

**The University of the West Indies St. Augustine**

**UNDERGRADUATE MATTERS**  
**ROUTING OF MATTERS TO BOARDS/COMMITTEES**

	<b>ACTIVITY</b>	<b>COMMITTEE/BOARD/HOD</b>	<b>ACTION REQUIRED</b>
1.	New/Revised Faculty Regulations	Board for Undergraduate Studies	To approve
2.	Appointment of Examination Coordinators, First and Second	Faculty Board	To approve
3.	Examiners (Levels I, II and III)	Campus Committee on Examinations and Academic Board	To note
4.	Appointment of University Examiners (levels II and III)	Faculty Board <b>to recommend</b> to Academic Board	To endorse
		Board for Undergraduate Studies (consequent on submission by Faculty <b>following Academic Board's endorsement</b> )	To approve
5.	Appointment of External Examiners (new and continuing)	Board for Undergraduate Studies <b>on the recommendation of Faculty Board</b>	To approve

6.	Coursework counting up to 100%		Faculty Boards	To approve
7.			AQAC and Academic Board	To authorise
8.	Methods of Assessment	Academic Courses	Faculty Boards	(a) To approve <i>semester or yearlong courses</i> (b) <b>Faculty Boards to forward all approved assessment structures</b> to the Academic Quality Assurance Committee (AQAC)
			Academic Board (consequent on submission by AQAC <i>following its review and endorsement of the course</i> )	To authorise
		Programmes	Board for Undergraduate Studies (consequent on review and approval by Faculty Board, AQAC and Academic Board)	To approve
		<b>'Regional' &amp; Foundation Courses</b>	Board for Undergraduate Studies	To approve
		<b>Co-curricular Courses</b>	Academic Board Sub-Committee on Co-curricular Credits (AB-SCC)	To approve
			Academic Board (consequent on submission by AQAC <i>following its review and endorsement of the course</i> )	To approve
9.	Advise students in writing about the coursework requirements.		Head of Department ( <i>in which each course is assessed</i> )	To advise <b>students before the end of the second week</b> of the first semester - <b>for first semester courses.</b>
				To advise students <b>before the end of the first week</b> of the second semester - <b>for second semester courses.</b>

			<p>To post copies of this advice on the appropriate notice board and send to the relevant Dean.</p> <ul style="list-style-type: none"> <li>The information must include the nature, amount and weighting of the coursework.</li> </ul>
			<p>To post the dates of coursework exercises on Faculty or Departmental notice boards at least <b>two weeks in advance of the date(s) on which such exercises should be submitted.</b></p>
10.	Students Required to Withdraw (RTW)	Faculty Board <b>to approve</b> in accordance with University Regulations	Academic Board <b>to endorse</b>
11.	Courses and the syllabi, and curricula associated with new undergraduate programmes or changes to existing programmes. (*except regional/ cross-campus initiatives)	Academic Quality Assurance Committee (AQAC)	To provide the appropriate scrutiny to proposals for new academic courses, programmes or changes to existing programmes and make recommendations to Academic Board
		Academic Board <b>on the recommendation of AQAC</b>	To approve

		<b>Board for Undergraduate Studies on the recommendation of Academic Board</b>	To <b>approve</b> the introduction of new programmes or major changes to existing programmes based upon consideration of the following documentation: (a) A report of the Academic Board (and AQAC's) consideration of the programme, (b) The responses from peer departments on other campuses, (c) (iii) A report indicating how the suggestions emanating from these responses have been incorporated into the new programme design, <b>or</b> a defence as to why they have not been incorporated, if there are differences of views among departments.
11.	New/Revised Faculty Regulations	Board for Undergraduate Studies	To approve
12.	Revised Matriculation requirement	Board for Undergraduate Studies <b>via Academic Board</b>	To approve
13.	Recognition of other institutions	Board for Undergraduate Studies <b>via Academic Board and CORIA</b> (Central Office for Regional and International Affairs)	To approve
14.	University Open Scholarships and Prizes	Board for Undergraduate Studies	To approve
15.	Faculty Prizes	Academic Board <b>on the recommendation of Faculty Board</b>	To approve

16.	Scholarships, Bursaries and Prizes (Campus)	Academic Board	To approve
17.	Cooperative Programmes/ Research Collaboration/Staff-Student Exchange Programmes/Study Abroad Programmes	Board for Undergraduate Studies	To approve
18.	• Undergraduate • Higher Degrees	Board for Undergraduate Studies	To approve
19.	Award of Aegrotat Degree, Diploma or Certificate	Board for Undergraduate Studies through Dean on the recommendation of Faculty Board Academic Board	To approve
20.	Special Regulations in relation to Examinations:	Board for Graduate Studies & Research	To approve
21.	Appointment of internal and external examiners for graduate courses	Campus Coordinators	To note
22.	New and substantially amended graduate programmes and Regulations	Board for Graduate Studies and Research via Campus Committee for Graduate Studies and Research	To approve
23.	Graduate academic matters	Academic Board (graduate academic matters <b>to be routed through Academic Board</b> before approval by the Board for Graduate Studies and Research)	To note

**NOTES:**

(a) Matters from Departments for consideration by Campus Committees should be **submitted through Faculty Board**.

(b) **BUS:**

- (i) Approves all regional/cross-campus programmes including the Foundation Courses, subject to receipt of comments of relevant departments, Faculty Boards and the four Campus Academic Boards.
- (ii) Will monitor and develop new University-wide regulations as required and set broad guidelines for the examination process.
- (iii) Will frame regulations/terms of reference for external examiners; appoint external examiners; receive copies of external examiners' reports and be informed on the departmental response to salient issues.
- (iv) Does advocate that Faculties adopt a philosophy of student assessment in which the form of assessment used is aligned to the learning outcomes of each course.
- (v) Will propose and review mechanisms for ensuring academic quality assurance in the University, conduct periodic quality evaluation exercises (a review of the procedures in place to assure quality) and follow up trends that emerge for further study and subsequent intervention as needed.

- (vi) *Conducts periodic surveys of the teaching/learning environment to determine the quality of the undergraduate experience as perceived by students.*
  - (vii) *Proposes and develops, in conjunction with the campuses and faculties, major initiatives in curricula applicable to the University as a whole.*
  - (viii) *Ensures through the preparation and monitoring of relevant guidelines, that campus degree structures permit inter-campus transferability; actively encourage inter-campus mobility of students and staff, propose criteria for the selection of candidates for travel bursaries.*
- (c) **Each Campus**
- (i) *Should be privy to the communication between BUS and Faculties with respect to Faculty examiners*
  - (ii) *Will monitor the periodic updating of faculty regulations.*
  - (iii) *Will ensure that external examiners' reports are sent to all relevant individuals that a departmental response is forthcoming and that necessary follow-up action occurs in a timely manner.*
  - (iv) *Monitors faculties to ensure that the assessment structures decided upon by Faculties and communicated to students at the beginning of a semester are those that are actually used.*
  - (v) *Liaises with BUS on issues relating to degree and sub-degree programmes, as required.*
  - (vi) *Provides, as needed, data relevant to the quality evaluation exercises and consider and take appropriate action on information forthcoming from the quality evaluation reports.*
  - (vii) *Assists in conducting periodic surveys, particularly through contributions in finance and expertise.*
  - (viii) *Considers such proposals at the level of Faculty Boards and the Campus Academic Board and work in conjunction with BUS to modify/further develop/implement such initiatives.*
  - (ix) *Develops degree structures, in accordance with the guidelines prepared by BUS that permit inter-campus transferability.*
  - (x) *Provides financial support by way of special bursaries for the inter-campus transfer of students.*
- (d) **Higher degree programmes for approval** must be channelled through the Faculty Board to the Campus Committee on Graduate Studies and Research, which would simultaneously submit the proposal to the Principal and the Board for Graduate Studies and Research. The Principal would seek the comments of Academic Board for forwarding to the Board for Graduate Studies and Research (Academic Board, St. Augustine) min. 26 of 16-10-97).
- (e) **The procedure for amendment or creation of Ordinances**, whether initiated by Council, one of the Boards or by the Office of Administration, is firstly, consideration by University F&GPC which would instruct the Standing Committee on Ordinances and Regulations (SCOR) to draft the relevant text which, after approval by University F&GPC, would be submitted to the Campus F&GPC for noting.

**The Secretariat  
Office of the Campus Registrar  
The UWI, St. Augustine Campus  
August, 2015**