

# GENERAL INFORMATION & FACULTY REGULATIONS

## 1. Protocol for the Handling of

### Student Requests

#### Purpose

To foster exchange of ideas between staff and students.

To coordinate:

- All aspects of the undergraduate student affairs from the School's Phase and Curriculum Committees.
- General Information matters from the Student Affairs Committee for Faculty Board approval.

#### Functions

To identify and bring to the attention of the Faculty of Medical Sciences, matters relating to students' welfare and academic development.

To liaise with:

- Medical Education and Learning Resource Committee.
- Deputy Deans of the Faculty and Directors of Schools.

To consider:

- Students' requests for protracted leave of absence.
- Recommendations from Heads of Units/Department, concerning students' performance, attitude and behaviour.

#### Presentation of Requests

- The Undergraduate Student Affairs Committee will deal with student matters that could not be resolved after discussion with Heads of Departments or Directors of Schools.
- All requests should be made in writing through the Heads of Departments or Directors of Schools. Relevant details, key person(s) involved or who need to be contacted should be stated.
- If an academic or personal matter involves an individual, the student should present the case as above.
- If an academic matter involves a group of students or a whole class, a written statement should be sent through the Class (or assistant) representative.
- If a personal matter involves a group of students, a written statement signed by all those involved should be presented.
- If a request for protracted leave of absence, the reason(s) and required duration should be stated including supporting documents (where applicable) through the Head of Department and/or Dean's Office.

### Mechanism for Dealing with Requests

- Copies of correspondence pertaining to requests will be circulated to all members as soon as they are received by the chairman (or co-chairman).
- The Chairman (or co-chairman) will write (or contact by telephone or facsimile if urgent) key persons involved (tutors, physicians, etc.) requesting their views in writing.
- A meeting will be convened at the earliest opportunity to discuss the matter.
- Student(s) may be interviewed by some or all members of the committee if required.
- The Dean's Office will communicate the outcome to the respective student(s).

## 2. Dress Code and Conduct

Students are reminded that they should at all times conduct and present themselves in a manner in keeping with the nature of the profession for which they are in training, and as directed by the School in which they are registered.

### SMOKE-FREE POLICY

Academic Board, at its meeting on April 08, 1997 recommended the following:

1. that all buildings on Campus should be smoke-free.
2. that members of the Committee would try to meet with Hall Chairpersons, Wardens and the Housekeepers to obtain their views on the designation of smoke-free rooms in Halls of Residence.
3. that the University, as the premier Educational Institute in this country, has a responsibility to educate the Campus community about the dangers of smoking through:
  - a) Signs on Notice Boards;
  - b) Articles in the Campus Newsletter;
  - c) Information leaflets in the packets given to new students entering the University.

### IMMUNISATION AGAINST HEPATITIS B & RABIES

It is expected that all prospective students entering the Faculty of Medical Sciences should have been inoculated against Hepatitis B prior to admission. It is advisable that students entering the Veterinary Medicine programme receive a Rabies shot.

### EATING IN CLASSROOMS/LABORATORIES

Food and drink may not be brought into the classrooms/ laboratories or be consumed there. Students should also refrain from chewing gum.

### 3. Registration

- 3.1 Registration for courses takes place during the first week of each academic year. Late registration may be permitted in accordance with the University's general regulations.

**Please note that the registration of a student is not complete until the appropriate tuition and other fees have been paid in respect of that student or arrangements acceptable to the Campus Principal have been made with respect to the payment of such fees.**

### 4. Courses of Study

- 4.1 The Courses of Study and Examinations are further outlined under the respective Schools in this booklet.

### 5. Exemptions

- 5.1 A student who has completed a course and passed an examination from this or other recognised University in a course equivalent to the part or the whole of a course in the MB BS, DDS, DVM, BSc Pharmacy and BSc Nursing degree courses may apply through the Head of Department for exemption. The Head of Department shall examine the syllabus, nature and duration of, and the student's grading in the examination in that course, the time, which has elapsed since it had been completed, and in particular whether such course is equivalent in whole or in part to that offered in The University of the West Indies. The Head of Department through the Dean shall make one of the following recommendations to the Faculty Board indicating the reasons for such recommendation:
- that the student be exempted from both the course and the examination
  - that the student be exempted from a part or the whole of the course, but be required to take a part of or the full examination
  - that the application be rejected

- 5.2 Exemptions shall not be granted automatically to students who have been asked to withdraw from and/or have been re-admitted to the Faculty.

### 6. Debarments, Repeats, Withdrawals

- 6.1 Where there is dissatisfaction with the work of a student, the Head of a Department/School may report the matter to the Dean and the Faculty Board which may recommend to the Academic Board (St. Augustine) that the student be debarred from the examination and either repeat the course or be required to withdraw from the Faculty of Medical Sciences.

- 6.2 Students required to withdraw from the University for failing to complete the degree programme within the stipulated time or for poor performance as provided for in the Faculty Regulations, may be re-admitted to the Faculty after at least one year has elapsed since their withdrawal.

## Information on Examinations in Phase I Programme Faculty of Medical Sciences

### 1.0 Introduction

This information serves to give the student, especially first year students, an idea of assessment and examination procedures in the Faculty of Medical Sciences Phase 1 Programme. The Faculty of Medical Sciences, particularly the Basic Health Sciences Departments, has many assessments and examinations in the form of continuous assessment during the Phase 1 of the various degree programmes and, arguably, is reputed as the most assessed and examined programme in the University of the West Indies. However, it can be argued that the various continuous assessment techniques employed in the Phase 1 Programme is beneficial to the students' overall performance at the Phase examinations. This is based on the fact that, on the average, most students perform better in the continuous assessments compared with the final Phase examination. In this regard, it is considered necessary to provide the students with easy to read information on the assessment and examination procedures in the Phase 1 Programme. The information contained here is based on the frequently asked questions received at the Office of the Deputy Dean, Basic Health Sciences. It is hoped that this will be useful.

### 2.0 Phase 1 Courses

- 2.1 Year one (Phase 1A): MDSC 1001, 1002, 1101 & 1102
- 2.2 Year two (Phase 1B): MDSC 2001, 2002, 2101 & 2102
- 2.3 Year three (Phase 1C) MDSC 3310 (undergoing review)
- 2.4 Skills laboratory training (examined as Objective structured clinical examination)
- 2.5 Foundation courses – Communication Skills (COMS 1001 & COMS 1002), Caribbean Civilisation (FOUN 1101) or Law, Governance, Economy and Society (FOUN 1301)
- 2.6 The nine courses of Phase 1 Programme are assessed based on Problem Based Learning (PBL) marks, Laboratory practical experience (Spotter) and end of course assessment examinations.
- 2.7 Effective 2008/2009 MBBS Phase 1 and BMedSci, Viva Voce examinations will not be part of the examination process.

**3.0 Problem Based Learning (PBL)**

- 3.1 This is one of the teaching methods in the Faculty of Medical Sciences, however class attendance and participation in the small group learning classes is rewarded.
- 3.2 PBL has assessment mark of 5% of the continuous assessment mark (30%) of each course.
- 3.3 Students are expected to attend all sessions of PBL classes of each course.
- 3.4 Students are assessed on every session of PBL class
- 3.5 Total mark earned in PBL is the average of all assessment marks earned on PBL sessions of the course.
- 3.6 Absence from PBL class(es) without prior excuse from the Tutor or Medical evidence of illness attracts penalty in the overall assessment.
- 3.7 PBL Tutor assesses all the students at the end of each course.

**4.0 Laboratory Practical Assessment (Spotter)**

- 4.1 All the MDSC coded courses have practical component in the teaching.
- 4.2 Students are expected to attend all laboratory practical classes.
- 4.3 Practical aspect of learning is assessed as Spotter examination.
- 4.4 Spotter examination mark is 10% of the continuous assessment mark (30%) of each course.
- 4.5 Spotter examination is normally conducted at the end of each course.
- 4.6 University examination regulations also apply to spotter examinations.
- 4.7 Mobile telephone, text-books, electronic devices, handbags etc are not allowed in the examination rooms.
- 4.8 Students are expected at the examination venue 30 minutes before the scheduled starting time.
- 4.9 Absence from Spotter examination without medical evidence of illness attracts a penalty of "absent fail".
- 4.10 There is no provision for supplemental spotter examination.

**5.0 End of Course Assessment**

- 5.1 Students will normally have one week break at the end of each course to prepare for this examination.
- 5.2 The assessment is normally multiple choice questions (MCQ).
- 5.3 The examination duration is normally between 90 and 120 minutes.
- 5.4 The examination mark is 15% of the continuous assessment mark (30%) of each course.
- 5.5 Clerkship rotation is compulsory in year 3
- 5.6 Clinical Clerkship mark forms part of the end of course assessment
- 5.7 University examination regulations also apply to the end of course examinations.
- 5.8 Mobile telephone, text-books, electronic devices, handbags etc are not allowed in the examination rooms.

- 5.9 Students are expected at the examination venue 30 minutes before the scheduled starting time.
- 5.10 Absence from end of course examination without medical evidence of illness attracts a penalty of "absent fail".
- 5.11 All Medicals must be submitted within seven (7) days of the relevant course examination.
- 5.12 There is no provision for supplemental end of course examination.
- 5.13 End of course examination normally takes place within the Eric Williams Medical Sciences Complex (unless otherwise indicated).
- 5.14 The students' MCQ cards are corrected at the CMSE Assessment Unit using the machine card reader.
- 5.15 At the end of Course Assessment examination, queries regarding PBL, Spotter and MCQ marks should be directed specifically to the PBL Tutor, Course Convenor, and the Assessment Unit of CMSE respectively

**6.0 Phase 1 (A, B, C) examinations**

- 6.1 The Phase 1 examinations are University examinations.
- 6.2 The Phase examination is normally scheduled in the month of May of the second semester except Phase 1C that is normally in the month of March of second semester.
- 6.3 The final examination mark for each course is 70%.
- 6.4 The examination venue for all Phase exams is normally at the St Augustine Campus.
- 6.5 The conduct of the Phase examinations is regulated by the University Examination regulations.
- 6.6 The Office of the Senior Assistant Registrar (Examinations) oversees the conduct of the Phase exams.
- 6.7 The examination normally consists of essays and multiple choice questions.
- 6.8 External expert examiners normally vet all Phase examinations.
- 6.9 The examination scripts are corrected by all the course lecturers.
- 6.10 Mobile telephone, text-books, electronic devices, handbags etc are not allowed in the examination rooms.
- 6.11 Students are expected at the examination venue 30 minutes before the scheduled starting time.
- 6.12 Absence from Phase examination without medical evidence of illness attracts a penalty of "absent fail" *\*same as 5.11*
- 6.13 There is provision for repeat in the Phase exams for any student who fails or has medical evidence for not presenting for the exam.

**7.0 Structured Objective Clinical Examination (OSCE)**

- 7.1 Students in Years one to three undergo clinical skills training in addition to the limited clinical exposure.
- 7.2 Skills acquired in Years one to three are examined in second semester of Year 3 with Phase 1C examinations in March.
- 7.3 OSCE is a MUST pass examination (i.e. required) to proceed to Phase II MBBS clinical training.

7.4 There may be a provision for repeat examination for those who fail before they proceed to Phase II MBBS programme.

### **8.0 Foundation Courses**

8.1 Communication Skills for Health Personnel/ Communication Skills for Health Professionals and either, Caribbean Civilisation **or** Law, Governance, Economy and Society are compulsory foundation courses.

8.2 The Office of the Senior Assistant Registrar (Exams) organizes all the examinations.

8.3 The examination venues for these courses are at the St Augustine Campus.

8.4 Students in the MBBS programme are required to pass all foundation courses and obtain a total of 9 credits before they proceed to Phase II Programme.

### **9.0 After Phase Exams**

9.1 Students can request to know their overall performance (and in various components of the course) from the Office of the Deputy Dean (BHS).

9.2 Students can request for review of their examination essay scripts (to identify areas of weakness or strength) from the Course Convenor of each course.

9.3 Students can request for remarking of their examination essay scripts from the Office of the Senior Assistant Registrar (Exams) at the St Augustine Campus.

### **10. Office of the Deputy Dean (Basic Health Sciences)**

10.1 Students should report clashes in lectures, practicals or examination time-table, if any.

10.2 Students should report any displeasure in teaching or assessment methods.

10.3 Students should report any issues with PBL Tutors or Lecturers.

10.4 The Office of the Deputy Dean (BHS) is open for one-on-one consultations with all students.

### **11.0 Assessment Office in CMSE**

11.1 Students should collect their PBL packages from the Clerical Assistant, Assessment Unit at CMSE, (Room 109 B).

11.2 Students are required to submit their feedback forms from PBL sessions at the end of each course to the Assessment Office.

11.3 Students are also required to submit the students' assessment forms for PBL Tutors at the end of each course.

## **UNIVERSITY REGULATIONS FOR THE RE-ADMISSION OF STUDENTS**

### **Withdrawal**

1. Students required to withdraw from the University for failing to complete their degree programme within the stipulated period may be re-admitted to the Faculty after at least one year has elapsed since their withdrawal. Students thus admitted to the Faculty may, in accordance with its Regulations, be granted exemption from Year 1 Part 1 Introductory courses subject to there being no change in the content of the courses and provided that no more than five years have elapsed since the date of withdrawal. Year 2 University courses, for the purposes of exemption, may be treated in the same way as Year 1 Faculty courses.
2. Students whose performance in the Year 1 programme indicated general weakness (e.g. bare passes in all courses) may be required by the Faculty to repeat the First Year Programme.
3. Under special circumstances, exemption from courses in Part 2/Advanced Part of the Degree programme may be proposed by the Faculty, provided that on re-admission the student is required to take at least a full load for one year. The maximum time allowed for completion will be two year's full load.
4. Students required to withdraw from the University for failing to complete their Year 1 or Year 2 degree programme (Part 1 or II etc.) within the stipulated period or for poor performance as provided for in the Faculty regulations, may be re-admitted to the Faculty after at least one year has elapsed since their withdrawal. Students thus re-admitted may be granted exemption from Year 1/Part 1/Introductory courses and/or Part 2 Advanced Part courses subject to Regulations 1, 2 and 3 above.
5. Students from one Faculty who had been required to withdraw from the University for failing to complete their degree programme within the stipulated period may be immediately admitted to another Faculty. Such students may be granted exemption from Year 1 courses relevant to the new programme subject to Regulations 1 and 2 above.

Students required to withdraw from the University for failing to complete their Diploma or Certificate Programme may be re-admitted to the Faculty after a minimum period of two years has elapsed since their withdrawal. Such students shall not be granted exemptions from courses in the programme previously passed.

6. A student who voluntarily withdraws from the University and who applies for re-admission within five (5) years shall be granted exemption and credit for courses previously passed, subject to the time limit for the maintenance of credit stipulated in the relevant Faculty Regulations. All grades previously obtained shall be used in the determination of the student's GPA. (GPA Regulation #15)

### Leave of Absence

7. A student who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Faculty Board, through the Dean, stating the reason for the application.
8. The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the campus concerned, but will not exceed one (1) academic year in the first instance.
9. Leave of absence will not be granted for more than two(2) consecutive academic years.

## MEDICAL SCIENCES LIBRARY RULES FOR LIBRARY USERS

### 1. HOURS

#### SEMESTER

Mondays to Thursdays	8:30 a.m. – 10:00 p.m.
Fridays	8:30 a.m. – 8.00 p.m.
Saturdays	8.30 a.m. – 5.00 p.m.

#### VACATION PERIODS

Mondays to Fridays	8:30 a.m. – 5:00 p.m.
Saturdays	8:30 a.m. – 12:30 p.m.

Vacation hours will apply to the first week of each academic year.

### MEMBERSHIP

The University of the West Indies

2. The Library is open to registered graduate and undergraduate students and staff of all campuses of The University of the West Indies.

Non-University of the West Indies

3. a) Visiting research workers, faculty and students of other universities and tertiary level institutions may be granted reading and reference privileges on recommendation of a faculty member and at the discretion of the Librarian.\*  
b) Other non-university persons over the age of 16 may be granted reading and reference privileges. This is, however, subject to a review by the Librarian on duty and is dependent on the specific need of the particular person.  
c) A fee may be charged for long periods of use or repeated use as outlined in Information Bulletin No. 9 (Rev.).

### LOANS

#### General

4. No book, periodical or other library material may be removed from the Library unless it has been legitimately charged out at the Loans Desk and the date label stamped by the member of staff on duty. A user is responsible for any book or other item borrowed in his/her name. This responsibility ends only when the loan is officially cancelled. Failure to comply with this rule will be treated as a major and deliberate offence.
5. Users' identification cards are not transferable. It is a major offence to lend or borrow identification cards. Persons contravening this rule may have their library privileges withdrawn or may be referred to the Principal for further action.
6. Certain publications may not be removed from the Library. These include reference books, items in Special Collections, works of special value and other designated Not for Loan Items. All such material will be clearly marked.
7. Loans may extend for varying periods depending on the extent of demand for each item. All material loaned will be subject to recall by the Librarian at any time. No loans may be renewed for more than seven (7) days.

In cases where a book issued on loan is requested by another user it may be recalled after it has been on loan for a minimum of seven (7) days. A new date due is assigned and fines are charged for non-return of the item after the new date.

#### Undergraduates

8. Undergraduate students of the Faculty of Medical Sciences may have on loan up to twelve (12) items at a time including serials. This figure includes overall entitlement between the Main and Medical Sciences Library.

#### Graduates

9. Graduate students of the University may have on loan up to fourteen (14) items (including serials).

Graduate Research Assistants/Teaching Assistants (non Graduate students)

10. Research assistants may have on loan up to fourteen (14) items (including serials).

### ACADEMIC SENIOR

#### Administrative and Professional Staff

11. Academic Senior Administrative and Professional Staff of the Faculty of Medical Sciences including part-time and Honorary Lecturers may have on loan up to nineteen (19) items including serials.

In case of special need, additional items may be loaned at the discretion of the Librarian. All loans are subject to recall by the Librarian at any time.

- Other persons
12. Other persons permitted to borrow library material may not borrow serials and may borrow books in accordance with the Patron Category assigned.
- Departments
13. Library materials may be loaned for extended periods to Departments of the University under certain conditions and at the discretion of the Librarian.
- Reserve books
14. All persons to whom the Library is open under Rule 2 may borrow, in addition to the books permitted above, two (2) books reserved for overnight use only. At the discretion of the Librarian, use may be restricted to In Library only. These may be borrowed before the specified times posted at the loans desk and must be returned by half an hour after opening time on the next working day.
- Serials
15. Periodicals and other serials (excluding certain titles and newspapers, which are not for loan) may be issued on loan for a period of seven (7) days to graduate students and to members of the academic and research staff only. These loans shall NOT be renewable. The most recently received issue of a periodical may not be borrowed except at the discretion of the Librarian.
- Overdues
16. The Librarian is empowered to levy a fine upon all users who fail to return library material within the prescribed period. The fine for late return of items is one dollar (\$1.00) for each day the loan is overdue. This fine will apply to normal loans and items recalled to satisfy other borrowers' requests. The fine for late return of items in the Reserve Collection will be one dollar (\$1.00) per hour or any part thereof, per item. The maximum for each overdue item in all categories is five hundred (\$500.00) dollars, after which further disciplinary action may be taken.
17. After a third overdue notice is dispatched, all borrowing privileges will be automatically suspended. Items which are not returned after due notice will be presumed lost and treated accordingly.
18. When, after due notice, a fine or replacement cost has not been paid, the Librarian is authorised to request the Bursar to arrange for the amount of the fine/replacement cost to be recovered by the University.
19. The names of all those students who are not in good standing with the Library, i.e., those who after due notice, have failed to return overdue publications or to pay for items lost or other outstanding fines, will be submitted to the Principal once per year for further action.
20. The Librarian shall have power to remit or reduce fines in any case at his/her discretion.
21. All users are required to return promptly to the Library all items on loan on completion of his/her period of study or termination of employment.
- Conduct
22. (a) The Library is provided exclusively for the purpose of academic study and research. Any conduct inconsistent with this purpose or detrimental to its pursuit by others shall constitute a breach of these rules.
- (b) All library users must be prepared to present the appropriate identification cards entitling them to use the Library and/or its special collections at any time when asked to do so by a member of the Library or Security staff.
- (c) Silence shall be observed in the Library.
- (d) No bags, briefcases, handbags, parcels or other receptacles exceeding 15 inches (10" x 6" x 4") or 30 cm (20cm x 15 cm x 10 cm) may be brought inside the Library. [See attached specimen]. (Such bags, briefcases, handbags etc. may be left in the lockers (rental) provided in the Amphitheatre area. The University accepts no responsibility for the loss or damage of any articles so left.
- (e) Laptop computers on battery power may be used in the Library.
- (f) Pagers must be used with discretion and cellular phones may only be used as designated.
- (g) Chairs and tables and other library equipment, fittings and furniture may not be marked, defaced or disarranged. Users may not place their feet on chairs or tables.
- (h) Food or drink may not be brought into the Library's service areas or there consumed.
- (i) The Library has been designated a smoke-free area and smoking is strictly forbidden.
- (j) Books, periodicals, etc., taken from shelves and used in the Library should be left on the tables after use and NOT replaced on the shelves.
- (k) All users leaving the Library must show all books, folders, periodicals, papers, etc., in their possession whether these belong to the University or not. Users may also be required to open for inspection any receptacle carried out of the Library.
- (l) All members of the Library and security staff are empowered to require users to comply with these rules.

- (m) The Librarian shall at all times have authority to maintain good order in the Library and may exclude from it or suspend from its use any user who breaks these rules. The Librarian may report to the appropriate University authority any person responsible for serious or persistent breach of these rules. Such conduct by any member of the University community shall be considered a breach of University discipline.

**Theft, Mutilation and Loss**

23. Loss or damage to library material on loan to a user should be reported immediately. The user must pay the cost of replacing a lost or seriously damaged book or other item, in addition to any fine which may have been incurred prior to reporting the loss or damage.

Replacement costs will include library processing costs up to thirty-five dollars (\$35.00) per item. Where damage to library material is reported, the user may be subject to a fine appropriate to the extent of the damage. When such damage is not reported but discovered this may be treated as a major offence.

24. The following will be considered a major offence against the University:
- (i) the illegal removal of library materials,
  - (ii) any attempt to obtain library materials or to gain access to library facilities by false pretences or forgery,
  - (iii) the intentional misplacement of books in the Library,
  - (iv) the wilful mutilation or defacement of library material.

Any University person who commits such offences may be reported to the appropriate University authority for disciplinary action, which may include suspension or expulsion.

Non-University persons who commit such offences may be subject to legal action.

25. Any breach of these rules by a user may render him/her liable to a fine not exceeding five hundred dollars (TT\$500.00) at the discretion of the Librarian.

26. The Librarian may institute such operating rules and procedures in addition to the above as may be deemed necessary and appropriate for good library economy and service.

- \*NB: (a) "Librarian" means the Campus Librarian or anyone delegated by her/him.  
(b) Major offences are specified in "The Charter of Principles and Responsibilities".

## FOUNDATION COURSES

With effect from September 1998 all new first-year undergraduates will be required to complete a minimum of 9 credits of Foundations Courses. COMS 1001 and COMS 1002 offered in Semesters 1 and 2 will count for a total of six credits. Students are also required to choose one of FOUN 1101 – Caribbean Civilisation or FOUN 1301 – Law, Governance and Society.

### COURSE LISTING

Semester	Course Code	Course Title	Number of Credits
1 & 2	[FOUN 1101]	Caribbean Civilisation	3
1	[COMS 1001]	Communication Skills for Health Personnel	3
1 & 2	[FOUN 1301]	Law, Governance, Economy and Society	3
2	[COMS 1002]	Communication Skills for the Health Professions	3

### COURSE DESCRIPTIONS

**Semester: 1 or 2**  
**Course Code: [FOUN 1101]**  
**Course Title: CARIBBEAN CIVILISATION**  
**Number of Credits: 3**  
**Course Description:**

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

**Assessment**  
Book Report: 40%  
Final 2-hour examination: 60%