



**THE
DISTANCE STUDENT
HANDBOOK
2006-2007**

MISSION STATEMENT

The Distance Education Centre of The University of the West Indies is dedicated to becoming a centre of excellence in itself and a catalyst for excellence in distance education throughout The University of the West Indies; to developing and delivering quality programmes by distance and, in so doing, meeting the higher education learning needs of an ever widening population of students, in order to contribute to UWI's mission of unlocking the potential of the peoples of the region. Driven by the commitment to promote increased access to university education, and recognizing the particular and special needs of the distance education student, the UWIDEC assumes the lead role in ensuring that UWI's distance programmes are responsive, learner-centered and cost-effective.

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Welcome from the Vice Chancellor



I am grateful for this opportunity to welcome you new University of the West Indies (UWI) students who will benefit from the Distance Education programmes offered by our university.

As you know, I assumed the office of Vice Chancellor on October 1st 2004, and I have spent much of my first nine months getting acquainted with the many different campuses and centres in the 15 countries that comprise our great University. I must tell you that one of the areas that has attracted my greatest attention has been Distance Education. Our University Centres throughout the region are striving to meet the needs of people from diverse backgrounds seeking a first class education. Several courses are provided that will meet multiple needs of our governments for highly educated individuals able to provide meaningful contributions to the growth and development of their countries.

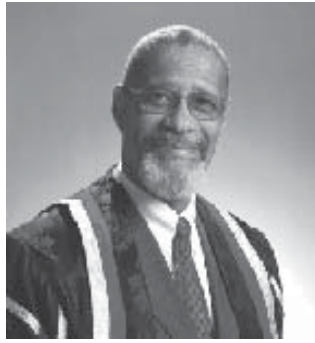
I have had the good fortune to meet with the political leaders and senior government officials in most countries served by our University Centres and I have been enthused by the fact that many were educated at UWI and are committed to our mission and drive for excellence. Their enthusiasm and support for the work being done in the Centres is a clear indication that they support the broad sweep of training courses being offered by UWI. I have pledged to work hard with our leadership and academic and non-academic staff to ensure that the investments of our governments in education programmes offered will yield very positive returns in qua-lity of courses and service delivery, and in well trained graduates.

It is so important that a University understands that there will always be some potential students who are unable, for various reasons, to register as full-time students, but who are anxious to acquire special training in their particular areas of interest. The UWI Distance Education Centre and the School of Continuing Studies are meeting these needs, and providing an invaluable service to this particular constituency of Caribbean people.

As you join our University community, I encourage you to step up to the challenges of learning, and urge you to embrace whatever benefits UWI has to offer, so that your personal development can be enhanced, and you can make a meaningful contribution to our society.

E. Nigel Harris
Vice Chancellor

Message from the Pro-Vice Chancellor



We are very pleased that you have chosen to pursue your higher education at The University of the West Indies (UWI). You come to us at a point when we are making major improvements in the way we offer programmes to students beyond our main campuses. We are changing our infrastructure so that we can include online courses in our programmes and we are changing the administrative systems to improve our efficiency. The changes will become apparent to you gradually in the first instance and we are confident that the transition period will be smooth and call for minimal adjustment on your part.

From its inception, the UWI has aimed at reaching beyond its campuses. The School of Continuing Studies (formerly known as the Department of Extra-Mural Studies) was established at the very start of our university to provide opportunities for further education in all our contributing countries. Our UWI Distance Education Centre (UWIDEC) has had over 20 years of experience in offering an increasing variety of programmes to students across the entire region in their country of residence. Together, these two departments have brought significant resources of our three campuses to a rapidly growing clientele in countries without major campuses.

All of the work of the UWIDEC is subject to the quality assurance provisions of the Board for Undergraduate Studies and the Board for Graduate Studies and Research in the same way as the work of campus based faculties. The department works closely with all the faculties to ensure that students studying by distance mode have the same quality of offerings as those studying on campuses. We will be offering you instruction through print materials, CD-ROM, face-to-face instruction, audio conferencing and web-based methods. The immediate management of your programmes will be the responsibility of the Academic Programme Committee of the UWIDEC under the Board for Non-Campus Countries and Distance Education.

As we work to improve our programmes for you, we invite you to explore the opportunities that UWIDEC offers for study in your home country and increasingly, at times convenient to your personal lifestyle. We hope that we will be able to help you design your own future to be a fully prepared citizen of the Caribbean community.

Lawrence D. Carrington

Pro Vice-Chancellor, Office of the Board for Non-Campus Countries and Distance Education

Director's Message



Welcome to the University of The West Indies and thank you for choosing to study with the Distance Education Centre. UWIDEC is a vibrant and rapidly expanding educational facility that seeks to take education to people wherever they are. We welcome students of all ages and needs, especially those unable to access higher education as on-campus students.

The mode of learning that you will be using in all the courses you are taking through UWIDEC is the distance education mode. This means that printed materials (Course Guides, Study Guides and Readings) will be the main medium of facilitating your learning. For some courses, CD-Roms with PowerPoint Presentations or other interactive elements may also be included in your learning materials package. In effect, these materials replace the lectures that on-campus students attend. But they do more than those lectures – the materials include questions, exercises and further reading so that your learning can be active rather than passive. So, to gain the most from your DE materials for each course, you should complete the exercises in the Study Guide, answer the questions included in the text, and do the extra reading suggested. In this way, the Study Guide can reach its full potential to become an “interactive tutorial in print”.

The learning that you achieve by actively reading the DE materials may be supported by web-based components (e.g., a website with links to resources; online discussions by email and/or bulletin boards) together with a limited number of face-to-face or teleconference tutorials. These online discussions and tutorials are not supposed to be lectures - instead they are opportunities for you to try out your ideas and comprehension of the subject matter with other students and with your tutors.

One of the major advantages of the distance education mode of study is flexibility – you are free to choose the times that suit you to study. But this flexibility also means a greater responsibility for you to ensure that you allocate time for study along with your other commitments. So, distance education is really all about you taking control of and responsibility for your own learning. The Course Coordinators, Tutors and UWIDEC staff members are here to help you, but in the end, success will depend on you.

Good luck in your studies

.....
Professor Stewart Marshall
Director, Distance Education Centre



PART I:

THE UNIVERSITY OF THE WEST INDIES

AND

DISTANCE EDUCATION

BACKGROUND

The UWI has the unusual distinction of being the sole regional institution of higher learning serving 16 Caribbean countries: Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, the British Virgin Islands, the Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and the Turks and Caicos Islands. In addition, Guyana is a full participant in the Faculty of Law.

The UWI was established in 1948, first as a college in special relationship with the University of London and achieved university status in 1962, becoming a degree-granting institution in its own right.

Teaching began at the Mona Campus in Jamaica in 1948 with 33 students admitted for the study of Medicine. Natural Sciences were introduced in 1949 and Arts in 1950, all under the London scheme. The College introduced its own postgraduate diploma in 1952. The Faculty of Social Sciences was introduced in 1958.

The second campus of the UWI was established in 1960 when the Imperial College of Tropical Agriculture, situated at St. Augustine in Trinidad, was incorporated into the University College, thus becoming the first faculty of the College outside of Jamaica. The Faculty of Engineering was established at St. Augustine the following year, 1961.

In 1963, a third campus was established at Cave Hill, Barbados, offering degree courses in Arts, and Natural Sciences, which were also introduced at St. Augustine. In 1970, the Faculty of Law was established at Cave Hill. Through its several faculties, the UWI now offers degree programmes in Agriculture, Arts, Humanities, Education, Engineering, Law, Medical Sciences, Natural Sciences and Social Sciences. The Faculties of Agriculture and Engineering are located at St. Augustine only. There are Faculties of Medical Sciences at the three campuses, but pre-clinical medicine is offered only at Mona and St. Augustine. In addition, both Dentistry and Veterinary Medicine are offered at the Mount Hope Complex in Trinidad. The UWI has also established a presence in the Bahamas through the Centre for Hotel and Tourism Management.

There is a strong UWI presence in the region with Schools of Continuing Studies/University Centres established in all the contributing countries.

A number of institutions are affiliated to the UWI. The Bachelor of Arts (Theology) is awarded to students of Codrington College, Barbados; the United Theological College of the West Indies, St. Michael's Theological Centre, Jamaica; and the Seminary of St. John Vianney and the Ugandan Martyrs, Trinidad. In addition, the Institute of International Relations, Trinidad, offers a postgraduate diploma and higher degree programmes and the Caribbean Meteorological Institute, Barbados, offers a major in the B.Sc. degree programme. More recently, the Centre for Management Development (CMD) has come on board, offering several programmes including the Masters of Business Administration (MBA).

The mission of the UWI is:

...to unlock West Indian potential for economic and cultural growth by high quality teaching and research aimed at meeting critical regional needs, by providing West Indian society with an active intellectual centre and by linking the West Indian community with distinguished centres of research and teaching in the Caribbean and overseas. UWI recognises that as a regional university supported by the West Indian peoples, and as the sole local organisation equipped to meet local requirements and to relate its own developmental programmes to them, it should give priority to regional needs.

Distance Education at UWI

In 1983, UWI began offering distance education courses using an audio-teleconferencing system that was known as the UWI Distance Teaching Experiment – (later Enterprise) – UWIDITE. Course delivery was primarily via teleconferencing, but students also received supplementary print materials. In addition to formal programmes such as the Certificate in Business Administration and the Certificate in Education programmes, UWI also offered outreach and related programmes in health, agriculture and education and facilitated UWI administrative meetings over the teleconferencing system. The name UWIDITE soon became associated with the audio-teleconferencing system through which UWI made education and training more accessible, especially to people in the Eastern Caribbean.

Most programmes previously offered under the “Challenge” scheme, which since 1977 had allowed students to study Part 1 of degree programmes without attending a campus, soon began to piggyback on the UWIDITE teleconferencing system. This brought students from non-campus sites into immediate contact with their campus-based lecturers.

In recent years, the drive has been to improve the quality of UWI distance education offerings. On August 1, 1996, the amalgamation of the Distance Education Unit, Challenge, and UWIDITE was completed with the establishment of the Distance Education Centre.

The UWIDEC's Mission

The overarching aim of the UWIDEC is to provide world class distance education for Caribbean people, and in so doing help UWI achieve its mandate of widening access to tertiary level education and training, thereby unlocking the potential of the region for growth and development. Its mission is stated as follows:

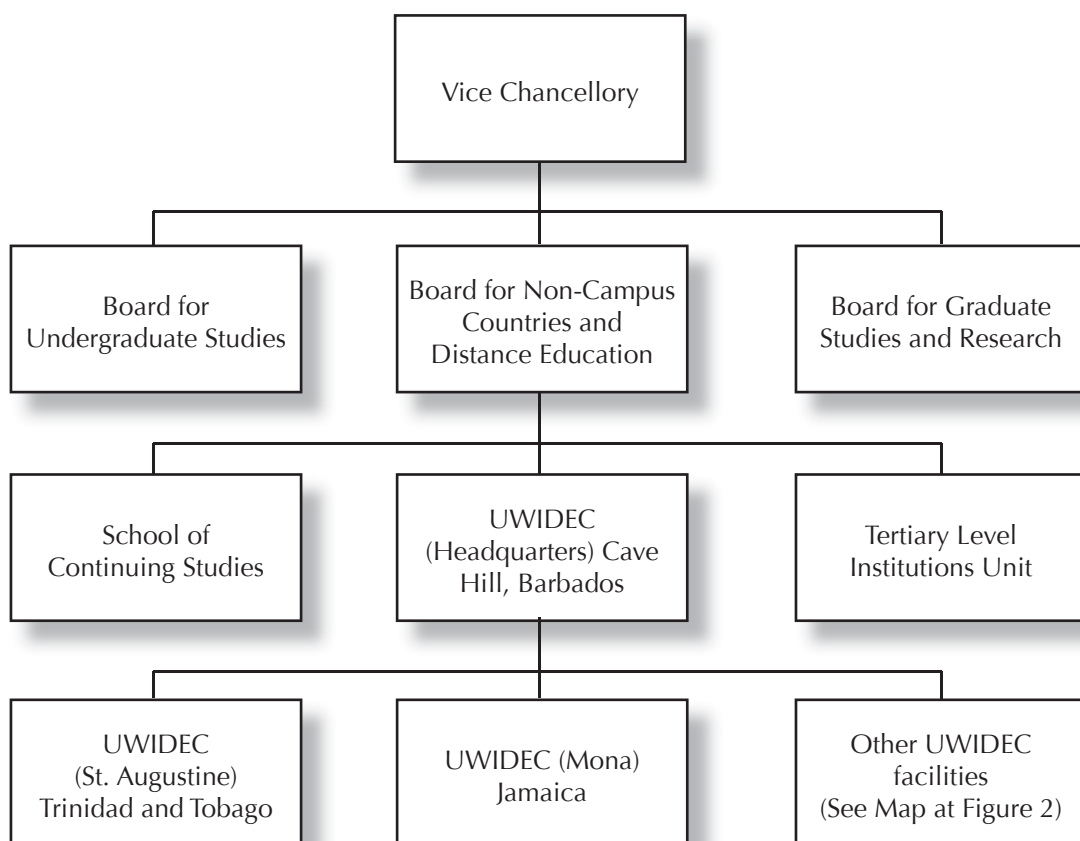
The Distance Education Centre of The University of the West Indies is dedicated to becoming a centre of excellence in itself and a catalyst for excellence in distance education throughout The University of the West Indies; to developing and delivering quality programmes by distance and, in so doing, meeting the higher education learning needs of an ever widening population of students, in order to contribute to UWI's mission of unlocking the potential of the peoples of the region. Driven by the commitment to promote increased access to university education, and recognizing the particular and special needs of the distance education student, the UWIDEC assumes the lead role in

Organisational Structure of the Distance Education Centre

The Distance Education Centre has its headquarters at the Cave Hill Campus in Barbados, with offices on the St. Augustine and Mona campuses. Heads of University Centres in each non-campus country manage the UWIDEC's affairs for their country. In locations where a University Centre does not exist, distance-learning operations may be located at a centre headed by a Site Coordinator.

A Pro-Vice-Chancellor with responsibility for the Non-Campus Countries and Distance Education oversees the work of the UWIDEC, as well as the work of the School of Continuing Studies (SCS) and the Tertiary Level Institutions Unit (TLIU). The staff of the UWIDEC includes a director, an assistant registrar, materials development teams, and project and co-ordination officers. There are also telecommunications, programme and delivery personnel, and a student support services coordinator who represents student concerns to the relevant authorities. Figure 1 shows the location of the UWIDEC in the organisational structure of the UWI.

FIGURE 1: THE DISTANCE EDUCATION CENTRE IN THE ORGANISATIONAL STRUCTURE OF THE UNIVERSITY OF THE WEST INDIES



STUDYING BY DISTANCE MODE AT UWI

What is Distance Education?

Practitioners around the world have suggested various definitions of distance education. We'll use this one:

Distance education involves an approach in which the learner(s) and teacher(s) and the educational institution, are separated by time and/or distance.

Communication between the teacher and the learner in a distance education context is non-contiguous, but interactive, employing various media - print, audio, video - and various delivery methods - audio, video and computer conferencing, as well as e-mail, rather than (but sometimes including) face-to-face methods.

In distance education, there is usually a formal educational organisation, such as a university, which provides study materials, support services and certification.

Certification

UWI is a dual mode institution that offers a variety of programme methodologies both by face-to-face and distance. Degrees taken at a distance are equal to those taken by the face-to-face mode. Although examination papers may differ, they are equivalent, so that, there is no difference between UWI degrees earned through studying at a distance and those earned through face-to-face studies.

Delivery of Distance Programmes at UWI: The Blended Learning Approach

The delivery of the University's distance programmes has moved to an approach known as blended learning. One element of the former mixed-delivery mode has been retained, namely the self-study print-based instructional package which comprises:

- The *course material* that contains the essential content into which is integrated learning activities.
- A *compilation of readings*, where appropriate, are normally linked to relevant sections of the teaching text.
- The *course guide* that contains course-related information, such as the course outline, guidelines on the study of the course, references to additional resource material, and important deadline dates. It will also normally contain, as appropriate, the assignment, information on the mid-semester examination and the final examination. Some aspects of the course guide will change from year to year.
- In some instances, you may not be provided with course material and readings. Rather,

you may be asked to purchase a textbook. In such cases, UWIDEC will pay BDS \$62 towards the cost of the textbook, and you will be required to pay the balance. In other cases, although students will receive the full course package as described above, the course coordinator may require an additional text. When this situation arises, you will be required to pay the full amount of the cost of that additional text.

With blended learning, the intention is to place greater emphasis on the *asynchronous* dimensions of delivery and reduce emphasis on the *synchronous* dimensions. In other words, UWIDEC is focusing more on using technologies that allow students to study anywhere and at any time, and less on those technologies that require students to be present at a particular place at a particular time. As a result, the following are to be noted:

- The **self-study print-based instructional package**, as described above, remains a significant component of the blended learning approach.
- The main new asynchronous technology introduced has been a **web-based Learning Management System (LMS)** {accessed via <http://courses.dec.uwi.edu>}. The LMS that UWIDEC is currently using is *Moodle*. In that web-based environment, depending on the course, students engage in any of the following activities:
 - o Participate in an online discussion forum.
 - o Undertake practice exercises also known as self-assessment exercises (SAE's).
 - o Do multiple-choice questions (MCQs).
 - o Engage in some limited research activity using links to other web sites.
 - o Comment on articles or any other material selected by the course coordinator.
 - o Engage in other activities that the course coordinator may decide on.

In all of the above activities, you are monitored by *e-tutors*. Students from across the region are divided into online groups and each group is assigned an e-tutor.

Another new asynchronous technology introduced is the **CD ROM**. This technology has primarily been used to provide students with Power Point presentations (with audio narration) of some selected aspect of the course content as decided by the course coordinator. It may also include other course elements as decided by the course coordinator.

- The above three asynchronous delivery methodologies form the basis of the new blended learning approach. It is to be noted, however that:
- The **face-to-face tutorial** as described on page 10 will no longer be the main form of tutoring. Each site will arrange for a limited number of face-to-face tutorials as the need arises, however

these face to face tutorials will be optional and at the discretion of the site coordinators.

- The **course coordinator-led audio-conference** will be retained in the foreseeable future with reduced hours.

Orienting Students to Blended Learning

To prepare new students for the blended learning approach, the UWIDEC has developed two non-credit courses, which are part of a Vacation Student Support Programme (VSSP) conducted between July and August each year. The two courses are: *Orientation to Online Learning (IYSS 1001)* and *Improving Your Study Skills (IYSS 1002)*.

Orientation to Online Learning is intended to help you familiarize yourselves with studying in the online environment, using the LMS *Moodle*. The course is delivered by UWIDEC site technicians in a single, 3-hour face-to-face session and covers two topics, namely *Preparing for eLearning* and *Preparing for a UWIDEC online course*. A self-study student manual is provided for each student to reinforce what is done during the face-to-face session.

Improving Your Study Skills (IYSS) is a six-week, on-line course offered free to all new students after completion of the course *Orientation to Online Learning*. Through IYSS, UWIDEC is seeking to provide you with the opportunity to find out your specific learning styles and get the most out of your study of the reading courses in particular, while building confidence in learning in the online environment. Topics covered in the course include:

- ***Learning Styles and Study Strategies***
- ***Reading for Meaning***
- ***Strategies for Critical Reading and Working with Numbers***
- ***Taking Notes***
- ***Avoiding Plagiarism***



PART II:

APPLICATION PROCEDURES

AND

QUALIFYING TEST/REMEDIAL COURSES

APPLICATION REQUIREMENTS

Who can apply?

Any resident of the Caribbean who satisfies UWI's matriculation requirements can apply to study at a distance. An applicant requires **a minimum of five subjects (CXC General Proficiency Grades I to III or GCE '0' Level) including English Language, which is compulsory for entry.** You must also satisfy the entry requirements of the faculty of your choice. For example, English Language and Mathematics are required for any degree programme offered by the Faculty of Social Sciences.

Age entry requirement

There is no minimum age requirement for entry to undergraduate programmes at UWI, except in the Faculty of Medical Sciences. However, if you are seeking admission to UWI to enrol in a distance programme you should be 17 years or older on December 31st of the year in which you apply.

Qualifications for admission

Applicants are required to satisfy the relevant University minimum entrance requirements for matriculation, either at Normal or Lower Level, before being considered for admission to degree or other programmes. These are explained below:

(a) Normal matriculation: admission to undergraduate degree courses

Applicants with the qualifications listed in Schemes A and B below are eligible under normal matriculation for admission to degree programmes, provided that they have an acceptable pass in English (A) in an examination of the Caribbean Examination Council (CXC) or an acceptable equivalent. (An acceptable pass in a CXC examination is defined as a pass with Grades I or II at the General Proficiency Level, or Grade III General Proficiency **from June 1998.**)

Holders of CXC Certificates, General Certificates of Education (GCE) (or the approved equivalents) who satisfy either Scheme A or Scheme B as stated below:

Scheme A: They possess FIVE (5) subjects of which at least TWO (2) must be GCE Advanced Level (A-Level) passes, while the remainder may be acceptable passes in the CXC or GCE "0" Level examinations.

Scheme B: They possess passes in FOUR (4) subjects of which at least THREE must be GCE A-Level passes, while the fourth may be an acceptable pass in the CXC or GCE "0" Level examinations.

CAPE (Caribbean Advanced Proficiency Examination)

- (i) Candidates who have passed two 2-unit courses in a particular subject area fall within the two (2) A' Level matriculation standing (Reference Scheme A).

- (ii) Six (6) Caribbean Advanced Proficiency Examinations (CAPE) Units, including the two single-unit courses - Caribbean Studies and Communication Studies will be accepted for normal matriculation (Reference Scheme B).

In either scheme the subjects must be those approved by the University as listed in its Regulations and need not have been passed at one sitting. With the exception of the special concession for Mathematics subjects, no subject may be counted at both CXC General Proficiency level and GCE Advanced level and some subjects cannot be counted together.

Associate degrees

An Associate Degree from the Barbados Community College, the College of the Bahamas, and St. John's College, Belize; the Associate Degree in Science of the Marryshow Community College, Grenada; the Associate Degree in Management Studies, Royal Bank Institute of Business and Technology (ROYTEC), Trinidad & Tobago; and the Associate Degree in Business offered by the Council of Community Colleges, Jamaica, provided that holders achieve a Grade Point Average of 2.5 or above.

(b) Lower level matriculation

The following are eligible under lower level matriculation:

Holders of five (5) CXC or GCE "0" Level certificates with acceptable passes or equivalent, not necessarily obtained at the same sitting, as follows:

- (i) English (A), and
- (ii) Mathematics or a foreign language, or an approved science (not Health Science), or additional Mathematics or Geography
- (iii) Three (3) other approved subjects not already counted above.

You should note that the same subject cannot be counted at both CXC General Proficiency and GCE Ordinary Level.

(c) Mature students

- (i) Applicants will be considered for admission if they fulfil the following criteria:
- have been out of school for at least five (5) years
 - are over the age of 21 years
 - have demonstrated academic potential
 - have gained academically relevant knowledge and work place experience.

- (ii) Applicants will be required to present, where appropriate:
 - official academic transcripts*, certificate, documents and references.
 - a document outlining knowledge development and employment record.
- (iii) Applicants may be interviewed by the Dean of Faculty or his/her nominee who may also administer a test.

Applicants should also submit two (2) references in support of their applications. Please note that admission under this category is not guaranteed and is subject to approval by the Faculty.

* *Transcripts should be forwarded directly from the issuing institution. Transcripts in the student's possession are not usually accepted as authentic records of academic achievements.*

(d) Specially admitted students

Some students may be able to apply to take distance education courses under the category of specially admitted students. Below is an extract from the UWI's regulations for specially admitted students, taken from the University Calendar 1999/2000, p.22.

In addition to the students admitted to courses leading to degrees, the Vice Chancellor may admit to the University as specially admitted students, for limited periods, such as he may deem fit provided that they comply with the following regulations.

Special admission

The following persons are eligible for special admission:

- 1) Persons sponsored by governments or other employers to read certain courses, not for credit towards a University qualification, under a special arrangement.
- 2) Private individuals who wish to pursue and develop a particular area of intellectual interest.
- 3) Graduates of UWI or of other recognized universities who wish to pursue a particular course or courses:
 - (a) to equip themselves for a particular job;
 - (b) increase efficiency in the performance of a job;

- i. Such students should be known as “specially admitted students”.
- ii. Applications for special admission must be made on appropriate forms.
- iii. To be considered for entry as “specially admitted students,” applicants should normally be matriculable.
- iv. Those students who do not satisfy the requirements for entry to the University must provide satisfactory evidence of their previous studies. In appropriate cases they may be required to sit for a special entrance examination. In the assessment of the qualifications of applicants due allowance should be made for their maturity.
- v. Specially admitted students shall be required to pay the appropriate fees as are in force.
- vi. Such students shall be required to comply with the General Regulations for Students as are in force.
- vii. Normally a specially admitted student should be allowed to take no more than twelve (12) credits in any given year; nor more than a total of 24 credits under this category of registration.
- viii. Specially admitted students are permitted to write the University examinations appropriate to the course(s) they have been allowed to pursue.
- ix. Their membership of the University shall be subject to satisfactory reports on their work and conduct.
- x. The credits obtained through special admission can be counted towards UWI certification and University programmes provided they have been obtained within such time limits as are set from time to time by the institution.

If, at some later time, a student who was specially admitted should seek entry into a programme in which the course(s) taken are a part, the student will need to apply for exemption and/or credit, and cannot use such a course(s) for matriculation purposes.

(e) Provisional matriculation in the distance education programme

Mature applicants to programmes in the UWIDEC (i.e. those who would be aged 21 or more at the time of entry to the programme) who do not satisfy minimum entrance requirements may be admitted on a provisional basis. Such students will be required to complete successfully a number of courses, not less than four, to be specified by the UWIDEC in the light of their background and the programme they intend to take. Upon successful completion of these courses within a timeframe determined by the UWIDEC, such students will be registered as normally matriculated students.

APPLICATION PROCEDURES

How to apply

Once you are sure that you meet the university's matriculation requirements, you may apply online at: <http://www.dec.uwi.edu/prospective>.

You may also obtain an application form from the Head of University Centre, the Site Coordinator or a Campus Registry. Your application must be returned to the Head of the University Centre/Site Coordinator or Campus Registry by the date stipulated on the form of the year for which you wish to be registered. Your application must be accompanied by the appropriate application-processing fee, which is indicated on the application form. **Indicate clearly on the application form the programme of study you wish to pursue.**

The Head of the University Centre/Site Coordinator will forward your application to the relevant Campus Registry. (Late applications will only be accepted in exceptional circumstances and will be subject to a late fee of US\$5.00 or its equivalent in the currency of your country).

Documents to be submitted with your application

Along with your application form, you must submit the original (along with one photocopy each) of the following documents to the Head of the University Centre/Site Coordinator/Campus Registry:

- (i) Birth certificate
- (ii) Academic certificates/grade slips
- (iii) Professional certificates/diplomas (where applicable)
- (iv) Marriage certificate/deed poll (whichever is applicable) if the present name is different from that on documents). Each name must be spelt correctly and also correctly hyphenated, where necessary.

The Head of the University Centre/Site Coordinator or Registrar will certify the photocopies of your documents and return the originals to you. **Please remember to collect your original documents from the Centre before the start of the semester.**

Submission of transcripts

If you have a professional certificate, diploma, and/or university degree from an institution other than the University of the West Indies, you should ask that institution to forward an **original transcript** directly to the appropriate Registrar's office (see page 35) by **March 31** of the year in which you apply.

For those whose qualifications were obtained from the University of the West Indies, the transcript request forms are available from the Head of the University Centre/Site Coordinator. Applicants should note that there is a cost attached to the processing of a request for a transcript. The Head of the University Centre/Site Coordinator will have details of these costs.

The application process

1. Application forms should be completed carefully by following the instructions provided.
2. When completing the form, please be sure to print clearly, press firmly as you write, and provide all the information requested.
3. Return completed application forms with the relevant documents and application fees to the Head of the University Centre/Site Coordinator/ Campus Registry, by the deadline specified.

How the application process works

Here's what happens when your application form arrives at the campus:

1. (March - April)

The Campus Registry sends you an acknowledgement letter, which indicates that it has received your application form and supporting documents. The letter will advise you of the status of your application and will specify any additional steps you must follow to complete the process. **This letter of acknowledgement does not, however, confirm admission to the programme of your choice.** You should note that if documentation is missing, it is essential that you arrange to send it to the Campus Registry as quickly as possible.

2. (May - July)

Your application is processed. When the Registry receives all the required documents from you, your application is forwarded to the relevant faculty selection committee for a decision on your admission. Through your Head of the University Centre/Site Coordinator or from the Campus Registry/UWIDEC Registrar, you will receive a formal offer of admission as well as fee sheets and other relevant information.

Re-entry to the University

Re-entry after a leave of absence

Students who are on approved leave of absence from UWI are eligible to return and re-register at the end of the leave period without reapplying for admission.

Re-entry after being required to withdraw

Students required to withdraw from the University for failing to complete their degree programme, or for failing to complete Levels I and II of their programme within the stipulated period may be re-admitted to the Faculty after at least one year has elapsed since their withdrawal.

Students, who wish to resume studying, must re-apply on the UWI application form available from the Head of University Centre/Site Coordinator or Campus Registry. This must be forwarded to the Campus Registrar's Office with the necessary fee, by **February 28** of the academic year preceding that in which re-entry is being sought.

Re-entry students may be given credits for courses previously passed. Determination of such credits will depend upon the grades achieved, the time that has elapsed since the courses were passed and the relevant student's activities during the elapsed time. Credit will not normally be given for courses with a grade of less than B.

The Amendment to the Regulations Governing Re-admission is as follows:

*A candidate who has been required to withdraw from the Faculty may apply to the Faculty for re-admission **one** (1) academic year after withdrawal. Each case will be considered on its own merit, but will only succeed if the Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.*

Transfers

Transfer to another programme/faculty

When you register as a distance student in one Faculty, you are normally expected to complete your programme in that Faculty. You can; however, request a transfer to another Faculty, or to another programme within the same Faculty, but such a transfer is not automatic.

To transfer to another Faculty or to another programme, you have to get permission from the relevant Faculty. You should apply for a transfer on the *Transfer form*, which is available from your Head of the University Centre/Site Coordinator or Registry. Submit the completed form to your Head of the University Centre/Site Coordinator and they will submit your request to the relevant Registry on your behalf. This must be done no later than **March 31st** of the academic year preceding the one in which you desire entry. Please note that face-to-face students may also apply for transfers to distance programmes.

Transfer from distance to face-to-face

When you register as a distance student for any of the undergraduate, post-graduate or certificate programmes, you will be expected to complete the programme by distance mode. Transfer to the corresponding face-to-face programme will **not** normally be allowed. However, since Levels 2 and 3 of the B.Sc. in Economics or Accounting programmes are not available by distance, students will obviously be allowed to transfer.

To transfer to Level 2 you must complete the application for transfer form, which is available from your Head of the University Centre/Site Coordinator or Registry, by the date specified. The decision to admit a student on transfer is subject to the approval of the relevant Faculty Board and entrance committee.

QUALIFYING TEST/REMEDIAL COURSES

The English Language Proficiency Test (ELPT)

The ELPT must be taken by all students who do not have the qualifications to allow them to register for English for Academic Purposes (FOUN1001/FD10A). Depending on your campus of registration, the ELPT is used for various purposes. For students seeking admission through the Cave Hill and St. Augustine campuses, the ELPT is a diagnostic test. For candidates seeking entry through the Mona campus, **passing the ELPT is an entry requirement** for admission into all undergraduate degree programmes.

Persons in the following categories are exempted from the ELPT:

- (a) Persons with any one of the following English Language qualifications:
 - (i) Grade 1 - CXC English 'A' examination
 - (ii) Grade A - Cambridge GCE O' Level
 - (iii) Grade A or B - Cambridge GCE 'A/O' Level General Paper examination
- (b) Persons who are applying to enter a UWI undergraduate Diploma or Certificate programme.

What if you fail the English Language Proficiency Test?

If you fail the ELPT, you will have to take a course called **Language Proficiency for Tertiary Level**. Self-instructional materials are designed for this course and they can be bought from your DE site. Enquire at your site for information on how to obtain these materials. Once you have completed the course, you retake the ELPT. Different campuses offer the test at different times throughout the academic year. Check at your site to find out when and how often the test is administered by the campus at which you are registered.

Remedial Mathematics

For entry into certain B.Sc. programmes, Mathematics is a requirement. You are required to have a minimum of CXC General Proficiency or the equivalent, or else you will be required to pass MATH0900/CE001 Mathematics¹ **in the summer prior to admission** to the programme of study, **or by the end of Semester 1** in the year of entry to your programme of study. You should consult your Head of the University Centre/Site Coordinator for information about how to access MATH0900 through the School of Continuing Studies. **You should note that you are required to obtain a grade of at least B+ in this course for equivalency.**

Since CXC, O'level Mathematics or MATH0900/CE001 is a prerequisite for ECON1003/EC14C Mathematics for the Social Sciences I; you are required to obtain the requisite pass in one of these Mathematics courses **before** you are allowed to register for ECON1003/EC14C.

¹ This is a remedial mathematics course offered through the School of Continuing Studies.



PART III:

COSTS

COST

Undergraduate course fees

Currently, the cost of a three-credit course for any of the undergraduate degree or certificate programmes is **BDS\$360.00** (or the equivalent in the currency of your country) and a six-credit course is BDS\$720.00. This covers the cost of materials (except textbooks), teleconferences, tutorials and examinations.

Postgraduate course fees

The cost of the Advanced Diploma in Construction Management is **TT\$2,400/BDS\$800** (or the equivalent in the currency of your country) per course. This programme has a project that is equivalent to three courses in weight which has a cost of BDS\$2,400/TT\$7,200.

Late registration fee

Students registering after the deadline date given for registration in any semester will be charged a late registration fee of **BDS\$30.00** up to one week after the deadline for registration, if registration is allowed after this date, there is a late fee of **BDS\$50.00**.

Fee for writing examinations only

If you have been granted permission to sit examinations only, the cost is **BDS\$90.00**, (or the equivalent in your currency). For more information on sitting examinations only, please refer to the section on Examinations (page 36).

Fees for writing examinations at another site/campus

If you have been granted permission to write examinations at a site other than the one you are registered at, there is an administrative cost of **BDS\$40.00** for this service.

Additional fees

In addition to the course fees, there may be 'small fees' for your identification card, computer laboratory use and/or UWI caution fee.

Fee penalties

You should note that in accordance with Examination Regulation, *61(iii) and (iv)* late fees are charged for failure to collect examination cards by the stated deadline. In addition, a cost is levied for a failure to produce examination cards at a prescribed examination. There is also a fee that is levied for a failure to produce your ID card at an examination.

Refunds

Students voluntarily withdrawing from a UWI distance education programme will be entitled to refunds as follows:

- Withdrawal up to the end of the first week of teaching, i.e. week ending September 8, 2006 – 100% of course fee.
- Withdrawal up to the end of the second week of teaching, i.e. week ending September 15, 2006 – 75% of course fee.
- Withdrawal up to end of the third week of teaching, i.e. week ending September 22, 2006 – 50% of coursefee.
- Students withdrawing after this period will NOT be entitled to a refund.

Additionally, the amount of the refund you receive will be dependent on whether you have already received all of your course materials. If you apply for a refund after having received all of your course materials, your refund will be less the cost of the course material, which at present is estimated at BDS\$60.00.

A refund may also be given following the official granting of Leave of Absence. You should write a letter to the Campus Bursar through your Head of the University Centre/Site Coordinator along with a copy of the permission letter you received from the University and a copy of your receipt for the relevant fees paid. The time frame for refunds for leave of absence is the same as the deadlines mentioned above for voluntarily withdrawal.

Please note the following:

- 1. Failure to pay fees by the specified deadline could result in de-registration.**
- 2. Course fees are subject to change from time to time as mandated by the University.**



PART IV:

REGISTRATION

REGISTRATION

Components of registration

Registration involves three (3) components, all of which must be done for the process to be complete:

1. Selection of courses and approval of academic programme,
2. Financial clearance
3. Registrar's approval

Rules governing registration

A student may not be registered for two or more programmes simultaneously, whether at UWI or at any other institution, unless the Board for Undergraduate Studies or the Board for Graduate Studies and Research as appropriate in any particular case decides otherwise.

A student awaiting the final results of a programme in which he or she is registered may be granted permission to register provisionally in another programme pending the outstanding results. If the result is unfavourable, the student will be required to withdraw from the programme in which he or she is provisionally registered or from the original programme if it is not a prerequisite for the second programme.

Campus of registration

Your campus of registration is based on your geographic location as follows:

- Cave Hill Campus Countries of the Eastern Caribbean
(Anguilla, Antigua and Barbuda, Barbados, The British Virgin Islands,
Dominica, Grenada, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the
Grenadines)
- St. Augustine Campus All Intra-Trinidadian sites and Tobago
- Mona Campus All Intra-Jamaican sites and countries of the North and Western Caribbean
(The Bahamas, Belize, Cayman Islands, Turks & Caicos)
- **Registration with UWIDEC** - It is expected that UWIDEC will shortly take over the facility now carried out by individual Campuses. When this change occurs you will be registered with UWIDEC rather than

Registration process

Registration will be online for all students from this academic year (2006-7). You should access the following URL (website) in order to complete your registration:

<http://www.dec.uwi.edu/registration>

Procedures for registration – new students

Having paid all the relevant fees, your next step is to complete your registration online by accessing the website listed above. Following academic counseling, you should go online to select the courses you require. You will be provided with specific instructions on how to carry out this process in your registration package.

Print a record of your online registration and retain it for your personal records. You can access the student administration system at anytime to view your registration.

You should complete your registration by the date specified in your registration package. There is a period allotted for late registration, however, you will incur a late registration fee. If your registration is not completed by the end of the late registration period you will be considered to have withdrawn from the UWI. Your Head of the University Centre/Site Coordinator will advise you of the deadline for late registration.

Procedures for re-registration - continuing students

Please ensure that you:

- Obtain your examination results through your Head of the University Centre/Site Coordinator or directly from the relevant Campus Registry.
- Pay all fees by the date specified.
- Complete your registration online accessing the website above - please note: you will not be allowed to register for courses for which you have not passed the pre-requisites except if approval is given by the Dean of the Faculty.

Registration Approval

Your registration will be approved online by the relevant Faculty and the Registrar or her designated official.

Changes to your initial registration (add/drop)

You may change your registration online throughout the registration period. After the end of the registration period, no changes will be permitted without the approval of the Faculty. In such cases you will complete a paper Change of Registration Form as detailed below.

the Head of the University Centre/Site Coordinator to the Campus Registry for processing through the relevant faculty office.

Course changes must be completed in accordance with the official UWI deadline dates. You can make changes up to the **end of the third week of Semester 1, and up to the end of the second week in Semester II.**

Late Registration

If you are unable to register by the final registration date at the end of the third week of Semester I, you should seek permission for late registration or you will be considered to have withdrawn from UWI. **You will incur a late registration fee if you register late.**

Number of credit hours for which you can register

As a part-time distance student, you will be allowed to register for a maximum of 21 credits or a minimum of 12 credits over a period of two semesters. In your first semester (as a new student), we suggest you register for two three-credit courses and no more than three courses in any semester.

Registering for courses for which you are awaiting results

The Registrar recognises that sometimes results are late and therefore allows students to register for courses while awaiting results. However, you must get approval from your Faculty; your Resident Tutor/Site Coordinator will facilitate this process.

Registering for a course already passed

A candidate who has recorded a pass in a course will not be permitted to re-register for that course.

Trailing lower level courses into the level above

Normally, the Faculty will allow you to trail no more than two Level 1 courses into Level 2, provided that the courses you are trailing are not prerequisites for the courses for which you have registered for Level 2. You may also be allowed to commence Level 3 courses and trail no more than two Level 2 courses, provided you have satisfied the prerequisites for the Level 3 courses.

Requests to Carry Forward Coursework

Requests to carry forward coursework must be made through your Head of the University Centre/Site Coordinator to your Faculty **by the end of the relevant registration period for each semester.**

Exemptions

If a course already completed successfully in one programme is the same as that to be pursued at a particular level in another programme, a student may receive exemption from that course. Note that not more than **five years** must have elapsed from the time of graduating to the date of entry into the programme for which you have applied. You should ascertain which courses have been approved for exemption by writing to the relevant faculty through the Assistant Registrar, Distance Education, Cave Hill.

Exemptions based on the completion of the CBA or CPA

With effect from Academic year, 2004-2005, **exemptions are granted for all relevant, equivalent, B.Sc. Level 1 courses taken in the CBA or CPA programmes**, irrespective of whether students entered as *lower level, fully matriculated, mature students* or as *specially admitted students*. However, exemptions are **not** allowed for the year-long courses.

Leave of absence

If you cannot do any courses in a particular semester during the academic year, you should apply for leave of absence (LOA). However, you must have spent at least one year at the University before being eligible for a LOA except in extenuating circumstances. In any case, the granting of leave of absence is subject to the UWI regulations, which may be in force.

Any student who wishes to take leave of absence must apply for it by writing to the Assistant Registrar, Distance Education through the Head of the University Centre/Site Coordinator. The student must give the reason(s) prompting the request and give any additional comments pertinent to the request.

Applications for leave of absence **for a semester** shall be submitted by the end of the **third week of the relevant semester**.

Applications for leave of absence **for the academic year** shall be submitted by the end of the **third week of Semester 1**.

A late request may be considered, but your written request must be submitted before the start of mid-semester examinations.

Withdrawal

Voluntary withdrawal

If you find it necessary to withdraw from UWI, you must apply in writing to the Assistant Registrar or use a withdrawal form available at the University Site and submit it to the Head of University Centre/Site Coordinator for forwarding to the relevant Campus Registrar's office. This should be received no later than January 31st of the current academic year.

You cannot withdraw from UWI by simply telling a tutor or the Site Coordinator/Head of University Centre or by ceasing to complete assignments and/or attending tutorials/teleconferences. You must apply in writing or use the withdrawal form prescribed for the purpose.

Required to withdraw

Each Faculty has regulations concerning rate of progress within a programme of study. You are expected to gain a specified number of credits by the end of a designated number of semesters **or you will be required to withdraw from the programme.** See Part VII of this handbook for the minimum number of credits needed for each semester.

Change of personal information

Name changes

There are two (2) types of change in one's name that the UWI recognises (other than the correction of a clerical error):

- 1) Change due to marriage or divorce.
- 2) Legal name change, e.g. adoption, court order, etc.

All students requesting a change of name must complete a *Correction of Biographical Data form* and submit the legal document certifying the change to the Head of the University Centre/Site Coordinator or Campus Registry. The Head of the University Centre/Site Coordinator will certify a photocopy of the document and forward this to the Campus Registrar's office with the confirmed *Correction of Biographical Data form*.

If the change of the name is due to a UWI administrative or clerical error, a student's valid passport or national ID card is sufficient identification to correct the error.

If the change in name involves several hyphenated parts to the surname, please ask your Head of University Centre/Site Coordinator to write to the Campus Registry to point this out, as the computers used to prepare student's records will normally accept a specific number of letters (e.g. maximum 18 for surname). You should note, however, that late submission of a change of name may prohibit any change to your documentation, especially where certificates have already been issued.

Address/telephone number changes

Students may update their addresses, telephone numbers and emergency contact information online at anytime. In order to ensure that important correspondence reaches you in good time, you must keep this information current.

You may also notify the University of these changes in writing (on a *correction of Biographical Data* form) through your Head of the University Centre/Site Coordinator or the Campus Registry. The new information will then be entered into the Student Administration System.

The Student Administration System will normally store at least three types of addresses for students:

- 1) Permanent address - the address to which correspondence can be sent to the student at any time.
- 2) Business address - the address of the place of employment.
- 3) Emergency Contact address - the address of a person to contact in case of an emergency.

Deceased students

If you learn of the death of a currently enrolled student, please notify the Head of the University Centre/Site Coordinator who will then inform the Distance Education Centre in writing. You should note also, that under the Examination Regulations, the "University shall not award a posthumous aegrotat degree



PART V:

EXAMINATIONS

EXAMINATIONS

For some courses, in addition to assignments, you might have a mid-semester test and an end of the semester examination at a designated examination centre (for example, a UWIDEC or UWI site) in your country. Some courses may have an alternative to the final examination, such as a major project/action research.

Distance examinations

The examinations set for distance students are not always the same as those set for face-to-face students. In certain cases, they may differ for logistical reasons, but course coordinators make sure that standards are not compromised in any way. **When writing an examination, you should ensure that the examination paper is the one prescribed for distance students.**

Steps to take before an examination

1. Collect your examination card from your centre; it will show your full name, your ID number and the courses for which you are registered to write examinations. You should immediately report any discrepancies on your examination card to your Head of the University Centre/Site Coordinator.
2. Check the examination schedule at your site or at the Campus Registry, and enter the date(s) and time(s) of your examination(s) on the card (***A candidate shall not write anything on the Examination card except the examination timetable***). All written examinations are scheduled for the morning, afternoon, or the evenings and are two or three hours in length. In some exceptional cases, examinations may be scheduled on public holidays. **It is your responsibility to make sure of the dates, times and venues of the examination(s) for which you are registered. Students are advised that in no circumstance should reliance be placed on any oral communication of the timetable. The timetable will be published in an appropriate location. No member of academic staff is authorised to communicate timetable information to you.**
3. Arrive for your examination at least fifteen minutes prior to its scheduled start (candidates arriving late will NOT be allowed extra time) and present your examination and identification cards to the invigilator. Retain your examination card for presentation at all later examinations.

Writing examinations at another site/campus

If you are unable to write examinations at your own site, you must formally make a request to write them at another location. To do this, write to the Assistant Registrar of Examinations, of your campus of registration, through your Head of the University Centre/Site Coordinator. This should be done at least four (4) weeks prior to the date of the particular examination. You will be required to pay a fee of BDS\$40.00 for this service.

Absence from examinations

When you register at the beginning of the semester for any course in a Faculty, you are at the same time registering to be examined for that course. If you register for a course and do not take the examination you will be recorded as **fail/absent (FA)**.

Please note however, that the *Examination Regulations for First Degrees, Diplomas and Certificates* state:

Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination unless the relevant Academic Board shall approve otherwise on the recommendation of the relevant Faculty Board.

Absence from examinations as a result of illness

You must request permission for absence from an examination because of illness; however, you **must** support your request with a **medical certificate** submitted through the Head of the University Centre/ Site Coordinator to the Campus Registry **within seven days from the date of the examination** in which your performance is affected. The medical certificate should give brief details of the nature of the illness without breaching medical ethics.

The Examination Regulations for First Degrees, Diplomas and Certificates state inter alia that:

- (i) *If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he/she must do so within seven days of that part of the examination, which may have been affected.*
- (ii) *In cases of illness the candidate shall present to the Campus Registrar (or in the case of candidates in the Non-Campus Countries in either Distance mode or TLLs through the Resident Tutor [Head of University Centre] or the DE Site Coordinator) a medical certificate, as proof of illness, signed by the University Health Officer or by any other medical practitioner approved for this purpose by the University. The candidate shall send the medical certificate to the Campus Registrar within seven days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in exceptional circumstances.*
- (iii) *Where in the opinion of the medical adviser concerned a student is unable to submit a medical certificate himself/herself, the medical adviser may do so on his/her behalf, within the prescribed time.*

If you cannot report your special circumstance to the relevant Campus Registrar /UWIDEC Registrar, the Board of Examiners shall NOT take cognisance of, nor give consideration to it.

Notification of examination results

Students are notified of examinations results through the students' online system.

Dissatisfaction with final examination results

You may appeal for a review of examination grades and/or for re-marking of examination scripts by paying the appropriate fee (currently BDS \$125, or the EC\$ equivalent to BDS\$125.00, J\$2,000, TT\$375) and forwarding it, as a cheque or bank draft, along with the appropriate form, through your Head of the University Centre/Site Coordinator to the Campus Registrar. The fee is required, only, in the event that a re-mark is requested. Here is an extract from the relevant regulations governing the review of examination results:

- (i) *A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the Campus Registrar. Such a report must be made, in the case of the First Semester, **by the first Friday of the Second Semester or within five days of the issuing of grade slips whichever is later**. In the case of the Second Semester such a report must be made **within five weeks of the issuing of grade slips**, and in the case of Supplemental/Summer School or Resit Examinations **within five days** of the issuing of grade slips. For Distance Education, NCC and TLI students may communicate their dissatisfaction in writing through the Resident Tutor or TLI/DE Site Coordinator by the deadline above.*
- (ii) *The Campus Registrar shall forward the student's report to the Dean of the Faculty concerned.*
- (iii) *The student may request:*
 - (a) *to have the relevant marksheet reviewed; and/or*
 - (b) *to go through his/her FAILED script with the Examiner; and/or*
 - (c) *to have his/her script(s) re-marked.*

Note: (iii) (b) applies to FAILED courses only.

Please note that the options requested at (a) (b) and (c) must be clearly stated. If you request a review, the option, which will be applied, is (a). If it is a re-mark, that is being sought, then your request must specifically state that fact.

In the case of the re-marking of a script under Regulations 118, **the mark of the new and independent examiner(s) shall be regarded as the final mark.**

Remark of mid-semester examinations/coursework results

The Examination Regulations for First Degrees, Diplomas and Certificates state that:

Re-marking shall not apply to coursework which counts for 60% or less of the total assessment of the course and when such coursework consists of more than one piece, none of which individually exceeds 40% of the total assessment provided that where a single piece of coursework counts for more than 40%, re-marking shall be allowed for that piece.

Examinations only

Students may seek permission from the Dean of the relevant Faculty* to register to write "Examinations ONLY" in course(s) without attending classes, in the following circumstances:-

- a) He/she has failed one or two of the final courses needed to complete the degree/certificate/ diploma requirements and obtained a mark as prescribed by the respective faculty regulations.
- b) He/she has obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an exam;
- c) In exceptional circumstances, the Dean may grant a student deferral for special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

NOTE: Examinations only is marked out of 100%

* With respect to (a) above students in the Faculty of Social Sciences should have gained a mark of 35% or above in the failed course to be considered for examinations only.

If you meet (a) and (b) then you can apply for a re-sit of 'examinations only' by writing to the Dean of the relevant Faculty. Send your letter through your Head of the University Centre/Site Coordinator to the Examinations Registrar/UWIDEC Registrar at Cave Hill, the Distance Education and Outreach Officer, St. Augustine, or to the Assistant Registrar, Examinations, at the Mona Campus.

If permission is granted, you will be advised in writing and will need to pay the requisite fee, which is ¼ of the regular course fee, i.e. BDS\$90.00, or its equivalent in the currency of your country.

Withholding of results

You should note that even if permission is granted to sit an examination where fees are outstanding, results will be suppressed until the outstanding balance is cleared. Graduation certificates shall also be withheld under the same circumstances.

AWARD OF DEGREES

Award of Honours in the B.Ed. Degree (students entering UWI prior to 2003)

1.
 - i) In order to be eligible for Honours, a candidate must normally pass all courses under the appropriate Scheme of Examinations for that degree at the first sitting, except as provided under (ii) below.
 - ii) A candidate who fails not more than two such courses at the first sitting and passes at the second sitting may still be awarded Honours. However, a candidate failing three or more of these courses may not be awarded.
2.
 - i) Honours shall be awarded on the basis of performance in Faculty and Cross Faculty courses, provided that:
 - (a) no zero level or Level 1 courses are included;
 - (b) 24 credits derive from the specialization.
 - ii) To obtain **First Class Honours**, the candidate must achieve an average of not less than 11 points.
 - iii) To obtain **Upper Second Class Honours**, the candidate must achieve an average of not less than 7 points.
 - iv) To obtain **Lower Second Class Honours**, the candidate must achieve an average of not less than 4 points.
3. Notwithstanding 2 (ii), (iii), and (iv) above, any candidate with results on the borderline between classes shall be the subject of special discussion by the Board of Examiners.

Award of Honours for the BSc. Degree (students entering UWI prior to 2003)

1.
 - i) The class of degree to be awarded shall be determined on the basis of performance at Levels 2 and 3 only.
 - ii) The minimum standard required for each class of Honours shall be the following:
 - a. **First Class Honours** – either thirteen (13) 3-credit courses with a grade of A or twelve (12) 3-credit courses with a grade of A with good supporting B+ grades.
 - b. **Upper Second Class Honours** – either thirteen (13) 3-credit courses with the grade of at least B+ or twelve (12) 3-credit courses with a grade of B+ or above with good supporting B grades.

- c. **Lower Second Class Honours** - either thirteen (13) 3-credit courses with the grade of at least B or twelve (12) 3-credit courses with a grade of B or above with good supporting C grades.

N.B.: The above will be pro-rated to take into account courses other than credit courses.

- (iii) With regards to the determination of the class of degree, attention is drawn to the **modified penalty** principle, which stipulates that where a student has **failed a Level 2 or 3 examination** and subsequently re-sits that examination, or takes a substitute examination, a penalty will be applied to the examination result. The actual grade received in the subsequent examination will however appear on the grade slip.
- (iv) A course designated at registration as not for credit (NFC) shall not count for the purpose of assessing Honours.
- (v) Core courses satisfying the requirements of specialization, majors and minors must be taken into account in the determining of the class of degree.

Grade Point Average System and Marking Scheme (for students admitted to the University from academic year 2003-2004 and onward)

- (i) The class of degree to be awarded shall be determined on the basis of a weighted Grade Point Average (GPA).
- (ii) In the calculation of the weighted GPA, a weight of zero shall be attached to all Level I courses.
- (iii) Level II and III courses shall have equal weight in the determination of the weighted GPA.
- (iv) Core courses satisfying the requirements of specialization, majors and minors must be taken into account in the determining of the class of degree.
- (v) A course designated at registration as not for credit (NFC) shall not count in the determination of the weighted GPA.

Grade	Percentage	Points	Class of Degree
A+	86-100	4.3	First Class Honours GPA 3.6 and above
A	70-85	4.0	
A-	67-69	3.7	
B+	63-66	3.3	Upper Second Class Honours GPA 3.00 - 3.59
B	60-62	3.0	
B-	57-59	2.7	
C+	53-56	2.3	Lower Second Class Honours GPA 2.00 - 2.99
C	50-52	2.0	
C-	47-49	1.7	
D+	43-46	1.3	Pass GPA 1.00 - 1.99
D	40-42	1.0	
F	Less than 40	0.0	

Transcripts

How to request a transcript

The Examinations Section, upon the written request of a student, prepares official transcripts. This official transcript reflects all the academic work completed by the student. You should complete the appropriate Transcript Request Form, available from your university site, and submit it with the required fee, through the Head of the University Centre/Site Coordinator to the Assistant Registrar (Examinations).

Degree/Certificate request

How do I obtain my degree/certificate after having completed my programme?

Regulation 3. states that: After the Board for Undergraduate Studies has on behalf of the Senate of the University approved the Pass List, a Certificate for each Degree, Diploma or Certificate under the Seal of the University shall be delivered at a graduation ceremony or forwarded to each successful candidate on written request to the relevant Campus Registrar.



PART VI:

STUDENT SUPPORT MECHANISMS

WHAT SERVICES ARE THERE TO HELP ME?

The UWIDEC has in place a number of mechanisms to help students have a meaningful distance learning experience, and to ensure that all your concerns are heard and addressed. Some of the services provided are:

1. Pre-course counselling

You may contact your Head of University Centre/Site Coordinator for general counselling in determining which programme is suited to your learning needs. He or she can also advise you on the programme's entry requirements as stated in Faculty/Distance Student handbooks. Call first for an appointment. The Head of the University Centre/Site Coordinator is also available to help you overcome those difficulties of a general nature which you may experience as a distance learner and which can adversely affect your studies.

2. In-course (academic) counselling

When you register for a programme, local tutors and/or course coordinators will be available to give academic counselling for specific courses and help you cope with any difficulties you might encounter while studying.

3. Study skills and time management sessions

Your Head of the University Centre/Site Coordinator can organise interactive sessions intended to provide you with study skills appropriate for distance learners, and to help you organise and manage your time. Such sessions also serve to introduce you to other distance learners, as well as to members of staff at the site with whom you will be interacting over the duration of your programme.

4. Library services

Library and information services are provided at the University Centre libraries supported by the campus libraries at the Cave Hill, Mona and St. Augustine Campuses. The mission of these libraries is to assist in meeting the information needs of users, including UWI distance education students by providing the library-based support services that will enable each student to complete his or her course of study successfully. The names of the librarians responsible for distance students are given in **Appendix D**.

The majority of University Centre libraries operate as reference libraries with a limited circulation service. These libraries are under the supervision of a library assistant. The libraries located at the campuses provide a full range of services. In general, staff at the campus library is able to:

- Answer your research queries
- Lend books and other library-based materials
- Borrow books and library-based materials from other libraries on your behalf

- Provide access to electronic information resources
- Provide information on how to research papers and prepare bibliographies

Each campus library provides services to specific countries. Identify your country from the list below to see which campus library serves you.

Additionally you can access the **online databases** to which UWI subscribes through the UWIDEC website (<http://www.dec.uwi.edu/myUWIDEC>).

CAVE HILL	MONA	ST. AUGUSTINE
Anguilla	Bahamas	St. Vincent & the Grenadines
Antigua	Belize	Grenada
Barbados	Cayman Islands	Tobago
British Virgin Islands	Intra-Jamaican sites	Intra-Trinidad sites
Dominica	Turks & Caicos Islands	
Montserrat		
St. Kitts & Nevis		

You may contact the library by mail, telephone, fax or e-mail or through your University Site Library Assistant, or you can visit the library in person, if you live in a campus country. The contact information for the campus libraries can be found in **Appendix D**.

Some key persons who are available to help you

Head of the University Centre/Site Coordinator

Your Head of the University Centre/Site Coordinator has the responsibility to provide student support locally. Among other functions, he/she vets applications, gives general advice and serves as liaison between the university and distance students. He/she also monitors the performance of local tutors and participates in orientation activities for students and local tutors.

Contact information for the Heads of the University Centres/Site Coordinator can be found in **Appendix B**.

Tutor

You may be assigned either a local tutor or an e-tutor or both for particular courses. The general function of the tutor is to promote independent learning and to help learners individualise their courses. Your tutor will clarify and elaborate on challenging concepts and in this way help you to master them. He/she will **not** assume the function of a Lecturer/Course Coordinator. In conjunction with the Course Coordinator, your tutor will provide an orientation to the course at the beginning of each semester. He/she may also help in areas such as time management, study skills, and essay writing.

During the semester, tutors will provide tutoring sessions (at least 12 hours of tutoring per 3-credit course). In cases where a face-to-face local tutor or an e-tutor is not available, you may be required to contact a tutor at another site via fax, telephone or e-mail, or to participate in a teleconference tutorial along with students from other sites. These tutorials are not lectures, but afford you the opportunity to clarify your understanding of the subject, ask questions, share concerns, and participate actively in small group discussions.

Your tutor will discuss assignments, mark them (in some cases) and give feedback, and assist you in your preparation for the mid and end-of-semester examinations. He or she will keep records on your progress and attendance at tutorials.

Course Coordinator

In face-to face delivery, students generally have no problem interacting with the instructor. It is possible to ask questions before, during, or after classes or to set up meetings outside of class time. Distance learners do not have the same instant access, but there are ways to contact your Course Coordinator to discuss any course-related problems.

How to contact your course coordinator

1. You can ask your Head of the University Centre/Site Coordinator to arrange for you to speak to your Course Coordinator via the teleconferencing network.
2. You can write directly to your Course Coordinator who will be based at one of the three UWI campuses.
3. You can send a letter by fax or e-mail via your site.
4. You can speak to your Course Coordinator by telephone if he or she has given a telephone number during the course orientation session.
5. You may contact your course coordinator via the UWIDEC Learning Management System for courses that are online.

Be sure to always include **your name, student ID number and the course number and title** in all correspondence. Also, please ensure that you send a copy of all correspondence to your Head of University Centre/Site Coordinator. Telephone numbers and addresses of all sites are listed in **Appendix B**.

Student Support Services Coordinator (SSSC)

The Student Support Services Coordinator co-ordinates support services available through the Head of the University Centre/Site Co-ordinator. If you have a problem with **registration, return of marks, or some other administrative issue**, your first contact should be the Head of the University Centre/Site Coordinator. If he or she cannot solve the problem, your concern will be passed to the SSSC, who will then follow up with the appropriate authority.

UWIDEC Registrar

The Assistant Registrar (AR) in UWIDEC has responsibility for matters relating to your registration and the maintenance of your academic record among other duties. In some cases, your Head of University Centre/Site Coordinator will forward your query to the AR, to resolve your problem.

Routing of complaints about delivery of programmes

The Board for Non-Campus Countries and Distance Education (BNCC/DE) is aware that you may sometimes become dissatisfied with aspects of the delivery of your distance education programme and that you may wish to make your grievance known to the relevant University authority. You can help to ensure that your complaint receives prompt attention by following the procedures set out below for routing comments/complaints on the academic delivery of courses offered through UWIDEC.

- A. Write to the Director of the Distance Education Centre **through** your Head of the University Centre/Site Co-ordinator.
- B. Send a copy of your letter to the **UWIDEC Registrar** whose contact information is found in **Appendix B**.

The Director of the Distance Education Centre and/or the UWIDEC Registrar will contact the relevant persons in order to find a solution to the problem and will respond to you through the Head of the University Centre/Site Coordinator.



PART VI:

PROGRAMMES

Introduction

Students interested in pursuing a degree in Economics or Accounting can do Level 1 of their programme by distance. A student is allowed a maximum of four years to complete Level 1. Generally, students who complete the B.Sc. Level 1 by distance will have gained the 30 credits they need to be admitted into Level 2. However, it must be noted that for these degree options not all the Level 1 courses required are offered at a distance and students will have to take the others when they enter Level 2 of their programme.

Distance students who wish to take the above options must apply for a transfer to a campus to complete Levels 2 and 3. A transfer request form must be completed between February and March of the year in which the student will have attained 30 credits at Level 1. Please note that completion of the Level 1 courses does not guarantee acceptance into the face-to-face programme that the student wishes to pursue. Transfer to a programme is subject to the decision of the relevant Faculty Board and Entrance Committee.

Entry Requirements

Students must meet the University's matriculation requirements in order to be accepted into the programme. These require passes in CXC English Language Grades I or II at the General Proficiency Level, or Grade III from June 1998 or its equivalent, and CXC Mathematics or its equivalent. For entry into Economics or Accounting degree options, a minimum of a Grade 2 pass in CXC (General Proficiency) Mathematics is mandatory.

Requirements for the Award of the Degree

In order to qualify for the award of the degree, a student must complete a minimum of 90 credits (normally equivalent to 30 three-credit courses), of which:

- i. a minimum of 30 credits are from Level 1 courses, **and must include nine (9) credits of foundation courses.**
- ii. a minimum of 60 credits are from Levels II and III courses.

Course of Study

Level 1 – 30 Credits

Semester I

New Course Code	(Old Course Code)	Course Name [Pre-requisites]	Credit Value
ACCT1002	(MS15A)	Introduction to Financial Accounting	3
ECON1001	(EC10C)	Introduction to Microeconomics	3
ECON1003	(EC14C)	Mathematics for the Social Sciences I [EC08A or MATH0900 or CXC Mathematics or the equivalent]	3
SOCI1002	(SY14G)	Introduction to Sociology	3

Semester II

New Course Code	(Old Course Code)	Course Name	Credit Value
ACCT1003	(MS15B)	Cost and Management Accounting I	3
ECON1002	(EC10E)	Introduction to Macroeconomics	3
ECON1005	(EC16A)	Introductory Statistics	3

Semesters I and II

New Course Code	(Old Course Code)	Course Name	Credit Value
FOUN1001	(FD10A)	English for Academic Purposes	3
FOUN1101	(FD11A)	Caribbean Civilisation	3
FOUN1210	(FD12A)	Science, Medicine and Technology in Society	3

Assessment

Assessment is conducted by way of in-course tests, tutor-marked assignments, practical tests (where relevant) and final examination.

Students are required to pass each component of FOUN1001/FD10A (i.e. coursework and final examination) in order to qualify for a pass overall.

B.SC. DEGREE IN MANAGEMENT STUDIES

Introduction

The Faculty of Social Sciences offers the B.Sc. Management Studies degree by distance. Candidates for this degree are expected to pursue a course of study extending over a minimum of six (6) semesters and not more than eighteen (18) semesters, before being eligible for the award of the degree.

Entry Requirements

In order to be accepted into the programme, a student should meet the University's matriculation and Faculty requirements, both of which require CXC English Language Grades I and II at the General Proficiency Level, or Grade III from June 1998 (or the equivalent) and CXC Mathematics (or the equivalent).

Requirements for the Award of the Degree

In order to qualify for the award of the degree, a student must complete a minimum of 90 credits (normally equivalent to 30 three-credit courses), of which:

- (i) a minimum of 30 credits are from Level 1 courses, **and must include nine (9) credits of foundation courses.**
- (ii) a minimum of 60 credits are from Levels II and III courses.

Students who register to study for the B.Sc. Management Studies degree by distance will **not** normally be eligible for transfer to face-to-face study, and will be expected to complete the full degree programme by distance. They may, however, apply for transfer with the understanding that transfer is subject to the decision of the relevant Faculty Board and Entrance Committee.

Pre-requisites

For some courses there are pre-requisites, which must be taken and passed before registration for such courses is permitted. Where these apply, the pre-requisites (in square brackets) will be listed next to the relevant courses and are also listed at **Appendix E**.

Assessment

Assessment is conducted by way of in-course tests, tutor-marked assignments, practical tests (where relevant) and final examination.

Students are required to pass each component of FOUN1001/FD10A (i.e. coursework and final examination) in order to qualify for a pass overall.

Course of Study

Level 1 – 30 Credits

Semester I

New Course Code	(Old Course Code)	Course Name [Pre-requisites]	Credit Value
ACCT1002	(MS15A)	Introduction to Financial Accounting	3
ECON1001	(EC10C)	Introduction to Microeconomics	3
ECON1003	(EC14C)	Mathematics for the Social Sciences I [EC08A or MATH0900 or CXC Mathematics or the equivalent]	3
SOCI1002	(SY14G)	Introduction to Sociology	3

Semester II

New Course Code	(Old Course Code)	Course Name	Credit Value
ACCT1003	(MS15B)	Cost and Management Accounting I	3
ECON1002	(EC10E)	Introduction to Macroeconomics	3
ECON1005	(EC16A)	Introductory Statistics	3

Semesters I and II

New Course Code	(Old Course Code)	Course Name	Credit Value
FOUN1001	(FD10A)	English for Academic Purposes	3
FOUN1101	(FD11A)	Caribbean Civilisation	3
FOUN1210	(FD12A)	Science, Medicine and Technology in Society	3

Level 2 – 30 Credits

Semester I

New Course Code	(Old Course Code)	Course Name [Pre-requisites]	Credit Value
MGMT2011	(MS23B)	Caribbean Business Environment [ECON1001, ECON1002]	3
MGMT2012	(MS23C)	Introduction to Quantitative Methods [ECON1001, ECON1003, ECON1005]	3
MGMT2020	(MS26A)	Managerial Economics [ECON1001, ECON1003, ECON1005]	3
MGMT2021	(MS27A)	Business Law I	3
MGMT2050	(MS21C)	Computer Applications in the Information Era	3
MKTG2001	(MS20A)	Principles of Marketing [ACCT1002, ACCT1003, ECON1001, ECON1005]	3

Semester II

New Course Code	(Old Course Code)	Course Name [Pre-requisites]	Credit Value
ACCT2017	(MS25C)	Managerial Accounting [ACCT1002, ACCT1003]	3
ECON3051	(EC22A)	Economic Development I [ECON1002]	3
MGMT2008	(MS22A)	Organisational Behaviour [SOCI1002]	3
MGMT2023	(MS28D)	Financial Management [ACCT1002, ECON1003]	3

Level 3 – 30 Credits

Semester I

New Course Code	(Old Course Code)	Course Name [Pre-requisites]	Credit Value
GOVT2031	(GT29D)	Public Sector Management	3
MGMT2026	(MS39M)	Production and Operations Management [MGMT2012, ACCT2017, MGMT2020]	3
MGMT3011	(MS31B)	Management Information Systems II [MGMT2005]	3
MGMT3017	(MS32A)	Human Resource Management [MGMT2008]	3

Semester II

New Course Code	(Old Course Code)	Course Name (Pre-requisites)	Credit Value
MGMT3031	(MS33B)	Business Strategy and Policy [MKTG2001, MGMT2008, MGMT2020]	3
MGMT3037	(MS34B)	International Business Management [ECON1001, ECON1002, MGMT2023 or MKTG2001]	3
MGMT3060	(MS39P)	Operations Planning and Control [MGMT2026]	3
MGMT3062	(MS34C)	Compensation Management [MGMT 2008, Co-requisite MGMT 3017]	3
MKTG3000	(MS30A)	Marketing Management [MKTG2001]	3
SOCI2007	(SY22E)	Survey Design and Analysis [ECON1005, SOCI1002]	3

Assessment: Coursework, mid-semester and final examinations.

Withdrawal

Students will be asked to withdraw if they have not obtained:

- 6 credits by the end of semester 2
- 18 credits by the end of semester 4
- 39 credits by the end of semester 8
- 54 credits by the end of semester 10
- 72 credits by the end of semester 12
- 90 credits by the end of semester 14

B.ED. DEGREE IN EDUCATIONAL ADMINISTRATION

Introduction

The B.Ed degree in Educational Administration is a professional degree programme that is intended for senior practitioners in the field of education. The degree will be awarded to persons who have satisfactorily completed the prescribed programme of study.

The programme normally extends over a minimum of seven semesters which includes Semesters 1 and 2 and the summer sessions each year.

Entry Requirements

To qualify for entry into the programme, candidates should be practicing senior teachers who have administrative responsibilities in their school, and who are holders of the UWI Certificate in Education **and** normally teacher-training certification, or its equivalent. They will therefore be considered to have completed Level I of this programme and to have accumulated at least 30 credits. Candidates will be exempted from Level I and **their entry into the programme will constitute entry to Level 2.**

While the Certificate in Education or its equivalent is a normal requirement, the Faculty reserves the right to consider applicants who may not fulfil this requirement.

Requirements for the Award of the Degree

Students will need to earn at least 66 credits from the Faculty of Humanities and Education courses, as well as from out of school courses*, in order to be eligible for the award of the degree.

Pre-requisites

For some courses there are pre-requisites, which must be passed before registration for such courses is permitted. Where applicable, pre-requisites will be listed (in square brackets) next to the relevant courses.

Programme Structure:

Type of Course	Number of courses	Total Credits
A. Core Education courses	3	9
B. Specialisation courses	10	30
C. Out of School courses*	4	12
D. University Foundation courses	2	6
E. Fieldwork/Practicum	1	3
F. Study	1	6

* Out of school courses refer to courses offered outside of the School of Education, i.e. courses in other faculties or other departments within the Faculty of Humanities and Education.

Course of Study

The courses for the B.Ed. in Educational Administration are as follows:

A. Core Education Courses

New Course Code	(Old Course Code)	Course Name	Credit Value
EDCU2015	(ED20I)	Principles of Curriculum Development and Management	3
EDME2006	(ED20F)	Classroom Testing and Evaluation	3
EDRS2001	(ED20A)	Research Methods	3

B. Specialisation Education Courses

New Course Code	(Old Course Code)	Course Name	Credit Value
EDEA2305	(ED23E)	Action Research for School and Classroom Managers	3
EDEA2316	(ED23P)	Current Issues in Educational Administration	3
EDEA2317	(ED23Q)	Theory and Application in Educational Administration	3
EDEA3301	(ED33A)	Management Information Systems in Educational Administration	3
EDEA3302	(ED33B)	Organisational Assessment and Evaluation	3
EDEA3303	(ED33C)	Law and Ethics in Educational Administration	3
EDEA3304	(ED33D)	Management of Human Resources & Interpersonal Relations	3
EDEA3306	(ED33F)	Classroom Management	3
EDEA3312	(ED33L)	School Management and Supervision	3
EDEA3314	(ED33N)	Guidance and Counselling in Education	3
EDME3006	(ED30F)	Advanced Classroom Testing and Evaluation (for those exempted from EDEA2305)	3

C. Compulsory Education Courses

New Course Code	(Old Course Code)	Course Name	Credit Value
EDEA3316	(ED33P)	Practicum	3
EDEA3310	(ED332)	Study	6

D. Out of School courses

Students should select four (4) out of school courses. These should be selected from the courses offered in the BSc. Management Studies Programme (see pages 57-59).

Students are encouraged to take only one course from Level I as necessary (e.g. if needed as a prerequisite). **Only courses from Level II and III can be counted in determining the class of your degree.** You are therefore encouraged to select as many from these levels as possible.

E. Foundation courses

New Course Code	(Old Course Code)	Course Name	Credit Value
FOUN1001	(FD 10A)	English for Academic Purposes	3
FOUN1210	(FD12A)	Science, Medicine and Technology in Society	3
or			
FOUN1301	(FD 13A)	Law, Governance, Economy and Society in the Caribbean	3

Registration of courses per semester

Normally, the minimum number of credits to be taken per semester is six (6), and the maximum is nine (9).

Course offerings across the academic year by semester and level

Level II

Semester I

New Course Code	(Old Course Code)	Course Name
EDCU2015	(ED20I)	Principles of Curriculum Development and Management
EDEA2317	(ED23Q)	Theory and Application in Educational Administration

Semester II

New Course Code	(Old Course Code)	Course Name
EDEA2316	(ED23P)	Current Issues in Educational Administration
EDRS2001	(ED20A)	Research Methods

Semesters I and II

New Course Code	(Old Course Code)	Course Name
FOUN1001	(FD10A)	English for Academic Purposes
FOUN1210	(FD12A)	Science, Medicine and Technology in Society
FOUN1301	(FD13A)	Law, Governance, Economy and Society in the Caribbean

Summer

New Course Code	(Old Course Code)	Course Name
EDEA2305	(ED23E)	Action Research for School and Classroom Managers
EDME2006	(ED20F)	Classroom Testing and Evaluation
EDME3006	(ED30F)	Advanced Classroom Testing and Evaluation

Level III

Semester I

New Course Code	(Old Course Code)	Course Name
EDEA3302	(ED33B)	Organisational Assessment and Evaluation
EDEA3303	(ED33C)	Law and Ethics in Educational Administration
EDEA3304	(ED33D)	Management of Human Resources
EDEA3314	(ED33N)	Guidance and Counselling in Education

Semester II

New Course Code	(Old Course Code)	Course Name
EDEA3301	(ED33A)	Management Information Systems in Educational Administration
EDEA3306	(ED33F)	Classroom Management
EDEA3312	(ED33L)	School Management and Supervision
EDEA3316	(ED33P)	Practicum (should be taken in your final semester)
EDEA3310	(ED332)	Study (should be taken in your final semester)

Summer

Out of school courses as offered to students pursuing the BSc. Management Studies.

Assessment

Assessment is conducted by way of coursework, in-course tests and final examinations.

Students are required to pass each component of FOUN1001/FD10A (i.e. coursework and final examination) in order to qualify for a pass overall.

Withdrawal

A student will be required to withdraw from the Faculty unless he or she has gained at least:

- 6 credits by the end of semester 2;
- 12 credits by the end of semester 4;
- 21 credits by the end of semester 6;
- 30 credits by the end of semester 8;
- 42 credits by the end of semester 10.**

Introduction

The diploma programme is specifically designed for women and men working in non-governmental organisations (NGOs), Women's Bureaux, church-related organisations, community and international development agencies, social service agencies and national planning institutions.

The diploma aims to provide participants with an understanding of gender and its influence on all spheres of life: social, economic, political and personal; and an appreciation of its impact on national development. The programme aims to develop in participants:

1. an awareness of how gender shapes personal consciousness and interpersonal relationships and determines the social, political and economic inequalities between men and women in Caribbean society;
2. the ability to use gender as a tool of analysis in the development of projects, programmes and policies, and so make them more responsive to the specific needs of women and men.

Entry requirements

To be admitted to the programme applicants should satisfy at least UWI Lower Level or Mature Student

Fellowships

A limited number of academic fellowships may be available to subsidize the cost of the programme.

Requirements for the award of the diploma

Participants in this programme are expected to complete their course of study in a minimum of 18 months and not more than 24 months.

In order to qualify for the award of the diploma, a student must complete 30 credits, eight 3-credit courses and a research project worth 6 credits.

Course of Study

Year 1

Semester 1

New Course Code	(Old Course Code)	Course Name	Credit Value
GEND1001	(GS10A)	Research Methods and Interactive Skills	3
GEND1104	(GS11A)	Issues of Gender and Power in Caribbean Society: Politics, Religion and the Law	3
GEND2003	(GS20C)	Feminist Theorising: The Connection Between Theory and Practice	3

Semester II

New Course Code	(Old Course Code)	Course Name	Credit Value
GEND1201	(GS12A)	Cultural Representation and the Construction of Masculinity and Femininity	3
GEND1003	(GS10C)	Issues of Gender and Social Policy: Health, Education and Empowerment	3
GEND2103	(GS21C)	Gender and Development: Social and Economic Considerations	3

Summer

New Course Code	(Old Course Code)	Course Name	Credit Value
GEND1002	(GS10B)	Women Organising and the Development of the Women's Movement in the Caribbean	3
GEND1105	(GS11B)	Gender and the Caribbean Family: Organisation and Relationships	3

Year 2

Semesters I & II

New Course Code	(Old Course Code)	Course Name	[Pre-requisites]	Credit Value
GEND1004	(GS10D)	Research Project	[GEND1001,GEND2003]	6

Assessment

No written examinations are required. Assessment is conducted through a minimum of two written assignments for each course.

B.SC. GENERAL DEGREE WITH A DOUBLE MAJOR IN AGRIBUSINESS
(No new students will be accepted for the academic year 2006-2007)

ADVANCED DIPLOMA IN CONSTRUCTION MANAGEMENT
(No new students will be accepted for the academic year 2006-2007)

THE CERTIFICATE IN BUSINESS ADMINISTRATION

AND

THE CERTIFICATE IN PUBLIC ADMINISTRATION

Note: The Certificate in Business Administration (CBA) and the Certificate in Public Administration (CPA) programmes have been discontinued with effect from 2004/2005.

Students previously registered in these programmes will be permitted to complete them. A new programme, the Associate Degree is being introduced through the Schools of Continuing Studies. You may contact your Head of University Centre/Site Coordinator for information on this programme.



PART VIII:

COURSE DESCRIPTIONS

B.Sc. MANAGEMENT STUDIES COURSES

ACCT1002/MS15A Introduction to Financial Accounting

3 credits

This course is designed to introduce students, to the fundamental principles and underlying assumptions of financial accounting. It is a compulsory course for persons intending to pursue degrees in Management Studies, Accounting or Economics. Persons who intend to pursue intermediate studies in financial accounting and financial management will also find it particularly useful.

ACCT1003/MS15B Cost and Management Accounting I

3 credits

This course complements the Introduction to Financial Accounting course. It focuses on current cost and management accounting theory and practice, with an emphasis on the concepts and procedures of product costing and strategies to help managers perform the traditional management functions of planning, controlling and decision-making.

ACCT2017/MS25C Management Accounting

3 credits

**Prerequisites: ACCT1002/MS15A Introduction to Financial Accounting
ACCT1003/MS15B Cost and Management Accounting I**

The course explains how managerial accounting information is used by managers in manufacturing, retail, service and not-for-profit organisations to anticipate the future and monitor the activities of the business.

ECON1001/EC10C Introduction to Microeconomics

3 credits

This course introduces students to some of the basic concepts and principles of economics and to some real-world marketing situations. It also takes into consideration our unique Caribbean culture. Its objective is to familiarise the student with the fundamentals of microeconomic theory. The emphasis of this course is on modelling microeconomic behaviour. An understanding of elementary mathematics will be useful (though not absolutely necessary) in the study of the subject.

ECON1002/EC10E Introduction to Macroeconomics

3 credits

This is an introductory study of the field of macroeconomics. It will introduce students to the content, methods and techniques of macroeconomics; acquaint them with the distinctive features of a small open economy and expose them to contemporary issues in macroeconomic analysis and policy.

ECON1003/EC14C Mathematics for Social Sciences I

3 credits

**Prerequisites: CXC Mathematics or its equivalent or
ECON001/EC08A Remedial Mathematics or
MATH0900/CE001 Mathematics**

This course is designed to review students' knowledge of elementary mathematics and to expose them to some of the mathematical concepts and techniques that are required to study mathematical models in economics and the management sciences. Emphasis will be placed on understanding important concepts rather than just computation skills, the use of algorithms and the manipulation of formulae.

ECON1005/EC16A Introductory Statistics**3 credits****Pre-requisites: None. However, computer literacy and proficiency in Mathematics will be an asset.**

This course introduces students to the art and science of statistics. Topics covered are: the collection and compilation of data, descriptive statistics, probability distributions, estimation, hypothesis testing and simple regression and correlation. Teaching is accompanied by computer applications using MINITAB software.

ECON3051/EC22A Economic Development I**3 credits****Pre-requisite: ECON1002/EC10E Introduction to Macroeconomics**

This course seeks to introduce students to some of the more topical issues in economic development in the contemporary period. It examines the meaning of development and the major concerns of development economists over time. On completing this course students will be able to evaluate different interpretations of economic development.

GOVT2031/GT29D Public Sector Management**3 credits****Pre-requisites have been waived**

This course acquaints students with the dynamics, techniques and problems associated with the management of the public sector, particularly in the Caribbean. It discusses the context in which management techniques and philosophy infiltrated the traditional domain of public administration. It also evaluates the record of that experience.

MGMT2005/MS21C Computer Applications in the Information Era**3 credits**

This course aims to furnish students with the knowledge and skills needed to function and contribute to systems development, improvement, implementation or maintenance processes, typically in partnership with various IT professionals. Through the practical component of the course, students should come to see the microcomputer clearly as a tool for problem solving rather than just a word processor.

MGMT2008/MS22A Organisational Behaviour**3 credits****Prerequisites: SOCI1002 /SY14G Introduction to Sociology**

This course provides students with concepts and tools that will assist them in designing and building effective organisations, and in resolving organisational problems as they arise. At the end of the course, students should be able to demonstrate knowledge of factors that influence an individual's behaviour in organisations, and a knowledge of group dynamics to organisations. They should also be able to apply strategies used for building desired organisational structures and cultures, among other skills.

MGMT2011/MS23B Caribbean Business Environmen**3 credits****Prerequisites: ECON1001/EC10C Introduction to Microeconomics****ECON1002/EC10E Introduction to Macroeconomics**

The course aims to provide students with a basic knowledge of the economic environment in which Caribbean businesses operate. As such, theory and practice are combined to enhance students' knowledge of the **Caribbean** business environment and its place in the global economy. Although theory is not rigorously developed, it is referred to whenever necessary.

MGMT2012/MS23C Introduction to Quantitative Methods **3 credits**

Prerequisites: **ECON1001/EC10C Introduction to Microeconomics**
ECON1003/EC14C Mathematics for the Social Sciences I
ECON1005/EC16A Introductory Statistics

This course is about the study of Operations Research (OR) and Management Science (MS) approaches in organisations. Students will gain an understanding of modelling and rational approaches to decision-making and their contribution to organisational effectiveness. Analysis and communication are emphasized using real world applications and cases. Topics include linear programming, network (project management) problems, decision analysis applied to tactical and strategic business decisions in functional areas and interfaces among these areas. Implementation will involve using existing software packages of decision models to solve various managerial problems.

MGMT2020/MS26A Managerial Economics **3 credits**

Pre-requisites: **ECON1001/EC10C Introduction to Microeconomics**
ECON1005 EC16A Introductory Statistics
ECON1003/EC14C Mathematics for Social Sciences I

This course is concerned with the application of economic principles and methodologies to the decision-making process of the business firm operating under conditions of risk and uncertainty. Emphasis is also placed on the firm's competitive strategy.

MGMT2021/MS27A Business Law I **3 credits**

Knowledge of the laws as they operate in the commercial arena is an asset in a world in which business plays an integral role. This course aims at providing students with the basic guidelines and rules that operate in the formation of contracts, simple commercial transactions, agency and partnership relations and consumer protection.

MGMT2023/MS28D Financial Management **3 credits**

Pre-requisites: **ACCT1002/MS15A Introduction to Financial Accounting**
ECON1003/EC14C Mathematics for Social Sciences I

The primary purpose of this course is to introduce students to the principles of financial management and their application to a broad variety of managerial issues. On completion of this course, students should be able to: analyse financial statements with a view to guiding managerial decision-making; use financial and other information to undertake financial planning and forecasting and analyse alternative investment decisions and recommend superior course of action.

MGMT2026/MS39M Production & Operations Management **3 credits**

Pre-requisites: **ECON1003/EC14C Mathematics for Social Sciences I**
ECON1005/EC16A Introductory Statistics
MGMT2012/MS23C Quantitative Methods
ACCT2017/MS25C Management Accounting
MGMT2020/MS26A Managerial Economics

In Production & Operations Management, students will examine the resources that are required in the production of goods and services; illustrate the method of their acquisition, utilisation and upkeep functions (i.e. replenishment, maintenance, etc.), as well as their relationship with one another in the smooth and efficient operating of the enterprise by the optimisation of productivity.

MGMT3011/MS31B Management Information Systems II**3 credits****Pre-requisites: MGMT2005/MS21C Computer Applications in the Information Era**

This course deals with a range of key issues relevant to computer-based information systems, examined from both a theoretical and practical perspective. These include information systems management, information technology and socio-economic development and information technology/information systems planning for organisational effectiveness.

MGMT3017/MS32A Human Resource Management**3 credits****Pre-requisites: MGMT2008/MS22A Organisational Behaviour**

This course introduces students to the organisational models and designs that will most effectively procure, integrate, develop, protect, compensate and maintain the human resources of the organisation. Students will be exposed to a cross-section of Caribbean cases and readings and will analyse the implications of these practices for the development of the region.

MGMT3031/MS33B Business Strategy and Policy**3 credits****Pre-requisites: MKTG2001/MS20A Principles of Marketing
MGMT2008/MS22A Organisational Behaviour
MGMT2020/MS26A Managerial Economics**

The objective of this course is to provide students with a broad knowledge and understanding of the principles, concepts and primary analytical methodologies in current use in the field of strategic management. This course requires learners to apply a range of functional skills and understanding in a range of case supported situations and to develop a recommended strategy for a chosen case. Strategic management focuses the student on the longer-term ramifications of managerial decision making from the perspective of the Chief Executive Officer. It considers the enterprise as a whole entity interacting within a dynamic social, economic, political and competitive environment. It involves long term focusing of corporate resources and processes to reflect top-level choices in corporate business definition and values established under conditions of uncertainty and imperfect information.

MGMT3037/MS34B International Business Management**3 credits****Prerequisites: ECON1001/EC10C Introduction to Microeconomics
ECON1002/EC10E Introduction to Macroeconomics
MGMT2023/MS28D Financial Management
Or MKTG2001/MS20A Principles of Marketing**

Topics covered in this course include strategies and structure of multinational and global enterprise, evaluation of political risk, foreign location decisions and entry options, legal issues in the international business environment, international product and market portfolio diversification strategies, opportunity analysis and threat identification in the international environment, managing foreign exchange risk, tax environment and the control and management of foreign operations.

MGMT3060/MS39P Operations Planning and Control**3 credits****Pre-requisite: MGMT2026/MS39M Production & Operations Management**

In Operations Planning and Control, students will be introduced to the requirements, design and functioning of operating systems in the production of goods and services. This course will illustrate to students the types of control necessary, as well as the quantitative techniques available, to ensure maximum productivity, quality, efficiency and profitability of such systems.

MGMT3062/MS34C Compensation Management **3 credits**

Pre-requisite: MGMT2008/MS22A Organisational Behaviour

Co-Requisite: MGMT3017/MS32A Human Resource Management

The objective of this course is to familiarise students with the following: theories of compensation; organization policies and its impact on compensation; behavioural effects of compensation plans.

MKTG2001/MS20A Principles of Marketing **3 credits**

Prerequisites: ECON1001/EC10C Introduction to Microeconomics

ECON1005/EC16A Introductory Statistics

ACCT1002/MS15A Introduction to Financial Accounting

ACCT1003/MS15B Cost and Management Accounting

This course is intended to provide students with a conceptual framework and analytical skills necessary for the analysis of markets and marketing activities of firms in a dynamic environment. It will introduce students to some of the basic concepts and principles of marketing and to some real-world marketing situations. It also takes into consideration the unique business culture of the Caribbean.

MKTG3000/MS30A Marketing Management **3 credits**

Pre-requisites: MKTG2001/MS20A Principles of Marketing

This course is concerned with the development of the student's marketing decision-making skills and communication effectiveness. It is case-based, and students are expected to undertake a marketing project based on fieldwork.

SOCI1002/SY14G Introduction to Sociology **3 credits**

This course introduces students to some of the basic concepts of sociology and to the major sociological perspectives. It also examines Caribbean culture, the nature of Caribbean society and some of its most important institutions.

SOCI2007/SY22E Survey Design and Analysis **3 credits**

Pre-requisites: ECON1005/EC16A Introductory Statistics

SOCI1002/SY14G Introduction to Sociology

This course allows students to understand the various interconnections between the methodologies used in survey design and reliability findings. Students gain hands-on-experience with the computer, as it relates to data entry of the actual survey that the student conducts in a test of understanding of phenomena and research.

B.ED. DEGREE IN EDUCATIONAL ADMINISTRATION COURSES

Core Courses

EDCU2015/ED20I Principles of Curriculum Development and Management 3 credits

On completion of this course, students should have a better appreciation of the complex and dynamic process of curriculum development. They should also have a clearer understanding of the role of both principals and teachers in the curriculum reform process, and be aware of the roles and functions of the principal as the school's instructional leader. The involvement of other school personnel in managing the school's curriculum is the key, and students in this course will have gained greater insight into how to carry out this process. The end result should be that they are better able to plan, implement and evaluate the curriculum process and so manage it effectively, for the benefit of their school and its stakeholders.

EDME2006/ED20F Classroom Testing and Evaluation 3 credits

The overall aim of this course is to develop an awareness of the usefulness of testing to the teacher and to develop basic skills in test construction.

EDRS2001/ED20A Research Methods 3 credits

The objective of this course is to give an overview of the aims, assumptions and methods of some different approaches to research in education and to identify some problems researchers face in seeking knowledge about the world.

Specialisation Courses

EDEA2305/ED23E Action Research for School and Classroom Manager 3 credits

The objectives of this course are to: (1) help students understand the purpose of Action Research in the school setting; (2) equip the students with new skills and methods, sharpening their analytical power and heightening self-awareness and (3) enable students to find remedies for problems in school administration, thereby improving the teaching-learning situation.

EDEA2316/ED23P Current Issues in Educational Administration 3 credits

The course will equip students with the holistic understanding necessary for the execution of administrative tasks. It will enable them to: (1) apply insights from each of the foundation areas in education to arrive at a holistic understanding of educational issues; (2) identify the different levels at which educational issues can be analysed and studied, for example, the macro and micro levels; (3) utilize case analysis to integrate theoretical knowledge from the foundation areas and the applied discipline of educational administration; and (4) critically appraise issues that challenge Caribbean education systems such as decentralization, professionalisation and improvement in school quality.

EDEA2317/ED23Q Theory and Application in Educational Administration**3 credits**

The aims of this course are to: (1) provide a framework for the management of schools; (2) help students develop an understanding of behaviours in the organisation and enable them to make an appropriate response when required; (3) help students understand themselves as central to the administrative process; (4) enable students to play a more meaningful and decisive role in their schools, and (5) help students develop a more positive perspective of school leadership.

EDEA3301/ED33A Management Information Systems in Educational Administration **3 credits**

This course seeks to have students develop competency in applying the methodologies, techniques, and tools of systems analysis and design in: (1) the development of information systems and (ii) the development of solutions to managerial problems.

EDEA3302/ED33B Organisational Assessment and Evaluation **3 credits**

This course seeks to give an introduction to evaluation theories and methods in sufficient depth to enable students to begin to apply evaluation techniques to selected areas of school responsibility. It also provides an opportunity for study of applications of evaluation in the main accountability areas in which school personnel are held responsible by their Ministries of Education. Emphasis in the course is placed on the use of reliable and valid assessment techniques underpinning all evaluations.

EDEA3303/ED33C Law and Ethics in Educational Administration **3 credits**

This course is designed to relate the principles of law and ethics to the core content in the management and administrative courses in the programme of study. The course of study will provide insights that support the legal and ethical perspectives, which help students analyse issues in the other management and administration courses in terms of established legal and ethical principles. The course will prepare students to make quality decisions in school administration. The content will facilitate the development of knowledge, understanding and professional attitudes that will help administrations to uphold constitutions and laws and support development in education systems and the wider society.

EDEA3304/ED33D Management of Human Resources **3 credits**

The aim of this course is to bring a broad perspective to the management of human resources in educational organisations. The broad purposes of managing the human resource in education are: 1) to attract, develop, retain and motivate personnel in order to achieve the organisation's mission and objective; 2) to maximize the career development of teachers for the benefit of their institutions; 3) to identify the dimensions of human resource functions and their potential for affecting individual and organisational goal achievement.

EDEA3312/ED33L School Management and Supervision **3 credits**

The major purpose of this course is to encourage students to analyse their management/ supervisory functions with a view to improving current performance. Interaction with relevant and current literature about educational management and supervision is therefore an important aspect of this course.

EDEA3314/ED33N Guidance and Counselling in Education **3 credits**

This course is designed for practicing educational administrators at the primary and secondary levels. While the course does not prepare school counselors, it will help to sharpen the awareness of admin-

THE DIPLOMA IN GENDER AND DEVELOPMENT STUDIES COURSES

GEND1001/GS10A Research Methods and Interactive Skills

3 credits

This course is designed to expose learners to various research concepts, perspectives and important models in designing and conducting research projects. Learners are introduced to traditional scientific methodologies, as they relate to the creation of knowledge, as well as to feminist critique of these traditional methodologies. They are exposed to quantitative and qualitative techniques, research paradigms and methodological approaches, and fundamental principles of the Research Process. The course also covers descriptive as well as analytical statistical methods, and ethical issues in conducting research. At the end of the course learners should be able to design and conduct a research project in the field of Gender Studies.

GEND1002/GS10B Women Organising and the Development of the Women's Movement in the Caribbean

3 credits

This course explains how women's organisations in the Caribbean evolved over several centuries to produce the women's movement of the nineteenth and twentieth centuries. Leading figures responsible for stimulating activism among women are identified and the programmes and achievements of the various women's organisations analyzed. It looks at how gender roles and relationships were shaped by historical experiences such as slavery, politics of the state and institutions like the church and how these influenced women's efforts to organize themselves in various historical periods. It also examines the influence of gender systems on the policies of the state and other institutions and how these factors continue to affect the current struggles of Caribbean women to provide new' directions in leadership and new paradigms to foster equity, equality, sustainable development and peace. Learners are required to assess changes overtime and to anticipate future goals and objectives of the movement.

GEND1003/GS10C Issues of Gender and Social Policy: Health, Education and Empowerment

3 credits

This course examines the impact of gender on human and social development with particular emphases on the roles of education and health. Impact of political, economic and cultural factors on education and on the status of women's health in the Caribbean are examined and an analysis of the ways in which education both constructs and sustains gender ideology and inequities in the Caribbean are presented. The issue of women's health as a reflection of their overall status in society and the impact of this on development is also explored. Policy statements on health and education are analyzed in relation to gender equity and specific needs of women and men.

GEND1004/GS10D Research Project

6 credits

Pre-requisites: GEND1001/GS10A Research Methods and Interactive Skills

GEND2003/GS20C Feminist Theorizing: The Connection between Theory &Practice

The Research Project is designed to provide participants with practical experience in conducting Social Research for a period of six months. They are encouraged to explore a gender problem with which they are familiar, using research approaches, both quantitative and qualitative – and research skills and knowledge acquired during the previous courses of the programme. Under the direction of a Research Advisor, participants are guided through the entire research process, from preparing and presenting a research proposal to the actual field research, inclusive of Pilot Testing. Participants are expected at the

GEND1104/GS11A Issues of Gender & Power in Caribbean Society: Politics, Religion & the Law **3 credits**

This course examines the relations of gender and power in Caribbean society and how politics, religion and law maintain unequal relations of power that reinforce sexual inequalities resulting in women's subordination. It introduces learners to the ways in which gender socialization prepares males and females for having different status and degrees and sources of power and authority in the society and ultimately differential access to resources. Learners will consider the implications of gender equality and gender equity for development with particular focus on areas of politics, religion and law and will examine strategies that may be used to address inequalities and promote greater gender equity.

GEND1105/GS11B Gender and the Caribbean Family; Organisation and Relationships **3 credits**

This course exposes the learner to a feminist approach as well as sociological and anthropological approaches to the study of the family. It examines a range of family, kinship and domestic arrangements in the Caribbean context in order to look critically at the link between 'women' and 'family' and to trace changes in family organisation and the division of labour ascribed to males and females. Learners will analyze ways in which established theoretical assumptions about the sexual division of labour influence, social and economic policy, and legislative frameworks and explore new and future forms of family arrangements and division of labour within families and households in the Caribbean.

GEND1201/GS12A – Cultural Representation & the Construction of Masculinity & Femininity **3 credits**

The primary purpose of this course is to equip learners with the analytical tools to understand the processes by which cultural messages of gender are transmitted. The course focuses on the construction of masculinity and femininity and how gendered messages are transmitted. Learners are encouraged to examine the cultural meanings attributed to sexual difference and to use examples from their cultural contexts to examine the processes by which masculinity and femininity are either reinforced, or challenged, in ongoing cultural representations such as Caribbean popular music and the mass media.

GEND2003/GS20C – Feminist Theorizing: The Connection between Theory and Practice **3 credits**

This course will introduce learners to the main ideas of feminism, feminist theory, and feminist ideas and practice and to provide them with the basic tools of feminist analysis. The influence of international feminist theories such as Liberal, Socialist, Marxist, Black, Radical and Post Modern theories on Caribbean feminist theorizing and practice are explored, as well as the indigenous components of Caribbean Feminist Theory and Practice.

GEND2103/GS21C Gender and Development: Social and Economic Considerations **3 credits**

This course examines the historical context in which development emerged as a paradigm of social and economic policy and well as a discipline. It traces the development of how women's issues and gender have been included in the creation of development paradigms, the significance of this inclusion and the attendant gains made for women, generally and specifically in the Caribbean region. Using Feminist Lens (Liberal Feminism and Socialist Feminism, in particular) the course sensitizes the learner to three main feminist-driven development paradigms – Women in Development (WID), Women and Development (WAD), and Gender and Development (GAD) – used to evaluate and influence development policy and planning, and explores the different assumptions about relations gender held by each paradigm. In so doing, it provides both a critique of the traditional Modernization Approaches to Development (MAD) and offers insight into how Development policy can be made equitable.

FOUNDATION COURSES

Introduction of Foundation courses

Since 1998-99 all students registered for undergraduate degree programmes at the UWI have been required to complete a minimum of nine (9) credits of Foundation courses; with the exception of the B.Ed. in Educational Administration students (distance only), who take 6 credits of Foundation Courses. The following four Foundation courses are available by distance mode.

FOUN1001/FD10A – English for Academic Purposes

3 credits

This is a cross-disciplinary course. It is designed to provide a firm base for Communication courses and for courses in English for Special Purposes linked with specific disciplines. It helps students to achieve the level of competence in written language that is required of the university student in undergraduate programmes. This course is offered each semester.

Students are required to pass each component of FOUN1001/FD10A (i.e. coursework and final examination) in order to qualify for a pass overall.

FOUN1101/FD11A – Caribbean Civilisation

3 credits

This course is designed to:

1. develop an awareness of the main process of cultural development in Caribbean societies, highlighting the factors, the problematic and the creative output that have fed the emergence of Caribbean identities;
2. develop a perception of the Caribbean as wider than island nations or linguistic blocs;
3. stimulate students' interest in, and commitment to Caribbean civilization and to further their self-determination.

FOUN1210/FD12A Science, Medicine and Technology in Society

3 credits

This course is designed to develop the ability of the student to engage in an informed manner in public discourse on matters pertaining to the impact of science, medicine and technology on society. It is divided into two modules, Module 1 being the Nature, Importance and Methodology of Science and Module 2 being The Impact of Science on Society in General and on Caribbean Societies in particular.

FOUN1301/FD13A Law, Governance, Economy and Society

3 credits

This course will introduce students to some of the major institutions in Caribbean society. It will expose them to both historical and contemporary aspects of Caribbean society, including Caribbean legal, political and economic systems. In addition, Caribbean culture and Caribbean social problems are discussed. The course is a multi-disciplinary course of the Faculty of Social Sciences, which is designed mainly for **non-Social Sciences students**.

Writing Foundation Courses within your faculty

With the exception of FOUN1001/FD10A students will not normally be permitted to do Foundation courses that originate in the Faculty in which they are registered, except with the permission of the Board for Undergraduate Studies (BUS).

Trailing Foundation Courses

You can trail Foundation Courses. This means, for example that even though FOUN1001/FD10A is a Level 1 Foundation Course, you do not have to complete it before going on to Level 2 and you can take it during your second year. However, you should note that trailing might add to your course load and create additional strain on your time resources.

APPENDIX A

IMPORTANT DEADLINES/ DATES

<u>REQUEST</u>	<u>DEADLINE/DATE</u>
Leave of Absence	End of the 3rd WEEK of relevant semester
Refund	End of the 3rd WEEK of relevant semester
Re-Entry (following voluntary withdrawal)	By FEBRUARY 28TH of the academic year preceding that in which re-entry is sought
Re-Entry (following involuntary withdrawal)	AFTER ONE (1) ACADEMIC YEAR has elapsed
Exemptions	No later than SEPTEMBER 30 of the year when the course(s) would be done
Add Drop/Change in registration	1. No later than the 3rd WEEK of Semester I 2. No later than the 2nd WEEK of Semester II
Absence from examinations (through illness) in which student's performance would be affected	WITHIN 7 DAYS from that part of the examination
Review of examination results	WITHIN 5 DAYS of the issuing of grade slips
Re-mark of answer scripts	WITHIN 5 DAYS of the issuing of grade slips

Except in very exceptional circumstances, UWI deadline dates will normally apply to all distance education students, who must familiarise themselves with all of the relevant regulations.

**APPENDIX B
CONTACT NAMES AND ADDRESSES**

Site Coordinators/Heads of University Centres

Country Name	Contact Address
Anguilla	Mrs. Carol Harris-Pascal Head of University Centre The Valley Tel: (264) 497-8156 Fax: (264) 497-2355 E-mail: uwidec.anguilla@gmail.com
Antigua & Barbuda	Dr. Ermina Osoba Head of University Centre School of Continuing Studies P.O. Box 142 St. John's Tel: (268) 462-1355 Fax: (268) 462-2968 E-mail: university@candw.ag
Bahamas	Mr. Matthew William Head of University Centre University of the West Indies P.O. Box N-1184 Nassau Tel: (242) 323-6593 Fax: (242) 328-0622 E-mail: matwilliam@hotmail.com
Barbados	Mrs. Althea Collymore Site Coordinator, Distance Education Centre University of the West Indies Cave Hill Campus P.O. Box 64 Bridgetown Tel: (246) 417-4210 Fax: (246) 438-1282 E-mail: telecon@uwichill.edu.bb

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Jamaica - Denbigh

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Jamaica - Mandeville

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APPENDIX C

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APPENDIX D

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APPENDIX E

GLOSSARY OF TERMS USED IN UWI DISTANCE EDUCATION

Course: A particular part of a subject studied, such as Microeconomics. Each course has a specific name and code made up of letter(s) signifying the subject matter and numbers signifying whether it is for credit and the level within a programme e.g. ACCT1002/MS15A, Introduction to Financial Accounting, is a first year accounting course.

Course Coordinator: The faculty person in charge of a distance course, who is responsible for maintaining the quality standard of that course.

Credit: Positive numerical value assigned to a course, e.g., ACCT1002/MS15A has 3 credits, while GEND100/GS10D carries 6 credits. Generally, a three-credit course demands 100 study hours from a student to complete it, of which about 80 percent of the time will have to be devoted to self-study (of Course Materials). A three-credit course is a single semester course, while a six-credit course is completed in two semesters and attracts double the course fee set for a three-credit course.

Department: In academic regulations, this covers any academic administrative unit, within a Faculty, the Registry or the University Hospital.

Distance student: Usually a student, who follows a programme of study at a distance, that is without regular face-to-face contact with a campus.

E-tutor: A person who facilitates online tutorials.

Local tutor: In distance education, the person who normally facilitates face-to-face tutorials at a distance education Site.

Major: The subject or area of specialisation or emphasis in a degree programme.

Programme: The area of study organised to fulfil certain academic objectives; examples are the Bachelor of Science (B.Sc.) degree in Management Studies programme or the Bachelor of Education in Educational Administration.

Registered Student: A person enrolled in at least one credit course at this university, and whose acceptance is indicated by the Registrar's signature on the Registration Form.

Site Coordinator/Head of the University Centre: The UWI representative incharge of a distance education site with the responsibility of providing student support locally.

Student Support Services Coordinator: A person designed to provide advice to distance students if they have difficulties with registration, studying and related areas.

Undergraduate: A student registered in an undergraduate faculty or in a programme leading to a Bachelor's degree or an undergraduate diploma or certificate.