



University of Technology, Jamaica

THESIS AND DISSERTATION MANUAL

REVISED AUGUST 2020

**SCHOOL OF GRADUATE STUDIES
RESEARCH AND ENTREPRENEURSHIP**

Contents

1.Introduction.....	4
2.Summary of General Considerations and Requirements	5
Supervision	6
3.Integrity in the Research Process	9
Ethical Clearance	9
Application Process.....	9
Levels of Review	10
Appeals of UTech Research Ethics Committee Decisions.....	10
Plagiarism	10
4.Preparing the Thesis/Dissertation	11
Collation.....	11
Paper Size	11
Production of Manuscript.....	11
5.Arrangement of Thesis / Dissertation.....	15
Front Matter	15
Body of Text.....	16
Back Matter	16
Formatting Each Element	17
Front matter	17
Body of Text.....	18
Back Matter	22
Faculty/Discipline Specifications	23
College of Business and Management.....	24
College of Health Sciences / Joint Colleges of Medicine, Oral Health and Veterinary Sciences / Faculty of Science and Sport	24
Faculty of the Built Environment / Faculty of Engineering and Computing	24
Faculty of Education and Liberal Studies / Faculty of Law.....	25
7.Thesis / Dissertation Submission and Examination	26
Submission - Declaration of Suitability for Examination	26
Appointment of Examiners.....	27
Functions of the Examiners	27
Thesis/Dissertation Oral Examination Panel.....	28
Procedures for the Conduct of Oral Examination.....	28
Re-examination of Thesis/Dissertation	29
Appeals	29
8.Post-Oral Examination Actions	31
Making of Revisions to Theses/Dissertations and Submission of Final, Bound Copies	31
Documents for Presentation to the Academic Awards Review Committee.....	33

9.Registration and Publication of Theses/Dissertations	34
Guidelines for the Registration of Theses/Dissertations	34
Title Page	34
ISBN	34
Binding Colour Scheme and Classification	34
Classification	35
Intellectual Property resulting from Graduate Work	35
Authorship	35
Restrictions to Access	35
Public Domain	36
Style Manuals	36
Deposit of Thesis/Dissertation in the Library	36
10.APPENDIX I.....	37
Sample Front Cover Page.....	37
Appendix II.....	38
Sample Title Page for Thesis/Dissertation	38
Appendix III.....	39
Sample Abstract for Thesis/Dissertation	39
Appendix IV.....	40
Notice of Submission Form.....	40
Appendix V.....	41
Request for Approval to Withhold Thesis / Dissertation from Access	41
Appendix VI.....	43
Library Assessment Guide	43
Appendix VII.....	44
Certificate of Acceptability/Completion of Final Version of Thesis/Dissertation	44
Appendix VIII.....	45
Guidelines for Thesis/Dissertation Examiners' Report	45
Appendix IX.....	47
Authorization for Use and Copy of Thesis/Dissertation	47
Appendix X.....	49
Copyright Declaration by Third Parties.....	49

APPROVED BY THE ACADEMIC BOARD
August 20, 2020

1. Introduction

This Thesis/Dissertation Manual forms a part of the general University policies governing graduate studies. It provides guidelines and procedures for students to follow during all stages of the Thesis/Dissertation preparation process.

This manual is also to be used by Principal Supervisors and members of Graduate Supervisory Panels whose responsibilities include ensuring that students follow its guidelines. Other relevant persons should also be guided by the contents of this manual. Specifically, this manual provides guidelines and procedures to be followed, and requirements to be met 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 examination of graduate research and taught doctoral degrees, and relevant forms for completion.

It is the responsibility of graduate students to adhere to the requirements governing the format for Theses and Dissertations, to follow required procedures, and to meet established deadlines. A Thesis or Dissertation that is non-compliant with the requirements set out in the manual will not be accepted by the University of Technology, Jamaica.

This manual is published in both print and digital formats. It is posted on the UTech, Jamaica website (www.utech.edu.jm), and is distributed to graduate students, members of Graduate Supervisory Panels, and other relevant persons.

2. 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 fulfillment of the requirements for a Masters (Thesis) or Doctoral (Dissertation) degree. The thesis/ dissertation should be presented in a manner that will reflect favourably on the student, the College/Faculty, and the University.

The thesis /dissertation must be written in English. It is the student'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 student's account of his/her own research. It may describe work done in conjunction with his/her Supervisor, provided that the -student 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 - student, may be included as part of a thesis/dissertation provided that the role that the student 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 student 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 - student by this or any other University will not be accepted; but a -student 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.

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

- 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 Thesis/Dissertation,**” in this guide;
- d) Awareness of and adherence to all applicable copyright laws.

Supervision

Responsibilities of Supervisory Panels

The responsibilities of supervisory panels are:

1. Providing satisfactory mentorship, guidance, and advice to students.
2. Monitoring the progress of students’ research.
3. Establishing and maintain regular contact with students.
4. Identifying and have an input in the students’ developmental needs.
5. Providing timely, constructive, and effective feedback on the students’ work, including their overall progress within their course of study.
6. Ensuring that students are aware of the standards applicable to the conduct of research, including ethical principles.
7. Referring students to other sources of such support (internal or external), as may be necessary, to aid their success.
8. Facilitating students’ interaction with others conducting research in the field. This may extend to supporting the student in seeking funding to attend and participate in conferences.
9. Provide guidance in the preparation of students’ Thesis/Dissertation or Dissertation to satisfy the requirements of the University and conventions of their discipline.
10. Guiding students’ preparation of papers derived from their research for presentation of conferences or publication in appropriate peer-reviewed journals.

Responsibilities of Research Supervisors

Research Supervisors have the following responsibilities:

1. Ensure that they have adequate expertise, experience, and currency in the field of supervision.
2. Ensuring that students are familiar with University rules and regulations, including the research policy regarding research ethics, safety, and intellectual property.
3. Have a student-centric approach with regard to duration of study, success of research activities, funding, and completion of their Thesis/Dissertation/Dissertation.
4. Ensure that students have adequate information on planned leave, resignations, or retirement so that alternative arrangements can be made for supervision.
5. Ensure that students are not distracted from their primary work by other duties such as teaching or participation in subsidiary research projects.
6. Ensure that there is no conflict of interest with regards to choice of students, nature of projects, and intellectual property rights.

Responsibilities of Graduate Research Students

Responsibilities of graduate research students include the following:

1. Familiarity with all relevant University regulations and College/Faculty-specific regulations and requirements applicable to graduate studies.
2. Payment of all applicable fees and compliance with registration deadlines.
3. Familiarity with research ethics, safety regulations, and the University's policy regarding intellectual property.
4. Active participation in the selection of Supervisor (s) in collaboration their Graduate Studies, Research and Entrepreneurship Coordinator, Programme Director, and the Head of School.
5. Engaging in regular contact/discussions with their Supervisors and adhering agreed schedule of meetings.
6. Maintaining good progress in their work in accordance with agreed schedules and presentation of materials in a timely manner to allow for comments and discussions with their Supervisors.
7. Participating in annual reviews of progress, planned publications and conference presentations in collaboration with their Supervisor, GSRE Coordinator, Programme Director, and Head of School.
8. Participation in approved conferences, seminars, and other academic activities that may contribute to the progress of their research or personal and professional development.

Resolution of Student-Supervisor Conflicts

During students' supervision, conflicts may arise. It is desirable that these are addressed and settled as quickly as possible within students' College/Faculty. If the problem is an irreconcilable personality clash between a supervisor and a student, or where the development of the research topic reveals that a supervisor's area of expertise is no longer relevant, the student or supervisor may request a change of supervision without discredit to either party. The student or supervisor may request that the Graduate Studies, Research and Entrepreneurship Coordinator nominate a replacement supervisor with the approval of the Board of Graduate Studies, Research and Entrepreneurship. Where problems are more complex, the resources of the University's Counselling Unit may be utilized, if necessary. For problems that remain unresolved, the student should state the grievance in writing to the School of Graduate Studies, Research and Entrepreneurship, which will determine the most appropriate way to resolve the matter.

3. 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 relevant University's Statutes and Ordinances.

Research involving the following will require ethical clearance:

- Human subjects
- Human remains, cadavers, tissues, biological fluid, embryos or fetus, etc.
- Animals
- Secondary/archival research
- Online research

Application Process

Applications for ethics clearance are sent to the Faculty/College Research Ethics Committee Chair 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 does 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, theses, 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 jurisdiction. The University reserves the right to subject Theses/Dissertation to checks for plagiarism using available tools.

4. Preparing the Thesis/Dissertation

The following is a guide, and students - 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 student'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

1. *Typing* – Typing is to be on one side of each sheet only. Typeface is to be Times New Roman and font size 12.
 - a. The text should be left aligned. Main headings should be centered, and boldface. Main headings are those that appear only at the top of the page to start a main section of the thesis / dissertation.
 - b. Title and chapter headings should be Times New Roman, font size 12 and done in “title case” (capitalize each word except prepositions and pronouns)
 - c. Boldface is permitted only in the main headings, and subheadings.
 - d. Use italics for the following specific purposes only:
 - i. Level four and five headings
 - ii. Titles of journals and books
 - iii. Scientific terms or foreign words
 - iv. For emphasis
 - e. Do not use italics for the title, main headings, or sub-headings.

2. *Spacing of typescript* – The text should be double-spaced. Footnotes should be single-spaced.
 - a. Remove the quotation marks from block quotations. Do not create a block quotation for a short quote of fewer than two lines.
 - b. Chapter titles should be double-spaced, if they are more than one line.
 - c. Double-space must be used for the following:
 - i. Above each heading listed in the Table of Contents.
 - ii. Above each table and figure title in the List of Tables and List of Figures,
 - iii. Above each entry in the 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 tables and figures to accommodate this change. White space in text of more than three double-spaced lines is not permitted.

3. *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.
 - a. An extra space of no more than three double-spaced lines at the bottom of a page is allowed where it is necessary to move a lone subheading at the end of a page to the following page
 - b. Margins should be left aligned
4. *Pagination* – Pages are to be numbered consecutively throughout the thesis/dissertation. The Table of Contents, List of Tables, List of Figures are to be numbered using Roman Numerals.
 - a. The Title Page, Abstract, Dedication and Acknowledgements are unnumbered. Every other page of the thesis/dissertation must have a page number.
 - b. Arabic page numbering (Page 1) begins with the first chapter. Arabic page numbers continue in a single sequence through to the end of the thesis/dissertation.
 - c. Page numbers must be right aligned at the top of the pages.
 - d. Page numbers on pages containing figures or tables in landscape orientation should appear top of the page, above the table or figure, with the page number appearing on the right side of the page.

5. *Top and bottom of pages* – Avoid beginning and ending 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:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. Placing running heads or running feet (shortened document or chapter titles) at the top and bottom of pages.
6. *Ethical clearance* – Where it is required for a student to obtain ethical clearance for research, written evidence that clearance was received must be included as an appendix in the thesis/dissertation.
7. *Quotation* - Quotations of more than two lines should be set- off from the text in double-spacing and indented at least ½ inch from the left and right hand margins.
8. *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 consistently maintained throughout the thesis/dissertation. The recommended style manual appropriate to the discipline advises on the preparation and arrangement of footnotes and endnotes. Both footnotes and endnotes are acceptable.

9. *Tables and Figures* - A table or a figure should appear in the text closely following the point where it is first mentioned, usually no further than the page following.

Tables and figures should be listed by number, title, and page number in the thesis/dissertation, 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.

10. *Correction of Errors* - The thesis/dissertation must be free of typographical errors.
- a. Corrections made in ink or with correction- fluid are not acceptable. If a neat erasure cannot be made, the page must be re-typed.
 - b. 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.
 - c. 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.
 - d. Pages which are obviously inserted pages are not acceptable. The surrounding pages should be re-typed to incorporate the material.

5. Arrangement of Thesis / Dissertation

The thesis/dissertation should be arranged as follows:

Front Matter

Title Page:	REQUIRED; It is unnumbered)
Certification of Authorship:	(REQUIRED) (optional; included in front matter)
Copyright Page:	(optional; has plain text heading at the top of the page or in the Table of Contents)
Dedication:	(optional; brief; included in a separate page; heading should be formatted in text)
Acknowledgements:	(REQUIRED) Limited to 350 words; the final page of the front matter)
Abstract:	(REQUIRED) It is numbered using Roman Numerals) (if any)
Table of Contents:	(if any, including Figures, Schemes, Examples, etc)
List of Tables:	(optional)
List of Figures:	
Preface:	

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 double space citations); 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. It should also include the full title of the Thesis/Dissertation, the student's full name and the year of submission. The standard format is given in **Appendix II**.

Certification of Authorship

The title page should be followed by the Certification of Authorship Page signed by the student certifying the original authorship of the thesis/dissertation. The Certification of Authorship should read as follows:

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 a 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.

Signature: _____

Date: _____

Dedication and Acknowledgment (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 the Table of Contents.

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 thesis/dissertation, and, therefore, its heading, "Acknowledgements", is considered a main heading that must be formatted like all the other main headings in the thesis/dissertation.

Abstract

Next in sequence is the Abstract, which should not exceed 350 words in length and should be single-spaced and written as one paragraph. (See standard format in Appendix III).

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.
- 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 thesis/dissertation.

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 thesis/dissertation.
- When such lists are used, captions and/or legends must agree word for word with captions in the body of the thesis/dissertation 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 the page 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 sub-headings.

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.
- 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 solid capital lettering is not used in main headings, the headline style of capitalizing must be used (i.e., capitalize the first letter of all words except articles, conjunctions, and prepositions).
- Single-space main headings longer than one line.
- Chapter numbers and titles should be in plain text, 12 point and Times New Roman.
- Main headings (level 1 heading) should be bold-face and centered.

Subheadings

Subheadings work with main headings to form the framework for the thesis/dissertation. 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 the capitalization 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.
- Levels 2, 3, 4 & 5 are left aligned and should be as follows:
 - o Level 2 & 3 headings bold faced
 - o Level 4& 5 headings italics

Illustrative Materials

All illustrative materials must be included as standard electronic images—.jpg, .tif, .gif—within the body of the thesis/dissertation. Captions must be in the same font and point size used throughout the thesis/dissertation. 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.

Quotations

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

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 capitalization style. Maintain the same font and point size uses 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 thesis/dissertation
- 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 table and figures may be slightly reduced or enlarged 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 labeled 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 all the sources cited in the body of the thesis/dissertation.

- The style used for the references must be consistent with that of the discipline of the thesis/dissertation.
- Double-space within each reference and 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 additional information which is pertinent to the thesis/dissertation, but which is not essential to an understanding of the work done by the -student. 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.

Guidelines for Electronic Manuscripts

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

File Format: Manuscript	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
Multimedia files and formats	Acceptable with external or internal links.
Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)
Audio	AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
Margins	Left: 1 ½"; 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.
Fonts	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.
Line spacing	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.
Color	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.

Faculty/Discipline Specifications

The following specifications are being given as a guide. Students 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

MSc. - not to exceed 15,000 Words

MPhil. - not to exceed 50,000 Words* Excluding references, appendices tables and figures PhD

- not to exceed 80,000 Words

Referencing style – APA (American Psychological Association)

Clinical and Medical Sciences

MPhil. - not to exceed 50,000 Words * Excluding references, appendices, tables and figures

PhD - not to exceed 80,000 Words

Faculty of the Built Environment / Faculty of Engineering and Computing

Engineering and Computing

MSc. - not to exceed 200 pages

MPhil. - not to exceed 250 pages * including appendices

PhD - not to exceed 500 pages

Built Environment / Architecture

MSc. – not exceeding 20,000 words

MPhil – not exceeding 50,000 words

PhD – not exceeding 80,000 words

Referencing style – APA (American Psychological Association)

Faculty of Education and Liberal Studies / Faculty of Law

Education

MEd. (project) - not to exceed 18,000 words

MPhil - not to exceed 50,000 words* Excluding footnotes or endnotes and appendices

PhD - not to exceed 80,000 words

Liberal Arts

MA. - not to exceed 20,000 Words

MPhil. - not to exceed 50,000 Words * Excluding footnotes or endnotes and appendices PhD

- 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 footnotes or endnotes & Appendices

LL.M (Thesis only) -not to exceed 50,000 Words

PhD - not to exceed 80,000 Words

* There are approximately 250 – 280 words per page.

7. Thesis / Dissertation Submission and Examination

Students pursuing higher degrees by research, or taught doctorates, are required to have successfully undertaken an investigation of their approved topic, to have presented a satisfactory Thesis (Masters level) or Dissertation (Doctoral level), to have demonstrated their understanding of the context and significance of the work, and to make a significant contribution to knowledge.

Submission - Declaration of Suitability for Examination

1. The Supervisory Panel for each candidate is to ensure that the Thesis or Dissertation is written in accordance with University's standards as set out in this Thesis/Dissertation Manual.
2. Two (2) ring/paper bound copies of the Thesis/Dissertation, together with a completed **Notice of Submission Form (see Appendix 1V)** must be submitted by the student to the Graduate Studies, Research and Entrepreneurship Coordinator of his/her College/Faculty.
3. The Thesis/Dissertation is to be distributed to the Chair of the Oral Examination Panel and Independent Faculty Member.

The Principal Supervisor and Graduate Studies, Research and Entrepreneurship Coordinator of the student's College/Faculty are required to declare that the Thesis/Dissertation is suitable for examination. Suitability of the Thesis/Dissertation refers to its presentation 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.

It is important to note that a student 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 **Notice of Submission Form**, which must have attached to it, statements from the Supervisor (s) and the student outlining the circumstances. These documents will be referred to the School of Graduate Studies Research & Entrepreneurship for determination of the appropriate action to be taken.

Appointment of Examiners

- Three Examiners shall be appointed for a student – two External Examiners and one Internal Examiner.
- All three Examiners shall be approved by the respective College/Faculty Board (with prior consultation with the SGSRE) with final ratification by the Academic Board.
- Examiners shall be appropriately qualified and experienced with graduate teaching experience, research degree supervision, and expertise in the area to be examined.
- Examiner (s) shall not accept appointments if circumstances exist that may affect their ability to render a fair and impartial assessment of a student's work.

Functions of the Examiners

1. Following receipt and assessment of the Thesis/Dissertation manuscript, the Examiners are to submit independent written reports *directly* to the School of Graduate Studies, Research and Entrepreneurship (SGSRE) in the prescribed format, *prior* to the Oral Examination.
2. The report shall take account of the following aspects of the Thesis/Dissertation/Dissertation:
 - a. Presentation
 - b. Quality as a work of substance
 - c. Originality of thought, presentation and judgment
 - d. Quality as contribution to knowledge, where appropriate
 - e. Demonstration of techniques relevant to the study
3. Once the Examiners' reports are received, the relevant College/Faculty shall be advised to by the SGSRE to proceed with organizing the Oral Examination (in collaboration with the SGSRE).
4. Following the assessment of the Thesis/Dissertation and the conduct of the Oral Examination, the Examiners shall recommend whether or not the degree should be awarded. The recommendation for the award (with or without revisions/corrections) of the degree shall be unanimous.

Thesis/Dissertation Oral Examination Panel

The composition of the Thesis/Dissertation Oral Examination Panel is as follows:

- **Chair** – Head, School of Graduate Studies, Research & Entrepreneurship (or, in the absence of the head, a person appointed by the Deputy President acting on the authority of the Academic Board. (*The Chair is not an Examiner*).
- **Examiners** (External and Internal)
- **Observers:**
 - College/Faculty Dean
 - Head of School
 - College/ Faculty Graduate Studies, Research & Entrepreneurship Coordinator
 - College/Faculty Examination Officer
 - Student’s Supervisors
 - Independent College/Faculty Member
 - Graduate Studies, Research & Entrepreneurship Officer

Procedures for the Conduct of Oral Examination

1. The SGSRE shall ensure that all Oral Examinations are conducted under a reasonably uniform set of procedures, and in a controlled and orderly manner, avoiding unnecessary distress to the student.
2. For each Oral Examination, the Chair shall:
 - a. Be present for the duration of the examination;
 - b. Control the conduct of the examination ensuring that questions are put fairly and that the student 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 matters arising from the Oral Presentation and from their assessment of the manuscript of the Thesis/Dissertation.
 - d. Ensure that the Examiners’ recommendations are recorded on the Examination Cards.
3. MPhil students will be allowed 15–20 minutes to present their research, while PhD and Taught Doctoral students will be allowed 30-45 minutes.

Persons other than the student, the Chair, the Examiners, and designated Observers may be present at the Oral Examination as attendees only, subject to the discretion of the Chair of the Examination Panel, who shall be advised in advance.

Re-examination of Thesis/Dissertation

Where the award of the degree is not recommended, re-examination of a student is allowed, subject to the following:

- a. The student shall resubmit the Thesis/Dissertation 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 student guidance on the deficiencies of the first submission.

Appeals

- Students may appeal against a decision for the non-award of a degree following examination, or re-examination, of a Thesis/Dissertation, and request a review of the examiners' recommendations. A student wishing to lodge an appeal must do so within 10 working days from the date of notification of the result.

- The Board of Graduate Studies Research and Entrepreneurship (BGSRE) shall name an Appeal Panel to consider such an appeal. The Appeal Panel shall consist of: two Associate Vice Presidents (one of whom shall be the Chair); one Dean (not from the student's College/Faculty); one Graduate Studies, Research & Entrepreneurship Coordinator (not from the student's College/Faculty); and the University Librarian. The SGSRE shall nominate the members of the Appeal Panel for approval by the BGSRE.

- Appeals will be considered only on the following grounds:
 - o That there is evidence of procedural irregularity in the conduct of the examination of the Thesis/Dissertation (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;

- o 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 Appeal Panel shall proceed hear the appeal within 40 working days from the date the appeal was received, and communicate its decision, which is final, to the student within 10 working days from the date of the hearing.
- A student appealing has the right to provide the Appeal Panel with any material deemed relevant to the appeal.
 - A **fee** to be determined by the University is payable by a student lodging an appeal; the fee will be refunded if the Appeal Panel decides in favour of the student.

8. Post-Oral Examination Actions

These guidelines are established to assist staff members who have the responsibility to guide students of graduate research and taught doctoral degrees on the steps to be followed and the actions to be taken after they have successfully completed their Oral Examinations.

Making of Revisions to Theses/Dissertations and Submission of Final, Bound Copies

Following a successful Oral Examination and where Examiners have made recommendations for revisions to the Thesis/Dissertation, the following shall apply:

1. The student, guided by the panel of Supervisors, shall make the revisions.
2. The Calvin McKain Library through the Office of the University Librarian shall review all Theses/Dissertations to ensure that the requirements of these and recommended style manuals are adhered to. This includes references, format, arrangement and layout. 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.
3. Before final binding, the revised manuscript of the Thesis/Dissertation shall be submitted to the Library for assessment. The Library through the office of the University Librarian will communicate the required changes/adjustment (if any) to the student's Principal Supervisor and the Graduate Studies, Research & Entrepreneurship Coordinator.
4. After revisions (from Examiners and the Library [if any]) are made, the student shall submit an unbound copy of the manuscript of the Thesis/Dissertation to Graduate Studies, Research & Entrepreneurship Coordinator accompanied by the **Certificate of Acceptability/Completion of Final Version of the Thesis/Dissertation Form** (see **Appendix VII**) with the relevant sections completed.
5. The Graduate Studies, Research & Entrepreneurship Coordinator shall satisfy himself/herself that the revisions have indeed been made; once satisfied, the Graduate Studies, Research & Entrepreneurship Coordinator shall advise the student to proceed to have the final, bounded version of the Thesis/Dissertation prepared as prescribed in the Thesis/Dissertation Manual.
6. The student shall submit three of final, bound* copies of the Thesis/Dissertation to the Graduate Studies, Research & Entrepreneurship Coordinator, who in turn shall submit

them to the School of Graduate Studies, Research & Entrepreneurship (SGSRE), together with the completed **Certificate of Acceptability/Completion of Final Version of the Thesis/Dissertation Form (Appendix VII)**; the SGSRE representative will sign and return the a copy of the Certificate to the Graduate Studies, Research & Entrepreneurship Coordinator.

7. The student must also sign and submit the copyright release form (**Authorization for Use and Copy of Thesis/Dissertation, see Appendix IX**).
8. Students must also register their Theses/Dissertations as per the guidelines herein.

***Binding Colour Scheme**

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.

Distribution of Bound Copies of Theses/Dissertations

The SGSRE shall distribute copies of Theses/Dissertations as follows:

1. One copy will be lodged in the Library
2. One copy will be presented to the relevant College/Faculty
3. One copy will remain with the SGSRE

Documents for Presentation to the Academic Awards Review Committee

The College/Faculty shall submit the following documents, in an appropriately presentable manner (separate from submissions in respect of undergraduate students) befitting advanced degrees, to the Chairman of the Academic Awards Review Committee on behalf of students for research and taught doctoral degrees:

1. Copy of title page of Thesis/Dissertation
2. Copy of the Abstract
3. Signed copy of the Certificate of Authorship
4. Copy of EAS/ISAS clearance
5. Completed copy of Certificate of Acceptability/Completion of Final Version of the Thesis/Dissertation Form (Appendix VII), bearing the office stamp and signature of SGSRE representative.
6. Copy of the Examination Card signed by the Examiners attesting to their recommendation that the student has been recommended to be awarded the degree.

9. Registration and Publication of Theses/Dissertations

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 student 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 (**see Appendix I**).

Where items other than a volume are submitted, these should be contained in a uniform cloth or buckram box, which is labeled 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 resulting from Graduate Work

Intellectual Property resulting from work undertaken by graduate students is subject to the provisions of the University's Intellectual Property Policy.

The physical Thesis/Dissertation, once lodged with the School of Graduate Studies, Research and Entrepreneurship, shall become the property of the University of Technology, Jamaica.

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 V**), 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.

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 Thesis/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).

APPENDIX I

Sample Front Cover Page

Lamont McMillan

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

M.Sc

2020

2020

Appendix II

Sample Title Page for Thesis/Dissertation

The Architecture of the Church: Iconography and Symbolism in 20th Century Christian Architecture
With Reference to Jamaica and the English Caribbean

A Thesis/Dissertation (NB: delete the word 'Thesis' or 'Dissertation' as applicable)
Submitted in Partial Fulfillment of the Requirements for the Degree of
Master of Science in Architecture

University of Technology, Jamaica

Lamont M. McMillan

2020

Caribbean School of Architecture

Faculty of the Built Environment



Appendix III

Sample Abstract for Thesis/Dissertation

ABSTRACT

[The abstract should be a complete but concise description of the research. It should not be separated into different paragraphs and must state the purpose, methods, results and conclusions of the research undertaken, and shall not exceed 350 words].

Keywords: [Up to five keywords relevant to the research are to be included].

**Appendix IV
Notice of Submission Form**

UNIVERSITY OF TECHNOLOGY, JAMAICA

NOTICE OF THESIS/DISSERTATION SUBMISSION FORM

MPhil, PhD, Taught Doctorates Thesis/Dissertation Submission Form

(Two **SOFTBOUND** copies to be submitted)

Name: _____

ID #: _____

College / Faculty: _____

Degree: _____

Date: _____ Signature of Student: _____

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 Registrar 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)

Student 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 Deputy President approves withholding the Thesis/Dissertation named above.

Name of Deputy President Signature Date (yyyy/mm/dd)

Appendix VI Library Assessment Guide

University of Technology, Jamaica

TO: Associate Vice President, School of Graduate Studies, Research and Entrepreneurship
FROM: University Librarian, Calvin McKain Library

NAME OF STUDENT: _____

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

- The University's Thesis/Dissertations layout and other guidelines have been adhered to.
- The information on title page is consistent with the standard format approved by the University.
- An abstract has been provided and is satisfactory.
- All references adhered to an accepted style which is used consistently.
- A signed copy the declaration form permitting use and reproduction of the thesis/dissertation has been included.

I certify that the above Thesis/Dissertation is acceptable/not acceptable [circle appropriate indication] in its present form.

Date _____ Signature: _____

Stamp:

Appendix VII
Certificate of Acceptability/Completion of Final Version of Thesis/Dissertation

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

**CERTIFICATE OF ACCEPTABILITY/COMPLETION OF FINAL
VERSION OF THESIS/DISSERTATION**

College / Faculty in which student is registered: _____

Course of study: _____

Title of Thesis/Dissertation _____

I hereby certify that (name in full): _____

Is a registered student of the University and has completed, including revisions, a thesis/dissertation (circle that which is applicable) in accordance with the policy and guidelines outlined by the School of Graduate Studies, Research and Entrepreneurship, under the supervision of (name in full): _____

Supervisor's Comments _____

Student's Signature: _____

Date _____

Supervisor's Signature: _____

Date _____

GSRE Coordinator's Signature: _____

Date _____

SGSRE Representative Signature: _____

Date _____

Appendix VIII

Guidelines for Thesis/Dissertation Examiners' Report

Guidelines for Thesis/Dissertation Examiner's Report

The Thesis/Dissertation Examiners' Report shall be prepared in accordance with the follow rubric:

A. Introduction and Objectives:

1. Is there evidence of a sound literature review that cited relevant and current works in the field studied and places the -student's work within this broader context?
2. Is the rationale for the study clearly and adequately established?
3. Are the objectives of the study clearly stated?
4. Is the scope of the research appropriate for the MPhil (or PhD) degree?

B. Methodology:

1. Is the research design/method appropriate and adequate for the particular problem (s) studied?

C. Results/Contribution to Knowledge:

1. Have the data been appropriately presented and illustrated?
2. Have the data been satisfactorily analyzed and interpreted?
3. Is there demonstrated knowledge and skill of the -student in the work?
4. Does the dissertation add substantial and significant original knowledge to the discipline (PhD degrees ONLY)?
5. Does the thesis add significant knowledge to the discipline (MPhil degrees ONLY)?

D. Discussion:

1. Does the -student demonstrate satisfactory understanding and significance of the results?
2. Have the results been placed within the broader context of the field of study?
3. Have conclusions been drawn that are supported by the results?



E. Presentation

1. Is the thesis/dissertation written in a clear, consistent manner using a stylistically approved format?

F. General

1. State your overall assessment of the thesis/dissertation, its strengths and weaknesses.
2. State areas where there are errors (e.g., stylistic or factual) or need for changes that would improve the overall quality of the thesis/dissertation.

Appendix IX
Authorization for Use and Copy of Thesis/Dissertation

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

Authorization for Use and Copy

1. I _____ acknowledge that my thesis/dissertation (circle that which is applicable) will be made available for public reference, its preservation, and inter- library loan.

2. I therefore authorize 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 acknowledge 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 in accordance with the provisions of the Copyright Act of Jamaica or other applicable law in other jurisdictions. . I further understand that no information derived from this thesis/dissertation may be published without acknowledgement of the Author.”

4. I warrant that this authorization 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 Name of Student

SIGNATURE

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



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

To withhold the thesis/dissertation and its 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 by Third Parties

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

THE COPYRIGHT DECLARATION BY THIRD PARTIES

Please supply me with

Thesis/Dissertation Title / Author _____

1. I acknowledge 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 in accordance with the provisions of the Copyright Act of Jamaica or other applicable law in other jurisdictions which expressly permit copying without the author's I further understand that no information derived from this thesis/dissertation may be published without acknowledgement of the author."
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 concerning this request, I shall be liable for infringement of copyright.

Signature: _____ Date: _____

For Official Use Only

Authorized by: _____

Signature: _____

Date: _____