UNIVERSITY OF TECHNOLOGY, JAMAICA

SCHOOL OF GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP

THESIS AND DISSERTATION MANUAL

September 2013
# TABLE OF CONTENTS

Introduction .................................................................................................................. 3
Summary of General Considerations and Requirements ............................................. 4
Integrity in the Research Process ............................................................................... 6
  Ethical Clearance ...................................................................................................... 6
  Application Process .................................................................................................. 6
  Levels of Review ...................................................................................................... 6
  Appeals of UTech Research Ethics Committee Decisions ....................................... 7
  Academic Misconduct Inquiry Panel ....................................................................... 7
Preparing the Document ............................................................................................ 8
  Collation .................................................................................................................. 8
  Paper Size ............................................................................................................... 8
  Production of Manuscript ....................................................................................... 8
  Quotation ................................................................................................................ 10
  Footnotes/Endnotes ............................................................................................... 10
  Tables and Figures ................................................................................................ 11
  Correction of Errors ............................................................................................... 11
Arrangement of Thesis/Dissertation ......................................................................... 12
  Front Matter .......................................................................................................... 12
  Body of Text ........................................................................................................... 12
  Formatting Each Element ...................................................................................... 13
  Guidelines for Electronic Manuscript ................................................................... 17
Faculty / Discipline Specification ............................................................................. 19
  College of Business and Management ................................................................ 19
  College of Health Sciences / Joint Colleges / Faculty of Science and Sport ........ 19
  Faculty of the Built Environment ......................................................................... 19
  Faculty of Education and Liberal Studies / Faculty of Law .................................. 20
Thesis/Dissertation Submission and Examination .................................................... 21
  Thesis Submission ................................................................................................. 21
  Declaration of Suitability for Examination ........................................................... 21
  Appointment of Examiners .................................................................................... 22
  Thesis Examination Committee ............................................................................ 22
  Functions of the Board of Examination ............................................................... 22
  Guidelines for Conduct of Oral Examination ....................................................... 23
  Board of Examiners’ Report .................................................................................. 23
  Re-examination ..................................................................................................... 24
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Thesis/Dissertation Submission</td>
<td>24</td>
</tr>
<tr>
<td>Appeals</td>
<td>24</td>
</tr>
<tr>
<td><strong>Registration and Publication</strong></td>
<td>26</td>
</tr>
<tr>
<td>Guidelines for the Registration of Theses/Dissertations</td>
<td>26</td>
</tr>
<tr>
<td>Title Page</td>
<td>26</td>
</tr>
<tr>
<td>ISBN</td>
<td>26</td>
</tr>
<tr>
<td>Binding Colour Scheme and Classification</td>
<td>26</td>
</tr>
<tr>
<td>Classification</td>
<td>26</td>
</tr>
<tr>
<td>Intellectual Property Rights and Management</td>
<td>27</td>
</tr>
<tr>
<td>Proceeds from Copyright</td>
<td>27</td>
</tr>
<tr>
<td>Style Manuals</td>
<td>28</td>
</tr>
<tr>
<td>Deposit of Dissertation in the Library</td>
<td>28</td>
</tr>
<tr>
<td>Appendix I Sample Cover Page</td>
<td>29</td>
</tr>
<tr>
<td>Appendix II Specimen Title page for Dissertation</td>
<td>30</td>
</tr>
<tr>
<td>Appendix III Specimen Abstract for Dissertation</td>
<td>31</td>
</tr>
<tr>
<td>Appendix IV Notice of Submission Forms</td>
<td>32</td>
</tr>
<tr>
<td>Appendix V Request for Approval to Withhold Dissertation from Access</td>
<td>33</td>
</tr>
<tr>
<td>Appendix VI Library Assessment</td>
<td>34</td>
</tr>
<tr>
<td>Appendix VII Certificate of Acceptability/Completion of Study of Dissertation</td>
<td>35</td>
</tr>
<tr>
<td>Appendix VIII Guidelines for Examiners' Report</td>
<td>36</td>
</tr>
<tr>
<td>Appendix IX Authorization for use and copy of thesis</td>
<td>37</td>
</tr>
<tr>
<td>Appendix X Copyright Declaration</td>
<td>38</td>
</tr>
</tbody>
</table>
INTRODUCTION

This Graduate Thesis and Dissertation Manual, which complements the Graduate Studies Handbook, outlines policies and procedures students shall follow and the requirements to be met in preparing their theses or dissertations.

This manual forms a part of the general University regulations governing graduate studies. It provides uniform guidelines for candidates to follow during all stages of the thesis or dissertation preparation process.

This manual is also to be used by Principal Supervisors and members of Graduate Supervisory Panels whose responsibilities include ensuring that candidates follow its guidelines.

Specifically, this manual provides guidelines, policies, procedures, and requirements pertaining to:

- Writing the thesis or dissertation - Inclusive of pagination, arrangement, production of the manuscript, referencing, and correction of errors.
- Integrity in the research process. The importance of, and the procedures for, obtaining ethical clearance are clearly stated. This manual also makes reference to the University’s Policy on Plagiarism.
- Use of illustrative and oversize materials.
- Discipline-specific requirements within the various fields of study offered by the University.
- Examination procedures, inclusive of the Policy on the Examination of Graduate Research Degrees, and relevant forms for completion.
- Publication and registration of the thesis or dissertation. Guidelines on the registration of the thesis or dissertation in the Library are provided together with the relevant forms for completion.

It is the responsibility of the student to adhere to the requirements governing the format for theses and dissertations, to follow graduation procedures, and the meet established deadlines. A thesis or dissertation which is non-compliant with the policies, procedures, and requirements set out in the manual will not be accepted by the University of Technology, Jamaica.

This manual is published in both print and electronic formats on the UTech website (www.utech.edu.jm), and is distributed to graduate students, members of Graduate Supervisory Panels, and other relevant persons.
SUMMARY OF GENERAL CONSIDERATIONS AND REQUIREMENTS

In this manual, thesis or dissertation refers to a documented report of the process followed and the results of original research conducted by a student in fulfilment of the requirements for a Masters (thesis) or Doctoral (dissertation) degree. The thesis/dissertation should be presented in a manner that will reflect credit on the student, the college/faculty, and the University.

The thesis/dissertation must be written in English. It is the candidate’s responsibility to write and edit his/her thesis/dissertation. Correct grammar, punctuation, and spelling must be used, and all references and documentation are to be complete.

The thesis/dissertation must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent power of critical inquiry. It must be of a satisfactory literary standard and must be suitable for publication as a thesis/dissertation of the University of Technology, Jamaica.

The thesis/dissertation must consist of the candidate’s account of his/her own research. It may describe work done in conjunction with his/her Supervisor, provided that the candidate clearly states his/her personal contribution to the investigation and that his/her statement is certified by the Supervisor.

A paper written or published in the joint names of two or more persons, one of whom is the candidate, may be included as part of a thesis/dissertation provided that the role that the candidate played in the work described in the paper, and the contribution of the other authors, are clearly explained. No thesis/dissertation shall consist wholly of previously published work.

The candidate may indicate in a preface how far the thesis/dissertation embodies the result of his/her own research or observations, and in what respect his/her investigations appear to him/her to advance the study of his/her subject.

A thesis/dissertation consisting wholly of work for which a degree has been conferred on a candidate by this or any other University will not be accepted; but a candidate shall not be precluded from incorporating work which he/she has already submitted for a degree in this or any other University in a thesis/dissertation covering a wider field, provided that he/she shall indicate in a preface to his/her current thesis/dissertation any work previously done which had been so incorporated.

A thesis/dissertation must be submitted in a form that can be reproduced in a clear and usable format, and since a thesis/dissertation will be stored for many years, it must also be in a form
that is durable. Durability depends on the choice of binding and the quality of the paper used (Guidelines for Writing Theses for binding specifications).

Close attention should be paid by the student to the following criteria:

a) The text and all illustrative material should be clear and error free;
b) Paper of good quality should be used;
c) Margins on each page should be as specified in the section, **Preparing the Document** in this guide;
d) Awareness of and adherence to all applicable copyright laws.

Responsibility of Principal Supervisor and Supervisory Committee

The principal supervisor has primary responsibility for the technical direction of the research work. The supervisory committee’s responsibilities are as follows:

1. Monitor the progress of the student’s research programme
2. Provide timely, constructive and effective feedback on the student’s work, including his/her overall progress within the programme
3. Establish and maintain regular contact with the student, and ensuring accessibility by the student, by whatever means is most suitable given the student’s location and mode of study
4. Ensure that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles.
5. Provide guidance and advice in the research process and for the preparation of the student’s thesis to satisfy the conventions of the discipline and the University.
INTEGRITY IN THE RESEARCH PROCESS

Ethical Clearance

The University of Technology, Jamaica, is committed to high standards of research integrity. Researchers at the University, including students, should therefore demonstrate integrity, honesty and professionalism in the conduct of their research.

The requirement of academic integrity in research includes areas involving human and animal subjects, handling of data, publications (including the avoidance of plagiarism), conflicts of interest and misuse or misapplication of research funds. Any breach of these requirements will result in the application of penalties sanctioned by the University’s Ordinances.

Research involving the following will require ethical clearance:

- Human subjects
- Human remains, cadavers, tissues, biological fluid, embryos or foetus, etc.
- Animal participants
- Secondary/archival research
- Online research

Application Process

Applications for ethics clearance are sent to the Faculty/College Research Ethics Committee Chair by email on or before closing dates for submission approval. If an application is approved, the Faculty/College Committee recommends to the UTech Research Ethics Committee for a clearance to be issued. If denied, the Faculty/College Committee notifies the UTech Committee on reasons why the application was turned down. The Committee will convey decisions to the applicants within five working days of the meeting.

Closing dates for submission will be three weeks prior to the meeting of the UTech Research Ethics Committee and will be strictly adhered to.

Levels of Review

The UTech Research Ethics Committee will review applications under three different levels. Applicants apply for clearance under one of the following levels:

a) Full Review (all research involving human and animal participants and may have greater than minimal risk, research involving new or unfamiliar methodologies, research involving deception, medical or biological issues, or related matters)

b) Delegated Expedited Review (research with minimal risks that may be approved outside a meeting of full UTech Ethics Committee. For example, a student doing a replication of
a previously approved protocol/study or a researcher conducting a study which involves no more than minimal risks.

c) *Executive Review* (this review is done by the UTech Research Ethics Chair only. This involves research projects previously approved, or does not require the use of human participants)

**Appeals of UTech Research Ethics Committee Decisions**

Applicants have the right to appeal the decisions of the Ethics Committee and shall be made to the Chair of the University Research Ethics Committee.

**Plagiarism**

The University of Technology, Jamaica’s policy *Governing Student Academic Misconduct* states that plagiarism is “presenting any material, whether in written, oral or electronic (form), that is attributable to, or the property of another person as one’s own work without acknowledging the source from which the material is taken. Merely changing the words in someone else’s work still constitutes plagiarism. This includes in whole and in part, but is not limited to the following materials: articles, essays, journals, graphs, tables, computer software, GIS files, photographs, digital images, designs, models, maps, dissertations, reports, projects, lectures, music or other works of art...” If another person’s ideas and/or words are used, whether directly or indirectly, you must cite the source.

Plagiarism is considered an act of academic misconduct by this University and a serious criminal offence in other places. The University reserves the right to subject theses/dissertation to checks for plagiarism, using available tools.

**Academic Misconduct Inquiry Panel**

Students who have plagiarised the work of others will be reported to, and summoned before the Academic Misconduct Inquiry Panel (AMIP) for adjudication of the matter pursuant to the University’s policy *Governing Student Academic Misconduct*.
PREPARING THE DOCUMENT

The following is a guide, and candidates should refer to the section on College/Faculty discipline specifications for the appropriate length of presentation for their thesis/dissertation topic and the research undertaken, and should adhere to these specifications.

Collation
It is the candidate’s responsibility to prepare and assemble all materials for the thesis/dissertation, and to have the pages of the thesis/dissertation in correct order.

Paper Size
Theses/dissertations are to be typed on white letter-size paper (8 ½ inches x 11 inches). If diagrams, maps, tables and similar presentations do not fit on this sheet size, another size may be used and folded to fit.

Production of Manuscript
a. Typing – Typing is to be on one side of each sheet only. Typeface is to be Times New Roman and font size 12.
   ● A larger point type size should be used for the title on the title page and for main headings. Main headings are those that appear only at the top of the page to open a main section of your document, for example, Acknowledgements, Table of Contents, List of Tables, List of Figures, Abstract, Chapter Titles, References and Appendices. They must all appear in the same location on the page, whether centred or against the left margin.
   ● Boldface is permitted only in the main headings, and subheadings.
   ● Use italics for the following specific purposes:
     ○ Titles of journals and books
     ○ Scientific terms or foreign words
     ○ For emphasis
   ● Do not use italics for the title, main headings, or sub-headings.

b. Spacing of typescript – The text should be double spaced, with quotations, footnotes and bibliography being single-spaced.
   ● Remove the quotation marks from block quotations. Do not create a block quotation for a short quote of fewer than two lines.
   ● Long chapter titles and subheadings, figure captions and table captions must be single spaced.
Double space must be used for the following:

- Above each main heading listed in the Table Contents (do not double space subheadings),
- Above each table and figure title in the List of Tables and List of Figures,
- Above each entry in your bibliography and endnotes.

If a table or figure does not fill out a page, fill in the remaining white space below with the next occurring text. It is not necessary to move your tables and figures to accommodate this change. White space in text of more than three double-spaced lines in not permitted.

c. Margins – The top, bottom and right margins should be 1” or 2.5cm in width, and the left-hand margin should be 2” or 5cm in width to allow for loss in binding.

- You may allow an extra space of no more than three double-spaced lines at the bottom of a page to move a lone subheading at the end of a page to the following page
- Margins may be either left justified or full justified (both left and right alignment). Use full justification only if your software does not introduce large, unsightly spaces between words in its attempt to justify the left and right margins of a short line. Left justification usually permits you more flexibility.

d. Pagination – Pages are to be numbered consecutively throughout the thesis. The abstract, acknowledgements, and table of contents are to be numbered using Roman Numerals.

The title page is unnumbered even though it is considered page number i. Every other page of the document must have a page number.

Arabic page numbering (Page 1) begins with the first page following your abstract (usually your first chapter, introduction, or literature review). Arabic page numbers continue in a single sequence through the end of your document.

Page numbers must be centred at the bottom of the page, at least one double space below the final line of text and no less than one-half inch from the bottom page.

Page numbers on pages containing landscaped figures or tables should appear centred on the long side of page, below the table or figure with the page number appearing on the right side of the page.
e. **Top and bottom of pages** – Avoid beginning and ending your pages awkwardly. The general rule: have at least two lines of a paragraph at the bottom of a page. More specifically, the following items are not allowed:

- Beginning a page with a final line of a paragraph (a “widow”) or with the final part of a hyphenated word (an “orphan”). To solve the problem, either bring a line from the previous page forward to the page containing the widow, or move the widow to the preceding page.
- Ending a page with only the first line of a paragraph. Instead, simply begin the paragraph on the following page, or move a line from the following page to join the single line on the preceding page.
- Ending a page with a subheading. Each subheading must be followed by at least two lines of text. The solution is to move the subheading to the following page.
- Separating figure or tables titles and captions from the figure or table itself. They must always appear on the same page. If a table is longer than one page, repeat the column headings on each subsequent page as well as a (table continued) note at the top left margin.
- Placing running heads or running feet (shortened document or chapter titles) at the top and bottom of pages.

f. **Ethical clearance** – Where it is required for a candidate to obtain ethical clearance for research, written evidence that clearance was received must be included.

**Quotation**

Quotations of more than two lines should be set off from the text in single spacing and indented at least ½ inch from the left and right hand margins

**Footnotes/Endnotes**

Footnotes should be single spaced and placed at the bottom of the appropriate page. If the references are treated as endnotes, they are to be placed in sequence (by chapter) immediately preceding the bibliography.

Form and style will differ from discipline to discipline, but the form and style selected must be maintained throughout the thesis. The recommended style manual appropriate to the discipline advises on the preparation and arrangement of footnotes and endnotes. Footnotes and endnotes are both acceptable.
Tables and Figures
A table or a figure should appear in the text closely following the point where it is first discussed, usually no further than the page following.

Tables and figures should be listed by number, title and page number in the thesis, and the titles of tables and figures should correspond exactly to the titles which appear in the text. These lists should be placed after the Table of Contents. Arabic numbers should be used in two separate sequences for the identification of the Tables and Figures.

Correction of Errors
The thesis/dissertations must be free of typographical errors.

- Corrections made in ink or with opaquing fluid are not acceptable. If a neat erasure cannot be made the page must be re-typed.
- Deletions must not be made by crossing out or striking out letters or words. The typed line must be continuous. If the word or words cannot be erased clearly and neatly with proper spacing, the whole line, the paragraph, or the whole page must be re-typed.
- Additions of words or phrases must not be typed between lines or inserted by hand. The whole page must be re-typed to incorporate the additions.
- Pages which are obviously insert pages are not acceptable. The surrounding pages should be re-typed to incorporate the material.
ARRANGEMENT OF THESIS/DISSERTATION

The thesis/dissertation should be arranged as follows:

**Front Matter**

Title Page   *(REQUIRED)* It is unnumbered; the following page is p. ii [use roman numerals for all front matter pages through the Abstract]*

Certificate of Authorship *(REQUIRED)*

Copyright Page *(optional; included in front matter; numbered in roman numerals)*

Dedication or Epigraph *(optional; has no main heading at the top of the page or in the Table of Contents)*

Acknowledgements *(optional; brief; included in a separate page; heading should be formatted like other main headings in the document)*

Abstract *(REQUIRED) Limited to 350 words; the final page of the front matter and the final page number in roman numerals)*

Table of Contents *(REQUIRED)*

List of Tables *(if any)*

List of Figures *(if any, including Figures, Schemes, Examples, etc)*

Preface *(optional)*

**Body of Text**

The structure of the body should follow the chapter requirements of the respective discipline.

Chapter 1 *(page 1; number the remaining pages sequentially to the end)*

Remaining chapters or sections as indicated in Table of Contents

**Back Matter**

References *(REQUIRED and include citations) single space each entry; double space between entries*

Footnotes *(Used in accordance with discipline specifications)*

Appendices *(optional; should be numbered and should form part of the sequence of pages bearing Arabic numerals; must be included in the Table of Contents; and must be referred to in the body/text)*
FORMATTING EACH ELEMENT

Front matter

**Title Page** – The title page should identify the type of degree being submitted. It should also include the full title of the thesis/dissertation, the candidate’s name, the month and year of submission. The standard format is given in the Appendix II.

**Certificate of Authorship** – The title page should be followed by the Certificate of Authorship signed by the candidate certifying the original authorship of the thesis/dissertation. The Certificate of Authorship should read:

> I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which to substantial extent has been accepted for the award of any other degree or diploma of a university or other institution of higher learning, except where due acknowledgement is made in the acknowledgements.

**Dedication and Acknowledgments (if any)** – These two sections, which are best kept brief, are in the same font and point size as the body of the text. Do not list the dedication in your table of contents or give it the heading, “Dedication”.

Where appropriate, a brief acknowledgement of any substantial assistance received shall be included on a separate page inserted in sequence. The Acknowledgement section is frequently the first main section in most documents, and, therefore, its heading, Acknowledgements, is considered a main heading that must be formatted like all the other main headings in your document.

**Abstract** – Next in sequence is the abstract, which should not exceed 350 words in length and be single spaced. Key words, including the author’s name and a summary of the content and conclusions of the thesis/dissertation are to be included on the abstract page (Appendix III).

The abstract shall briefly identify the purpose of the study, the methodology used, the results achieved and their significance.

**Table of Contents (including Appendices)** – The thesis/dissertation is to include a table of contents.
- Single space any multi-line chapter or sub-heading. Double space above each main entry. The Table of Contents should not be included in the table’s list of contents.
- Use no boldface in the Table of Contents. The sole exception is if all main headings in the document are boldface, then the “Table of Contents” headings must in bold as well.
- Only a-level (top- or first-level) subheadings need to be included. The text of the subheadings must appear in the Table of Contents exactly as it does in the body of the document.

List of Figures, Tables, Illustrations, Charts, etc,
- When necessary for textual cross-reference, a List of Tables, List of Figures, List of Nomenclature, List of Schemes, List of Abbreviations, etc., may be included in the preliminary pages of the document.
- When such lists are used, captions and/or legends must agree word for word with captions in the body of the work using the first few words or phrases that give an understanding of the table or figure.
- Page numbers in these lists must be those on which the table of figure begins or on which a lengthy caption appears.

Body of Text

Text of Thesis/Dissertation
The body of the thesis/dissertation should follow with appropriate chapter headings and subheadings.

Main (Chapter-level) Headings
- All main headings, including chapter or main section titles, must begin on a new page. Main headings include titles such as Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Chapter Number and Title, References, and Appendix Number and Title.
- Main headings should be more visually prominent than your text and subheadings through the use of a larger point size (e.g., one point size larger than your text), solid capital letters, and/or boldface.
- All main headings must be identical with one another in font, point size, placement, capitalization, underlining, and boldfacing throughout the document. Consistency of the style of the main headings throughout the text is mandatory.
- If you do not use solid capital lettering in your main headings, you must use the headline style of capitalising, i.e., capitalise the first letter of all words except articles, conjunctions, and prepositions.
- Single-space main headings longer than one line.
Subheadings
Subheadings work with main headings to form the framework for your document. They follow a logical, descending sequence from the “a-level” subheading down to the “c-level” or even “d-level” subheading. Overall rules for subheadings are:

- Each subheading should not begin a new page; a subheading should be separated from preceding and following text by no more than a double space.
- The first (a-level) subheading should be visually subordinate to the chapter title. Each succeeding level of subheading should be visually subordinate to the preceding level.
- The format of each level of subheading must be identical to the format of others on the same level.
- Maintain your capitalisation style for each level of subheading, whether lowercase or headline style.
- Avoid skipping levels from, for instance, a-level to c-level. Maintain consistency in all chapters.
- Avoid using more than three levels of subheadings.

Illustrative Materials
All illustrative materials must be included as standard electronic images—.jpg, .tif, .gif—within the body of the document. Captions must be in the same font and point size used throughout the document. Audio files may also be included in acceptable media formats.

Oversized Material
Oversized materials such as graphics, maps, charts etc. necessary to the exposition of the thesis/dissertation can often be reduced in size photographically (photo-reduction) to fit the standard thesis page, or appear as a foldout. A foldout is a page whose left side is bound into the thesis but whose right side can be unfolded in up to 8 panels, extending, when read, beyond the right side of other thesis/dissertation pages. The foldout should be carefully folded so that no folds fall outside the thesis/dissertation margins. The page number should be placed to align with the number of other pages of the thesis/dissertation. Alternatively, such materials should accompany the bound copy of the thesis/dissertation in a pocket affixed to the inside back cover of the thesis/dissertation and paged as advised under binding colour scheme and classification.

Notes
Use a consistent style of documentation throughout.

- Notes may be placed at the bottom of the page (footnotes) or grouped at the end of each chapter (endnotes).
- Footnotes may be numbered consecutively throughout the document or begin with number 1 in each chapter.
- Endnotes begin with number 1 in each chapter.
Endnotes are a subsection of the chapter and thus the heading “Endnotes” should be formatted as an a-level subheading, and the notes should not begin on a new page.

Single space within each endnote; double space between each endnote.

Tables and Figures

Format the numbers and titles of all tables and figures identically throughout the text, consistently using a punctuation and capitalisation style. Maintain the same font and point size you use in text.

- Table numbers and titles must appear above the table.
- Figure numbers and titles must appear below the figure.
- Tables, figures, and graphs can be numbered one of two ways in the text. They can be numbered consecutively throughout the text and appendices (i.e., 1-XX, 2-XX). Alternatively, they can be numbered consecutively within each chapter and appendix; i.e. Table 2.1. (in Table 2), Table A.1. (in Table A.2).
- Multi-line titles and captions must be single spaced.
- The use of frames around tables and figures is optional, but their use must be consistent—frame all or frame none.
- Place tables and figures near, but following, their first appearance in text. They do not necessarily have to be on the same page as the first appearance.
- It is not permissible to group tables and figures at the end of a chapter or document.
- Two or more small, successive tables or figures may be placed on a single page.
- Large tables and figures sometimes need landscape orientation. In that case, they and their titles, captions, and the page number must face the right side of the page. If there is no room for the table number, title, and caption, they may appear alone, centred on the preceding page.
- Even though you may slightly reduce or enlarge tables and figures to fit within the margins of the page, the number, title, and caption font size should be consistent with the remainder of the body.
- If a table is longer than one page, place a notation in parentheses at the top left margin of all continued pages: (Table 2.2 continued). Repeat the table’s column headings on the continued pages.
- A single figure may not be divided into more than one page. If it is too large to permit space for its number, title, and caption, they may be placed alone in the centre of the preceding page.
- Multi-part figures must have a single caption which incorporates the information about each part and can appear on two or more pages with the caption on the first page and (figure continued) on subsequent pages. The parts must be labelled a, b, and c, etc.
Back Matter

References (including endnotes as necessary)
The thesis/dissertation is to include a list of references that shall list alphabetically the sources acknowledged in the body of the thesis.

- The style used for the references must be consistent with that of the discipline of the thesis/dissertation.
- Single space within each reference, but double space between each one.

Advice regarding bibliographic standards, including the appropriate standards for acknowledging web references, is to be obtained from the Principal Supervisor. Bibliographic standards are to follow Faculty/Discipline Guidelines.

Footnotes
Both footnote standards and their placements are to follow Faculty/Discipline Guidelines.

Appendices
The purpose of an appendix is to provide research material which is pertinent to the thesis/dissertation but which is not essential to an understanding of the work done by the candidate. The appendices should be numbered and should form part of the sequence of pages bearing Arabic numerals. Each appendix must have a title descriptive of its contents, and a list of Appendices must be included in the Table of Contents. (See Arrangement)

Guidelines for Electronic Manuscripts
Manuscripts can be submitted in electronic format and must follow the following guidelines.

<table>
<thead>
<tr>
<th>File Format: Manuscript</th>
<th>Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multimedia files and formats</td>
<td>Acceptable with external or internal links.</td>
</tr>
<tr>
<td>Images</td>
<td>GIF (.gif); JPEG (.jpeg); TIFF (.tif)</td>
</tr>
<tr>
<td>Video</td>
<td>Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpg)</td>
</tr>
<tr>
<td>Audio</td>
<td>AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)</td>
</tr>
<tr>
<td>Margins</td>
<td>Left: 1 ¼”; Right: 1”; Top and Bottom: 1”. Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾” from edge of page.</td>
</tr>
<tr>
<td>Fonts</td>
<td>Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental font’s equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.</td>
</tr>
<tr>
<td>Line spacing</td>
<td>Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Colour</td>
<td>Native digital manuscripts will appear in colour when viewed electronically. Microfilm and print reproductions will NOT preserve colour; colours will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is colour-coded or based on colour shading may not be interpretable. For best results, have colour photographs reprinted in black and white by a professional lab.</td>
</tr>
</tbody>
</table>
The following specifications are being given as a guide. Candidates should consult with their Principal Supervisor for information on particular referencing styles and manuals used in the respective disciplines.

**COLLEGE OF BUSINESS AND MANAGEMENT**

DBA – not to exceed 60,000 words  
PhD - not to exceed 80,000 words  
*Referencing style – APA (American Psychological Association)*

**COLLEGE OF HEALTH SCIENCES**

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

**FACULTY OF SCIENCE AND SPORT**

**Natural Sciences**

M.Sc. - not to exceed 15,000 Words  
M.Phil. - not to exceed 50,000 Words* Excluding references, appendices, tables & figures  
Ph.D. - not to exceed 80,000 Words  
*Referencing style – APA (American Psychological Association)*

**Clinical and Medical Sciences**

M.Phil. - not to exceed 50,000 Words * Excluding references, appendices, tables & figures  
Ph.D. - not to exceed 80,000 Words

**FACULTY OF THE BUILT ENVIRONMENT**

**FACULTY OF ENGINEERING AND COMPUTING**

**Engineering and Computing**

M.Sc. - not to exceed 200 pages  
M.Phil. - not to exceed 250 pages * Including appendices  
Ph.D. - not to exceed 500 pages

**Built Environment**

M.Sc. – not exceeding 20,000 words  
MPhil – not exceeding 50,000 words  
Ph.D. – not exceeding 80,000 words  
*Referencing style – APA (American Psychological Association)*
FACULTY OF EDUCATION AND LIBERAL STUDIES

FACULTY OF LAW

Education
M.Ed. (project) - not to exceed 18,000 words
M.Phil - not to exceed 50,000 words* Excluding footnotes or endnotes & appendices
Ph.D. - not to exceed 80,000 words

Arts
M.A. - not to exceed 20,000 Words
M.Phil. - not to exceed 50,000 Words * Excluding footnotes or endnotes & appendices
Ph.D. - not to exceed 80,000 Words

Law
LL.M. (Legis. Draft.: with Research Paper) - not to exceed 15,000 Words
LL.M. (Coursework: with Research Paper) - not to exceed 25,000 Words * exclusive of
LL.M (Thesis only) - not to exceed 50,000 Words footnotes or endnotes & Appendices
Ph.D. - not to exceed 80,000 Words

* There are approximately 250 – 280 words per page.
Thesis Submission

- The Supervisory Panel is to ensure that the thesis/dissertation is written in accordance with University’s standards and procedures
- Five ring/paper bound copies of the thesis/dissertation, along with a completed Notice of Submission Form, must be submitted to the College/Faculty Graduate Studies, Research and Entrepreneurship Coordinator (FGSREC/CGSRE).
- The submitted thesis/dissertation will be distributed among the Chair, Internal, and External Examiners by the School of Graduate Studies, Research and Entrepreneurship (SGSRE).
- Each examiner must submit a written report directly to the SGSRE. The report shall take account of the following aspects of the thesis/dissertation:
  - Presentation
  - Quality as a work of substance
  - Originality of thought, presentation and judgment
  - Quality as contribution to knowledge, where appropriate
  - Demonstration of techniques

Declaration of Suitability for Examination

The thesis/dissertation submitted for examination must be accompanied by a completed Notice of Submission Form (see Appendix IV).

The Principal Supervisor and Faculty Graduate Studies, Research and Entrepreneurship Coordinator are required to declare that the thesis/dissertation is in a suitable form for examination. Suitability of the thesis/dissertation refers to the presentation of the thesis/dissertation, including legibility, accuracy, clarity of expression and general freedom from typographical and grammatical errors, but is not an indication of the quality of the work. The University will not proceed with the examination of a thesis/dissertation considered not to be in a suitable form for examination.

It is important to note that a candidate has the right to request that the thesis/dissertation be examined, although the Supervisor(s) may not believe it to be of a suitable standard. Such instances must be clearly identified on the Thesis/Dissertation Lodgement Form, which must have attached to it, statements from the Supervisor (s) and the candidate outlining the circumstances. These documents will be referred to the Faculty Graduate Studies Committee for determination of the appropriate action to be taken.
Appointment of Examiners

- Three examiners shall be appointed for a candidate – two external examiners and one internal examiner.
- External and Internal examiners are to be appointed by the BGSRE in consultation with the appropriate College/Faculty, and shall be persons of high academic standing with specialist current knowledge in an appropriate field, considerable graduate teaching experience, research degree supervision and expertise in the area to be examined.
- The External Examiner should normally hold a position in their respective University of at least a Senior Lecturer
- Any relationship between the External Examiner(s) and the candidate or any prior knowledge of the candidate’s work must be declared.
- If for any reason, it is proposed to depart from the pattern of appointments in a particular case, approval shall be sought from the Board of Graduate Studies, Research and Entrepreneurship (BGSRE).

Thesis Examination Committee

The membership of the Thesis Examination Committee is as follows:

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

Observers

- College/Faculty Dean
- Head of School
- College/Faculty Examination Officer
- Independent College/Faculty member

Functions of the Board of Examiners

- Examiners expect the thesis/dissertation to be well written and to reveal originality, independence of thought and a deep knowledge of the field of study.
- Following receipt of the thesis/dissertation, the External and Internal Examiners are to present independent written reports to the School of Graduate Studies, Research and Entrepreneurship (SGSRE) prior to the oral examination.
- The External and Internal Examiners adjudicate on the thesis/dissertation, and are to examine the candidate orally on his/her programme of work.
- Following the adjudication of the thesis/dissertation and the oral examination, the External and Internal Examiners are to present to the SGSRE a written report and a unanimous recommendation for the award or otherwise of the degree.
Where the recommendation of the External and Internal Examiners is not unanimous, the SGSRE through the authority of the BGSRE may:

– Accept the recommendation of the external examiners; or
– Require the appointment of other external examiners

Guidelines for Conduct of Oral Examination

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

Board of Examiners’ Report

The report of the Board of Examiners shall unanimously recommend:

a. That the degree be awarded; or
b. That the degree should be awarded subject to minor corrections being made to the thesis/dissertation; or
c. An additional assignment being completed, to the satisfaction of the internal examiners; or
d. That the candidate should revise and resubmit the thesis/dissertation for the degree; or
e. That the candidate be awarded a lesser degree if the candidate fails to meet the requirements for the degree being examined.
Re-examination

Re-examination is permitted, subject to the following:

a. A candidate shall resubmit for re-examination within the period of one year from the date on which permission for re-examination was granted;

b. The examiners shall give the candidate guidance on the deficiencies of the first submission;

c. The appointment of an additional external examiner may be required for the re-examination;

d. The examiners may exempt the candidate from repeating any part of the original examination which was deemed satisfactory.

e. If a candidate for the degree of PhD fails to satisfy the examiners, and is allowed a resubmission, the candidate may apply for examination for the degree of MPhil.

Final Thesis/Dissertation Submission

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

Distribution of Bound Copies

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

Library Copy

- All candidates are to follow the guidelines outlined in the Policy for Registration of Dissertations.

Appeals

- Students may appeal against an examination decision for a thesis/dissertation, whether at the first examination or re-examination, and request a review of the examiners’ recommendations. The Faculty Graduate Studies, Research and Entrepreneurship Committee Coordinator (FGSRE Committee) shall form a Review Panel to consider such requests.

- The Review Panel shall be comprised of persons with experience in supervising and examining research degrees, and who have had no previous involvement with the student. The Review Panel will have an independent Chair, who is a member of Board of Graduate Studies, Research and Entrepreneurship. A Graduate student nominated by the Graduate Student’s Association will be member of the Panel. Students wishing to request a review are required to give notice within three months from the date of
notification of the result, and must submit the case for review within a further three months from the date of giving notice.

- Requests for review are permitted only on the following grounds:
  - That there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;
  - That there is evidence of unfair or improper assessment on the part of one or more of the examiners. Students may not otherwise challenge the academic judgment of the examiners.

- The Review Panel shall proceed promptly to hear the appeal, and make its decision, which is final.

- A student appealing has the right to provide the Review Panel with any material deemed relevant to the appeal
REGISTRATION AND PUBLICATION

Guidelines for the Registration of Theses/Dissertations
These guidelines outline the steps for registering MPhil and PhD theses/dissertations at the University of Technology, Jamaica.

Title Page
The title page shall bear the officially approved title of the work, the name of the University, the degree for which the thesis/dissertation is submitted, the full name of the candidate as officially registered and the year when the work was submitted for examination.

ISBN
Application for ISBN would only apply where the thesis/dissertation is being published. The National Library of Jamaica (NLJ) is the agency that has the responsibility to assign International Standard Book Number (ISBN) to local publications. In order to obtain an ISBN number for work to be published, visit the National Library of Jamaica website http://www.nlj.org.jm/ and complete the Output Information Form and the ISBN Request Form.

Binding Colour Scheme and Classification
Final submissions of all theses/dissertations are to be full bound in cloth or buckram. The acceptable colour is black and lettering should be in gold block letters.

The thesis/dissertation must have the author’s full name, the degree, and the year of conferral of the degree boldly lettered in gold on the front cover ¼” (6mm) high. This should also appear on the spine, lettered downwards, in the same font (Appendix I).

Where items other than a volume are submitted, these should be contained in a uniform cloth or buckram box, which is labelled in conformity with the height and lettering of the printed volume. Small items (e.g. a computer disk) should be housed in a matching cloth or buckram pocket, attached to the back inside cover board of the main work.

Classification
A simple Classification scheme will be adopted. This includes the first three letters from the author’s surname and the year the dissertation was submitted. In the case where a surname is similar the first four letter of the second author’s name will be used, example

THESIS/DISSertation
DAV 2008
DAVE 2008
**Intellectual Property Rights and Management**

These issues are addressed in the University’s Intellectual Property Rights policy, which should be consulted for guidance.

The student owns the copyright to his/her thesis/dissertation. Students, under supervision, have the unrestricted right to have their theses/dissertations examined and to submit all or part of their theses/dissertations for publication.

The physical thesis/dissertation, once lodged with the School of Graduate Studies, Research and Entrepreneurship, shall become the property of the University. See page 35 of the Graduate Handbook.

**Proceeds from Copyright**

**Authorship**

Agreement should be reached between students and their supervisors concerning authorship of theses/dissertations to be published.

Those who propose to develop their theses/dissertations for publication or for other commercial purpose are encouraged to inform the School of Graduate Studies Research and Entrepreneurship of their intention by submitting a withholding form (Appendix IV), based on Information Management Policies and Procedures Manual 10.5.3.

Any proceeds arising out of the student’s research is owned by the student provided it was not created at a cost to the University. The university library, however, has the right to the photocopy proceeds of any thesis/dissertation deposited in its collection and copied in the library.

**Restrictions to Access**

All theses/dissertations will be made available for public reference and inter-library loan by the University. If there is justification for restriction, the Board of Graduate Studies, Research and Entrepreneurship may agree to withhold a thesis/dissertation from publication for a limited period of time, usually one year, and in exceptional circumstances, for a maximum of five years (Appendix IV).

**Public Domain**

The public domain refers to intellectual property, which is not owned or controlled by anyone, and is therefore available for anyone to use for any purpose. Publications on the internet, once copyrighted, are protected by the law from the time of their creation for a limited period of time, which varies by country. Once the copyright expires, the work enters the public domain.
Research carried out prior to 1995 and if approved by the library can be put in the public domain. Theses/Dissertations after 1995, not published in a copyright journal and having no other embargo can go in the public domain. Theses/Dissertations published after 2005 will be put in the public domain if they are owned by the university and have no commercial or other embargo.

**Library Review**

The Calvin McKain Library through the Office of the University Librarian shall review all theses/dissertations to ensure that the requirements of the Dissertation Guidelines and recommended style manuals (see below) are adhered to. This includes bibliography, references, format, arrangement and layout. The library will seek to ensure that theses/dissertations are consistent with internal and international standards.

Once a thorough assessment of the theses/dissertation has been undertaken by the Library, and the requirements are met, the thesis/dissertation will be deemed to be acceptable. This procedure should be completed within 30 working days. A form to this effect will be sent to the School of Graduate Studies, Research and Entrepreneurship (Appendix VI).

**Style Manuals**

- Publication Manual of the American Psychological Association (APA)
- Chicago Manual of Style (CMS)
- Modern Language Association (MLA)
- CBE Manual: Scientific style and format
- The Blue Book: A uniform of citation
- Oxford Standard for the Citation of Legal Authorities (OSCOLA)

**Deposit of Dissertation in the Library**

Two approved copies of all theses/dissertations are to be deposited in the Calvin McKain Library. These will be included in the Library collection and made available to all users.

One copy is to be in electronic format for the University’s archives (see Guidelines for Electronic Manuscripts). The second copy shall contain a photocopy of the signature sheet and is to be placed in the Caribbean Collection as the Library’s circulating copy (Appendix VII).

*No thesis/dissertation will be accepted by the Library if it does not conform to the standard of preparation provided by the School of Graduate Studies, Research and Entrepreneurship (SGSRE) and that does not bear the signed Certificate of Approval page.*
APPENDIX I
Sample Cover Page

THE ARCHITECTURE OF THE CHURCH: ICONOGRAPHY AND SYMBOLISM IN 20\textsuperscript{th} CENTURY CHRISTIAN ARCHITECTURE WITH REFERENCE TO JAMAICA AND THE ENGLISH CARIBBEAN

LOUIS IOSLYN HURST
M.Sc.
2004
THE ARCHITECTURE OF THE CHURCH: ICONOGRAPHY AND SYMBOLISM IN 20th CENTURY CHRISTIAN ARCHITECTURE WITH REFERENCE TO JAMAICA AND THE ENGLISH CARIBBEAN

A Thesis/Dissertation
Submitted in Partial Fulfilment of the Requirements for the Degree of Master of Architecture

The University of Technology, Jamaica

Louis Joslyn Hurst
2004

Caribbean School of Architecture
Faculty of the Built Environment
APPENDIX III
Specimen Abstract for Thesis/Dissertation

ABSTRACT

THE ARCHITECTURE OF THE CHURCH: ICONOGRAPHY AND SYMBOLISM IN 20TH CENTURY CHRISTIAN ARCHITECTURE WITH REFERENCE TO JAMAICA AND THE ENGLISH CARIBBEAN

Louis Joslyn Hurst

The purpose of this research is to examine the role that symbolism and iconography have played in defining and shaping religious architecture in the 20th Century, and the impact that this has had on the Caribbean.

There is little doubt that religion has played and continues to play a significant role in Caribbean Society. The village church, temple or Mosque is not only a public building but serves as a place of socialisation for the community. These buildings reflect the varied faiths, and cultural milieu that makes up what we could term a Caribbean people. They all contribute to myriad cultural fusion that makes up the Caribbean landscape.

The paper does not presume to capture all of this, but instead speaks from the authors own faith experience, that is from a traditional Anglican background and through an architect’s eyes as well. In doing this an assumption is made, that out religious architecture is a testament of our faith is stone. Thus no examination of the Caribbean psyche is complete without taking into consideration those building which embody what we term sacred. These structures are much more than houses for God; they are the expressions of our religious beliefs and faith, at different times within our own culture.

This paper restricts itself to examining religious buildings constructed within 20th Century as many of those prior this have a wealth of material written about them. Although there are many 20th Century religious buildings, this paper will limit itself to four chapels, which have defined 20th century religious architecture, and three local examples. Religious buildings are far apart and few examples are within the Caribbean.

Although there is no homogeneity in religious edifice, there are certain essential properties, which the author believes that these buildings must possess.

- They must capture a sense of the sacred.
- They must be places where the rituals of the people’s belief of faith experience can be re enacted.
- They must trigger a memory, because ‘sacred spaces are the arenas where the life cycles are celebrated and remembered’.

Finally this paper does not seek to glorify the past or condemn modern architectural solutions, but in the words of Thomas Barrie “to see our examples plainly and dispassionately as a reflection of the times in which it was built and for whom”.

Keywords: Louis Joslyn Hurst; religious architecture, iconography; Jamaica; Caribbean
APPENDIX IV
Notice of Submission Forms

UNIVERSITY OF TECHNOLOGY, JAMAICA

NOTICE OF SUBMISSION FORM

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

Name: ___________________________________

ID #: ___________________________________

Faculty: _________________________________

Degree: _________________________________

Date: ______________ Signature of Candidate: __________________________

Name of Supervisor(s) _________________________________

________________________________________

________________________________________

Title of Thesis

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

FOR OFFICIAL USE

No. of copies lodged: _______________________

Date: ____________________________
APPENDIX V
Request for Approval to Withhold Thesis/Dissertation from Access

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

REQUEST FOR APPROVAL TO WITHHOLD THESIS/DISSertation FROM ACCESS

The University of Technology, Jamaica makes available for public reference and inter-library loan all thesis/dissertations. Therefore the Academic Board must be informed about delays in giving access of theses/dissertations. If there is justification, the Vice President, Graduate Studies, Research & Entrepreneurship may agree to withhold a thesis/dissertation for a period of one year and under special circumstances up to a maximum of five years.

Please check [√] the applicable reason(s) for requesting that the thesis/dissertation be withheld from public reference and inter-library loan.

[ ] More time is needed to complete and submit a manuscript or patent application for a device or idea that has emerged from the dissertation research.

[ ] The thesis/dissertation describes something of significant monetary value which could be of benefit to me and the university if the opportunity is given to develop it further.

[ ] My research was funded by a commercial company which has requested the delay in making it available.

[ ] My thesis/dissertation deals with potentially dangerous product or process, or potential cure for a disease and need more testing time before public release.

[ ] Other reason:
(Please explain)

Candidate must submit request at the time of submitting the thesis/dissertation for deposit in the Library or thereafter.

As a graduate student at the University of Technology, Jamaica I am requesting that the School of Graduate Studies, Research and Entrepreneurship (SGSRE) withhold the thesis/dissertation from public reference and inter-library loan for

[ ] 1 year   [ ] 2 years   [ ] 3 years   [ ] 4 years   [ ] 5 years

Student Name: _____________________________ Identification Number: _______________

Degree: _______________________________________________________________________

Title of Thesis/Dissertation:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Sign __________________________________ Date ___________________________

The Academic Board through the Vice President Graduate Studies, Research & Entrepreneurship approves withholding the dissertation named above.

Name of Vice President - GSRE ____________________________ Signature of Vice President, GSRE ____________________________ Date (yyyy/mm/dd)
TO: Vice President, School of Graduate Studies, Research and Entrepreneurship

FROM: University Librarian

NAME OF CANDIDATE

__________________________________________________________________________

TITLE OF THESIS/DISSERTATION

__________________________________________________________________________

The Calvin McKain Library, University of Technology, Jamaica, having undertaken a comprehensive assessment of the abovementioned thesis/dissertation submitted to the library on __________________________certifies that

1. The University’s thesis/dissertations layout and other guidelines have been adhered to.
   
   Yes   No   Observations

2. The information on title page is consistent with the standard format approved by the University.
   
   Yes   No   Observations

3. An abstract has been provided and is satisfactory.
   
   Yes   No   Observations

4. All references adhered to an accepted style which is used consistently.
   
   Yes   No   Observations

5. A signed copy the declaration form permitting use and reproduction of the dissertation has been included.
   
   Yes   No   Observations

I certify that the above thesis/dissertation is acceptable/not acceptable in its present form.

Date ______________________  Signature __________________________
APPENDIX VII
Certificate of Acceptability / Completion of Study of Thesis/Dissertation

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

CERTIFICATE OF ACCEPTABILITY/COMPLETION OF STUDY OF
THESIS/DISSertation

Faculty in which student is registered _________________________________________

Degree programme ______________________________________________________________________________________

Title of thesis/dissertation _______________________________________________________

I hereby certify that (name in full) ____________________________________________ is a registered student of the University and has completed a thesis/dissertation in accordance to the policy and guidelines outlined by the office of Graduate Studies, Research and Entrepreneurship under the supervision of

Supervisor’s Comments _______________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Candidate’s Signature ____________________________ Date ___________________

Supervisor’s Signature ___________________________ Date ___________________
Guidelines for Examiners’ Report

The Examiners’ Report is prepared as follows:

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

B. Methodology
   I. Is the research design satisfactory?
   II. Is the design appropriate and adequate for the particular problem(s)?

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

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

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

F. General
   I. Please indicate your overall assessment of the thesis/dissertation, its strengths and weaknesses.
   II. Indicate areas where there are errors (stylistic or factual), need for changes which would improve the overall quality of the thesis/dissertation.
   III. Is the thesis of such quality that it can be recommended for transfer to a higher degree (applicable for Masters degree only)?
APPENDIX IX
Authorization for use and copy of Thesis/Dissertation

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

Authorisation for use and copy

1. I recognise that my thesis/dissertation will be made available for public reference and inter-library loan.

2. I therefore authorise the University of Technology, Jamaica to make copies of my thesis/dissertation for the purpose of public reference, its preservation and inter-library loan only.

3. I understand that before any person is permitted to read, borrow or copy any part of my thesis/dissertation that person will be required to sign the following declaration: “I authorise that the copyright in the above mentioned thesis/dissertation rests with the author. I understand that copying the thesis/dissertation may constitute an infringement of the author’s rights, unless done with the written consent of the author or in accordance with the provisions of the Copyright Act which expressly permit copying without the author’s consent. I further understand that no information derived from this thesis/dissertation may be published without acknowledgement.”

4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

5. I understand that in the event of my thesis/dissertation being rejected by the examiners, this declaration would become void.

DATE ……………………… SIGNATURE OF CANDIDATE ………………………

Note: A candidate may apply to the Registrar at the time of submitting the thesis/dissertation for deposit in the Library or thereafter:

1. To retain personally for five years the sole right to grant permission to copy his/her work for distribution.

2. To withhold the thesis/dissertation and it’s abstract from access for a period of one year provided that he/she shows either evidence of having applied for a patent in respect of his/her work, or other good cause. Application may be made for withholding the thesis/dissertation and its abstract from access for a further period but approval will only very exceptionally be given for a period exceeding three years overall.
APPENDIX X
Copyright Declaration

UNIVERSITY OF TECHNOLOGY, JAMAICA
School of Graduate Studies, Research and Entrepreneurship

THE COPYRIGHT DECLARATION

Please supply me with

Thesis/Dissertation Title

________________________________________________________________

1. I recognise that the copyright in the above mentioned thesis/dissertation rests with the author. I understand that copying the thesis/dissertation may constitute an infringement of the author’s rights, unless done with the written consent of the author or in accordance with the provisions of the Copyright Act which expressly permit copying without the author’s consent. I further understand that no information derived from this thesis/dissertation may be published without acknowledgement.”

2. I have not previously been supplied with a copy of the same material by you or any other librarian or archivist.

3. I understand that if I have made any false declaration in particular to the material supplied to me I shall be liable for infringement of copyright.

Signature _______________________________ Date ________________________