



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
FACULTY OF HUMANITIES AND EDUCATION
SCHOOL OF EDUCATION



Bachelor of Education (B.Ed.) Handbook

2021 / 2022

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The University of the West Indies
St. Augustine Campus

FACULTY OF HUMANITIES AND EDUCATION

VISION STATEMENT

An internationally recognized and respected Caribbean centre for excellence in the development of the peoples of the region through academic programmes and activities in the Humanities and Education.

MISSION STATEMENT

The Faculty will engage in teaching, research, outreach, and creative production in the Humanities and Education, in an environment in which individuals can develop the human values, linguistic competence, and professional skills and abilities that are relevant to the needs of the region.



THE SCHOOL OF EDUCATION

VISION STATEMENT

A School of Education with an established national, regional, and international reputation for excellence in teaching, research, and professional development and for leadership in educational change and innovation in the region.

MISSION STATEMENT

The School of Education will through innovative research agendas and appropriate technologies, lead in the collaborative creation of indigenous knowledge and ideas that add value to the discipline, the individual and to society. We will develop a variety of programmes and activities to achieve the highest levels of professional development in national and regional education systems.



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
FACULTY OF HUMANITIES AND EDUCATION
SCHOOL OF EDUCATION

Telephone: (868) 662-2002 Ext. 82118/82119 Fax: (868) 662-
6615

e-mail: Head.SchoolofEducation@sta.uwi.edu

This booklet has been developed to help participants become acquainted with the Bachelor of Education Programmes at the School of Education, The University of the West Indies, St. Augustine.

It is hoped that this booklet will be used as a guide in conjunction with the FHE Faculty Book 2021/2022, which can be viewed at:

<https://sta.uwi.edu/resources/documents/facultybooklets/HumanitiesUndergrad.pdf>



**FACULTY OF HUMANITIES AND EDUCATION
SCHOOL OF EDUCATION**

Welcome to the Bachelor in Education Programmes.

The School of Education congratulates you on your decision to embark on this journey of professional development. Staff members look forward to an enriching exchange with you during this academic year.

This handbook seeks to provide information needed to navigate the academic and administrative issues necessary to attain your educational goals.

The following table lists key office holders for your information:
PBX: 662 - 2002

Faculty Dean:	Dr. Heather Cateau Dean.FHE@sta.uwi.edu (Ext. 82029)
Director - School of Education:	Professor Jerome DeLisle Head.SchoolofEducation@sta.uwi.edu (Ext 82118/2119)
Overall B. Ed. Co-ordinator:	Dr. Rawatee Maharaj-Sharma rawatee.maharaj-sharma@sta.uwi.edu (Ext. 83832)
Cert Ed in ECCE and B.Ed. ECCE Co-ordinator:	Dr. Sabeerah Abdul-Majied sabeerah.abdul-majied@sta.uwi.edu (Ext.83829)
Administrative Assistant: (Student Matters)	Ms. Necole Blake BEd@sta.uwi.edu (Ext. 82127)
B. Ed. Secretary, Ag:	Ms. Marisha Darneaud BEd@sta.uwi.edu (Ext. 83344)
Head Librarian, School of Education Library:	Dr. Shamin Renwick shamin.renwick@sta.uwi.edu (Ext 83338)

Full Time School of Education Staff/Lecturers

Ed. Admin:	Dr. Freddy James and Dr. Carla Kronberg
Language Arts:	Dr. Krishna Seunarinisingh/ Dr. Paulson Skerrit/ Mrs. Desiree Augustin/Ms. Sharon Phillip
Reading:	Dr. Paulson Skerrit
Social Studies:	Dr. Stephen Geofroy/Dr. Jeniffer Mohammed
ECCE:	Dr. Sabeerah Abdul-Majied
Math:	Dr. Zhanna Dedovets/Dr. Sharon Jaggernauth/ Mrs. Nalini Ramsawak-Jodha/Dr. Vimala Kamalodeen
Geography:	Ms. Tracey G. Elcock
Science:	Dr. Rowena Kalloo/Dr. Susan Herbert Dr. Rawatee Maharaj-Sharma and Dr. Joanne Nazir
Technology:	Mrs. Sandra Figaro-Henry
Research	
/Foundations:	Dr. Phaedra Pierre
Physical Education:	Mr. Kenny Kitsingh
Curriculum Studies:	Dr. Sharmilla Harry and Dr. Beular Mitchell
Foreign Languages:	Dr. Jeniffer Yamin-Ali and Mrs. Murella Sambucharan-Mohammed

The following information is for your attention

While you still have access to numerous services, it must be noted that the campus is currently closed to students until further notice as a result of the Covid-19 restrictions. You will be able to access most services virtually.

Emergency Drills

The drills would only take place when face-to-face classes resumed.

Health Services

The Health Service Unit is located on main campus and there is an Inhouse pharmacy. A doctor is on call from 9.00 am – 3.00 pm for the July/August period. The Health Centre will be closed from 12.00 – 1.00 p.m. During the regular semester periods, a doctor is on call until 9.00 p.m. The staff can be contacted at 662 – 2002 ext 82149-82153 and doctor@sta.uwi.edu or nurse@sta.uwi.edu .

Parking

(Students will be allowed to park on the UWI compound when face-to-face classes resume.)

Signs designate staff and student parking.

Parking facilities for both students and visitors are available at the TGR North and South Car Parks, situated along the western perimeter of the UWI compound, at the northern and southern ends respectively.

Additionally, other parking venues include the Heart Ease Car Park, situated on Wooding Drive, just north of The UWI Sport and Physical Education Centre (SPEC) west gate, and the JFK East Car Park, situated at the southern end of the UWI compound, east of the South Gate and south of the JFK Food Court, are reserved for parking by students with valid UWI Parking Permits only. Students can ask the security for shuttle escorts to take them to their vehicles at TGR after classes.

The UWI Estate Police/security will clamp cars for parking in unauthorized areas. The charge for unclamping is \$100.00.

Eating Facilities

(The inhouse cafeteria is currently closed until further notice.)

The School of Education cafeteria is open from 8.00 a.m. until 7.00 p.m. on Mondays to Thursdays and it is closed from 5pm on Fridays.

The Student Lounge is located in Arcon I next to the cafeteria for students to use for studying, eating and relaxing. Opening hours: Monday – Friday 9.00 am to 9.00 pm.

Equipment Use

Air conditioning controls on the compound, or blinds in rooms must not be adjusted. Do exercise caution and care when interfacing with any equipment on site. Feel free to ask the technicians for assistance and to arrange for use of technical resources, ext 83712/4/6 or 750 – 2514.

UWI Student Guild

You are represented by The UWI Student Guild. The office is located on the ground floor of the Student Activity Centre on the Main Campus.

Do keep updated with the Guild and the activities at <https://sta.uwi.edu/student-guild> or using all UWI's social media platforms

Contact: Ms. Amanda Best-Noel

Tel: (868) 662-2002 ext. 83892, 82250 and 82569

Fax: (868) 662-1542

Email: amanda.best-noel@sta.uwi.edu

Secretarial/Administrative Hours

The School of Education Secretarial/Administrative office hours are from 8:30am – 5:00pm. Please be guided accordingly.

Staff/Student Liaison Committees (SSLC)

At the beginning of each academic year, student representatives for each level will be elected. The SSLC includes the programme coordinators.

The committee will conduct a meeting *mid semester* within the first semester and second semester. The meetings are conducted to allow the student members to discuss student related issues and the minutes will be recorded.

EMERGENCY NUMBERS

UWI Estate Police *
(Office line)
662-2002, 662-4783

UWI Student Counsellor
662-2002 Ext. 82151

UWI Estate Police continued
Exts. 83510, 82121, 82120, 83497,
83512, 83355

Rape Crisis Centre
40 Woodford St. POS
622-7273, 622-1079
12 San Fernando Street
San Fernando
657 5355

St. Joseph Police Station *
662-2522, 662-4038

Tunapuna Police Station *
645-7573, 645-5552, 662-1600

Emergency *
(Police) 999, 555
(Ambulance) 990, 811

UWI Bookshop and TTPost
Opening and Closing Hours:
Monday – Thursday: 8:30 am –
4:30pm
Fridays: 8:30am – 4:15pm
662 – 2002 Ext 83522/82461



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BACHELOR OF EDUCATION

STRUCTURE OF PROGRAMME

About the B. Ed. Degree Programme

The Bachelor of Education degree programmes (Primary General) and (ECCE) are professional degrees designed for primary and preschool school teachers. Their aim is to provide for the holistic development of reflexive professionals who are sensitive to the need to combine care and advocacy with school and classroom management skills, effective leadership, and information and communication technology in creating appropriate learning opportunities for students.

The main purpose of the B.Ed. Primary (General) degree blended programme is to positively impact teaching and learning in primary schools by strengthening practitioners' knowledge and teaching competency in the range of primary school subjects. Courses will be offered through a mix of face-to-face and online modes (Blended). Further, the programme offers flexible modes of entry, particularly for a previously untapped population – the untrained teacher. It replaces the B.Ed.in Primary Education with *specialized* options in Mathematics, Science, Social Studies, Language Arts and Educational Administration which was previously offered by the School of Education, St. Augustine Campus.

The B.Ed. ECCE programme prepares teachers to teach young children in early childhood settings. This programme facilitates multiple entry pathways for teachers with varying levels of initial certification. It also accommodates new applicants. The programme would not be offered in 2021/2022.

Bachelor of Education - Compulsory Core Courses – Course Listing

LEVEL I

Course Codes	Course Titles	Credits
FOUN 1001	English for Academic Purposes	3
OR		
FOUN 1106	Academic English for Research Purposes	3
FOUN 1101	Caribbean Civilizations	3
FOUN 1210	Science, Medicine and Technology in Society	3
EDFA 1401	Schooling, Personal and Social Development	3
EDRS 1402	School and Classroom Research	3
EDEA 1410	School and Classroom Management	6
EDTL 1720	Instructional Design	3
EDMA 1721	Mathematics Appreciation (B.Ed. Primary option only)	3

N.B: While the University compulsory foundation courses FOUN 1001/FOUN 1106, FOUN 1101 and FOUN 1210 may be done at a student's personal time-tabling, these courses must all be successfully completed before the Bachelor of Education degree can be awarded.

LEVEL II

Course Codes	Course Titles	Credits
EDFA 2401	Cultural Diversity, Citizenship and Schooling I	3
EDFA 2402	Cultural Diversity, Citizenship and Schooling II	3
EDCU 2013	Introduction to Curriculum Studies	3
EDME 2006	Classroom Testing and Evaluation – Basic	3

LEVEL III

Course Codes	Course Titles	Credits
EDFA 3201	The Challenge of Human Development	3
EDEA 3870	Field Study (EDEA 3870 is for ECCE and Option A Primary General students)	6
EDTK 3202	Use of Media and Production of Educational Materials	3

BED PRIMARY OPTION ONLY:

EDTL 3701	Diagnosis and Remediation: Reading, Writing and Mathematics at the Primary Level	3
EDTL 3001	Theory and Practice of Teaching (This course is for Option B and C Primary General students)	6

Students enrolled in the **Mathematics, Language Arts and Social Studies options** must do **BOTH**:

THEA 3301	Theory and Practice of Educative Theatre	3
AND		
GEND 2013	Caribbean Men and Masculinities	3

Students enrolled in the **Science, Educational Administration and Early Childhood Care and Education options** must do **EITHER**:

THEA 3301	Theory and Practice of Educative Theatre	3
OR		
GEND 2013	Caribbean Men and Masculinities	3

ECCE Professional and Content Courses -Course Listing

LEVEL I

Course Codes	Course Titles	Credits
EDEC 1501	Early Education and Educational Intervention	3
EDEC 1502	Health, Safety and Nutrition of the Young Child	3
EDEC 1503	Evaluation of Effectiveness of Early Childhood Education Programmes	3
EDEC 1504	Curriculum Development – Classroom Organisation and Parent Education	3

LEVEL II

Course Codes	Course Titles	Credits
EDEC 2025	Appropriate Curriculum Models for Early Childhood Education	3
EDEC 2022	Language and Literacy in Early Childhood Education	3
EDEC 2021	Children in Action: Effective Curriculum Strategies for Use in Early Childhood Environments	3
EDEC 2024	Caring for Infants and Toddlers	3
EDEC 2011	Human Development: Advanced Studies	3

LEVEL III

Course Codes	Course Titles	Credits
EDSE 3001	Special Education/ Advanced Studies	3
EDEC 3326	Human Resource Management in ECCE*	3
EDEC 3002	Administration and Supervision of ECCE*	3
EDEC 3010	Fieldwork and Report	3

*ECCE: Early Childhood Care Environments

(Students, please be advised that the B.Ed. Core Specializations of Ed Admin, Language Arts, Maths, Social Studies and Science are no longer offered.) The B.Ed ECCE programme will not be offered in 2021/2022.

Bachelor of Education Primary (General)

PROGRAMME SUMMARY

The School of Education has revised B.Ed. Primary programme. The B.Ed. degree is a professional degree which is normally intended for practitioners in the field of education. Its main thrust is towards the holistic development of reflexive professionals who are sensitive to the need to combine caring and advocacy with school and classroom management skills, effective leadership, and information and communication technology in creating appropriate learning opportunities for their students.

This B.Ed. Primary (General) programme is designed as a general programme (and not a specialist one) to meet the recent Ministry of Education requirement that **ALL** new primary school teachers must have a B.Ed. degree. Spanish was recently added to the primary school curriculum by the Ministry of Education and the re-organized B.Ed. degree makes provision for teacher preparation in this subject as well.

Courses will be offered through a mixture of face-to-face and online modes (Blended). Further, the programme offers flexible modes of entry, particularly for a previously untapped population – the untrained teacher.

Candidates who are not teaching in a primary school, must submit a letter from a School Principal indicating support for the duration of the programme.

The criteria for admission allow for the following levels of entry:

1. Practising teachers who hold a Teachers' College Diploma who:
 - Will receive exemption from all but 3 Level 1 courses
 - Will be required to secure a total of 72 credits
 - Can complete the programme in two years, including the third trimester in each year
2. Untrained teachers in the primary school who hold 5 CSEC and 2 CAPE (or A Levels) passes and who will pursue a full 3-year degree consisting of 93 credits.
3. Candidates who do not possess full University matriculation requirements who will be interviewed and considered on a case by case basis, taking into account (i) seniority, (ii) portfolio of work and professional courses taken, and (iii) their estimation of themselves as teachers committed to the good of children

Professional and Content Courses Course Listing

A. THOSE ENTERING WITH THE TEACHERS' DIPLOMA (72 CREDITS)

(21 CREDIT EXEMPTION)

LEVEL 1

Course Codes	Course Titles	Credits
EDRS 1402	School and Classroom Research	3
EDTL 1720	Instructional Design	3
EDFA 2401	Cultural Diversity, Citizenship and Schooling	3

UNIVERSITY FOUNDATION COURSES

FOUN 1001	English for Academic Courses	3
OR		
FOUN 1106	Academic English for Research Purposes	3
FOUN 1101	Caribbean Civilization	3
FOUN 1210	Science, Medicine & Technology in Society	3

(Sub Total = 18 credits)

LEVEL 2

Course Codes	Course Titles	Credits
EDCU 2013	Introduction to Curriculum	3
EDME 2006	Classroom Testing & Evaluation	3
EDSC 2221	Mathematics for Teaching Science	3
EDEA 2119	Laws & Ethics I	3
EDSS 2219	Gender, Kinship, Ethnicity and Social Class	3
EDLA 2113	The Teaching of Literature	3
EDSS 2906	Teaching Geographical Skills	3
EDLA 2104	Teaching Language Arts in the Primary School	3
EDFA 2402	Cultural Diversity, Citizenship and Schooling II	3

(Sub Total = 27 credits)

LEVEL 3

Course Codes	Course Titles	Credits
EDTK 3202	Use of Media and Production of Educational Materials	3
EDEA 3870	Field Study	6
EDTL 3701	Diagnosis & Remediation: Reading, Writing and Mathematics at the Primary Level	3
EDFA 3201	Challenge of Human Development	3
THEA 3301	Educative Theatre	3
EDSC 3418	Science Teaching in the Primary School	6
EDMA 3902	Trends and Issues in Mathematics Education	3

(Sub Total = 27 credits)

TOTAL = 72 Credits

**B. THOSE ENTERING AS UNTRAINED TEACHERS
(93 CREDITS)**

LEVEL 1

Course Codes	Course Titles	Credits
EDEA 1410	School and Classroom Management	6
EDRS 1402	School and Classroom Research	3
EDFA 1401	Schooling, Social and Personal Development	3
EDTL 1720	Instructional Design	3
EDLA 1180	Developing Literacy Ability	6
EDMA 1901	Teaching Mathematics at the Primary Level	3
EDMA 1721	Mathematics Appreciation	3
EDFL 1001	Introduction to Foreign Language Teaching	3
OR		
EDFA 2401	Cultural Diversity, Citizenship and Schooling I	3

UNIVERSITY FOUNDATIONS COURSES

Course Code	Course Title	Credits
FOUN 1001	English for Academic Courses	3
OR		
FOUN 1106	Academic English for Research Purposes	3
FOUN 1101	Caribbean Civilization	3
FOUN 1210	Science, Medicine & Technology in Society	3
(Sub Total = 39 credits)		

LEVEL 2

Course Codes	Course Titles	Credits
EDCU 2013	Introduction to Curriculum	3
EDME 2006	Classroom Testing & Evaluation	3
EDSC 2221	Mathematics for Teaching Science	3
EDEA 2119	Laws & Ethics I	3
EDSS 2219	Gender, Kinship, Ethnicity & Social Class	3
EDLA 2113	The Teaching of Literature	3
EDSS 2906	Teaching Geographical Skills	3
EDLA 2104	Teaching Language Arts in the Primary School	3
EDFL 2001	Foreign Language Teaching Methodology	3
OR		
EDFA 2402	Cultural Diversity, Citizenship and Schooling II	3
(Sub Total = 27 credits)		

LEVEL 3

Course Code	Course Title	Credits
EDTK 3202	Use of Media and Production of Educational Material	3

EDTL 3001	Theory and Practice of Teaching	6
EDTL 3701	Diagnosis & Remediation: Reading, Writing and Mathematics at the Primary Level	3
EDFA 3201	The Challenge of Human Development	3
THEA 3301	Theory and Practice of Educative Theatre	3
EDSC 3418	Science Teaching in the Primary School	6
EDMA 3902	Trends and Issues in Mathematics Education	3
(Sub Total = 27 credits)		
TOTAL = 93 Credits		

Goals of the programmes

To promote the initial and ongoing professional development of teachers in primary schools.

➤ Teaching

The goal is to prepare a teaching professional who has:

- an understanding of education as being located within the wider social context
- knowledge and understanding of a variety of theories, models, strategies, and approaches to teaching and assessment appropriate for young children and early adolescents
- the flexibility to transform a syllabus into an effective and relevant curriculum
- a commitment to deliver inclusive and holistic education to his or her charges
- a willingness to respond as change agents in the school/preschool setting and community and,
- the desire to constantly reflect ‘in practice’ as well as ‘on practice’

The B.Ed. Primary (General) will be delivered using a variety of teaching modalities, such as podcasts, blogs, and wikis, as well as face-to-face lectures, tutor led-seminars and tutorials, student-led seminars and tutorials, practical teaching sessions in primary schools, and workshops.

Do remember, whichever teaching format is used, being an independent learner is key to success!

➤ Learning

The goals for learning are that students will be encouraged to:

- use their developing knowledge to make professional decisions about their own teaching
- collaborate with others to promote collegial relationships for change in the primary school
- respond effectively and be creative in addressing challenges in schools
- commit themselves to continuous professional development throughout their teaching careers

➤ **Assessments**

The assessment formats include:

Extended essays, literature review, in-class tests and, projects such as - a school field study, design of lessons, map interpretation, the production of educational materials using various technologies, e-portfolios, evaluation reports, and performance assessment of practical teaching.

Objectives of the programmes –

At the end of the programme, teachers will be able to -

- Plan and implement instructional activities in all the curriculum areas offered by the primary school or at the ECCE Level
- Adapt their curriculum to meet the diverse needs of their students
- Use students’ pre-knowledge to construct effective learning experiences
- Use appropriate technologies to support teaching and learning
- Employ a variety of forms of assessment that support the holistic development of the child
- Demonstrate the necessary attitudes, skills and knowledge to support their professional practice
- Critically interrogate dominant educational policies and practices
- Attach value to collegial relationships in promoting teaching at the level of the class, the department and the school
- Reflect on their own teaching philosophy and practice and on ways in which these might be refined

Candidates may pursue **EITHER** the B.Ed. Primary (General) **OR** the B.Ed. in Early Childhood Care and Education (ECCE).

B.Ed. Primary (General)

- | | |
|-----------------------|------------|
| 1. Trained Teachers | 72 credits |
| 2. Untrained Teachers | 93 credits |

B.Ed. Early Childhood Care and Education

- | | |
|--|------------|
| 1. Compulsory Core, Professional & Content | 90 credits |
|--|------------|

The Bachelor of Education degree (ECCE or GENERAL) will be awarded to persons who have satisfactorily completed the programme of study as prescribed above.

How will I be assessed?

Courses are assessed in a combination of ways, with methods varying according to the nature of the subject being taught.

Methods of assessing courses include: coursework, project work, tutorial and/or seminar presentations and written, practical and oral examinations.

The assessment plan will be communicated to you as part of the course information.

Students have a responsibility to ensure that they fully participate in learning situations and submit assignments and projects by the respective deadlines.

GRADING SCHEME AND POINT SYSTEM

GRADES	PERCENTAGE	QUALITY POINTS
A+	90-100	4.30
A	80-89	4.00
A-	75-79	3.70
B+	70-74	3.30
B	65-69	3.00
B-	60-64	2.70
C+	55-59	2.30
C	50-54	2.00
F1	40-49	1.70
F2	30-39	1.30
F3	0-29	0.00

AWARD OF THE DEGREE

FIRST CLASS HONOURS

(Weighted (GPA 3.60 and Above)

UPPER SECOND CLASS HONOURS

(Weighted GPA 3.00 – 3.59)

LOWER SECOND CLASS HONOURS

(Weighted GPA 2.50– 2.99)

PASS

(Weighted GPA 2.00-2.49)

REGISTRATION GUIDELINES

What is Registration?

Registration is the formal process of becoming a member of the University, enabling you to attend lectures, receive tuition, sit exams, use the library and other facilities and be a member of the Guild of Students. In order to attend a class at UWI, a student must first register for the course. Registration involves a series of steps that a student must follow to officially register for a course.

What does Registration Means?

A student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled. Registration for a course constitutes registration for the examinations in that course.

How to Select Courses for your Academic Programme?

All programmes and courses offered have already been defined and approved by your Faculty under the Curriculum Advising and Programme Planning (CAPP) module in the Banner Student Administration System.

For **NEW STUDENTS**, Faculty Advisors will be available for consultation at your Faculty orientation and academic advising session. Refer to your Faculty's Orientation and Advising Schedule online:

<https://sta.uwi.edu/fhc/academic-advising>

CONTINUING STUDENTS - You can view CAPP compliances in Banner Web that will list all courses already passed and those required to fulfill your programme requirements.

How to Register?

ALL STUDENTS will be required to register online. This means that students can register from anywhere, either on-campus or off-campus, by simply using a computer with internet access between the hours of 6:00 am and 12:00 midnight Eastern Standard Time.

Where to Register?

You may register using any PC with Internet access either at home, at an on-campus computer laboratory or at any internet café.

We encourage you to use off-campus facilities to avoid long queues and unnecessary delay at the on-campus computer lab.

Rules to Follow

- All students are required to register every semester.
- All students are required to register by the end of the 1st week of the first semester and by the end of the 2nd week of the second semester.
- Late registration shall be permitted up to the end of the 4th week of the first semester on payment of a late registration fee.
- Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Academic Board.

NEW STUDENTS if you have not submitted your medical certificate to the Medical Officer, UWI Health Service Unit you will not be able to register.

CONTINUING STUDENTS who are not registering for any courses during one of the semesters are required to apply for leave of absence. Failure to do so may result in your being considered to have voluntary withdrawn from the University.

CHECK YOUR RECORDS REGULARLY TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE

Prerequisite Error

If you attempt to register for a course(s) and do not have the necessary pre-requisite(s) or if a class is full, you will receive an error message after trying to register for it.

Only the Dean of the Faculty or his/her designated representative(s) will be authorized to do overrides or give approvals.

Submission of Leave of Absence (LOA)

Students may request a Leave of absence from a semester due to extenuating circumstances or personal reasons. Students can request a leave of absence by the stipulated deadlines via the Academic Calendar:

https://sta.uwi.edu/resources/documents/academiccalendar_2021-2022.pdf

To request a leave of absence for any semester, **students are required to write the Deputy Dean for Undergraduate Student Matters** in the Faculty of Humanities - Dr. Geraldine Skeete from their UWI email

indicating the reason for the request and notify the programme secretary of the request.

NOTE:

All students' correspondence or queries with respect to registration, leave of absence and withdrawals etc. are to be forwarded in writing to the Deputy Dean – Student Matters, FHE, with a copy to the Overall B.Ed. Coordinator and Administrative Assistant - Student Matters (contact details provided above).

Dr. Geraldine Skeete
Deputy Dean for Student Matters
Faculty of Humanities and Education
E-mail: FHEDeputyDean.ug@sta.uwi.edu
Tel/ext: (868) 662-2002 ext.84233/82034

Financial Clearance Reminders

- Students will be required to pay tuition fees on a per-credit basis. Please refer to the registration fee assessment/invoice details printout you received after your online registration. (See the Financial Information Booklet for fees payable).
- Only tuition fees are payable by semester
- All Compulsory fees are payable in full at the beginning of the academic year
- **All students are to access the new Fee Pay system for all financial matters via <https://sta.uwi.edu/bursary/fee-pay>**
- If you were awarded a government or private scholarship, you must submit written proof of your award each year. This information must be attached to your registration fee assessment invoice

Rules to Follow

You are required to register by semester i.e. at the beginning of each semester. With effect from semester 1 of the 2009/2010 academic year, any student who writes an examination(s) for a course(s) for which he/she is not registered, will not be credited for such course/s.

REVIEW YOUR RECORDS REGULARLY online at mySTA. -

- to ensure that they are accurate and up-to-date
- to ensure that you have registered for the courses for which you are attending classes and intend to be examined.

Continuing students who are not registering for any courses are required to apply for Leave of Absence. Failure to do so may result in them being considered to have voluntarily withdrawn from the University.

***NOTE: A Student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled.**

Reasons to complete the process:

If you've completed the *academic* process but have failed to obtain financial clearance the following sanctions will be imposed:

You will be unable to:

- ✓ attend classes
- ✓ gain access to myElearning
- ✓ obtain or renew an ID card
- ✓ borrow books from the Campus Libraries and make use of the Main Library's Computer labs.
- ✓ access your student records
- ✓ access your examination schedule
- ✓ access the student medical/health records
- ✓ use the Health Service Unit
- ✓ represent clubs/societies/UWI in co-curricular activities

REGULATIONS

Medical Certificates

(See University Examination Regulations)

16.

Students who submit medical certificates as an excuse for absence from examinations are asked to note that although the student is free to visit his/her private physician he/she is required, for the purpose of securing exemption from examinations, to comply with the following:

- a. to be examined by a medical practitioner from the University's panel of doctors; or
- b. in the event of the illness being so acute that the student cannot subscribe to (a) he/she should obtain a medical certificate from his/her private physician and in addition the physician should be required to supply the University Student Medical Officer with the reasons for the student's absence from the examinations and;
- c. to ensure that the report is submitted to the University Student Medical Officer.

Regulations with respect to absence from Coursework tests

17.

- i. A student who is absent from Coursework examination may apply to the Dean of the Faculty for exemption from this examination no later than one (1) week following the date of this examination. He/she must at the same time submit to the Campus Registrar a valid justification for such absence (such as a medical certificate in case of illness). The Dean will consider any such request for exemption in consultation with the relevant Head of Department and course lecturers. If the exemption is granted, the percentage mark awarded for the final examination will be increased correspondingly.
- ii. A student may request permission to submit Coursework assignments, essays, etc. after the stipulated deadline date on the basis of a valid justification (such as illness, in which case a valid medical certificate must be submitted to the Campus Registrar). This request must be made normally within 48 hours after the stipulated deadline date and must be addressed to the Dean, who in consultation with the relevant Head of Department and Course Lecturer, may allow the extension. In very exceptional circumstances, the Dean, acting on the advice of the relevant Head of Department and Course Lecturer, may consider requests for exemption from submission of the Coursework assignment, essays, etc., and, if granted, the percentage mark awarded for the final examination will be pro-rated.

University Regulations for the readmission of Students Required to Withdraw

18.

- i. 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 academic year has elapsed since their withdrawal. Students thus admitted to the Faculty may in accordance with its regulations be granted exemption from Level I 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. Level II University Courses, for the purposes of exemption, may be treated in the same way as Level I Faculty courses.

- ii. Students whose performance in the Level I programme indicated general weakness (e.g. bare passes in all courses) may be required by the Faculty to repeat Level I of the programme.
- iii. In special circumstances, exemption from courses in Level II 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 years for each year's full load. iv. Students required to withdraw from the University for failing to complete their Level I or Level II degree programme within the stipulated period or for poor performance as provided for in the Faculty regulations, may be readmitted to the Faculty after at least one year has elapsed since their withdrawal. Students thus readmitted may be granted exemption from Level I courses or Level II courses subject to Regulations i, ii and iii above.
- iv. 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 admitted to another Faculty after a minimum period of one year has elapsed since their withdrawal. Such students may be granted exemption from Level I courses relevant to the new programme, subject to Regulations i and ii above.
- v. Students required to withdraw from the University for failing to complete their diploma or certificate programme may be readmitted to the Faculty after a minimum period of one year has elapsed since their withdrawal. Such students shall not be granted exemptions from courses in the programme previously passed.

Extracts from the Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates Including GPA Regulations

CHEATING

97.

- i. Cheating shall constitute a major offence under these regulations.
- ii. Cheating is any attempt to benefit one's self or another by deceit or fraud.
- iii. Plagiarism is a form of cheating.
- iv. Plagiarism is the unauthorized and/or unacknowledged use of another person's intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in any typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University.

103. (i) If any candidate is suspected of cheating or attempting to cheat, the circumstances shall be reported in writing to the Campus Registrar. The Campus Registrar shall refer the matter to the Chairman, Committee on Examinations. If the Chairman so decides, the Committee shall invite the candidate for an interview and shall conduct an investigation. If the candidate is found guilty of cheating or attempting to cheat, the Committee shall *disqualify the candidate from the examination in the course concerned, and may also disqualify him/her from all examinations taken in that examinations session; and may also disqualify him/her from all further examinations in the University, for any period of time and may impose a fine not exceeding Bds \$300.00 or J\$5000.00 or TT\$900.00 or US\$150.00 (according to campus)*. If the candidate fails to attend and does not offer a satisfactory excuse prior to the hearing, the Committee may hear the case in the candidate's absence.

UWI Foundation courses:

A student needs to possess fundamental written competencies in order to qualify to read any of the Faculty's Foundation Courses in English Language. Such competencies are reflected in one of the approved pre-requisite qualifications in English Language. In the absence of this, a student needs to be successful in the English Language Proficiency Test

(ELPT) which examines basic essay-writing skills and the mechanics of English Language (grammar, spelling and punctuation).

Students pursuing the B.Ed. programme are to pursue one English Language Foundation course: FOUN 1001: English for Academic Purposes or FOUN 1106: Academic English for Research Purposes

FOUN 1001'S PREREQUISITES:

- General Paper - Grade A or B
- CXC English Language (General Proficiency) – Grade I
- GCE English Language – Distinction (Grade A or I or II)
- UWIDEC/Open Campus Language and Communication – Grade B or above
- TOEFL (Minimum writing score of 22)
- A pass in the English Language Proficiency Test (ELPT)
- A pass in FDMU 0005

FOUN 1106'S PREREQUISITES:

- CAPE Communication Studies - Grade I or II

Students can read more information at

<https://sta.uwi.edu/fhe/dmll/FOUN1106.asp>

Please be informed that NOTICES for the ELPT dates will be placed on the notice boards in February, August and October. Information about the ELPT can be read at <https://sta.uwi.edu/fhe/dmll/ELPT.asp>

FOUN 1001 and FOUN 1106 are not offered in Semester 2 but are offered in Semester 1 and these courses would be offered in Semester 3 based on demand.

Please see the list of course coordinators for the Foundation courses:

FOUN 1001 /FOUN 1106

Dr. Keisha Evans-Dixon

Lecturer and Coordinator

Academic Literacies Programme

Department of Modern Languages and Linguistics
Faculty of Humanities and Education
The University of the West Indies
St. Augustine Campus, Trinidad
Email: keisha.evans-dixon@sta.uwi.edu
Phone: 1-868-662-2002 Ext. 82521

FOUN 1101: Caribbean Civilization

Dr. Debbie Mc Collin

Coordinator

Department of History and Caribbean Studies
First Floor, Room 327
Faculty of Humanities and Education
The University of the West Indies
St. Augustine Campus, Trinidad
Email: debbie.mccollin@sta.uwi.edu
Phone: 1-868-662-2002 Ext. 82485

FOUN 1210: Science, Medicine and Technology in Society

Dr. Indira Omah-Maharaj

Regional Course Coordinator

Dean's Office
Faculty of Science and Technology
The University of the West Indies
St. Augustine Campus, Trinidad
Email: indira.omah-maharaj@sta.uwi.edu
Phone: 1-868-662-2002 ext.84497

REGISTRATION DATES AND DEADLINES MUST BE FOLLOWED AS STATED IN THE ACADEMIC CALENDAR:

https://sta.uwi.edu/resources/documents/academiccalendar_2021-2022.pdf

Online Registration - via web from anywhere, either on-campus or off-campus; 6.00 a.m. to 12 midnight Eastern Standard time.

Registration Assistance

1. Computer Kiosks located in lobby area of New Student Administration Building.
2. Helpdesk via telephone and email during the hours of 7:00AM – 6:00PM from **Monday to Friday**.
 - a. *Helpdesk Telephone* Number 662-2002 – extensions. – 83969, 83970, 83971 and 83972 OR
 - b. **Email** – support@mysta.uwi.edu and servicedesk@sta.uwi.edu
3. Students requiring assistance from Student Affairs (Admissions) can call TEL 1 868-662-2002 Ext. 83012/82157/82154

NOTE: Year-Long course(s) registration and fees will be listed on your Registration Fee Assessment Invoice under semester 2.

PROCESS

ACADEMIC ADVISING (COMPULSORY)

- NEW students
- Continuing Students - Faculty Academic Advising Worksheet/Form – Students will be given a worksheet or an academic advising form which should indicate the required courses to be read by a student in each semester for which the student can select online. This form will assist and guide the student in his/her online selection of courses. The Form will be for guidance only, a copy will be kept by the University staff and the original (with the student's signature and advising staff's signature) will be given to the student to keep as reference.

REGISTRATION – by Semester

Semester I

- Students will be required to do online selection of courses at the beginning of semester I for ONLY semester I courses and Year-Long courses.
- Select courses online which are listed on faculty academic advising worksheet/form
- Print Registration fee assessment invoice – used for financial clearance

Semester II

- Students will be required to do **online** selection of courses at the beginning of semester II for ONLY courses in semester II
- Select courses online which are listed on faculty academic advising worksheet/form
- Print Registration fee assessment invoice – used for financial clearance

For Year Long Courses:

- Registration for Year-Long courses must also be done in semester I registration period.
- To select Year Long course(s) online if a student has no other course(s) to read in semester I, s/he must select **REGS 1000** in semester I and then click on ‘Enter Year Long courses’ to select the year long course.

NOTE: Year Long course(s) registration and fees will appear on a student’s Registration Fee Assessment Invoice under semester II.

FINANCIAL CLEARANCE

Semester I

- Tuition fees and Halls of Residence fees are payable at the beginning of each semester
- Compulsory fees are payable in full at the beginning of the academic year
- **Students must read all instructions regarding using the new UWI Fee Pay:** https://sta.uwi.edu/resources/documents/FeePay_Faqs.pdf or <https://sta.uwi.edu/bursary/>
- **Students can learn to use UWI Fee Pay via** <https://www.youtube.com/watch?v=uhzS15lgAIA>
- Fees can be paid as follows:

- At any branch of Republic Bank Ltd using the UWI Student Bank Deposit slip **OR**
 - Using the U.W.I Online Payment System (Master or VISA credit card **only**) –please see below -
1. Log on to the Student Portal at my.uwi.edu
 2. Go to **MySecureArea**
 3. Go to **Student Services and Financial Aid**
 4. Go to **Registration**
 5. Got to **Registration Map and Guide**
 6. Select / click on **Online Payments**
 7. Print **a copy of your online payment receipt** (proof of payment) and attach it to your Course Registration Fee Assessment Invoice.
- After registering for courses, students can check online for access to My-eLearning within 24 hours.
 - If students have not received financial clearance, they must check to ensure that there are no financial holds on their account before contacting Bursary Representatives.

***For Citizens of Trinidad & Tobago ONLY**

NOTE: *Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (GRC) or via GATE website <http://www.e-gate.gov.tt/gate-app/> or call 800-GATE for information.*

The eGATE Application Form must be signed at the top ensuring the following information is included:

Example:

Period: September 2021 – December 2021

Academic Year: 2021/2022

Semester: 1

Semester: 2 – the semester remains as 2, even if it is the first semester of enrollment for the academic year.

NOTE: If the above information on the eGATE Application Form is incorrect, it will not be accepted.

- Students can check online for access to My-eLearning within 24 hours.

- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

Semester II

- Tuition fees and Halls of Residence fees are payable at the beginning of each semester
Compulsory fees are payable in full if you are registering for the first time in Semester II.
- **Again, students must enroll in the new UWI FEE pay as part of their registration process**
- Fees can be paid as follows:
 - At any branch of Republic Bank Ltd using the UWI student bank deposit slip **OR**
 - Using the U.W.I Online Payment System (Master or VISA credit card **only**) – Please see below
 1. Log on to the [Student Portal](#) at my.uwi.edu
 2. Go to **MySecureArea**
 3. Go to **Student Services and Financial Aid**
 4. Go to **Registration**
 5. Got to **Registration Map and Guide**
 6. Select / click on **Online Payments**
 7. Print **a copy of your online payment receipt** (proof of payment) and attach it to your Course Registration Fee Assessment Invoice.

NEW STUDENTS

Please submit the following documents to **Student Accounts, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building.**

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/ Scholarship letter
3. *Signed eGATE Application form.

CONTINUING STUDENTS

Please submit the following documents at the **Conference Room, 2nd Floor, The Lloyd Braithwaite Student Administration Building** during the registration period as per Academic Calendar

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment / Scholarship letter
3. *Signed eGATE Application form.
***For Citizens of Trinidad & Tobago ONLY**

eGATE INSTRUCTIONS

NOTE: Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (GRC) or call 800-GATE for information or go to <http://www.e-gate.gov.tt/gate-app/>

PLEASE NOTE THE FOLLOWING NOTICE FROM THE ASSISTANT REGISTRAR, STUDENT AFFAIRS (ADMISSIONS).

All students are required to register for courses in accordance with University regulations and established deadlines.

STUDENTS WILL NOT BE PERMITTED TO REGISTER OUTSIDE OF ESTABLISHED DEADLINES.

PLEASE REVIEW YOUR RECORDS REGULARLY:

- To ensure that they are accurate and up-to-date;
- To ensure that you have registered for the courses for which you are attending classes and intended to be examined.

Students are strongly reminded to keep all copies of their UWI documents and correspondence safe.

For more information, students can liaise with

Ms. Simone Roberts

Assistant Registrar for Student Affairs (Admissions)

The Student Admissions Building

The University of the West Indies

St. Augustine Campus

Tel: 1-868-662-2002 ext 82154 & 82157

Fax: 1 (868) 663-9684 or (868) 645 - 4611

Email: simone.roberts@sta.uwi.edu

SOME TERMS YOU SHOULD BE FAMILIAR WITH:

ACADEMIC ADVISING: this refers to the process where a staff member provides information on courses for which you must register and assists, where necessary, in the selection of courses. The purpose of academic advising is to help students, particularly new students, in planning, monitoring and successfully managing their chosen field of study, in relation to clear career objectives. Students are guided to accept responsibility for their learning; to be informed of the services provided for them; to access information, and to be managers of their time.

ACCEPTANCE PACKAGE: once you've been accepted, you will receive a package from Administration (Student Admissions). It will include your offer letter with your student registration number; information on fees, medical form, travel/passages information, compulsory orientation and academic advising.

ADD/DROP: period during which students may add or drop a course without penalty.

ADVISING HOLD: An Advising Hold may be placed on your record if you are in a Faculty that requires academic advising prior to registration. You must attend an advising session before your Faculty/Faculty advisor will clear you to register.

CRN (COURSE REFERENCE NUMBER): number assigned to designate a specific class and the specific time/format in which it will be offered.

CORE/REQUIRED COURSE(S): are courses that you are required to complete in order to be awarded a major or a minor.

COURSE CODE: A numeric number and letter combination used to identify a course e.g. HIST 2004 or ECON 1001. The letter part of the code identifies the subject (e.g. History or Economics), while the first digit of the number part of the code identifies the level of the course (e.g. 2004-Level 2 or 1001 Level 1)

COURSE LEVEL: Defines the level of a course. For example, HIST 1001 denotes that History 1001 is a Level 1 course (at UWI marked by the first digit in a course number).

COURSE LOAD: the number of credit hours carried each semester.

CREDIT /CREDIT HOUR: a unit which represents the number of hours a student spends in a class each week over the course of the semester e.g. A student enrolled in MGMT 2003 (3 credits) will spend approximately 3 hours in class for approximately 13 weeks.

DEGREE EVALUATION /AUDIT /OR CURRICULUM ADVISING AND PROGRAMME PLANNING (CAPP) MODULE: An online tool to help students and their advisors compare the student's academic record to the requirements of a specific programme. Prior to a meeting with their academic advisor or any time throughout the year, students with access to degree evaluation can easily review their progress within their current programme. Or, if thinking about a change, they can try a 'what-if' comparison of their record against the requirements of another programme.

DEPARTMENTS: are units that make up a Faculty and have a specific specialisation under the broader area represented by the Faculty. (For example, Food Production is a department within the Faculty of Science & Agriculture, Management Studies is a department in the Faculty of Social Sciences; Liberal Arts is a department in the Faculty of Humanities & Education).

ELECTIVE(S): any course not required as part of your major. Course(s) which you may choose from a list provided by your department/Faculty which is listed in your respective Faculty Regulations and Syllabuses booklet.

EVENING: A student who is registered to pursue a course of study in an Evening University Programme for which classes are timetabled in the evenings from Mondays to Fridays from 5.00 p.m. to 10.00 p.m. and on Saturdays from 8.00 a.m. to 8.00 p.m.

FACULTY: Lecturers are known as Faculty members. Departments are grouped into divisions called faculties. For example- the Faculty of Social Sciences consists of the departments of Management Studies, Economics and Behavioural Sciences; the Faculty of Science & Agriculture consists of departments of Agricultural Economics and Extension, Food Production, Physics, Chemistry and Life Sciences.

FEE INVOICE: A printout of the courses for which you have registered that lists each specific course. The amount of tuition and fees due for all courses registered and the payment deadline date is also indicated on the printout.

FINANCIAL CLEARANCE: This refers to the approval given by bursary officials when you have paid all the fees for which you are liable.

FINANCIAL HOLD: Your registration will not be processed if you are indebted to the University. If you have any questions regarding your account, you may visit the Student Accounts Office, The Bursary located in the Ground Floor, New Student Administration Building.

FULL-TIME STUDY: A student who is registered for not more than 15/18 and not less than 12 credits per semester in accordance with prescribed Faculty regulations.

G.P.A.: Grade Point Average is the average obtained by dividing the total grade point earned by the quality of hours for which the student is registered for any stated period of time, excluding hours on audited courses and courses taken for preliminary credit.

HOLD: A hold is a block placed on a student's record for failure to comply with obligations to the University. If you have a hold on your records, you may not register, or in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (i.e. unpaid tuition and fees, unpaid library fines), academic or disciplinary reasons. Examples of holds are: transcript holds, advising holds, dean's holds, immunization holds, accounts receivable holds, etc. If you have not cleared your holds before the start of the academic year, you will be unable to register until the hold is cleared.

LEVEL: A state in a programme for which courses are designed (at UWI marked by the first digit in a course number).

MAJOR/MINOR: A major is the area(s) in which you choose to concentrate most of your studies e.g. French, History, Physics, Management Studies. A minor is a secondary area of concentrated study that relates to the major or is of purely personal interest. Minors are not mandatory, and there are a limited number of minors available at UWI.

For more information on minor programmes, check Faculty Regulations and Syllabuses booklets.

my-STA-my ST. AUGUSTINE ON-LINE: A web service that can be reached directly (www.mysta.UWI.edu/online). For students, mySTA-My St. Augustine On-line provides access to on-line registration. St. Augustine online also has information on student accounts, final grades, degree audits and personal information.

OPTION: A prescribed combination of courses within a Faculty or across faculties leading to a degree.

PART -TIME: A student registering for less than 24 credits of courses in a given academic year. These courses may be scheduled at any time of the day on the timetable.

PRE-REQUISITE: A course that needs to be taken before you can register for another course or a more advanced course. Students are responsible for completing all prerequisites prior to enrolling in courses. The student registration system will prevent students from registering if prerequisites have not been completed. Make sure you belong in the class.

PROGRAMME: A selection of courses (designed to achieve pedagogical goals) the taking of which is governed by certain regulations and the satisfactory completion of which (determine by such regulations) makes a candidate eligible for the award of a degree/diploma/certificate.

REQUIRED/CORE COURSE(S): A course(s) you have to take to fulfil your specific degree programme.

SEMESTER: half-year term in a school year – normally a 13-week period of instruction.

SEMESTER GPA: GPA computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (the terms grade point, GPA, Quality hours honours GPA, Cumulative GPA and Quality points are defined the UWI grade point Average regulations booklet).

SPECIAL: A prescribed combination of courses offered which leads to a degree.

TRANSCRIPT: Official record of a student's academic standing listing coursework and grades for all courses attempted and completed at UWI

UNDERGRADUATE STUDENT: An undergraduate student pursuing a bachelor's degree. Undergraduate students cannot enroll in graduate-level classes. An undergraduate degree (Bachelor's) can be a stepping stone to postgraduate Programmes, such as Master's, MBA, PH.D.

UWI STUDENT ID CARD: Your university identification card. The UWI card has many functions aside from identification; it serves as a library card and an access card to other buildings on campus. Information about requesting an Id card can be accessed via <https://sta.uwi.edu/registration/idcards.asp>

UWI STUDENT REGISTRATION NUMBER: Is a 9-digit or 8-digit identification number in the format YYMMDD. This number which can be found on your offer letter is used to gain access to the St. Augustine on-line system, and to identify you as a UWI student while you are here.

FAQs

What is BANNER?

BANNER is an electronic database.

What are CRNs?

CRN are groups of numbers that allows the electronic system to recognize each course and the Faculty responsible for the course. It also identifies the number of students allowed to register for each course and what prerequisites they must possess to do so.

Why do I have to view my electronic transcript every month?

By viewing your electronic transcript every month <http://mysta.UWI.edu/> it assists you in keeping track of your registration status, thereby assisting you in avoiding any unexpected registration problems at the end of the semester that may debar you from viewing your grades.

What is 'de-registration' and how is that done?

'De-registration' is the act of de-registering oneself from a course you have already registered for. This must be done during the 'drop and add' period and must be done online. There are guidelines available at every step that would assist you to 'de-register'.

If I fail a course, what is my next step?

If you fail a course you must register for it again at the next offering of that course and timetable issues can be sorted out with the respective B. Ed. Level coordinator.

What are GPA points, 'WARNINGS' and 'REQUIRED TO WITHDRAW' notices?

GPA points are the points earned from marks gained (see grid below). 'Warnings' are notices generated automatically from the electronic database BANNER for students who fail to maintain a GPA average of .75 for the semester. At this point the affected student must meet with the Dean of the Faculty for further advice. If the problem persists for a second semester, a 'Required to Withdraw' (RTW) notice is generated. Students on 'RTW' can **re-apply** to their choice of programmes after one academic year.

How does the deadline for entry of marks affect me, the student?

BANNER has very strict deadline dates for lecturers to enter marks. Failure of students to honour the assignment due dates may result in the assignment mark not being entered on the electronic system BANNER before it closes.

RESOURCES

The School of Education has its own specialist library to support teaching and research. There is a computer laboratory and unlimited Internet/WIFI access. The Library can be accessed via <https://libraries.sta.uwi.edu/soe/>

ATTENDANCE

Successful completion of the B.Ed programme is premised on regular and punctual attendance at all scheduled sessions. All students should maintain a minimum of 75% attendance for all courses as mandated by the University as condition for the award of the Bachelor in Education degree.

Students should sign the registers during each face to face session and participate in all online sessions where applicable.

Students should be aware that their online or eLearning activity can be observed by instructors and administration.

Activity tracking includes (but is not limited to) coursework, learner profile and chat or online discussions.

ASSESSMENTS

Assessments will take place throughout the programme: -

Student performance will be assessed by a variety of means which may include group or individual tasks, oral or visual presentations, journals, media products, written assignments and examinations.

If you have failed an assignment, you may be allowed to re-submit a re-worked version of it, **ONCE per course** offered by the SOE if the failed mark is 45-49 based upon the Lecturers' availability or recommendation to remark this resubmission within the academic period for which the course is offered.

You **MUST** adhere to the resubmission date set. If you fail to do this, you would be considered as having failed the course and you **MUST** re-register for the course when it is next offered.

REGULATIONS

Application for Leave

Leave of Absence:

A candidate who is obliged to apply for leave of absence is normally required to make the application not later than the third week of the Semester online giving reasons for the request to be considered by the Board of Undergraduate Studies for the Faculty. Students are asked to note that requests for retroactive leave would not be granted.

Voluntary Withdrawal:

Students who are no longer desirous of pursuing the B.Ed. programme must inform **The Assistant Registrar, Recruitment and Enrollment, Student Affairs (Admissions)** so that their transcript can be updated accordingly via email or writing a letter or signing the respective form.

PLEASE NOTE:

- A. All students are reminded that assignments **must** be submitted by the dates indicated by the B. Ed. office. These dates must be strictly adhered to. Submitted assignments constitute your examination. You must hand in your assignment to the relevant secretary and you must ensure that you obtain a receipt as proof that the assignment was handed in.

In the case of illness, the University regulation quoted below will apply:

Regulation 33 (ii):

*.... The candidate shall send the medical certificate 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.*

- B. **A register is kept for all sessions.** It is the student's responsibility to sign the register for every session attended.
- C. Pay special attention to the note on Plagiarism in both the Faculty Handbook (found online)
<http://sta.uwi.edu/resources/documents/facultybooklets/HumanitiesUndergrad.pdf>

and this programme Handbook.

- D. No smoking, eating or drinking are allowed in the classrooms or in the auditorium.
- E. The School of Education requires that all its students ***MUST*** have their student's ID displayed at all times for their personal safety. The display of the Student Id allows the Security officers on the compound to easily identify strangers on the compound.

PENALTY

Any required written submission with unsatisfactory features of presentation (e.g. with respect to its title page, abstract or preface, acknowledgements, table of contents, figures and illustrations, reference, bibliography, appendices and language) shall be returned to the candidate for correction regardless of the agreed grade recommended for it, and will not be finally accepted until those features are satisfactorily amended.

SUBMISSION OF ASSIGNMENTS FOR THE

C. ECCE and B.ED. PRIMARY (GENERAL) PROGRAMMES

Students are required to pay special attention to the following and to also ensure that a hard copy of all submitted assignments is kept for their personal files. The majority of the course assessments for your degree are based on submitted coursework, so take note of all of your assignment submission dates and times.

(All assignments are submitted online due to the Covid 19 restrictions).

IMPORTANT:

Usually, all hard copy assignments are to be submitted to the respective Clerical staff/secretary. If that secretary is not present, the other level secretary will accept the assignment in question on the other secretary's behalf. Administrative hours are usually from 8:30am – 4:30pm, but the office closes at 5:00pm. Please be well acquainted with the name(s) and proper spelling of all your lecturers and group tutors.

When you are submitting a hard copy of an assignment, you are required to fill out submission forms in duplicate which will be signed by the

Secretary upon receipt of your assignment. A copy would be returned to you for your personal records. **Ensure** that all assignments and attached documents are accurate before submission. Please keep copies of ALL aspects of your project at home in the event of loss or damage of submitted material.

Students must also include the official B.Ed coverage and the University's accountability statement.

All hard copy assignments **MUST** be carefully stapled or bound as instructed and each section of your project **MUST** be clearly labeled and identified. **ALL late assignments carry a penalty.** Requests for extensions or letters of pardon are to be written or typed out and submitted to the respective B.Ed. Programme Coordinator for approval.

After submitting your assignment, students are not permitted to return to the office to review, add or take out any information. Before handing up your assignment, please check thoroughly to see that you are handing up all that is required and you are satisfied with the completed document. The submission of an assignment is treated in the same way as a University Examination.

IMPORTANT

If assignments are to be submitted online, students must also include the official B.Ed coverage and the University's Accountability Statement. The assignments are to be submitted via the respective link on the myElearning course shell.

Please be well acquainted with all deadline dates and times for the submission of assignments since there is a possibility that once the deadline date and time have passed, you may be unable to upload your assignments to myElearning site.

Academic Integrity

Students have the responsibility to know and observe the Regulations of the University of the West Indies and the Faculty. Additionally, the regulations prohibit plagiarism, falsification of information and academic dishonesty. All regulations are in force during the Summer School Session.

The original Accountability Statement can be located at the following link:

https://sta.uwi.edu/fss/economics/documents/UGCWaccountabilitystatement_IR_.pdf

The format for all written assignments on the B.Ed. programme must adhere to the APA style. A copy of the APA style format is located in the School of Education Library.

All written assignments for formal assessment must be typed:

- On plain quarto (8½” x 11”) one side only;
- With double-spacing, except for (a) long passages of quotation (which should be set in from the left margin) and (b) entries in the Bibliography which require more than one line (but double-spacing must be used between separate entries);
- With a right margin of one inch, and the top, bottom and left margins 1½ inches.

Referencing

References must be given for everything, which you take from another author because:

- Not to do so is **PLAGIARISM**, literary and intellectual theft and cheating, passing off as your work what is really that of someone else;
- Those assessing your work need to know what exactly is your own work and what you have taken from elsewhere and so to be able to check that you have quoted or used it correctly;
- Other readers (e.g. future B. Ed. participants) also need to know what is your work and what is not, so that they can quote the correct source and follow up your references.

When do you quote or mention other works?

- i. Every time you use the ideas or words of another writer, you must indicate the source so as to avoid plagiarism;
- ii. If you use the actual words, put them in single quotation marks and give the reference;
- iii. If you put a writer’s ideas into your own words, you must still give the reference to the source;

- iv. Quoting the actual words is *necessary* when: you wish to show that the writer actually said that particular thing; you intend to examine in detail what was said or it is a definition of a key term;
- v. Otherwise you should try to put another's ideas into your words so as to show that you understand what was said;
- vi. Except as stated in (iv) avoid long quotations.
- vii. **DO NOT MERELY QUOTE**, for that occupies space without anything being said by **YOU**. Use what you quote, as in (iv), or to support your argument;

e.g.: Do not merely quote several definitions, but critique them and conclude with the one which you accept and are going to use, or give that one only.

MAKE SURE THAT THE READER WILL KNOW THAT YOU AGREE OR DISAGREE WITH WHAT YOU QUOTED.

- viii. Beware of quoting an author as saying something with which he does not in fact agree. Writers often set out a certain position in some detail before going on to critique, modify or reject it. Therefore, read before and after the particular passage to make sure that it does express the writer's own position.

N.B. NOTE WELL THE PENALTY FOR PLAGIARISM ACCORDING TO THE UNIVERSITY'S EXAMINATION REGULATIONS FOR FIRST DEGREES, ASSOCIATE DEGREES, DIPLOMAS AND CERTIFICATES INCLUDING GPA REGULATIONS (2010/2011).

STUDENTS' ACCESS TO VARIOUS UWI FORMS AND

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STUDENTS' CODE OF ETHICS:

<https://sta.uwi.edu/resources/documents/conduct.pdf>

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<https://sta.uwi.edu/examinations/review.asp>