |
| Duration of course                                     | <i>Indicate if this is a 1 or 2 semester course</i>                                                                                                                                                                                                                                                                             |
| Contact Hours                                          | <i>Indicate and describe all contact hours – i.e face –to-face; supervised research, lab hours, etc.</i>                                                                                                                                                                                                                        |
| Course Credit Load                                     | <i>State the number of credits that can be earned during this course</i>                                                                                                                                                                                                                                                        |
| Proposed Lecturer/Coordinator                          |                                                                                                                                                                                                                                                                                                                                 |
| Course Prerequisite (s)                                | <i>State the approved course which the student has to pass in order to take this course</i>                                                                                                                                                                                                                                     |
| Related Programme                                      | <i>Indicate the name of the programme into which this course fits. (Note this item is only required if this course is <b>not</b> being submitted as part of a new or revised programme)</i>                                                                                                                                     |
| How does this course change the programme regulations? | <i>Indicate if this is a core or elective course and how it changes the previously approved regulations. (Note this item is only required if this course is <b>not</b> being submitted as part of a new or revised programme)</i>                                                                                               |
| Course Rationale                                       | <i>State the purpose of the course.</i>                                                                                                                                                                                                                                                                                         |
| Course Description                                     | <i>Write a brief description of the aims, subject content, target audience, approach and career applicability of the course</i>                                                                                                                                                                                                 |
| General Goals/Aims                                     | <i>State one or two broad aims or goals which students are likely to achieve in the long term. These may be taken from your programme goals or rationale.</i><br><br><i><b>The goals of this course are:</b></i>                                                                                                                |
| Specific Learning Outcomes                             | <i>State the specific and measurable Learning Outcomes which students will achieve by the end of the course. Specifically state the knowledge, skills and attitudes to be achieved. Use a taxonomy of action verbs to guide you.</i><br><br><i><b>On successful completion of the course, students will be able to ....</b></i> |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Content                                       | <p><i>Write a brief description or list of the topics concepts, theories or issues.</i></p> <p><b><i>The following topics/concepts/theories/issues will be addressed:</i></b></p>                                                                                                                                                                                                                |
| Mode of Delivery/ Teaching Methodologies             | <i>Describe the strategies to be utilized, number of hours for instruction and learning. Teaching strategies could include lectures, discussions, cooperative group work, case studies, projects, video, performances, labs, debates, concepts mapping, forums, fieldwork etc.</i>                                                                                                               |
| Course Assessment Methods                            | <p><i>State the type of assessment (Multiple choice, essay, short answer etc.) and whether coursework or summative (within course or end of course).</i></p> <p><i>Write the duration and weighting for each assessment and show the relation to the final mark for the course. (Note that subsequent significant changes to these assessment methods must be re-submitted for approval)</i></p> |
| Teaching/Learning Resources                          | <p><i>State the main and supporting course texts, periodicals, course binders, DVD's, CD's online sources, instructional apparatus and equipment.</i></p> <p><i>Associated costs may be indicated on the Financial Viability/Budget Form.</i></p>                                                                                                                                                |
| Reading Material<br>(Required/ Recommended Readings) | <i>Give a complete list of Required Reading and indicate Reading that is recommended.</i>                                                                                                                                                                                                                                                                                                        |
| Has CETL been consulted?                             | <i>Indicate whether the course has been approved by the Centre for Excellence in Teaching and Learning</i>                                                                                                                                                                                                                                                                                       |
| Has the Librarian been consulted?                    | <i>Indicate whether the Librarian's input has been sought.</i>                                                                                                                                                                                                                                                                                                                                   |

*Instrument adapted from the Centre for Excellence in Teaching and Learning, Cave Hill Campus*

***Course format approved by BGSR February 2014***

## APPENDIX B

### PROPOSAL TO ESTABLISH PROGRAMME FINANCIAL VIABILITY

[Show all assumptions on a separate sheet]

|                                                          | Unit of Estimation                 | Year 0 | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|----------------------------------------------------------|------------------------------------|--------|--------|--------|--------|--------|--------|
| <b>Programme Development Costs</b>                       |                                    |        |        |        |        |        |        |
| 1. Programme Design – Internal staff (if applicable)     | Hours*Rate                         |        |        |        |        |        |        |
| 2. Programme Design – External staff                     | Hours*Rate                         |        |        |        |        |        |        |
| 3. Market Analysis: Surveys, Focus Groups etc. (specify) |                                    |        |        |        |        |        |        |
| 4. Course Writing – New<br>– Modified                    |                                    |        |        |        |        |        |        |
| 5. Academic Consultations & Review - communication       |                                    |        |        |        |        |        |        |
| 6. Other Costs (specify)                                 |                                    |        |        |        |        |        |        |
| <b>TOTAL Development Costs</b>                           |                                    |        |        |        |        |        |        |
| <b>Operating Income</b>                                  |                                    |        |        |        |        |        |        |
| Tuition Fees                                             |                                    |        |        |        |        |        |        |
| Reimbursable Book Cost                                   |                                    |        |        |        |        |        |        |
| Reimbursable Refreshment                                 |                                    |        |        |        |        |        |        |
| Tuition Fee Package – New                                |                                    |        |        |        |        |        |        |
| No. of Registrations – New                               |                                    |        |        |        |        |        |        |
| Tuition Income – New Students                            |                                    |        |        |        |        |        |        |
| No. of Registrations – Repeat                            |                                    |        |        |        |        |        |        |
| Tuition Fees – Repeat                                    |                                    |        |        |        |        |        |        |
| Tuition Income – Repeat Students                         |                                    |        |        |        |        |        |        |
| <b>TOTAL Tuition Income</b>                              |                                    |        |        |        |        |        |        |
| <b>Recurrent Expenditures</b>                            |                                    |        |        |        |        |        |        |
| Teaching Costs – Internal faculty                        | Hours*Rate                         |        |        |        |        |        |        |
| Teaching Costs - External faculty                        | Hours*Rate                         |        |        |        |        |        |        |
| Administrative Support – Full Time                       | Salary Costs                       |        |        |        |        |        |        |
| Administrative Support – Part Time                       | Hours*Rate                         |        |        |        |        |        |        |
| Programme Coordinator's Fee                              | x%*Tuition Revenues or other basis |        |        |        |        |        |        |
| External Examiners' Fees                                 |                                    |        |        |        |        |        |        |
| External Examiners' Expenses                             |                                    |        |        |        |        |        |        |
| Development Cost (unabsorbed portion)                    |                                    |        |        |        |        |        |        |

|                                                                                                             |                         |  |  |  |  |  |  |
|-------------------------------------------------------------------------------------------------------------|-------------------------|--|--|--|--|--|--|
| Lecture & Teaching Facilities<br>External Rental<br>Department Charge<br>Faculty Charge                     |                         |  |  |  |  |  |  |
| Use of Equipment & Other Teaching Resources<br>External rental<br>Department Charge<br>Faculty Charge       |                         |  |  |  |  |  |  |
|                                                                                                             |                         |  |  |  |  |  |  |
| General Administrative Support<br>Department Charge<br>Faculty Charge                                       |                         |  |  |  |  |  |  |
| Campus Administrative Support<br>Registry, Bursary, Library, MITS,<br>Security, Maintenance, Utilities etc. | x%* Tuition<br>Revenues |  |  |  |  |  |  |
| Books & Other student material                                                                              |                         |  |  |  |  |  |  |
| Refreshment for Students                                                                                    |                         |  |  |  |  |  |  |
| Advertising & Marketing                                                                                     |                         |  |  |  |  |  |  |
| Other Expenses (specify, e.g. course<br>cost from external institution)                                     |                         |  |  |  |  |  |  |
| <b>TOTAL Programme Expenditures</b>                                                                         |                         |  |  |  |  |  |  |
| <b>Surplus/(Deficits)</b>                                                                                   |                         |  |  |  |  |  |  |
| <b>Less Share to Participating<br/>Departments</b>                                                          |                         |  |  |  |  |  |  |
|                                                                                                             |                         |  |  |  |  |  |  |
| <b>Available for Distribution</b>                                                                           |                         |  |  |  |  |  |  |
| <b>Distributions</b>                                                                                        |                         |  |  |  |  |  |  |
| Equipment & Teaching Materials                                                                              |                         |  |  |  |  |  |  |
| Research Funds                                                                                              |                         |  |  |  |  |  |  |
| Department Staff Development                                                                                |                         |  |  |  |  |  |  |
| Programme Operating Fund                                                                                    |                         |  |  |  |  |  |  |
| Other                                                                                                       |                         |  |  |  |  |  |  |
|                                                                                                             |                         |  |  |  |  |  |  |
| <b>Net Income to Programme<br/>Capital Fund</b>                                                             |                         |  |  |  |  |  |  |