



UWI
MONA CAMPUS
JAMAICA, WEST INDIES

Department of HISTORY & ARCHAEOLOGY

Academic YEAR

2022

2023

GRADUATE Handbook

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Welcome to a new academic year!

As we start the 2022-2023 academic year, we wish to renew our commitment to excellence in education — our Department's trademark from its foundation — in the belief that this remains the best way that we can help you prepare to succeed in a constantly changing and competitive world. Our commitment is especially important at this historical juncture. If nothing else, the experiences of the past two and a half years have revealed the vulnerability of many societies, along with the need to equip citizens with transferable skills that can sustain a career-long-learning, adaptability and the ability to articulate the arguments you wish to make. Our programmes and courses will certainly help you to develop an array of transferable skills, while you will participate in stimulating discussions about the past and its ties to your present and future. These will extend beyond your individual courses and the discussions you will undertake there, to include the Department's own Seminar, where you can join in the discussion of presentations on the work by faculty and students.

This academic year, you will benefit from recent changes to our graduate programme and course offerings. The Department's goals were to update our academic offerings so we can offer you a greater variety of relevant courses that address the demands that our times ask of us all. We believe that you will benefit both from the changes that we have implemented and from the ones still to come. My colleagues and I will challenge you to be proactive, as you learn about past-present-future connections, or as you develop research skills to shed light on aspects of the Caribbean's and the World's past that still remain uncertain or misunderstood. Whether you are in the MA or MPhil/PhD programmes, our courses and supervision will help you to enhance valuable skills for your careers.

Once again, we wish to commit to be a student-oriented Department and maintain the synergies between student and staff from which we can all benefit. Please, make sure to use the Department's website, social media and other communication channels and share your feedback, as we continue breaking ground for the History and Archaeology Department of the future.

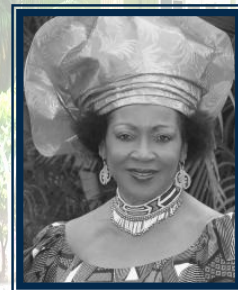
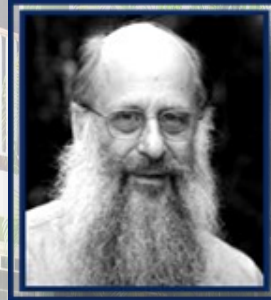
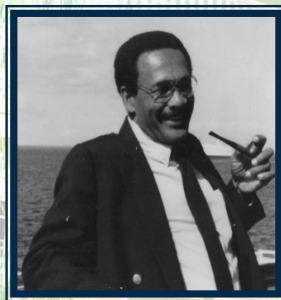
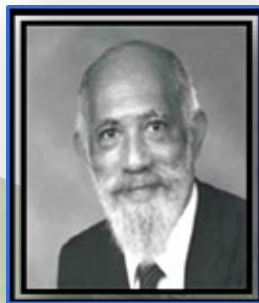
Professor James Robertson

Head of Department

About the Department of History & Archaeology

One of the original Departments of The UWI, it was established as the Department of History in 1948 and began a teaching programme in 1949. In 1986, with a benefaction from Mr. Edward Moulton-Barrett, a Lectureship in Archaeology was established. In February 2003 the Department was renamed the Department of History & Archaeology.

Some of the Department's most notable faculty members include the University's first female professor, Elsa Goveia, revolutionary political activist Dr Walter Rodney and acclaimed historians of the West Indies; Dr. Neville Hall, Professor Verene Shepherd and Professors Emeriti Sir Roy Augier, B.W. Higman, Douglas Hall, Carl Campbell and Patrick Bryan.



Top : Emerita Professor Elsa Goveia, Emeritus Professor Sir Roy Augier, Professor Douglas Hall, Dr Walter Rodney

Middle: Dr. Neville Hall, Emeritus Professor B.W. Higman, Emeritus Professor Carl Campbell

Below: Emeritus Professor Patrick Bryan and Professor Verene Shepherd

Our Mission Statement

The principal teaching objective of the Department of History and Archaeology is to provide a thorough understanding of Caribbean history, archaeology and heritage, as well as the broader currents of world history which have helped to shape the region.

Accordingly, the Department offers undergraduate courses on the history of the Caribbean, Africa, Asia, Europe, Latin America and North America, as well as on Sport, Journalism and International Relations. Courses are also offered in Archaeology, Heritage Studies and the methodology of history.

In fulfilling these objectives, the Department fosters knowledge and understanding of History, Heritage Studies and Archaeology and in doing so, facilitates the development of research and analytical skills. Faculty members conduct original scholarly research and pursue effective teaching and learning, while addressing regional and international issues and providing the framework for demonstrating the relevance of the past to the present.

The Department also promotes links with professional groups and institutions, as well as with the wider community, local and international.



Meet Your Administrative and Technical Staff

Head of Department	<p>Professor James Robertson</p> <p>james.robertson@uwimona.edu.jm</p> <p>Office: Departmental Office Room 19, Roy Augier Building Telephone number: (876) -927-1922</p>
Senior Administrative Assistant	<p>Mrs Camillia Clarke Brown</p> <p>BSc, MSc Clinical Psychology (UWI, Mona)</p> <p>camillia.clarke02@uwimona.edu.jm</p> <p>Extn 2395 or 8301</p>
Senior Secretary	<p>Mrs Claudine Walker Robinson</p> <p>Cert. Supervisory Mgt., Computer Applications (UWI, SCS) ASc. (UWI Open Campus)</p> <p>claudine.walker@uwimona.edu.jm</p> <p>Extn 2395 or 8302</p>
Archaeology Technologist	<p>Mr Clive Grey</p> <p>BA History & Archaeology, Philosophy Minor (UWI, Mona)</p> <p>Archaeology Lab 17 West Road</p> <p>clive.grey@uwimona.edu.jm</p> <p>Telephone: +1876-970-3335</p>
Departmental Office	<p>Room 19, Roy Augier Building</p> <p>Telephone numbers: +1876-927-1922 (Extn 2395)</p> <p>Fax number: +1876-970-1999</p> <p>Cell/WhatsApp: (876) 521-4733 (Digicel); (876) 307-7459 (Digicel)</p> <p>Email: history@uwimona.edu.jm</p> <p>Website: https://www.mona.uwi.edu/history/</p> <p>Facebook / Twitter / Instagram</p>

Meet Your Academic Staff

Name, Title & Qualification	Extn & Room #	Research Interests
ROBERTSON, James (Head & Professor) BA (Univ. of Southampton, UK), AM, PhD (Washington Univ., USA) F.R. Hist. S.	DOHA Main Office Extn 2395 james.robertson@uwimona.edu.jm	Early-modern Britain and views of colonial societies
ATKINSON SWABY, Lesley-Gail (Lecturer) BA (UWI, Mona) MPhil (Univ. of Glasgow, UK), PhD (Univ. of Flori- da, USA)	Archaeology Lab 17 West Road Tel: 876 927-2864 lesleygail.atkinson@uwimona.edu.jm	<i>Taíno</i> and African-Jamaican archaeology, Rock art, Cultural Contact Studies, Food Culture, and Ceramic Analysis.
BEIER, Zachary * (Lecturer) BA (Illinois State University), MA, PhD (Syracuse Univ., USA)	Archaeology Lab 17 West Road Tel: 876 927-2864 zachary.beier@uwimona.edu.jm	Historical archaeology, anthropology, African diaspora and Atlantic World studies
CORNIFFE, Jeanette (Assistant Lecturer) BA, PhD Candidate (UWI)	Room 6, NAB Extn 2395 jeanette.corniffe02@uwimona.edu.jm	Social history and Caribbean heritage
CRESSER, Julian (Lecturer) BA, PhD (UWI, Mona)	Room 32, NAB Extn 3212 julian.cresser02@uwimona.edu.jm	Sport, political and social historical dy- namics, audio-visual and digital History, and Caribbean heritage management.
MONTEITH, Kathleen (Professor) BA, MPhil (UWI, Mona), PhD (Univ. of Reading, UK)	Room 4, OAB Extn kathleen.monteith@uwimona.edu.jm	19th and 20th century Caribbean business/economic and social history
NELSON, Renee (Lecturer) BA, PhD (UWI, Mona)	Room 38, NAB Extn 2395 renee.nelson03@uwimona.edu.jm	Caribbean regionalism, social and politi- cal history, digital history
OKENVE, Enrique* (Lecturer) BA (UAM, Spain), MA, PhD (SOAS Univ. of London, UK)	Room 18, NAB Extn enrique.okenve@uwimona.edu.jm	19th and 20th century Central African social and cultural history, rural commu- nities, social movements
OSHIKIRI, Taka* (Lecturer) BA (Waseda Univ., Japan), MA, PhD (SOAS Univ. of London, UK)	Room 31, NAB Extn 2512 taka.oshikiri@uwimona.edu.jm	East Asian and modern Japanese history
PETERS, Dexnell (Lecturer) BA (UWI, St Augustine), MA, PhD (John Hopkins University, USA) F.R. Hist. S.	Room 24, NAB Extn dexnell.peters@uwimona.edu.jm	Late 18th and early 19th century Greater Caribbean and Atlantic World; Caribbean regionalism; History of Cartography
WATTS, KARL (Lecturer) BA, PhD (UWI, Mona)	Room 3, NAB Extn 3201 karl.watts02@uwimona.edu.jm	19th & 20th-century business/economic history, sports & cultural Caribbean his- tory

* On leave during academic year 2022-2023

GRADUATE STUDENT INFORMATION

Graduate students are strongly advised to make themselves aware of the policies, regulations and procedures that govern graduate degrees programmes at The University of the West Indies. Students are encouraged to check for information and updates regularly posted on the websites of the Department of History & Archaeology, the Office of Graduate Studies & Research and the Examinations Section.

Importantly, students should carefully note correspondence sent by the University's administration to their UWI email accounts. It is the **responsibility of the student** to seek advice where necessary.

The Graduate Student's Document Bank:

- ♦ [The University of the West Indies – The School for Graduate Studies and Research – Regulations for Graduate Diplomas and Degrees](#)
- ♦ [GPA Regulations for Graduate Certificate Diplomas Taught Masters and Professional Doctorate Programmes](#)
- ♦ [The University of the West Indies – Manual of Procedures for Graduate Diplomas and Degrees](#)
- ♦ [The University of the West Indies – University Regulations on Plagiarism - Graduate Diplomas and Degrees](#)
- ♦ [The University of the West Indies—The School for Graduate Studies and Research -Policy and Procedures on Research Ethics](#)
- ♦ [The University of the West Indies—Graduate Studies Guide for Students and Supervisors](#)
- ♦ [The University of the West Indies—Board of Graduate Studies and Research - Thesis Guide](#)

Information may also readily be found on the following websites: -

Department of History & Archaeology at <https://www.mona.uwi.edu/history/>

Office of Graduate Studies & Research website at <https://www.mona.uwi.edu/postgrad/>



GRADUATE PROGRAMMES

The Department of History and Archaeology offers MA, MPhil and PhD degrees.

General Entry Requirements

All candidates should hold at least a **Second Class Honours degree in History** or any other qualification approved by the Department.

Candidates must provide relevant academic/professional references.

All graduate students should have a modern **foreign language** competence. Those who did not take either a basic course in Spanish or French as undergraduates are expected to register for one of those courses as a co-requisite.

The Department will accept only applicants for whom proper supervision can be provided.

Students are asked to note the following:

- ◆ Students are required to present papers at the **Staff/Graduate Seminar** held regularly each semester.
- ◆ Results in **all MA courses**, where there is a final examination, are computed on achieving a pass [fifty percent (50%)] in **both** coursework and the final examination.
- ◆ A student whose Grade Point Average for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose Grade Point Average for the succeeding semester is less than 2.00 will be required to withdraw. (GPA Regulations 2021, No. 11a)

Master of Arts (MA) Public History & Caribbean Heritage

~ **NEW** ~

The MA in Public History and Caribbean Heritage is a 36-credit part-time programme designed to provide academic training for persons wishing to work in the public history and heritage sectors or to enhance the skills of those already employed in these fields. It offers the opportunity for critical reflection on heritage, public history, and archaeology-resource management as well as to acquire a wide range of practical skills in cultural resource management. The programme will equip students to work in media and communication, tourism, museums and archives, and historic sites, while becoming proficient in the research and writing of commissioned histories and the interpretation of the Caribbean past for public audiences.

Entry requirements: Applicants should normally possess a minimum GPA of 2.5 or a Lower Second Class Honours degree or its equivalent. Persons with practical experience or relevant qualifications in other disciplines or relevant work experience are also encouraged to apply. All applicants must submit a personal statement of experience and/or research interests.

Duration: **Part-time students** are expected to complete the programme in **two academic years**.

Programme: Students are required to complete 36 credits over six semesters (including two summer terms). Credit requirements are as follows:

- 27 credits in taught courses (9 courses)
 - * Five core courses
 - * Two departmental electives
 - * Two programme electives
- an Internship (HIST6728)
- **either** one Research Paper (HIST6700) **or** one Applied Research Project (HIST6800)

Master of Arts (MA)

Public History & Caribbean Heritage

Programme Structure — By Year & Semester

The programme is structured as a part-time taught degree to be completed in 24 months over the course of two academic years (4 semesters and 2 summer terms).

Students are required to complete 27 credits (9 courses) in taught courses, an Internship (HIST6728) and either the Research Paper (HIST6700) or Applied Research Project (HIST6800) for a total of 36 credits.

The Research Paper/Applied Research Project should be related to interests developed from the courses and other studies.

For the Internship, students will be attached to an appropriate institution for 20 working days. A report on this experience from students and their supervisors at the institution must be presented.

YEAR 1 - SEM I	YEAR 1 - SEM II	YEAR 1 - SUMMER	YEAR 2 - SEM I	YEAR 2 - SEM II	YEAR 2 - SUMMER
HIST6722	HIST6709	HIST6728	HIST6901	HIST6700	
HIST6802	HIST6724			HIST6800	
ELECTIVE	ELECTIVE		ELECTIVE		
			ELECTIVE		

Core – Taught:
HIST6722, 6802,
6709, 6724, 6901

Core – Non-
Taught:
HIST6728, 6700,
6800

~ Not Offered in Academic Year 2022/2023 ~

- Entry Requirements:** Applicants should possess at least a Lower Second Class Honours degree in History with very good Bs in Level II or Level III History and Archaeology courses.
- Duration:** **Part-time students** are expected to complete the programme in **two academic years**.
Full-time students are expected to complete the programme in **one academic year**.
- Programme:** Students are required to read a total of six courses and to write a research paper (HIST6700) of between 10,000 - 15,000 words.
- Seminars:** MA candidates are required to present a paper on their research paper topic in the Staff/Graduate seminar workshop held each year in April.



Master of Arts (MA) Heritage Studies

~ Not Currently Offered ~

Entry requirements: Applicants should normally possess at least a Lower Second Class Honours degree in History, with a very good B average in History courses, but those with relevant qualifications in other disciplines may apply.

Duration: **Part-time students** are expected to complete the programme in **two academic years**.

Full-time students are expected to complete the programme in **one academic year**.

Programme: Students are required to

- pass six (6) courses
- write a research paper (HIST6700) of 10,000 -15,000 words,
- undertake a four week practicum (HIST6718) at an appropriate organization.

Seminars: Completing MA candidates are required to present a paper on their research topic at the Staff/Graduate seminar workshop held each year in April.

MA candidates are required to attend a minimum of 50% of schedule Departmental Seminars each year.

Master of Philosophy (MPhil) History

Entry requirements: An Upper Second or First Class degree is required, with at least eight B+s in History and Archaeology courses.

Duration: Full-time students are allowed to complete the MPhil Programme in two years.

Programme: MPhil students will be required to read three courses: HIST6003, HIST6704 and HIST6712. Departmental examinations are held at the end of each semester and students must pass (50% minimum mark) in order to proceed.

The major component of the MPhil is the writing of an extensive research thesis not exceeding 50,000 words (RETH9001), under supervision. Topics may be chosen from the research areas listed (on page 16) or agreed on by the Department. Students are required to meet with their supervisors at least once per month.

The MPhil thesis must be a new and substantial contribution to the current historiography that is worthy of publication and shows clear evidence of original research.

Seminars: Staff/Graduate Seminars are held weekly.

All MPhil students who have completed the first year of their registration are required to present their Thesis Proposal in a Seminar during their second year of registration. Students who are beyond the proposal stage are required each year to present on a recent chapter of their research.

MPhil students are required to present and satisfactorily complete at least two (2) research seminars. Students are required to register for each research seminar in the relevant semester/academic year using the following code:

<u>MPhil Codes</u>	<u>Graduate Research Seminar I</u>	<u>Graduate Research Seminar II</u>	<u>Graduate Research Seminar III</u>
<i>Humanities Faculty</i>	GRSM6101	GRSM6102	GRSM6103



Master of Philosophy (MPhil) History

Seminar presentations will be assessed on a pass/fail basis.

Students are required to attend a minimum of 75% of the Department's Staff/Graduate Seminar held each semester.

Examination:

The degree will be awarded after examination of the thesis and upon the recommendation of the examiners to the Board for Graduate Studies and the Senate. If the thesis is not acceptable, the candidate may be required to re-submit within a specified time or may be deemed to have failed outright.

Doctor of Philosophy (PhD) History

Entry requirements: Qualification for this programme is normally through the MPhil History programme. Students registered for the MPhil may in certain circumstances have their registration upgraded to the PhD. Such students must demonstrate an ability to cope with research at the higher level and a capacity to complete in good time.

Duration: **Full time students are allowed to complete the PhD programme in three calendar years.**

Programme: Presentation of a thesis of a suitable standard and length not exceeding 80,000 words on an approved subject.

The PhD thesis must be a new and substantial contribution to the current historiography that is worthy of publication and shows clear evidence of original research.

The PhD candidate must also take an oral examination (Viva) following submission of the thesis. This examination will cover their general field of study and the subject of the thesis.

Seminars: Staff/Graduate Seminars are held weekly.

All PhD students who have completed the first year of their registration are required to present their Thesis Proposal in a Seminar during their second year of registration. Students who are beyond the proposal stage are required each year to present on a recent chapter of their research.

PhD students are required to present and satisfactorily complete at least three (3) research seminars. Students are required to register for each research seminar in the relevant semester/academic year using the following code:

<u>PhD Codes</u>	<u>Graduate Research Seminar I</u>	<u>Graduate Research Seminar II</u>	<u>Graduate Research Seminar III</u>
<i>Humanities Faculty</i>	GRSM9101	GRSM9102	GRSM9103

Doctor of Philosophy (PhD) History

Seminar presentations will be assessed on a pass/fail basis.

Students are required to attend a minimum of 75% of the weekly Staff/Graduate Seminar each semester.

Examination:

A candidate for the degree, having submitted the thesis (RETH9001) and taken the oral examination, may be recommended to the Board for Graduate Studies and Senate for award of the degree, or may be required to re-submit the thesis within a specified time period and/or repeat the oral examination, or may be pronounced to have failed outright.

RESEARCH AREAS

The Department currently offers supervision of research in the following major areas:

- ⇒ Caribbean Social History
- ⇒ Caribbean Economic History
- ⇒ Caribbean Cultural History & Heritage Studies
- ⇒ Caribbean's Women's History
- ⇒ Caribbean Migration History
- ⇒ Caribbean Labour History
- ⇒ Caribbean Sport's History
- ⇒ History of Education in the Caribbean
- ⇒ Crown Colony Government
- ⇒ Post Emancipation Politics
- ⇒ Historical Archaeology
- ⇒ Reparation Movement (historical perspectives)
- ⇒ History of African Diaspora Activism

GRADUATE COURSES

2022-2023



Semester I

- HIST6700** Research Paper
- HIST6003** Historiography and The Emergence of West Indian History
- HIST6712** Theory & Methods of History
- HIST6715** Audio-Visual History and Heritage
- HIST6728** Internship in Public History and Heritage
- HIST6901** Research Proposal Writing

Semester II

- HIST6700** Research Paper
- HIST6719** Caribbean Heritage Landscapes
- HIST6800** Applied Research Project

Summer Term

- HIST6728** Internship in Public History and Heritage
- HIST6700** Research Paper

Practicum/Internship

For the practicum/internship, students will be attached to an appropriate institution for four weeks (20 days) at 40 hours per week. Students are required to prepare a project proposal, write a reflective journal and prepare a report on the outcome of the implementation of the proposal. **The supervisor at the practicum placement site will provide an evaluation report to the programme coordinator.**

Research Paper & Applied Research Project

Students in MA Public History & Caribbean Heritage will develop an applied research project or research paper in either public history or heritage management, as outlined in their research proposals completed during Semester 1 (HIST6901 – Research Proposal Writing). The research paper/applied research project should be related to interests developed from the courses and other studies.

GRADUATE COURSES

2022-2023

MA PUBLIC HISTORY & CARIBBEAN HERITAGE		
<i>NON-DEPARTMENTAL ELECTIVES—AY 2022/2023</i>		
COURSE CODE	COURSE TITLE	SEMESTER OFFERED
<i>ARCM 6011</i>	<i>Archival Advocacy and Community in the Caribbean</i>	<i>NOT OFFERED AY2022/2023</i>
<i>SBCO 6191</i>	<i>New Ventures and Entrepreneurship</i>	<i>NOT OFFERED AY2022/2023</i>
ARCM 6002	Acquisition, Organization and Use of Archival Materials	Semester I
ARCM 6006	Memory and Recordkeeping in the Caribbean	Semester I
ARCM 6010	Methods of Enquiry for Archives and Recordkeeping	Semester I
EDCU 6024	Pedagogies Across the Curriculum	Semester I
GOVT 6040	International Public and Development Management	Semester I
GOVT 6043	Organization Design and Change for Public Managers	Semester I
GOVT 6078	Caribbean Political Systems I	Semester I
SBMA 6020	Consumer Behaviour	Semester I
SOCI 6117	Urban Anthropology	Semester I
ARCM 6001	Fundamentals of Archives and Records	Semester II
ENVR 6430	National Parks, Tourism and Recreational Amenities	Semester II
GOVT 6042	Policy Writing for Public Managers	Semester II
SBCO 6070	Marketing for Managers	Semester II
SOCI 6088	Introduction to Geographic Information Systems	Semester II
SOWK 6125	Strategies and Skills for Effecting Social Change	Semester II

Auxiliary Offerings:

ETH16000 - Research Ethics Course— (2 Credits): Online Offering through the CITI Programme, the University of Miami, which can be accessed via the following link:

<http://citiprogram.org/> [See details on pages 38 –39].

It is advisable to take this course prior to the development of a research design for your research paper/thesis.



COURSE DESCRIPTIONS

HIST6003: HISTORIOGRAPHY & THE EMERGENCE OF WEST INDIAN HISTORY

[M.A. History & MPhil/PhD History – Core]

This course is concerned with the researching and writing of West Indian History (British) from the late 19th century to the implementation of West Indian History into the secondary school curriculum c. 1960. It traces the emergence of West Indian history into a subject on its own from imperial history of the early 20th century; describes and analyses the writings of the imperial historians and the "early Caribbeanists". It deals with early 20th century historical writings within the islands themselves, with the emergence of Historical Societies, and the calls for a genuine West Indian History with the writings of Eric Williams and the beginnings of the teaching of West Indian history in the University (College) of the West Indies. It consists of a detailed historiographical enquiry into current topics in Caribbean history with special reference to the British colonized Caribbean. It discusses the methodologies of historians and examines debates on current themes in Caribbean History.

HIST6700: RESEARCH PAPER

[M.A. History, MA Heritage Studies, MA Public History & Caribbean Heritage – Core]

This is a research paper of between 10,000 to 15,000 words in length prepared by the student under the guidance of an assigned supervisor.

HIST6701: HISTORY AND HERITAGE: THEORY AND APPLICATION

[M.A. Heritage Studies – Core]

Course has been re-named and re-coded. (See HIST6722 on page 22)

HIST6703: HISTORIC LANDSCAPES & ENVIRONMENTAL HISTORY

An examination of the theoretical and methodological approaches to the study of landscape with emphasis on natural/vernacular and built environments is undertaken in this course. Changing attitudes toward the land and the means employed to subdue, divide, exploit, and manage space and the impact these have on the environment will be discussed. Landscape as layers of history, palimpsests, thus becomes central to this course. Historians and museum professionals engage with the problems of unearthing and documenting heritage.

HIST6704: ORAL HISTORY: VALUES AND TECHNIQUES

[MA Heritage Studies, MA History and MPhil/PhD History – Core]

Course has been re-named and re-coded. (See HIST6724 on page 22)

HIST6709: MUSEUMS AND PUBLIC MEMORY

[MA Public History & Caribbean Heritage – Core]

This course explores the mechanics and process of museum collection, curation, exhibition and education at various types of public and private museums. In addition, students will examine the role of museums as one of the key institutions in the construction, dissemination and negotiation of public memory. Students will engage with contemporary and historical debates on public memory and the role of museums and apply their acquired knowledge to the Caribbean context, while being exposed to the range of collections available (or not) in Caribbean museums and how these can be used to shape heritage in the region. Using case studies from the Global South and marginalized communities with a focus on the Caribbean, the course explores questions regarding the notion of public memory, the key factors in determining memorialization in public spaces, and the role of museums in managing and promoting public memory. The course will place special emphasis on relevant debates and strategies of the last three decades regarding the need for museum practitioners to re-evaluate the ways in which museums replicate colonial and imperialist narratives and silence the voice of marginalized communities.

HIST6710: AUDIOVISUAL HISTORY

Course has been re-named and re-coded. (See HIST6715 on page 21)

HIST6712: THEORY & METHOD OF HISTORY

[MA History & MPhil/PhD History – Core]

This course is an introduction to the nature of the historian's understanding of the past (theory, philosophy of history), to the ways in which the historian interprets and communicates that understanding (methods, the practice of history), and to the reciprocal interaction between the two. It assumes a fundamental distinction between the two meanings of the term "history", that is, history-as-event, or "the past" and history-as-account, or historiography. The dichotomy between empiricism and theory is a consistent theme throughout the course.

HIST6715: AUDIO-VISUAL HISTORY & HERITAGE

This course critically examines the role of audio-visual media in the production of public history and the management of heritage, while equipping students with practical production skills in photography, videography, audio recording and video editing. Throughout this course, students will reflect on the value and limitations of audio-visual source materials – specifically those available for the Caribbean. Students will be introduced to the language of audio-visual communication and will be required to interrogate the key issues that arise from communicating in this way. In addition, students will explore ethical, legal and intellectual property issues related to the recording, production and dissemination of audio-visual content. By the end of this course, students will be able to demonstrate their understanding of these issues and use the necessary skills for the production of audio-visual material for Caribbean public history and heritage sectors that reflects critical awareness of the issues surrounding representation and memory.

HIST6718: PRACTICUM IN HERITAGE STUDIES

[MA Heritage Studies – Core]

Course has been re-named and re-coded. (See HIST6728 on page 22)

HIST6719: CARIBBEAN HERITAGE LANDSCAPES

This course examines the relationship between landscape and heritage and the theoretical and methodological approaches to the study of changing environments and human activities through time. Human experience is diachronic and shaped by diverse environments across the globe that can be identified and made sense of through the study of natural and cultural landscapes. By focusing on examples from the Caribbean, the course will help students to appreciate the global significance of natural and cultural landscapes and how the study of landscapes through time adds a dynamic spatial element to our understanding and interpretation of societies. Through seminar discussions, students will examine central places characterized by environmental and geographical features along with social and political issues from the past and present. In this course, cultural landscape analysis is grounded in the natural elements composing landscapes (abiotic and biotic) and their dynamic interactions with human societies that connect individual sites and geographical components to broader scales of human experience in the natural world (local, national, regional, global). This course is structured to help students analyse and critically evaluate various landscapes and explicate their natural origins and transformations. Themes in this course seek to foreground that, beyond the natural features that provide a setting for human action, heritage landscapes are places of memory, meaning, belonging, and trigger debates over issues such as national identity, sovereignty, and sustainable economies and development. The themes of vulnerability, resilience and protection will be explored through the lens of development, hazards and climate variability and climate change.

HIST6722: PUBLIC HISTORY & HERITAGE: THEORY & APPLICATION

[MA Public History & Caribbean Heritage – Core]

This graduate course serves as an introduction to central theoretical concepts and approaches in the study of Public History and Heritage, and the challenges faced by public historians and heritage practitioners. It is designed to present a balanced perspective on public history and heritage studies, in addition to exploring the dynamic relationship between the two subject areas and other related disciplines. The course examines the political and cultural significance of history and heritage, the current trends in public history and heritage, and the recent developments in historical method and heritage management across the globe, with a focus on the Caribbean region. The course will also explore contemporary debates regarding the decolonisation of history and representations of the past in public spaces through recent movements such as the removal of the Nelson statue in Barbados, the Rhodes Must Fall in South Africa, Black Lives Matter in the US, or the renaissance of indigenous Caribbean people. In addition, students will be able to apply relevant theory and debates through the development of a Site Nomination Proposal.

HIST6724: ORAL HISTORY: THEORY, METHODS & APPLICATION

[MA Public History & Caribbean Heritage – Core]

This course introduces graduate students to the critical use and application of oral history for academic research as well as professional and cultural activities. Designed from a practical perspective, the course is centred on activities to facilitate students' understanding of the fundamentals of oral history. The first half of the course addresses key theoretical issues, while introducing students to each of the main oral history research steps that they will undertake throughout the semester. The remaining half takes students through each of the main steps in implementing their oral history research project. Students' oral history research projects may be informed by topics from other courses, including their larger research projects.

HIST6728: INTERNSHIP IN PUBLIC HISTORY AND HERITAGE

[MA Public History & Caribbean Heritage – Core]

Formerly Practicum in Heritage Studies, this course is practical application of the theory and methods of heritage preservation, management and showcasing. The course provides an opportunity to apply the knowledge garnered in the taught courses and to develop strategies for interpreting and showcasing history as heritage, best practices in historical interpretation of heritage practice, exhibition development, and writing project proposals for implementation. It also provides students of heritage studies with the opportunity to work in/with a heritage site/institution and to implement the best practices of heritage preservation and management, while showcasing a heritage management/preservation project or programme for piloting at an approved institution/site. It is an opportunity for hands-on experience in the interpretation and use of historical and heritage resources.

HIST6800: APPLIED RESEARCH PROJECT

[MA Public History & Caribbean Heritage – Core]

Students enrolled in this course will execute an applied research project in either public history or heritage management as outlined in their research proposals completed during Semester 1 (HIST6901 – Research Proposal Writing). Throughout this course, students will conduct independent research and complete their applied projects using a format of their choice (website, set of posters, podcast series, audiovisual documentary, or other formats listed in the assignment section below or selected in consultation with the course coordinator). Students' projects will demonstrate the engaged scholarship characterizing public history and heritage management through the sharing, management, and promotion of historical knowledge and cultural resources connected to the Caribbean region. Students will make use of methods, skills and approaches learned during the MA Public History and Caribbean Heritage programme. Research projects will be supervised by a member of staff assigned by the Department of History and Archaeology.

HIST6802: CULTURAL RESOURCE MANAGEMENT

[MA Public History & Caribbean Heritage – Core]

This course covers the principles involved in the formulation and implementation of cultural resource management policies and practices, with emphasis on the development of decision-making skills, the interpretation of cultural policy, and public participation. More specifically it examines the relationship between history, archaeology, and heritage; the philosophy of cultural resource management; the history of cultural resource management policies in the Caribbean; a study of the major national and international agencies and policies associated with cultural resource management; multilateral cooperation; the identification, research, and registration and protection of heritage sites and different types of cultural resources; the principles of historic preservation; heritage tourism; and the significance of natural and cultural resources to defining Caribbean heritage.

HIST6900: GRADUATE READING COURSE IN HERITAGE STUDIES

This course takes postgraduate students through the process of locating relevant reading material on a topic of interest in Heritage Studies, summarising the most relevant information, and critically assessing the usefulness of the information to a field of study, a debate or a piece of research. The student will select a topic in consultation with a supervisor, read material within the area where the topic falls and meet the supervisor at set times to discuss the progress in their understanding of the literature. The course will assist Heritage Studies research students in mastering skills associated with self-directed learning. Students are provided with a basic structure within which to explore their chosen topic or sub-field within the discipline of Heritage Studies.

HIST6901: RESEARCH PROPOSAL WRITING

[MA Public History & Caribbean Heritage – Core]

This workshop-type course takes students through the process of framing a research problem and outlining a plan for completing a project with limited resources and within a specified timeframe. Students are provided with a basic structure within which to explore the fields of Public History and Heritage Studies. They are then guided through the process of focusing on a topic within the field and posing a significant question. Through hands-on practice, students are taught to explain how their research develops or challenges existing knowledge in significant and original ways. The course will also develop students' skills and competencies in the effective communication of the significance of their research, identify their research objectives, develop a suitable research methodology and outline a suitable format for their research project. Students will learn how to identify the sources and resources available for the project and outline how the project can be completed within a specified timeframe. Finally, the course introduces students to various approaches to communicate the significance of their research in effective ways to multiple audiences.

RESEARCH PAPER/PROJECT, THESIS & SEMINARS

HIST6700: RESEARCH PAPER

[*MA Heritage Studies, MA History and MA Public History & Caribbean Heritage*]

HIST6800: Applied Research Project

[*MA Public History & Caribbean Heritage*]

RETH9001: THESIS

[*MPhil History and PhD History*]

Graduate Research Seminar Codes

MPhil History

- ◆ **GRSM1601: GRADUATE RESEARCH SEMINAR 1**
- ◆ **GRSM1602: GRADUATE RESEARCH SEMINAR 2**

PhD History

- ◆ **GRSM1901: GRADUATE RESEARCH SEMINAR 1**
- ◆ **GRSM1902: GRADUATE RESEARCH SEMINAR 2**
- ◆ **GRSM1903:GRADUATE RESEARCH SEMINAR 3**

AUDIT OF UNDERGRADUATE COURSES

Graduate students may wish to audit undergraduate courses from time to time, particularly to upgrade skills. A complete list and description of courses available may be gleaned from the undergraduate handbook.

GPA MARKING SYSTEM

Since September 2021, the postgraduate GPA system **only** applies to new, incoming students in pursuit of postgraduate certificates, diplomas, taught masters and professional doctorates.

The GPA system **does not apply** to postgraduate students in pursuit of research degrees.

MARKING SCHEME

The marking scheme for graduate degrees, diplomas and certificates is as follows:

Grade	Quality Points	Percent Range
A+	4.3	90 – 100 %
A	4.0	80-89
A-	3.7	75-79
B+	3.3	70-74
B	3.0	65-69
B-	2.7	60-64
C+	2.3	55-59
C	2.0	50-54
F1	1.7	45-49
F2	1.3	40-44
F3	0.00	0-39
FC/FE	1.7	≥50

NON-GPA MARKING SYSTEM

The marking system below applies to postgraduate students in pursuit of **research degrees** as well as students who **began** postgraduate certificates, diplomas, taught masters and professional doctorates **prior to September 2021**.

MARKING SCHEME

1.72 The marking scheme for graduate degrees and diplomas is as follows:

Passing Grades:

A	70-100%
B+	60-69%
B	50-59%

Failing Grade:

F	0-49%
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Where students are writing Qualifying Courses or Departmental Examinations, the minimum pass will be as indicated above. The minimum passing grade will not necessarily qualify the student for entry into all graduate programmes. The threshold for admission will be determined by the programme.

FUNDING

Small amounts of money are available (for MPhil & PhD students) directly from the Office of Graduate Studies and Research on the recommendation of the supervisor. These small grants are used to support research and work related activities such as:

- Writing theses
- Literature searches & reprint purchases (via interlibrary loans)
- Purchase of equipment and materials, etc.
- For further advice, consult the Head of Department.

Larger grants are available from the Board for Graduate Studies and Research for travel to distant archives. The Board is also very interested in encouraging cross-campus research, meaning that a semester or year could be spent at Cave Hill or St. Augustine carrying out work on a comparative topic. Grants, from the Board, must be applied for by the student with the support of the supervisor and Head of Department.

Scholarships of various sorts are available from The UWI and, occasionally, special scholarships have been awarded to History. In 1992/93 the Spirits Pool Association funded a scholarship for research on the history of rum in Jamaica. Jablum has also financed a scholarship for research into the history of the Jamaican coffee industry. The Elsa Goveia Scholarship is awarded to an applicant who is registered for the MPhil or PhD degree in Caribbean History, or has applied for admission to such a programme. This individual must be a full-time student.

FACILITIES

Caribbean Historical Research Unit (CHRU)

The Department of History and Archaeology, Mona operates a Caribbean Historical Research Unit (CHRU). The CHRU, formerly known as the Social History Project, was established more than three decades ago with a new mandate issued in 2018. The CHRU Director is appointed by the Head of the Department of History and Archaeology. The executive is organized by the Director and includes staff and graduate students in the Department of History and Archaeology.

The CHRU builds on the charge of its predecessor which was principally concerned with guiding and supporting graduate research in Jamaica's social history since emancipation in 1838. The CHRU has expanded this mandate to include departmental projects, collaborative research, and promoting high quality research in Caribbean History and Heritage with special focus on Jamaica across the centuries. The CHRU facilitates this work through collection and preservation of archival material, symposia, exhibitions, partnerships, and the development of projects of relevance to Caribbean historical studies.

The use of the Caribbean Historical Research Unit (CHRU) facilities is coordinated by the Departmental office. Students will have the benefit of the guidance of a student officer specially assigned to the CHRU office. The assigned CHRU officer manages bookings for the room and provides general assistance in using its facilities.

SUPERVISION

DUTIES & RESPONSIBILITIES OF STUDENTS AND SUPERVISORS

The Board of Graduate Studies has issued the following guidelines for Graduate Studies regarding research. Please consult the Graduate Studies Guide for Students and Supervisors (available on the Office of Graduate Studies & Research website) for further details.

Responsibilities of the Supervisee (Student)

Graduate students have the following responsibilities:

- ◇ keeping the schedule of meetings agreed with the supervisor;
- ◇ taking the initiative in raising with the supervisor problems or difficulties, however elementary they may seem;
- ◇ discussing the type of guidance and comments found most helpful;
- ◇ maintaining good progress of work in accordance with the schedule agreed with the supervisor;
- ◇ presenting written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage;
- ◇ making representation to the Head of Department (HOD) if an effective working relationship is not established with the supervisor or if, for reasons outside the student's control, the work is not proceeding satisfactorily.

Responsibilities of the Supervisor

The Supervisors have the following responsibilities:

- ◇ giving guidance about the nature of research and the standard of performance expected, about the planning of the research programme, about literature and sources, about requisite techniques (including arranging for instruction where necessary), and about attendance at classes;
- ◇ advising the student of the nature of guidance or comments to be offered on the student's written work since comments have to be in accordance with the general principle that the work should be the student's own;

SUPERVISION

- ◇ arranging regular tutorial meetings with the student;
- ◇ being accessible to the student at other times as the need arises;
- ◇ giving detailed advice on the completion dates of successive stages of the work so that the whole may be submitted within the scheduled time;
- ◇ requesting written work as appropriate and returning such work with constructive criticism in reasonable time;
- ◇ arranging for the student to present the work to staff or graduate seminars, in oral or written form;
- ◇ arranging for the student to have practice in oral examination;
- ◇ ensuring that the student is made aware of inadequacy of progress or of standards of work below that generally accepted;
- ◇ paying particular attention to overseas students (especially those from outside the Caribbean) who may in the early stages need very frequent contact, and often advice of a seemingly elementary kind;
- ◇ submitting full annual reports to the Board for Graduate Studies, through the Campus Registrar, on the student's progress. If the student is making insufficient progress or the work is below standard, the supervisor should recommend whether the student should be allowed to continue;
- ◇ reminding the student to act in accordance with University regulations governing entry to the thesis examination (normally three months before the expected date of submission of the thesis);
- ◇ making recommendations to the Head of Department on the nomination of the examiners of the student's thesis/research paper/project report, (normally three months before the expected date of submission);
- ◇ ensuring that the final work of the student satisfies accepted standards of usage for scholarly writing and that the presentation conforms to the University's General Regulations.

The History and Archaeology Society (UWI Mona)

The History and Archaeology Society is organized by students, both undergraduate and postgraduate, in co-operation with the staff of the History & Archaeology Department. It provides an opportunity for social activity as well as encouraging a broader interest in the subject.

The aims and objectives of the Society are:

1. To stimulate a greater interest in History & Archaeology
2. To serve as a medium of exposing members to local as well as foreign heritages
3. To present history as dynamic, and
4. To present a forum for the discussion of historical issues

Membership to the Society is open to all UWI students reading courses in any of Department of History and Archaeology programme or with an interest in the subject. There is an annual membership fee of **\$500.00** payable at your first attendance of a meeting of the society.



Winners of UWI Mona's Club Fusion 2019

The Club's Executive consists of a President, Vice-President, Public Relations' Officer Secretary, Treasurer, and a member of the Department's teaching staff. **The Club meets every Thursday at 2:00 – 3:30 pm in FHE Lecture Room N2.** The Club's activities include lectures, seminars, visits to historical and heritage sites, an annual panel discussion and social events. The Club has organised and run tours of the campus.

You are encouraged to become a member and to participate in the activities of the Society, as are any students who are interested in History & Archaeology.

Please visit, like and share the social media pages of the History and Archaeology Society.



@[History & Archaeology Society, UWI Mona](#)



@[historyclub_uwimona](#)



@uwimonahistarch@gmail.com

REGISTRATION MADE EASY — Graduate

Students are strongly advised to consult the *Faculty of Humanities and Education Graduate Handbook* for a detailed guide to the Faculty's registration requirements and regulations.

This Handbook is available online at <https://www.mona.uwi.edu/humed>


How do I register for my courses on SAS?



Click to Register


Visit the **SAS** website through a Google search or click [here](#) and then click **Enter Secure Area**. Insert your **ID Number** e.g. **62000000** and enter your **Password** (default for you date of birth in the sequence YYYYMMDD), click **Login** and then click **Main Menu**.


Click on **Student Services, Registration** and then **Add/Drop** classes. Select the appropriate term and enter **Submit**. Click on **Class Search** to select your courses (courses are offered by respective Departments, for example, a history course is located in History), Select **Courses** and enter **Submit Changes**. If all course criteria are satisfied and course selection is complete, you will see ****Web Registered****. If not, you will receive a **Registration Add Error** notification. You may need to request an **Override** (seeking permission from the Faculty to register) or choose another course.

 **THE UNIVERSITY OF THE WEST INDIES, MONA**
Student Administration System


HELP EXIT

User Login

 Please enter your user Identification Number (ID) and your Domain/OURVLE Password. When finished, click Login.
When you have finished, please Exit and close your browser to prevent other users from accessing your records.

 **IMPORTANT:** Student users should note that your password is now the same as your OURVLE/DOMAIN password. If your OURVLE/DOMAIN password is your date of birth, please use the format YYYYMMDD. e.g. John Brown is a student with id number 89876543. John was born on January 3, 1989. In this case John would enter: 89876543 in the slot for User ID and, 19890103 in the slot for Password.

If you do not remember your OURVLE/DOMAIN password or it has expired, please contact the MITS Helpdesk at extension 2992 or (876) 927-2148. You may also [email](#) the helpdesk or visit the UWI Mona Live Support page ([link below](#)) to request a password reset.

 Live Support
ONLINE

ID Number:

Password:

[Click Here for Help with Login?](#)

RELEASE: 8.8.3

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REGISTRATION MADE EASY — Graduate

Students are required to register for lectures, tutorials, seminars or workshops (Schedule Type) where applicable:

Graduate students **admitted in the 2021/2022 academic year and after** are required to register in 'G' sections of each schedule. Example: GS1 Seminar and G11 Lectures

Graduate students **admitted before the 2021/2022 academic year** are expected to register in the ordinary section of each schedule. Example: S11 Seminar, M11 Lectures, Q01 Practical/Practicum

#	CRN	Subject Code	Course Number	Title	Semester	Campus	Faculty	Section	Schedule Type
1	20123	HIST	6003	Historiography and The Emergence of West Indian History	2021/2022 Semester I	Mona	HE	GS1	Seminar
2	20130	HIST	6003	Historiography and The Emergence of West Indian History	2021/2022 Semester I	Mona	HE	S11	Seminar

Understanding Registration Errors– Occurs when a course criteria is **NOT** Satisfied

ERROR	DESCRIPTION OF ERROR	ERROR MESSAGE
Quotas	Limit on the number of students allowed to register in the stream/section of a course.	CLOSED SECTION
Pre-requisite	UWI Course (s) that the student must have already passed.	PREQ and TEST SCORE-ERROR
Faculty Credit Limits	Limit on the maximum number of credits a student can register for in a semester, without Faculty approval.	MAXIMUM HOURS EXCEEDED
Student Restrictions	Stream/Section of the course restricted to a specified group of students.	COLLEGE RESTRICTION , LEVEL RESTRICTION , DEGREE RESTRICTION, MAJOR RESTRICTION, CLASS RESTRICTION CAMPUS RESTRICTION , PROGRAMME RESTRICTION
Repeat Course Already Passed	Students cannot register for courses they have already passed in their current programme	RPT HRS EXCEED
Linked Sections	Students are required to register for all applicable 'schedule types' associated with a course.	Please register for Lecture section simultaneously. Please register for Tutorial section simultaneously. Please register for Seminar section simultaneously



UNIVERSITY REGULATIONS ON PLAGIARISM

(Graduate Diplomas & Degrees)

Definition of plagiarism (in these Regulations)

“Plagiarism” means the unacknowledged and unjustified use of the words, ideas or creations of another, including unacknowledged quotation and unattributed borrowing.

Categories of Plagiarism and Associated Penalties

Level One cases are those in which only small quantities of the work is affected, and in which the breaches are minor. They therefore include borderline situations, cosmetic paraphrasing, negligent referencing or a few incorrect or missing citations.

In the case of written papers and project reports, Level One Plagiarism, if substantiated, shall result in a deduction of marks. Resubmission after appropriate correction, as an educational opportunity for the student, may be required. In the case of theses, Level One Plagiarism, if substantiated, shall result in return of the submitted work to the student for revision and resubmission. Resubmission in this situation will not be regarded as a failure.

Level Two cases are those which involve extensive plagiarism, with clear indication of academic dishonesty. They include situations where a significant amount of material is borrowed or directly quoted or cosmetically paraphrased with no attribution at all, or attribution insufficient to indicate that the borrowed material is not the work of the student.

For written papers and project reports, a student found guilty of Level Two Plagiarism shall, at a minimum, receive a grade of zero. Depending on the severity of the offense, such a student could also receive a grade of zero for the course or could be expelled from the University, with or without the possibility of re-entry. Theses in which Level Two Plagiarism has been substantiated shall be treated as “inadequate” (see Regulations for Graduate Diplomas and Degrees, Section 3, Reg. 26), which permits resubmission of the revised thesis for examination within eighteen months of the date of notification; or, if the offense is particularly severe shall result in expulsion

(For full details consult the University Regulation on Plagiarism (Graduate Diplomas and Degrees) and Policy on Graduate Student Plagiarism document available on the Office of Graduate Studies & Research website at: <https://www.mona.uwi.edu/postgrad/>)

Ethics Guidelines Specific to the Department of History & Archaeology

The disciplines of History and Archaeology are concerned with the examination and analysis of past peoples and societies. While historians mainly focus on written and oral sources, and archaeologists on spatial, material and biological remains, the goal for both disciplines is understanding the human experience.

As such, ethical conduct in the Department of History and Archaeology is of paramount importance to the work of the historian and the archaeologist, not only in terms of research, but also in terms of student and colleague interaction.

Core ethical values:

- ◆ Academic honesty and the avoidance of plagiarism by meticulous referencing and acknowledgement of the work of others
- ◆ Not fabricating or wilfully misinterpreting evidence
- ◆ Always treating archaeological evidence, especially human remains, with dignity and respect to ensure their ethical care and treatment in line with national (IOJ 1978, JNHT 1985, Jamaica Customs Act) and international laws, including abiding by lawful import and export procedures (UNESCO 1970)
- ◆ Maintaining confidentiality regarding sensitive archaeological site information, including location details
- ◆ Maintaining confidentiality as appropriate regarding oral interviews in line with the guidelines provided by the Oral History Association (2019)
- ◆ Willingness for scholarship to be open to rigorous scrutiny and debate
- ◆ Treating students fairly and objectively

Please be guided that procedures for subjecting research to ethics review in The Faculty of Humanities and Education (FHE) is necessitated by the mandate of The University of the West Indies that the Faculty Deans and Heads of Department are responsible “for ensuring that the University’s policies on research ethics are publicized, promoted and adhered to” (Policy and Procedures on Research ethics, UWI, 2011, p.4).

The FHE research ethics guidelines are documented in the ‘**Guidelines for Faculty of Humanities and Education Research Ethics (REV- 24.03.2021)**’.

It is important for all members of The Faculty of Humanities and Education to be acquainted with the following documents:

⇒ **The University of the West Indies: Policy and Procedures on Research Ethics**

https://www.mona.uwi.edu/socsci/sites/default/files/socsci/uploads_policy_and_procedures_on_research_ethics.pdf

⇒ **Policy and Code on Research Ethics for The University of the West Indies**

<https://www.mona.uwi.edu/fms/sites/default/files/fms/uploads/Ethics%20Policy%20and%20Code%5B1%5D.pdf>

⇒ **Guidelines for Preparing Research Proposals: A Handbook by the UWI Ethics Committee**

https://www.mona.uwi.edu/fms/sites/default/files/fms/uploads/mcrec_proposal_requirements.doc

⇒ **The U.W.I Ethics Committee (Mona) research proposal toolkit**

<http://www.mona.uwi.edu/fms/research-proposal-toolkit-uwi-ethics-committee-mona-0>

The Department has a member assigned to the Faculty’s Ethics Committee. If you are uncertain, do not hesitate to seek his or her advice.

Guidelines for Ethics Review (FHRE)

[Extract from *Guidelines for Faculty of Humanities and Education Research Ethics (REV- 24.03.2021)*]

The guidelines are intended for all faculty and student researchers in the Faculty of Humanities and Education who intend to carry out research engaging with human subjects as well as the cultural heritage of societies, whether on campus or elsewhere.

They shall submit a proposal and supporting documents to the UWI Ethics Committee. As of the academic year 2017/2018, all students (undergraduates and graduates) conducting research involving human subjects are strongly encouraged and recommended to seek ethical approval prior to the start of fieldwork for their research.

Please note the following:

- ◇ FHERES operates within the UWI Ethics Committee; kindly consult the UWI Ethics Committee website for details: <https://www.mona.uwi.edu/fms/uwi-ethics-committee>
- ◇ Applications will normally be reviewed at the scheduled meetings of the FHERES following their receipt from The UWI Ethics Committee.
- ◇ The FHERES reviews Masters and faculty research which are deemed to be minimal risk studies. we strongly recommend students (undergraduates and graduates) doing research received ethical approval prior to the start of fieldwork for their research.
- ◇ It is important to note that it is the responsibility of the principal investigator or supervisor to submit proposals directly to the main committee. the above-mentioned persons, therefore, assume full responsibility for the conduct of the research.
- ◇ It is important in the cover letter to The UWI Ethics Committee to indicate what level of review is required (for details: <https://www.mona.uwi.edu/fms/uwi-ethics-committee>).

The following are three levels of review:

- Full/Convened Committee Review
- Minimal Risk Proposal (which include expedited)
- Review for Exemption Status

All moderate, high risk and Ph.D. research proposal requires full committee review.

Online UWI ethics course: to sensitize faculty and students to research ethics, all faculty and graduate students are encouraged to complete the research ethics course offered online through the CITI Programme, the University of Miami, which can be accessed via the following link: <http://citiprogram.org/>. The School of Graduate Studies and Research has made this course available freely to the University of the West Indies. Graduate students of The University of the West Indies are also given two-credits for completing the research ethics course (ETH16000).

Online UWI ethics course: to sensitize faculty and students to research ethics, all faculty and graduate students are encouraged to complete the research ethics course offered online through the CITI Programme, the University of Miami, which can be accessed via the following link: <http://citiprogram.org/>.

The School of Graduate Studies and Research has made this course available freely to the University of the West Indies. Graduate students of The University of the West Indies are also given two-credits for completing the research ethics course (ETH16000).

The University of the West Indies School for Graduate Studies and Research: [Procedure for accessing the online research ethics course \(ETH16000\)](#).

- 1) Go to <https://citiprogram.org/>
- 2) Create an account by selecting the register button
- 3) Enter “University of the West Indies” as your organization affiliation and click **Continue to Step 2**
- 4) Follow the instructions online to complete the registration process.
- 5) To enroll in the post for your campus, on the **Main Menu** page, select **Add A Course or Update Learner Groups**.
- 6) Choose one of the four groups indicated by selecting the campus at which you are registered and click **next**.
- 7) The group selected will be displayed under **Course** e.g. **Group 3: ST AUGUSTINE**. Click the title of the course to begin the course.
- 8) Please complete the **Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing the statement.
- 9) Complete the required modules and associated quizzes.
- 10) Complete the required number of elective modules and associated quizzes.
- 11) When you complete all required modules in your curriculum and any necessary elective modules, you will be shown a list of optional **Supplemental Modules**. You may return to the course sites at a future time to review these modules.

Please be aware that these optional supplemental modules do not count towards nor appear on a completion report.

When you complete all required modules successfully, you may print your completion report through the link: **Print Report** from your **Main Menu** or your **Previously Completed Coursework** page.

Submit a copy of your completion report through your Programme Coordinator to the Campus Office of Graduate Studies and Research so that the credits may be documented on your academic record.

To complete the Course:

The minimum “passing” aggregate score for the quizzes is 80%. a running tally is compiled in the Grade Book. if you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained **after** a completion report has been issued will not be reflected on the completion report.

Print or download a **Completion Report** as evidence that you have successfully completed the course requirements. A copy will be sent automatically to the UWI's institutional administrators. You may return to the course site in the future to obtain a copy of the completion report. The **My Reports** page will allow you to access any completion reports you have earned.

Submit a voluntary, anonymous user satisfaction survey.

Questions

Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.

Questions regarding your requirements should be addressed to your programme coordinator.

SUBMISSION

Research Paper/Applied Research Project & Thesis – Submission Checklist

Timeline	Activity/Documents	Notes	Regulations for Graduate Diplomas & Degrees 2018
Before submission: <u>Application:</u> <u>2 Months – MA</u> <u>3 Months. – MPhil & PhD</u> Submit at Dept's Office	Complete and Submit Application for Examination of Research Paper/Project Form	<i>Form available on OGSR website</i>	MA Regulation 3.1 Section3
	Receipt showing payment of applicable examination fee	<i>Payment made at Bursary</i>	MPhil & PhD - Reg. 3.15 Section3
	<i>Recommendation for the Titles and Examiners of Theses and Research paper (Submitted to OGSR by DoHA using Form or Memo format)</i>	<i>Submitted by DoHA to OGSR</i>	MPhil & PhD - Reg. 3.1, 3.4, & 3.7 Section3
	Check to ensure that you have registered for the semester. Registration must be up-to-date and students are reminded to register each semester until the award of the degree has been declared by the Board.		Reg. 1.30-1.34 Section1
	Check research paper through plagiarism detection software. 'Turnitin' is recommended. UWI GRIP (Graduate Studies Research and Information Portal) offers a useful resource.		Reg. 1.83 Section1
	Students are encouraged to consult with the librarian in the Mona Information Literacy Unit before submitting work		

On the Day of Submission - Submission Documents

MA Submit at Department's Main Office/
MPhil & PhD Submit Directly to the OGSR

<p>May - July</p> <p>Submission of Research Paper/ Project: End of Summer Term (MA Public History & Caribbean Heritage)</p> <p><i>Graduate Studies Final Deadline – July 31st</i></p>	<p>Complete and Submit Signed <i>Certificate of Completion Form</i></p> <p>It is useful to indicate on this form the plagiarism detection score obtained from your 'Turnitin' check.</p>	<p><i>Form available on OGSR website</i></p>	<p><i>MPhil & PhD - Reg. 3.13 – 3.22, Section 3</i></p>
	<p>Four (4) bond hard copies of research paper.</p> <p>In the case of applied research project, check the course requirements or consult with programme coordinator.</p>		
	<p>One (1) electronic copy of research paper <i>MS Word Document & not PDF</i></p>		
	<p>Proof of payment of Examination Fee <i>(where not previously submitted)</i></p>	<p><i>Payment made at Bursary</i></p>	



You may download and print any of the following key resources from website of the Office of Graduate Studies and Research: <http://www.mona.uwi.edu/postgrad/>

- 7-Step Guide for Students submitting Theses and Research Papers
- Policy on Graduate Student Plagiarism
- Thesis Guide
- Graduate Studies Guide for Students & Supervisors

ACCESSING OURVLE AND ZOOM

Online classes are delivered via **Zoom**. This is available through the University's Our Virtual Learning Environment (**OurVLE**) portal. To access OurVLE, kindly insert your **ID Number e.g. 62000000** and enter your **Password** (default for you date of birth in the sequence YYYYMMDD). Once properly registered for the course on SAS you should have access to your course container after **40 minutes**.



Joining a Zoom meeting on OurVLE

1. On your course page, click the Zoom activity created. The Zoom activity will open.
2. From the Zoom activity page, click on the Upcoming Meetings tab.
3. Scroll to the meeting you would like to join and click on the "Join" button located to the right of the session's name.
4. A new window will be opened automatically within your browser and a pop up will be presented to you.
5. You will be asked if you would like to open the Zoom link you have chosen. It will present you with two options; Cancel, Open. Choose Open.
6. If you are not presented with this pop up while being on this page, click on the "Launch Meeting" button and the pop up should appear.
7. Another pop up will be displayed and will begin connecting to your Zoom session.
8. Once you are connected, you will be taken to the Zoom room where another pop up will be presented to you. This time, it will be the Audio options pop up. You can choose to "Join with Computer Audio" or "Test Speaker and Microphone".
9. If you are joining a meeting for the first time, choose the "Test Speaker and Microphone" option to ensure that all is well for your session.
10. Proceed to test your Speaker by selecting the Speaker you want to utilise for your session.
11. If you are able to hear well, click "Yes" and then End Test.
12. If you are not joining a meeting for the first time and have already chosen your speaker and microphone prior, choose the "Join with Computer Audio" option.
13. Once the speaker and microphone test is completed, the pop up will disappear and you can proceed to turning your microphone on/off.
14. Proceed to test your video by clicking on the video icon (located next to the microphone icon) to ensure that it works.
15. Once all testing is finished, you can await your host's arrival.

Please contact MITS helpdesk for further assistance including password reset:

Email: helpdesk@uwimona.edu.jm

WhatsApp (TEXT ONLY): 876-499-2291, 876-869-9775

Telephone: 876-927-2148, 876-977-9306, 876-618-6466

Online Chat: <https://www.mona.uwi.edu/mits/>



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