

Regulations for Professional Doctorates

Preamble/Introductory Section

These Regulations apply to programmes that are deemed Professional Doctorates. A Professional Doctorate is a qualification more appropriate for those pursuing professional rather than academic careers. The programme usually includes a large taught component as well as a thesis.

GENERAL REGULATIONS

1. Professional Doctorates shall be awarded on the basis of assessment by prescribed courses together with examination of the thesis. Other requirements shall be as specified in Programme/Faculty Regulations.

Admission on Transfer

2. A candidate who wishes to transfer credits obtained at a University other than The UWI will be required to, in the case of Professional Doctorates, complete at least 50% of the credits and the entire research component at The UWI.

Minimum Entry Requirements

3. The minimum requirements for admission to Professional Doctorates:
 - a. Taught Master's degree in an appropriate field from The UWI or another approved University, having achieved at least a GPA average of 3.30, or a B+ average or its equivalent, and possessing the required experience in the field (as specified in the relevant Programme requirements).
 - b. Such other qualifications and experience as the Board for Graduate Studies and Research may approve.

Appointment of Supervisors

4. A person may not be appointed to supervise a candidate for a Graduate Certificate, Diploma or degree if there is a personal or professional relationship between two persons that may give rise to a conflict of interest as outlined in the Statement of Ethics Principles and Code of Conduct, Annex 2. Any such potential conflict of interest must be declared by the potential Supervisor. Any such conflict of interest will be addressed by the appointment of a new Supervisor.
5. A staff member without a graduate degree or with a degree of a lower level than the one to be supervised, but with long teaching and research experience, may be appointed as Supervisor, but such recommendations for appointment shall be subject to approval by the Board for Graduate Studies and Research.
6. Supervisors of students pursuing research degrees must have held a graduate degree, of the same or higher level as the degree being supervised, for at least three years and should preferably have held prior appointment on two or more supervisory panels unless the Campus Committee in any particular case otherwise decides.

Conduct of Research Abroad

7. Candidates for the Professional Doctorate who wish to conduct all or a portion of their research abroad, may do so provided that satisfactory evidence has been presented by the Head of Department to the Campus Committee that adequate facilities are available for the proposed programme of work and that adequate arrangements have been made for supervision. Legal agreements/Memoranda of Understanding should be in place to detail such arrangements between The UWI and any host institution.

Time Limits for Registration

8. A candidate who has been registered as a full-time student for three years in the case of the Professional Doctorate shall not benefit from any extension of time for completion of the requirements of the degree by virtue of any change to part-time registration thereafter (see Regulation 1.53⁺).
9. The minimum period of registration for the Professional Doctorate is 3 years full-time and 4 years part-time, unless the Campus Committee in any particular case otherwise decides.
10. Candidates for Professional Doctorates are required to submit their theses for examination within 5 years of their initial registration for full-time studies or, subject to Regulation 1.47⁺ within 7 years of their initial registration for part-time studies, unless the Campus Committee in any particular case otherwise decides.
11. A candidate whose period of registration is about to end (see Regulations 1.49-1.50⁺) may apply for an extension of time. Such application must be accompanied by a statement explaining why the thesis has not been completed and indicating how much work remains to be done. Campus Committees may approve extensions of time limits of up to 2 years for Professional Doctorate theses.

Course of Study

12. A candidate for a Professional Doctorate is required to follow such courses of study, and to undertake such other work, as may be approved by the Campus Committee on the recommendation of the relevant Head of Department, and to pass the appropriate examinations before submitting the thesis:
 - a. a minimum of 30 credits should be taken through courses
 - b. the thesis (word count:40,000 – 50,000) should account for a minimum of 18 credits
 - c. required to successfully complete a comprehensive examination that should account for a minimum of 9 credits, where applicable, before proceeding to the research component
 - d. must satisfactorily complete a minimum of one research seminar, unless the Programme requirements state otherwise.

EXAMINATION REGULATIONS

13. The Examiners (Independent Internal and External) of a Professional Doctorate thesis are expected to be specialists and active researchers in their field, and should preferably have substantial experience in the supervision and examination of theses and should not be previously involved in the instruction or the work of the candidate being examined. The minimum qualifications required are:
 - a. A staff member without a graduate degree or with a degree of a lower level than the one to be examined, but with long teaching and research experience, may be appointed as an Examiner, but such recommendations for appointment shall be subject to approval by the Board for Graduate Studies and Research.

⁺ *Regulations for Graduate Certificates, Diplomas and Degrees (2018 Edited)*

- b. Examiners must have held a graduate degree, of the same or higher level as the degree being examined, for at least three years, unless the Campus Committee in any particular case otherwise decides.
- c. An appointment in the grade of Associate Professor/Senior Lecturer or above;
- d. A record of peer reviewed scholarly publications;
- e. At least three years' experience as an Examiner at an approved University;

Comprehensive Examination

14. Students are allowed two attempts to successfully complete the comprehensive examination.
15. Students failing on the second attempt may be
 - a. required to withdraw from the programme and re-admission to the programme will not be permitted or
 - b. eligible for the award of a lower certification if prescribed in the Programme/Faculty Regulations.

Thesis Examination

16. The Professional Doctorate candidate must have satisfactorily completed seminars as specified in the Programme and Faculty Regulations before applying for the examination of the Thesis (See Regulation 12).
17. Subject to Regulations 3.29-3.32⁺, the Examiners of a Professional Doctorate thesis shall, after reading the thesis, examine the candidate orally and may, at their discretion, also examine the candidate by practical or written questions or by both of these methods.
18. If, in the opinion of the Examiners, a Professional Doctorate thesis is of insufficient merit to justify the award of the Professional Doctorate degree, the Examiners may, without further test, recommend that the candidate be permitted to resubmit the thesis with revision for the award of the Masters degree, or that the Masters be awarded without further revision of the work if prescribed in the Programme/Faculty Regulations.
19. The Regulations for Graduate Certificates, Diplomas and Degrees; the University Regulations on Plagiarism (Graduate Certificates, Diplomas and Degrees) and the GPA Regulations for Graduate Certificates, Diplomas, Taught Masters and Professional Doctorate Programmes shall apply in the case of Professional Doctorates.

⁺ *Regulations for Graduate Certificates, Diplomas and Degrees (2018 Edited)*