

# Instructions for 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 candidate and the mentor. The mentor and candidate should develop a realistic timetable for completion of the outline.

## 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. Approximately eight to twelve double-spaced pages is suggested for dissertation candidates and approximately four to nine double-spaced pages is suggested for thesis candidates. The mentor and candidate should develop a detailed and realistic timetable for completion of the dissertation sections. 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 is to be approved by the Dean who will then establish a committee for the oral defense. The submitted thesis is to be approved by the Dean. Upon approval of the thesis by the Dean the candidate will have completed his thesis requirements. Both the dissertation and thesis must be reviewed by Turnitin.

The oral defense of the dissertation will take place in Dominica, W.I. one or two days prior to the eight-day graduate seminar. 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 then sign the dissertation or thesis form. The candidate will then have completed the dissertation and thesis requirements.

## Mentors

Mentors must possess a Ph.D. or a doctoral equivalent. 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. A mentor is an independent contractor and is not employed by International University for Graduate Studies. Payment will be negotiated between the mentor and the candidate. The Dean must approve potential mentors

The interaction between the mentor 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 typically will make two payments of \$750 each\*. One upon signing the mentor contract and one upon acceptance of the dissertation by the Dean. However all contracts with mentors, including those with Deans, are contracted by the mentor and the Dean and are not contracts between IUGS and the candidate.

Master's candidates typically will make two payments of \$500 each\*. One upon signing the mentor contract and one upon acceptance of the project by the Dean. However all contracts with mentors, including those with Deans, are contracted by the mentor and the Dean and are not contracts between IUGS and the candidate.

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