

Instructions for the Dissertation and Thesis Candidates And their Mentors

Stage 1

The candidate is to submit a topic and brief summary to the appropriate Dean for approval. The submission is to be co-signed by the candidates and the mentor.

Stage 2

Upon approval of the topic by the Dean, the candidate will submit a preliminary annotated outline and bibliography of three to five pages for Ph.D dissertation candidates and two to three pages for master's thesis candidates. Both the dissertation and thesis preliminary annotated outline and bibliography should be signed by the mentor and candidate, and submitted to the Dean for approval.

Stage 3

The candidate is to develop a final outline and bibliography. A minimum of 12 double spaced pages is required for dissertation candidates and a minimum of six double spaced pages is required for thesis candidates. Both the dissertation and thesis preliminary annotated outline and bibliography should be signed by the mentor and candidate, and submitted to the Dean for approval. This will also complete the process for Research and Design I, II for doctoral candidates and Research and Design I for master's candidates.

Stage 4

The submitted dissertation of at least one hundred and fifty double spaced pages is to be approved by the Dean who will then establish a committee for the oral defense. The oral defense will take place in St. Kitts one or two days prior to the six days graduate seminars. The master's candidates will submit a minimum of seventy five double spaced pages to the Dean for approval. The master's candidates are not required to have an oral defense.

After the successful oral defense of the dissertation and upon approval of the dissertation by the Dean or, the approval of the thesis by the Dean the Dean will sign dissertation and thesis Form. The candidate will then have completed the dissertation and thesis requirements.

Mentors

The Dean must approve potential mentors.

Mentors must possess a Ph.D. Mentors are to submit a curriculum vitae (CV) to the office of the Dean. Mentors should have professional and/or academic expertise in the area in which they are mentoring. The interaction between the mentors and candidate is designed to enhance the learning process in both Research and Design I, II as well as the writing of the dissertation or thesis.

The candidate will make two payments to the mentor. The initial payment will be paid upon the mentor's acceptance of the assignment. The final payment will be made upon the acceptance of the dissertation or thesis.

Doctoral candidates will make two payments of \$500 each*

Master's candidates will make two payments of \$300 each*

* If a candidate provides his/her own mentor, payment arrangements should be made between the candidate and the mentor.