

“HOW TO” GUIDE

& UNIVERSITY REGULATIONS

STUDENT HANDBOOK 2023/2024



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Why You Should Keep This Handbook



Whether you are just starting your journey at The University of the West Indies or continuing your adventure, this How To Guide is your ultimate companion throughout your UWI experience. This is why:

- Part 2 contains the official University Regulations that generally govern the way programmes are administered at The UWI.
- Part 3 contains a handy glossary of terms you would have encountered in parts 1 and 2, contact information, and quick links to key locations on the Campus

Navigate UWI Like a Pro

All the essential regulations you need to be aware of to manage many of the common administrative issues you may encounter that could impact your academic programme, as well as information on all facilities and services that can make your UWI experience fun and more fulfilling.

Three Parts, Countless Benefits

- Part 1 of this Guide explains as simply as possible how to complete essential things like registering for courses, paying fees, what to do if you have a problem, and where to find help. It also includes information and links to help you to access services including health, accommodation and recreation.

Got Questions? Reach Out!

Remember, you're never alone on this journey. If you have any questions after flipping through the handbook, don't hesitate to ask for help using the contact information available in this Guide. They'll either provide you with the answers you need or point you in the direction of someone who can.

DISCLAIMER

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE INFORMATION CONTAINED IN THIS PUBLICATION, THE UNIVERSITY OF THE WEST INDIES ACCEPTS NO LIABILITY FOR ERRORS OR OMISSIONS.

Welcome to The University of the West Indies

Congratulations!

You are now part of a rich and unique tradition of Caribbean scholarship.

The St. Augustine Campus is one of five campuses that make up The University of the West Indies. There are four other landed campuses located in Barbados (Cave Hill), Jamaica (Mona), and Antigua (Five Islands), while the Global Campus operates across several territories in the region.

The University of the West Indies is a regional university serving the countries of Anguilla, Antigua, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent, and Trinidad & Tobago. The UWI also serves Guyana in the Faculties of Medicine and Law.

VISION

An excellent global university rooted in the Caribbean.

MISSION

To advance learning, create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world.

VALUES

- | | |
|------------------------|-----------------------------|
| 1. Integrity | 2. Excellence |
| 3. Diversity | 4. Gender Justice |
| 5. Student-Centredness | 6. Financial Sustainability |



CAMPUS CONTRIBUTING COUNTRIES

ANTIGUA & BARBUDA
BARBADOS
JAMAICA
TRINIDAD & TOBAGO

NON-CAMPUS CONTRIBUTING COUNTRIES

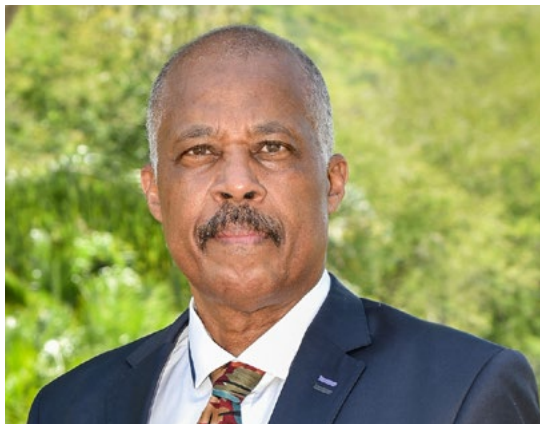
ANGUILLA
BAHAMAS
BELIZE
BERMUDA
BRITISH VIRGIN ISLANDS
CAYMAN ISLANDS
DOMINICA
GRENADA
MONTSERRAT
ST KITTS & NEVIS
ST LUCIA
ST VINCENT
TURKS & CAICOS

NON- CONTRIBUTING ACS COUNTRIES

ARUBA
BONAIRE
BRAZIL
COLOMBIA
COSTA RICA
CUBA
CURACAO
DOMINICAN REPUBLIC
EL SALVADOR
FRENCH GUIANA
GUADELOUPE
GUATEMALA
GUYANA
HAITI
HONDURAS
MARTINIQUE
MEXICO
NETHERLANDS ANTILLES
NICARAGUA
PANAMA
SURINAME
VENEZUELA



Message from the Vice-Chancellor



Welcome to The University of the West Indies!

As you enter the portals of this august institution, I wish you the very best for academic success and personal growth. Form and foster friendships, they will keep you focused throughout your programs and last into your professional lives. Take full advantage of the co-curricular opportunities available. Be attentive to your physical and mental health and I ask you to be considerate of others – be the embodiment of the beautiful quote from Archbishop Desmond Tutu “My humanity is bound up in yours, for we can only be human together.”

Each year, our new students inspire enthusiasm and hope for the entire community. Your enthusiasm, activism and full engagement will ensure that we - us and you - stay the course. Your responsibility will be to ensure that the resources dedicated to your training are maximised as

much as possible. However your education is funded - by your Governments, your families or yourselves, or by philanthropic donors, it is an investment in your future, in our collective future. Your University is committed to ensuring that we deliver programmes of high quality and relevance to national and regional development, in as safe an environment as possible.

The pivot to the virtual environment during the COVID-19 pandemic provided us with opportunities to review and renew how we do many things. Blended learning is now mainstream rather than occasional. However, all our campuses have largely reverted to face-to-face learning with options for online where necessary. I encourage you to engage in vigorous academic debates and take full advantage of the leadership opportunities that are provided through the co-curricular activities. Your university is an activist university, with a responsibility to participate in debate around the issues threatening the region it serves, and also to find and implement solutions. The UWI has a proud tradition of preparing leaders for our region and beyond in every discipline and at every level of operation. We are counting on you to keep the “light rising from the West.”

In 2021 The UWI was ranked by the Times Higher Education among the best 1.5% of universities in the world. This achievement was based on our successful implementation of our Triple “A” Strategic Plan 2017-2022. The three pillars of Access, Agility and Alignment:

increasing access to our courses and programmes as well as to our technical expertise, demonstrating agility in our response to challenges such as the pandemic, and alignment with strategic partners including our Governments to meet their specific needs, guided us in affirming The UWI’s reputation at the global level.

The current phase of our strategic plan 2022-2027 will focus on generating revenue, on strengthening our global reach, and on infusing even more technology into our learning and other processes. It promises to be an exciting phase for us all and the team looks forward to sharing this journey with you.

Blessings!

Hilary Beckles

PROFESSOR SIR HILARY BECKLES

Vice-Chancellor
The University Of The West Indies

Message from the Campus Principal



Hello Students,

I am delighted to welcome each and every one of you to The University of the West Indies, St. Augustine Campus! Congratulations! You are now part of this great West Indian tradition. In fact, this year, we celebrate 75 years of academic excellence in teaching, research and service to society.

We are thrilled to have you join our dynamic and diverse community – whether you are returning to your beloved stomping grounds or stepping onto our vibrant Campus for the first time. Brace yourselves for an exhilarating academic journey filled with transformative experiences that will shape the very core of who you are!

At the St. Augustine Campus, we stand united in our commitment to your academic excellence and personal growth. Our goal is to create an intellectually stimulating environment that will leave you inspired and ready for the world. This Campus is a place where dreams take flight, and this year promises to be no exception. Together, we will raise our Pelican Pride and soar to new heights, creating lasting memories every step of the way.

As we embark on this new academic year, remember that we are more than just a community – we are a thriving ecosystem that values collaboration, diversity and inclusivity. Go out and meet students from different countries. Talk to them about their culture and customs and share yours with

them. I guarantee that the experience will be both rewarding and life-changing. The friendships you forge here will last a lifetime, and the connections you make will shape your personal and professional paths in ways you cannot even imagine.

The entire faculty and staff of the St. Augustine Campus is committed to your success, your education and your well-being. So, reach out to any one of our talented researchers, scientists, and staff members if you need a helping hand or a spark of inspiration.

May your hearts be filled with the thrill of anticipation, your minds be open to incredible learnings and your spirits be ignited with the fire of endless possibilities. You are a special generation that has seen its fair share of unique challenges, and much now rests with you. It is not just enough for you to excel academically; you must do more for your communities, countries, and, by extension, the world.

So, once again, welcome to our Campus, and I look forward to watching you grow into the active, socially conscious change agents we need today.

Rose-Marie Antoine

PROFESSOR ROSE-MARIE ANTOINE

Pro Vice-Chancellor & Principal
St. Augustine Campus



Faces To Remember



CAMPUS PRINCIPAL
Professor Rose-Marie Belle Antoine
Pro Vice-Chancellor and
Campus Principal



DEPUTY PRINCIPAL
Professor Indar Ramnarine



CAMPUS REGISTRAR
Dr Dawn Marie De Four-Gill



CAMPUS LIBRARIAN
Mr Frank Soodeen



**DEAN, FACULTY OF
ENGINEERING**
Dr Bhesem Ramlal



**DEAN, FACULTY
OF FOOD &
AGRICULTURE**
Professor Mark Wuddivira



**DEAN, FACULTY
OF HUMANITIES &
EDUCATION**
Professor Elizabeth Walcott-Hackshaw



**DEAN, FACULTY
OF LAW**
Dr Alicia Elias-Roberts



**DEAN, FACULTY OF
MEDICAL SCIENCES**
Professor Hariharan Seetharaman



**DEAN, FACULTY
OF SCIENCE &
TECHNOLOGY**
Dr Brian Cockburn



**DEAN, FACULTY OF
SOCIAL SCIENCES**
Dr Acolla Lewis-Cameron



**DEAN, FACULTY
OF SPORT**
Dr Akshai Mansingh
(Based at the Mona,
Jamaica campus)



**HEAD, ST. AUGUSTINE
ACADEMY OF SPORT,
FACULTY OF SPORT**
Dr Anand Rampersad



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RESOURCES



GLOSSARY

Part 1

How to register for your courses

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. You **MUST** register for a course to be able to attend classes.

Registration involves a series of steps that a student must follow to officially register for a course.

What Registration Means

A student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled. In other words, the registration process will only be complete once all necessary fees (compulsory, tuition and hall fees, where applicable) have been paid in full.

Registration for a course constitutes registration for the examinations in that course.

When to Register

Between 6:00 am to 12:00 midnight Eastern Standard Time during the online registration period indicated in the *Academic Calendar*.

Where to Register

You can select courses online from wherever you are: on-campus, off-campus, at home, at any Internet café or library, anywhere in the world. You can use any laptop or PC with Internet access.

What is Financial Clearance

Once you enrol in Fee Pay and start making payments according to the schedule, you will receive automatic financial clearance. Financial Clearance is required for you to access myeLearning, write exams, submit online course assessments, and to access facilities at the Health Services Unit, the Alma Jordan Library, and the Halls of Residence.

If payments are not made by the deadline dates set out in the academic calendar (embed link: <https://sta.uwi.edu/registration/academiccalendar.asp>), an automatic Accounts Receivable (AR) Hold will be placed on your account.

An AR hold restricts access to myeLearning, and restricts your ability to write exams, view your examination grades, submit online course assessments, and access to facilities such as the Health Services Unit, the Alma Jordan Library and the Halls of Residence.

How to Log in to the Student Portal

The *Student Portal* at <http://my.uwi.edu> is where you will register for courses, pay fees online, and access your UWI email, online course material, grades and more. To log in for the first time:

1. Go to <http://my.uwi.edu>
2. Select your campus (St. Augustine).
3. Under Login, enter your UWI student ID Number.
4. Under Password, enter your date of birth in the format YYYYMMDD.
5. If you are a continuing student who has used myeLearning or mySTA email please use that password.
6. Click the blue button that says LOGIN.

7. Download the *Undergraduate Online Registration Guide* or the *Graduate Online Registration Guide* for more about the *Student Portal*.

REGISTER IN JUST 7 STEPS

1. Get your Registration Information

2. Register for GATE eService ID
(Only for Undergraduate students who are T&T citizens.)

3. Go to Academic Advising

4. Select Courses Online

5. Enrol in FEE Pay to Obtain Financial Clearance (mandatory)

6. Get Your UWI ID/Smart Card

7. Maintain Financial Clearance

NOTE:

EVEN AFTER YOU ARE REGISTERED, REMEMBER TO REVIEW YOUR RECORDS REGULARLY THROUGH THE STUDENT PORTAL TO ENSURE THAT THEY ARE ACCURATE AND UP-TO-DATE.

STEP 1: GET YOUR REGISTRATION INFORMATION

- Download the UWI St. Augustine *Academic Calendar* to see all the IMPORTANT dates and deadlines that you should know for the current Academic Year.
- Download and read your Faculty Booklet for the current academic year. Booklets are available online only in the *Faculty Booklet Archive*.
- Read the *Undergraduate Registration Instructions* in this handbook and online.
- Read the *Postgraduate Registration Instructions* in this handbook and online.
- Read the *Co-Curricular Course Registration* Instructions (undergraduate students only).
- Read the instructions on *Course Restrictions* and *Faculty Overrides*.

STEP 2: REGISTER FOR GATE FUNDING (TRINIDAD AND TOBAGO CITIZENS ONLY)

- **This step applies ONLY to Undergraduate students who are Trinidad & Tobago citizens.**
- All other Undergraduate students, skip to **STEP 3: GO TO ACADEMIC ADVISING**
- Postgraduate students are NOT eligible for GATE Funding. Skip to **STEP 3: GO TO ACADEMIC ADVISING**
- Not all TT citizens are eligible for GATE funding. See the eligibility criteria under *How to Access GATE Funding*.
- Not all undergraduate programmes are eligible for GATE funding. Check the Undergraduate Fee Booklet or contact the Students and Receivables Section of the Bursary to see if your programme qualifies.
- If you do not require or qualify for GATE funding, skip to **STEP 3: GO TO ACADEMIC ADVISING**.

i. REGISTER TO OBTAIN your e-GATE IDENTIFICATION NUMBER

First, you must register and obtain a GATE eService ID at any of the [GATE eService Registration Centres](#) located across the country.

To successfully register for the GATE e-Service, you must

- present original copies of your birth certificate, and one other form of identification (National ID or passport ONLY), and
- provide a valid email address for receiving notifications.

After registering at the GATE Registration Centre, you will receive an email informing you that a GATE e-Service account has been created for you, along with an activation code, GATE e-Service ID, and password.

After activation, use the ID and password to log in to your account on the [GATE e-Service website](#) and apply for GATE funding online.

ii. APPLY FOR GATE FUNDING

To apply online for GATE funding you must have soft copies (scan and save as PDF OR JPEG) of the following documents:

- UWI acceptance letter (for new students only)
- Electronic birth certificate and one other form of identification (national ID or passport ONLY)
- Marriage/divorce certificate (for married/divorced students)
- Latest results slip
- Deed poll (for name change)

Complete, edit or re-submit your application as necessary. On completion, print and sign a Student Copy of the electronic application form and attach it to your UWI fee sheet which you will receive at the end of [STEP 5](#).

iii. SELECT THE APPROPRIATE PERIOD ON THE E-GATE APPLICATION FORM

- For the 2023/2024 Academic Year, select the period September 2023 to August 2024.

- Select this period whether you are applying for funding for Semester 1 or Semester 2.

iv. SELECT THE APPROPRIATE SEMESTER ON THE E-GATE APPLICATION FORM

- Do NOT select ANNUAL
- Select Semester 1 if you are applying for funding for September – December.
- Select Semester 2 if you are applying for funding for January to May.
- Select Semester 3 (Summer) if you are applying for funding for May to July.

v. INSERT YOUR UWI STUDENT REGISTRATION NUMBER ON THE E-GATE APPLICATION FORM

- NEW students – your UWI registration number is included in your offer letter.
- CONTINUING students – Use you assigned UWI registration number. DO NOT use the number on your UWI Student Smart Card.

vi. SELECT THE CORRECT INSTITUTION ON THE E-GATE APPLICATION FORM

- Select “The University of the West Indies, St. Augustine.”

vii. PRINT THE STUDENT COPY OF THE E-GATE APPLICATION FORM

- The following information must be clearly seen on the e-GATE Application Form:
 - Period: September 2023 - August 2024
 - Academic Year 2023 / 2024
 - Semester: I
- Sign the copy of the printed form at the top.
- Submit the signed form to UWI along with the documents listed in [STEP 7](#) below.

STEP 3: GO TO ACADEMIC ADVISING

- i. Check the [Faculty Advising Schedule](#) online for dates and instructions for your faculty's undergraduate and postgraduate advising sessions.
- ii. Attend your Academic Advising session.
 - SEMESTER 1:
 - Faculty orientation and Academic Advising sessions are **COMPULSORY** for New and Returning/Re-Entry Students and **OPTIONAL** for Continuing Students. Continuing Students can view all courses already passed and those required to fulfil your programme requirements using the CAPP (Curriculum Advising and Programme Planning) compliances in Banner Web.
 - SEMESTER 2:
 - Consult your Faculty Advisor for information on the courses you must select online.
 - SEMESTER 3 (SUMMER):
 - Check the [Summer Programme webpage](#) or Faculty notice boards and timetables for a list of courses being offered before attempting to select your course(s) online.

STEP 4: SELECT COURSES ONLINE

Students are required to select courses online using the [Banner Student Administration System](#) at <http://my.uwi.edu>.

Be careful not to select courses that meet at the same time. The system does not check for timetable conflicts.

- i. Download and read the registration guide that applies to you:
 - the [Undergraduate Online Registration Guide](#) or
 - the [Postgraduate Online Registration Guide](#).

- ii. Follow the instructions to select courses online.
At the **BEGINNING** of each academic year, you are required to register for:
 - All Semester 1 courses
 - All Year-Long courses (where applicable)
 - If the **ONLY** course(s) you are reading in Semester 1 are Year Long course(s) on-line, you must **FIRST** select the course REGS 1000 in Semester 1.
 Registration for Semester 2 courses takes place at the beginning of Semester 2, normally in January of each year.

Registration information and fees for Year Long course(s) will appear on your Registration Fee Assessment/ Invoice under Semester 2.
- iii. Print your Course Registration Fee Assessment Invoice. This is required to complete the financial clearance process.
 - Check **CAREFULLY** to ensure that the courses for which you registered online are listed on your course Registration Fee Assessment invoice.
 - Ensure that the fees payable (tuition and compulsory) correspond with the financial information booklet. if not, contact:

The Students and Receivables Section

The Lloyd Braithwaite Student Administration Building
el: 662-2002, Exts.: 82137, 82356, 83370, 83379, 83382, 84136, 84137, 84173, 84176, 84178, 84181, 82143.

POSTGRADUATE STUDENTS

In keeping with the phased introduction of the [PG GPA system](#), students admitted before 2021/2022 (non-GPA) and those starting from 2022/2023 have different Course Registration Number (CRN) codes. However, all other course details remain unchanged. For more guidance, download the [Postgraduate Online Registration Guide](#).

EVENING UNIVERSITY STUDENTS

Evening University students registering for an out-of-faculty Summer course would be required to pay the tuition fees for the relevant Faculty.

REQUEST FACULTY OVERRIDES ONLINE

If you try to sign up for a course and you don't have the needed prerequisites or if the class is already full, you will get an error message. Only the Dean of the Faculty or their chosen representative(s) can approve exceptions. This is called an override.

To request an override, log in to the [Student Portal](#). You can also track the status of your request there. For more guidance, refer to the relevant [Undergraduate Online Registration Guide](#) or the [Postgraduate Online Registration Guide](#). *Deadline dates for the submission of override requests* are available online.

Download the latest [Academic Calendar](#) to find out when you can submit override requests and the deadlines for decisions in each semester.

STEP 5: ENROL IN FEE PAY TO OBTAIN FINANCIAL CLEARANCE (NEW AND MANDATORY)

- i. Log in to the [Student Portal](#).
- ii. Go to My Secure Area.
- iii. Follow the order of activities under the heading "Registration Road Map".
 - Select the semester with an active status to enrol for courses online.
 - Print your Fee Sheet.
 - Select 'Fee Pay' to **enrol in a payment plan** and to **receive automatic financial clearance**. See the [Fee Pay tutorial video](#) for instructions. Also see [Frequently Asked Questions about FEE Pay](#).

STEP 6: GET YOUR UWI STUDENT ID CARD/SMART CARD

Students (and staff) are required to wear their UWI ID cards at all times so that Campus Security can easily identify persons who should not be on the campus grounds. The UWI ID card is a smartcard with a chip that also allows you to access certain buildings and rooms on the campus, borrow items from the Library, access the Gym at SPEC, access examination rooms, qualify for a parking pass and more.

NOTE:
Financial Clearance is required in order to obtain a UWI Student ID Card.

NEW STUDENTS

To apply for your UWI ID Card you must have

- [Financial Clearance](#) from the Bursary
- At least one form of identification – a national ID card, passport, driver's license, or birth certificate. You will also be required to submit a photo that will be used on your card.

Follow the instructions below to upload your photo and to collect your UWI ID Card:

- i. Have someone take your picture. Make sure it meets the [criteria for acceptable ID photos](#).
- ii. Complete your online course selection to receive an email with login credentials.
 - On completion of online course selection, an email will be sent to **your personal email address**, containing the information and login credentials you will need to upload the photo.
- iii. Upload photo.
 - Login to the [UWI ID Card Photo Upload Application](#) with the credentials you received via email and upload your photo via the application.

- iv. Wait while your photo is validated.
 - The photo will be reviewed to make sure it is appropriate to be printed on the UWI ID Card.
 - If the photo is approved, you will be notified via email as to where and when you should collect your UWI ID Card.
 - If the photo has been rejected, you will need to take and submit a new photo.
 - Check your email regularly so that if you are required to provide another photo, your resubmission can be processed in a timely manner.
- v. After obtaining Financial Clearance and uploading your photo, please schedule an appointment using the online booking form on the [ID Card Website](#). You can then collect your ID card from the ID Card Office on the scheduled date and time.

For further information:

Email: IDCard.Help@sta.uwi.edu

Tel: 662-2002 Ext. 83120.

CONTINUING STUDENTS

- Your UWI Student ID Card is automatically revalidated when you receive [Financial Clearance](#).
- If you have an expired UWI ID Card, please [email the ID Card Office](#) for guidance on receiving a replacement.

NOTE: Financial clearance is required to obtain a UWI Student ID Card.

STEP 7: MAINTAIN FINANCIAL CLEARANCE

1. Submit Your Registration Documents

These should be submitted via [e-Courier](#) before the deadline date of your first instalment. [See payment schedule online](#).

- **Scan** the following documents as applicable
 - Signed fee assessment sheet
 - Signed e-GATE application form (where applicable)
 - Scholarship letter (where applicable)
 - Proof of payment (where applicable)
 - Bank Deposit Slip (front and back)
 - Online Transfer
 - Wire transfer
 - Final Project/Thesis Submission receipt (where applicable)
 - Approved Tuition Waiver Forms (where applicable)
- **Save** all your scanned documents as ONE PDF file.
- **Rename** the PDF file to include:
 - Student ID number
 - Student's full name (first name and last name)
 - Faculty (Choose from: FSS, FST, FMS, FoE, FHE, FFA, FoL, AoS-Academy of Sport)

Example: 816000430SamPaulFSS

- **Upload** your PDF file to via [e-Courier](#).

NOTE:

Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre ([See STEP 2 above](#)). The e-GATE Application Form must be **signed at the top** and the following information must be clearly seen:

- Period: September 2023 - August 2024
- Academic Year: 2023 / 2024
- Semester: I

PENALTY FOR NON-PAYMENT OF FEES – AR HOLD

A student is considered to have officially registered for a course when their financial responsibilities to the University have been met within the specified timeframe. In simpler terms, the registration process is only finished once all the required fees (compulsory, tuition, and, where applicable, hall fees) are completely paid.

If you do not submit the necessary registration documents by the deadline for the first payment or haven't fully paid the fees as scheduled for each instalment in the semester you will not be regarded as having completed the registration process. An **Accounts Receivables (AR)** hold will be placed on your student account, which will restrict your access to classes, exams, and facilities like the Health Service Unit, Myelearning, the Library, and Halls of Residence.

NOTE:

There are other types of Administrative Holds that may prevent you from accessing academic and other services. Take a look at a [list of common registration holds](#) and whom you should contact for help.

ADDITIONAL INFORMATION:

[Frequently Asked Questions about the Student Payment Plan \(SPP\)](#)

Download the [Undergraduate or Postgraduate Fee Booklet](#) as applicable.

HOW TO PAY YOUR FEES

Students can pay fees using any **one** of the following methods:

- i. **Pay online** using Mastercard or Visa Credit Cards, international debit Chip Cards, or Trinidad & Tobago debit Chip Cards
 - Log on to the Student Portal at <https://my.uwi.edu>.
 - Log on to my Secure Area.
 - Select Student Services & Financial Aid.
 - Click Student Records.
 - Select FEE PAY.
 - Follow steps from there to complete payment.

NOTE:

You can click in the field with the amount and change it to the desired figure.
Once the transaction is completed you will receive an email confirming payment.

- ii. **Pay in person** at any branch of Republic Bank Ltd.
 - Complete either **The UWI student bank deposit slip** OR a general deposit slip made out to **Account Number: 160 284 581 001 CHQ**.
 - Include the student's name, address, and UWI Student ID number on the bank deposit slip.
 - Ensure the bank teller gives you 2 copies of either the UWI deposit slip OR a validated print of transaction.

- iii. **Internet Banking** payment to the following bank account:

Republic Bank Limited

UWI, St. Augustine, Trinidad RT Number: 010100903

Account Number: 160 284 581 001 CHQ Account Type: CHQ

Account Name: The University of the West Indies

Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

iv. **Wire Transfer:**

TTD Deposits ONLY

Republic Bank Limited
UWI, St. Augustine, Trinidad Swift Address RBNKTPX Account: 160 284 581
001 CHQ
Account Name: The University of the West Indies Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

USD Deposits ONLY

intermediary Bank (Pay-Thru Bank) FW 026 009 593 Bank of America
100 West 33rd Street New York
New York 10001 USA
Swift Address: BoFAUS3N
Receiving Bank:
(Holder of the recipient's account) Account #65503 52163
Republic Bank Limited
FOREX Trinidad
Swift Address: RBNKTPX
Account No. / Beneficiary Customer for Account #0002/110/10635 CHQ
The University of the West Indies, St Augustine
Reason for Payment: Provide details e.g. Student ID #, Name, Reference #, etc.

NOTES

Non-national students in the Faculty of Medical Sciences are required to pay tuition fees in US currency.
All students from non-contributing countries are required to pay tuition in US currency. See the list of *contributing and special non-contributing countries*.

STUDENT ACCOUNTS CONTACT INFO

ACADEMIC SECTION	STUDENT ACCOUNTS CONTACT
CLE (Hugh Wooding Law School)	studentaccounts.cle@sta.uwi.edu
Education	studentaccounts.education@sta.uwi.edu
Engineering - Postgraduate	studentaccounts.pg-engineering@sta.uwi.edu
Engineering - Undergraduate	studentaccounts.ug-engineering@sta.uwi.edu
Evening University - Undergraduate	studentaccounts.ug-evening@sta.uwi.edu
Food & Agriculture	studentaccounts.ffa@sta.uwi.edu
Humanities	studentaccounts.humanities@sta.uwi.edu
Law	studentaccounts.law@sta.uwi.edu
Medical Sciences - Nursing	studentaccounts.nursing@sta.uwi.edu
Medical Sciences - Postgraduate	studentaccounts.pg-medicalsciences@sta.uwi.edu
Medical Sciences - Undergraduate	studentaccounts.ug-medicalsciences@sta.uwi.edu
Pre-Science	studentaccounts.pre-science@sta.uwi.edu
Science & Technology	studentaccounts.fst@sta.uwi.edu
Social Sciences - Arthur Lok Jack Global School of Business	studentaccounts.alj@sta.uwi.edu
Social Sciences - Postgraduate	studentaccounts.pg-socialsciences@sta.uwi.edu
Social Sciences - Undergraduate	studentaccounts.ug-socialsciences@sta.uwi.edu
St. Augustine Academy of Sport, Faculty of Sport	studentaccounts.sports@sta.uwi.edu



GLOSSARY



RESOURCES



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CONGRATULATIONS!

Now that you've registered,
you're ready to attend class.

We wish you every success!



REGISTRATION REMINDERS

GENERAL REGISTRATION

- ONLY Undergraduate students under the age of 50 years who are Trinidad & Tobago citizens may register for the GATE e-Service. You can do this at the GATE Registration Centre (GRC) or through the GATE website: <https://e-gate.gov.tt>
- ONLY Trinidad & Tobago Citizens can apply for the Means Test.
- Trinidad & Tobago Citizens must apply for GATE every semester if they want to access this source of funding. If you do not, you will NOT get GATE funding for that semester and you would be required to pay your own tuition fees.
- Registration is by semester.
- All students are required to select courses online at the beginning of each semester.
- If you do not select your courses by the end of the online registration period you would be deemed to have voluntarily withdrawn from the University.
- As a student, YOU are responsible for ensuring that you have met the pre-requisites for each course in which you have registered.
- You may make the following changes to your registration until the end of the online registration period:
 - addition or substitution of courses,
 - withdrawal from courses, and
 - changes in programmes.
- Late De-registration/Withdrawal from a course: If you are granted permission to withdraw from a course
 - after the official registration period has ended but
 - before the end of the 6th week of teaching in Semesters 1 & 2 and
 - before the end of the 4th week of teaching in the summer session
- a final grade definition of LW shall be assigned. This would not negatively impact your GPA.
- If you stop attending class and you do not officially withdraw from the course, you will receive a final grade definition of F (F1, F2, or F3). This will have a negative impact on the student's GPA.
- Once the examination period has begun, the following changes will not be permitted unless there are exceptional circumstances, at the discretion of the Academic Board:
 - Late/Administrative registration
 - De-registration
- Once grades have been posted for the semester, you are not permitted to withdraw from a course.
- If you have extenuating circumstances supported by documentation, you may submit a petition for review.
- If you withdraw from a class or classes you are still financially liable to The University
- All students are required to select courses online by semester i.e. at the beginning of each semester.
- 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 through the [Student Portal](#) to ensure that:

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



GATE REMINDERS

- Only Undergraduate students under the age of 50 years, who are Trinidad & Tobago citizens, are eligible for GATE funding.
- To access GATE you must register for the GATE e-Service at the GATE Registration Centre (GRC) or via the GATE website: <https://e-gate.gov.tt>
- Trinidad & Tobago citizens using GATE must reapply for this funding each semester. Failure to do so will result in your being unable to access GATE funding for the particular semester. You would be required to pay your own tuition fees.
- ONLY Trinidad & Tobago Citizens can apply for the Means Test (optional).

FEE REMINDERS

You are required to pay the tuition fees relevant to your faculty as well as other compulsory fees such as Guild fees and Personal Accident Insurance. If you are a new student, you are required to pay compulsory fees.

Download the [Undergraduate or Postgraduate Fee Booklet](#) as applicable for relevant faculty fees and other related charges.

Also see the sections on [HOW TO FINANCE YOUR EDUCATION](#) and [HOW TO GET FINANCIAL CLEARANCE](#)

How to make registration changes

Adding/Dropping Courses (Change in Registration)

Students can make changes to their registration (add or drop courses) on the web during the online registration period.

Change your Major/Option

To change your major or option, please send your request via email to:

admis@sta.uwi.edu

Change your Enrolment Status/Request Leave of Absence

Submit requests to change enrolment status or for Leave of Absence through the Online Student Request System (OSRS). You will be required to:

- Log in to the [Student Portal \(my.uwi.edu\)](https://my.uwi.edu)
- Go to "Student Services & Financial Aid"
- Click on "Registration"
- Click on "Application for Change in Status"
- Follow the steps required for the application and click submit.
- A confirmation email with a tracking number will be sent to your student portal email upon receipt of the application.
- You will be able to track the progress of the application by logging onto the Banner Student Services page and clicking on the specific tracking number given.
- Your student record will be automatically updated.

LEAVE OF ABSENCE - UNDERGRADUATE STUDENTS

- All students who are eligible to continue in their academic programme are required to re-register at the beginning of each semester during the online registration period. If you do not re-register, it will be considered that you have withdrawn from The University.
- NEW students who do not select courses online will have their offer of a place withdrawn. A NEW student cannot get a Leave of Absence unless they have selected courses online, paid all compulsory fees, and received financial clearance.
- CONTINUING students who will not be choosing courses for a semester must apply for a Leave of Absence by the end of the online registration period in that semester. If you do not, it will be considered that you have withdrawn from the University.
- Leave of Absence requests must be submitted by the end of the online registration period in any semester, using the Online Student Request System (OSRS) on the Student Portal.
- Leave of Absence will not be granted for more than **two** consecutive academic years.
- If you would like to leave campus before the end of either semester 1 or 2, you must apply in writing to the Campus Principal at least three weeks before your planned date of departure. Letters should be routed through your Faculty Dean. In case of an emergency, you may be exempted from the three-week notice.
- If you need to be away from campus for more than two days at a time you need to apply to the Campus Principal. All leave must be recommended by your Faculty Dean and by the Hall Residence Manager if you live on Hall.

LEAVE OF ABSENCE - POSTGRADUATE

ELIGIBILITY

Leave of Absence (LOA) is available only to postgraduate students who

- are registered,
- have received financial clearance, and
- have completed at least one semester of their graduate program.

It is not available to new, first-time postgraduate students. New postgraduate students who are unable to start their programme as stipulated in their acceptance letter, should contact their Faculty/Programme Representative or the Customer Service staff at the [Office of Graduate Studies & Research](#) for alternative options.

Visit the [Office of Graduate Studies & Research website](#) for important details on making your submission.

APPLICATIONS & APPROVALS

GENERAL

Once you have submitted your LOA request online, check your academic record/transcript in the Student Portal to see whether it has been approved. This process should not take more than two weeks. See the Postgraduate LOA Flyer for important details on making your submission.

EXCEPTIONS

The application process is different for students enrolled in

- the **Faculty of Law**,
- the **Institute for Gender & Development Studies (IGDS)**, and
- the **Seismic Research Centre (SRC)**.

These students should email a letter to STA-pg@sta.uwi.edu addressed to the Assistant Registrar, Graduate Studies and Research, by the LOA deadline date on the academic calendar. See the Postgraduate LOA Flyer for important details on making your submission.

LOA FOR MEDICAL REASONS

Medical Leave of Absence requests, such as those due to pregnancy, are accepted throughout the semester. As the online LOA portal closes by a specified date (see academic calendar), email a letter addressed to the Assistant Registrar, Graduate Studies and Research to STA-pg@sta.uwi.edu. You must also attach a scanned copy of an official medical letter from your doctor. See the [Postgraduate LOA Flyer](#) for important details on making your submission.

NOTE:

- Postgraduate students **must not** submit medical LOA requests to the Health Service Unit.

COURSE AUDIT

A registered student may be permitted to audit a course in accordance with prescribed faculty regulations.

Auditing means recorded attendance at lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.

Satisfactory attendance certified in accordance with faculty regulations shall be awarded the designation 'V'. In the absence of such certification, the designation "NV" shall be recorded.

No academic credit shall be granted for an audited course.

EXAMINATIONS ONLY

You may seek permission to write "EXAMS ONLY", only if you:

- have been registered for and attended classes in a course(s),
- have obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an exam.

EXEMPTIONS

How to apply:

- Download and fill out the Credit Exemption form (pdf)
- Email the signed and completed form to: admis@sta.uwi.edu

NOTES

- Exemptions are granted in accordance with prevailing Faculty Regulations.
- An official transcript and/or course outlines are required for assessment by the Faculty for courses completed at another institution.
- Requests citing medical reasons must be accompanied by medical certification acceptable to the University.
- Requests for personal reasons or based on compassionate, financial or work-related grounds are also considered.

EXEMPTION ONLY (EX)

A student granted Exemption Only (i.e. without credit) must REGISTER FOR ANOTHER COURSE(S), AT THE APPROPRIATE LEVEL, approved for their degree programme in order to satisfy his/her credit requirement.

EXEMPTION WITH CREDIT (EC)

Students may be given credits for courses previously passed. Determination of such credits will depend upon the grades achieved, and the time that has elapsed since the courses were passed. Credit will not normally be given for courses passed with a grade lower than B or as prescribed by the Faculty Regulations.

NOT FOR CREDIT (NFC)

How to apply:

- Download and fill out the [Not For Credit form](#) (pdf)
- Email the signed and completed form to: admis@sta.uwi.edu

Students who would like to pursue a course(s) to be considered as Not for Credit (NFC) must seek approval before selecting the course(s) online. A course designated at registration as Not For Credit (NFC) shall not count for the purpose of assessing Honours. Not For Credit (NFC) approval cannot be rescinded.

RE-SITTING AN EXAMINATION OR COURSE WHEN AWARDED ABSENT MEDICAL / FAILED MEDICAL / ABSENT NO PENALTY / FAILED NO PENALTY

- Students will be exempted paying examination re-sit fees in the following cases:
 - AM (Absent Medical) – Examination missed for certified medical reasons
 - FM (Failed Medical) – Examination failed for certified medical reasons
 - AB (Absent No Penalty) – Examination missed for legitimate (non-medical) reasons
 - FNP (Failed No Penalty) – Examination failed for legitimate (non-medical) reasons
- If a student decides to re-sit a course after receiving one of the grades mentioned above, they will need to pay the normal fees specified. However, there are exceptions if a student
 - fails to complete a course for medical reasons and
 - drops out before the examination but
 - after the advertised deadline for withdrawal.

In such cases, the student can request that the fees paid for that course be applied to the next instance of the same course. This decision will be at the discretion of

the Campus Principal, while the administrative process may be delegated to the Campus Registrar.

TIME LIMITS FOR COMPLETION AND REQUIRED WITHDRAWALS

- Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on Warning. A student on Warning whose GPA for the next semester is less than 2.00 will be Required to Withdraw from the Faculty.
- Students Required to Withdraw for failing to complete their degree programme within the stipulated period OR for poor performance as described in the Faculty regulations may apply for re-admission after at least one year has elapsed since withdrawal.
- Students from one faculty who had been required to withdraw for failing to complete their degree programme within the stipulated period OR for poor performance may apply for admission to another Faculty. Such students may be granted exemption from Level 1 courses relevant to the new programme subject to prevailing Faculty regulations.
- Students who have been Required to Withdraw for failing to complete their diploma or certificate programme within the stipulated period may apply for re-admission to the Faculty after a minimum of one year has elapsed since their withdrawal.
- Applications for re-admission or waiver of the Requirement to Withdraw will each be considered on their own merit and will only succeed if the Faculty is satisfied that the circumstances surrounding the reasons for the withdrawal have altered substantially.

Transfer/Carry Forward Of Coursework Marks

In accordance with prescribed faculty regulations, if you have

- failed a course or
- not written a final examination in a course,

you may request permission to transfer/carry forward coursework marks obtained in the respective course when the course is repeated within one academic year.

Undergraduate Transfers

If you want to transfer to another faculty on the same campus or transfer to another campus you must:

- Download and fill out the [Transfer form](#) (pdf)
- Email the signed and completed form to: admis@sta.uwi.edu

To be transferred to another campus, you must be in good financial standing in order for your application to be forwarded.

Transfer applications must be submitted by the deadline indicated on the current [Academic Calendar](#). Transfers will be considered at the end of Semester 2 of each academic year for the next academic year and will be subject to (i) academic requirements and /or (ii) availability of space.

NOTE:

If you transfer from one faculty to another, without withdrawing, you are considered a continuing student and are transferred with your full record.

Postgraduate Transfers

See section below on *Transfers & Changes in Registration*.

Updating your Contact Information

Please review your personal information online and make changes where necessary.

You can change the following fields on your own at any time:

- ADDRESS
- TELEPHONE
- EMERGENCY CONTACT.

To make other changes such as a change of NAME and MARITAL STATUS:

- Download and fill out the [Change of Name form](#) (pdf)
- Email the signed and completed form to: admis@sta.uwi.edu (undergraduate) or STA-PGOnline@sta.uwi.edu (postgraduate)



WITHDRAWAL

We understand that circumstances change and you may need to withdraw from The University for various reasons. We are here to help you if you run into any difficulties. Before you make any decisions about leaving, please speak to:

Dr Deirdre Charles

Director

Office of the Director, Division of Student Services and Development

E-mail: deirdre.charles@sta.uwi.edu

Tel: (868)-662-2002 ext.82096, 82097

OR

Dr Jacqueline Huggins

Manager

Student Life and Development (SLD), Division of Student Services and Development

E-mail: jacqueline.huggins@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.83921

Academic Forgiveness - Undergraduate Students Only

Academic Forgiveness is normally applied to students who were Required to Withdraw (RTW) by The University or withdrew either voluntarily.

The guiding principle is to preserve the integrity of the programme the student is expected to complete. A student who is RTW or voluntarily withdraws must remain out of The UWI system for a minimum of ONE year, unless they are changing faculties.

When a student who has been granted academic forgiveness is re-admitted to The UWI, the Dean of the Faculty will determine which course(s), if any, may be used as transfer credits. The maximum number of transfer credits is 30 credits which would normally be at Level 1.

The Dean of the Faculty has the discretion to determine which Level 2 or Level 3 course(s) may be considered for exemption with credit when a student has previously withdrawn but must seek approval from BUS (Board for Undergraduate Studies).

How to get Financial Clearance

Once you enrol in Fee Pay and start making payments according to the schedule, you will receive automatic financial clearance. Financial Clearance is required for you to access myeLearning, write exams, submit online course assessments, and to access facilities at the Health Services Unit, the Alma Jordan Library, and the Halls of Residence.

If payments are not made by the deadline dates set out in the academic calendar, an automatic Accounts Receivable (AR) Hold will be placed on your account. An AR hold restricts access to myeLearning, and restricts your ability to write exams, view your examination grades, submit online course assessments, and access to facilities such as the Health Services Unit, the Alma Jordan Library and the Halls of Residence.

To maintain financial clearance, all required registration documents must be submitted on or before the due date for the 1st instalment. *Undergraduate* students are required to pay tuition fees on a *per-credit* basis.

Please refer to the registration fee assessment/invoice details printout you received after you selected your courses online (**STEP 4**). Also see the relevant **Fee Booklet** for other fees payable.

Continuing students cannot be registered if there are any sums outstanding from previous years. If in doubt, please contact the **Student Accounts & Receivables Section** at the Bursary or via the **Bursary's Service Desk**.

NOTE: The following fees are payable each semester:

• Tuition fees • Hall of Residence fees • Fee Pay Enrolment fee

All Compulsory fees are payable in full at the beginning of the academic year.

How to Access Gate Funding – T&T Nationals Only

(Available ONLY to nationals of Trinidad & Tobago pursuing undergraduate programmes)

The Government Assistance for Tuition Expenses (GATE) programme provides tuition funding only to Trinidad & Tobago nationals who meet certain criteria. (see Who is Eligible for GATE Funding below). To access tuition funding through the GATE programme, you must register for the GATE e-Service at the GATE Registration Centre (GRC). Visit the e-GATE website – <https://e-gate.gov.tt> or call 800-GATE for more information.

Detailed GATE registration instructions are provided in the 7-Step Registration instructions at **STEP 2: REGISTER FOR GATE FUNDING**

Who is Eligible for Gate Funding?

1. GATE can be accessed by citizens of Trinidad & Tobago pursuing higher education at the **undergraduate** level, who meet the following criteria:
 - Citizens must provide proof that they have been resident in Trinidad & Tobago for at least three years prior to submitting an application.
 - Citizens must be under 50 years of age.
2. GATE is applicable for study within Trinidad & Tobago and at the campuses of

The University of the West Indies in Cave Hill, Barbados; Mona, Jamaica; and the Bahamas Hotel Institute.

3. All recognised tertiary education programmes which fulfil the Government's quality assurance requirements will be considered for GATE.
4. A **Means Test** is used to determine access to the GATE and the level of funding

MONTHLY HOUSEHOLD INCOME (TT\$)	PERCENTAGE GATE FUNDING (TUITION ONLY)	STUDENT PAYS % OF TUITION COST
\$10,000 or less	100%	0%
above \$10,000 but less than \$30,000	75%	25%
\$30,000 and above but less than \$75,000	50%	50%
\$75,000 and above	0%	100%

TT citizens who do not submit to the Means Test will not be able to access GATE funding and you will be responsible for 100% of your tuition fees.

5. All students, including postgraduate students, who have accessed grants under the GATE Programme, will be required to fulfil a period of **national service** in the private or public sector in Trinidad & Tobago.
6. Apart from employment in the public or private sector in Trinidad & Tobago, students may serve in approved Non-Governmental Organizations (NGOs) and national service bodies such as the Civilian Conservation Corps.
7. **GATE is a grant that will be converted to a loan** if a student does not complete

his or her programme of study.

8. Grants will be given for the stated duration of the specific programme of study only.
9. ALL GATE-funded students are **still responsible for and are required to pay the compulsory fees** at the start of the academic year.
10. ALL students are required to sign up with the Campus's **Fee Pay** system in order to obtain Financial Clearance, regardless of their source of funds and the level of GATE funding they receive.
11. Students must maintain a **cumulative 2.0 Grade Point Average (GPA)** to continue receiving GATE funding. In other words, if at the end of the academic year the GPA that appears on your transcript for Semesters 1, 2 and 3 (where applicable) is below 2.0, you will not be eligible for GATE funding in the following year and you will be liable for your tuition fees in the upcoming academic year. Should this happen to you, please remember that your tuition fees must be paid before you can register for the upcoming semester.
12. BUT remember, help is available:
 - If you find that you are struggling academically, at any time and for any reason, please visit the **Student Life and Development Department (SLDD)** for support.
 - If you are struggling financially – long or short term, please visit the **Financial Advisory Services** section of the Division of Student Services and Development (DSSD). Ask about available scholarships, bursaries, and hardship grants.
 - Whether you are liable for 25% or 100% of your tuition, sign up for a payment plan under our **Fee Pay** system.

For more information on GATE funding visit <https://e-gate.gov.tt/gate-app/faq.html>

How to Finance your Education

How to Pay your Fees

You are required to pay the tuition fees relevant to your faculty as well as other compulsory fees such as Guild fees and Personal Accident Insurance. If you are a new student, you are required to pay compulsory fees which include:

- Caution Money (year of entry only),
- Amenities Fee,
- Guild fee,
- Personal Accident Insurance Premium and
- your Student ID card fee (first issue only).

ALL compulsory fees are payable at the beginning of the academic year. Tuition fees are payable at the beginning of each semester.

Download the [Undergraduate or Postgraduate Fee Booklet](#) as applicable for relevant faculty fees and other related charges.

Living Expenses

Students should budget for living expenses – including accommodation, meals and personal expenses, as well as books and other learning material.

Undergraduate Scholarships, Bursaries & Prizes

Several scholarships and bursaries are offered to full-time undergraduate students ONLY on the basis of the financial need of the students as well as academic performance.

The awards vary in value and criteria for eligibility are usually awarded on an annual basis. Applications for undergraduate [scholarships and bursaries](#) are invited around mid-January of each year and notices are posted online, in notices circulated directly to students via email, and on the university's social media channels.

See the section on [Financial Aid](#) online for more.

University Open Scholarships

The [UWI Open scholarships](#) are open to undergraduate students who are citizens of the UWI's contributing countries.

ELIGIBILITY

- Applicants must be citizens of one of UWI's contributing countries.
- Applicants should have been accepted to read for a UWI undergraduate degree or be completing Year 1 of a UWI degree.

You must also:

- Possess an outstanding academic record – CAPE Units 1 & 2 with Grade 1 in at least 5 subjects including Caribbean Studies and Communication Studies; Associate degree with a minimum GPA of 3.6; Year 1 GPA of 3.6 at UWI.
- Provide TWO letters of reference – one of which must come from an academic referee (teacher, principal, lecturer) attesting to the applicant's academic ability and potential, demonstrated leadership and character.

APPLICATION DEADLINE:

- January 31 of each year.

See the section on [Financial Aid](#) online for more.

Undergraduate Prizes

A number of Faculty and Departmental prizes are awarded to undergraduate students based on academic performance. Download the latest [undergraduate faculty booklet](#) to see a list of available prizes.

The [Campus Research and Publication \(CRP\) Fund](#) is open to full-time and part-time research students (MPhil and PhD) of the Campus.

See the section on [Financial Aid](#) online for more.

Postgraduate Scholarships and Research Funding

There are a few [postgraduate scholarships](#) available to students at the St. Augustine Campus, sponsored by organisations such as the Central Bank of Trinidad & Tobago and the National Gas Company (NGC).

Government/Private Scholarships

If you have been awarded a Government or private scholarship, you must submit written proof of your award each year. This must be attached to your signed registration fee assessment invoice before submitting to the [Students and Receivables Section](#) of the Bursary, via [e-Courier](#) for financial clearance.



How to get to Trinidad & Tobago - Regional & International Students

Travel - First Passage Regulations

If you are a national of a country contributing to UWI and coming to UWI for the first time, you are entitled to a refund of your airfare to Trinidad & Tobago. Please purchase your own economy class ticket and when you arrive in Trinidad & Tobago you will be refunded the full cost of the ticket on production of your e-ticket and boarding pass. On completion of your course of study you will be given return airfare to your country of origin. For further information, download the University Regulations on Student Passages and fill out the [Application for First/Return Passage form](#).

Immigration Requirements

VISAS

Students from the following countries DO NOT require a visa to enter Trinidad & Tobago:

- Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, The Netherlands, Portugal, Spain, Sweden, United Kingdom.
- All CARICOM Member States except Haiti
- The Hong Kong Special Administrative Region of the People's Republic of China
- All British Commonwealth Countries except Australia, Cameroon, The Republic of Fiji, India, Mozambique, New Zealand, Nigeria, Papua New Guinea, Rwanda, South Africa, Sri Lanka, Tanzania and Uganda.

Nationals from all other countries require visas. Applications for visas can be made at any Trinidad & Tobago Overseas Mission or, where no Trinidad & Tobago Overseas Mission exists, at any British Foreign Consular Office.

PASSPORTS

All persons entering Trinidad and Tobago are required to be in possession of a valid passport.

Your passport should be valid for at least ONE year from the date of entry into Trinidad & Tobago and before travelling to Trinidad & Tobago, you should ensure that your passport is valid to cover at least the period of the current academic year.

OTHER DOCUMENTS

Although The University provides a list of expected incoming students to the Immigration Authorities at the Piarco International Airport, you are required to produce the following to the Immigration Officer on arrival in Trinidad:

- **New Students** - Official acceptance letter from The University
- **Continuing students** - Valid Student ID card.

On entering Trinidad please ensure that the Immigration Official stamps your passport to cover the entire academic year, as having your stay extended incurs a cost. The entry certificate (stamp) may be extended upon presentation of an immigration status letter from The University.

How to Study Abroad

Student Exchange and Study Abroad Programme

As a UWI student, you can enjoy the best of both worlds, through our International Student Exchange/Study Abroad programme. Through the UWI Student Exchange programme you have the opportunity to study at one of our many international partners around the world, including another UWI campus. Options include institutions in North America, Europe, South America, Africa, Asia, and the Caribbean.

Visit the [International Office](#) website to explore the available opportunities and to apply.

How to have a Great Start at UWI STA

First Year Experience (Fye)

The first year of study is a critical and defining period in most, if not every, student's life as it often lays the foundation for the entire university experience. It is a time of major transition that may involve a "honeymoon phase" followed by moments of "culture shock", "initial adjustment", "mental isolation", and finally, "acceptance and integration". This is why the UWI St. Augustine Campus presents an annual orientation experience for new students that provides support as you transition to campus life and the University environment.

First Year Experience (FYE) is a year-long orientation program packed with dynamic, exclusive, and fun activities that will help you integrate into our vibrant campus community. From pre-orientation series to faculty-specific exercises, engaging workshops, and entertaining events, there is a lot in store for you! Joining FYE will prepare you for success at The UWI and an enriching, stimulating, and unforgettable learning journey.

Activities include:

- UWI Clicks
- FYE 101
- Know Your Faculty
- Know Your Library
- Health and Wellbeing
- UWI Life
- Career Advice Programme
- Orientation for Commuting Students
- Exchange Orientation

- UWI Guild Fest
- Orientation for Students with Disabilities
- The Postgraduate Experience
- Matriculation

Orientation is required for ALL new students.

Visit the [FYE website](#) for this year's schedule, and to download the First Year Experience booklet for details.

Matriculation Ceremony

As a new student, the Matriculation Ceremony is when you and your year group are formally recognised and inducted as members of The University's academic community. It is marked by the signing of the Matriculation Register and taking of the Academic Vow.

The Matriculation Ceremony is as important to your UWI experience as Graduation. Don't miss it!

All new students are required to attend the Matriculation Ceremony. Visit the [Matriculation website](#) for details.

Campus Tours

Get to know your campus! Sign up for a campus tour. There are regularly scheduled tours of the Main Campus at St. Augustine. Special tours of other campus sites are available upon request. Find out more and sign up for a [campus tour](#)!



What Life at UWI is like

How to Find a Place to Live

For students from overseas, and even those faced with a long commute, finding accommodation on or close to campus is a priority. However, not all faculties are located on the main campus, so when choosing accommodation, consider where your classes are most likely to be.

The faculties of Food and Agriculture, Science and Technology, Engineering, Humanities & Education, Law, Sport and Social Sciences are located at the main campus in St. Augustine, while the Faculty of Medical Sciences is located at Mount Hope in the Eric Williams Medical Sciences Complex.

On Campus Accommodation

You can enjoy being part of “dorm life” by living in one of the four Halls of Residence on campus. Canada Hall (North Block is all female, South Block is all male), and Freedom Hall (co-ed) are located at the main campus while Joyce Gibson-Inniss Hall (co-ed) is located at the Eric Williams Medical Sciences Complex, Mount Hope and The Sir Arthur Lewis Hall is at St. John’s Road, St. Augustine.

Applications to live on Hall must be sent/submitted to the Division of Student Services and Development.

Off Campus Accommodation

The Division of Student Services and Development (DSSD) can also help you find off-campus housing. The University however, does not assume responsibility for off-campus housing.

How to Apply for Accommodation

Get more information or [apply for accommodation](#) – on or off campus.

How to Have Fun

SPORTS, CLUBS AND RECREATION

The Student Activity Centre (SAC) caters to all commuter students, and provides study rooms, locker and shower facilities and recreation facilities such as pool tables and table tennis boards.

Find out more about the [Student Activity Centre \(SAC\)](#)
How to find the [SAC and contact information](#).

The sporting facilities on the St. Augustine Campus are second to none in the region. The Sport & Physical Education Centre (SPEC) provides professional services and facilities that promote health and fitness and runs a sports programme using certified coaches. Activities include football, cricket, badminton, hockey, aerobics, volleyball, aqua-aerobics, netball, basketball and taekwondo.

[Click here to join the SPEC Gym](#), learn a sport, join a team, access the facilities and to download the latest sports schedule.

EATING, SHOPPING & OTHER AMENITIES

In addition to seeking the interests of the student body, the Guild Council plays a key role in organizing activities and social events for students. There are also several privately managed recreational facilities in the general vicinity of the campus, and major shopping malls a few kilometres away where you can get a variety of items ranging from food and clothes to specialty items. Banking facilities and a book shop are available on the main campus at St. Augustine.

How to be safe – on and off Campus

The St. Augustine Campus has taken significant steps toward ensuring the safety and security of students, employees and visitors, which is of primary importance. Apart from investments to improve lighting and surveillance systems, our security personnel work closely with the national police service to keep our campus community safe. To support these efforts, all students are strongly encouraged to make use of the following:

- Campus Security Escort Service available on request from 6:00 pm – 6:00 am (Call exts. 82120/83510)
- Designated secure study areas
- Students Shuttle Service
- Designated well-lit, 24-hour patrolled walkways
- Emergency Blue Phone Service

You can also help by wearing your ID at all times while on the campus. Be sure to stay alert on and particularly off campus, avoid secluded short-cuts, and walk with a friend. If you need assistance, or feel that someone is behaving in a suspicious manner, go to the nearest well-lit area and report the incident to Campus Security.

Visit the [Campus Security website](#) for security tips, procedures in the event of a sexual assault and information on parking and the campus shuttle service.

Parking Facilities

Across the Campus there are designated parking areas for students and staff. On weekdays, from 6:00 am to 6:00 pm, student parking is restricted to the Heart Ease Car Park and JFK (East) Car Park on the main campus. Student and visitor parking is also available at the TGR Car Park on the western end of the main campus. A first-come, first serve system is in place as there are limited spaces available in these car parks. You must have a valid student parking permit in order to park in these areas. Parking in areas designated for staff could lead to your vehicle being clamped or towed.

Getting a Vehicle Parking Permit

Members of the campus community are required to apply for a parking permit directly to the Director of Security at the Security Department. There are four types of parking permits for handicapped persons; staff / faculty; students and visitors (Temporary Parking Permit).

Parking permits are issued to vehicles. These permits also grant use of campus roadways.

Parking permits should be affixed to the front windshield of the vehicles in a conspicuous manner so that they can easily be seen by Security personnel.

Please remember that parking permits authorise the vehicles to be parked in the relevant parking areas but they do not guarantee a parking spot.

Get more information and [apply for a parking permit](#).

Clamping and Towing of Vehicles on Campus

A vehicle that is in violation of one or more of the Campus's traffic and parking rules may be immobilised by affixing a wheel clamp to one of the wheels on the vehicle, or towed away.

Vehicles are clamped/towed in the following cases:

- Parking an unauthorised vehicle in a handicapped space
- Parking in a reserved space
- Parking in a No Parking zone
- Parking on grassy areas
- Parking within 9 metres of a corner
- Parking within 3 metres of a fire hydrant

The Security Department will remove the clamp after the payment of the removal fee of one hundred dollars (\$100.00) by the owner or operator of the vehicle. During business hours, this fee must be paid to the cashier at the Bursary in the Main Administration Building. After business hours, it is payable at the Security Department.

Also see the section on Safety in the University Regulations.
Get more details on [the University's Parking and Traffic Regulations](#).

NOTE: The Bursary Cashier is open on weekdays from 8:30 am to 3:00 pm.

Shuttle Service

The University's Shuttle Service provides free transportation for its students around the Main Campus and to other locations as far as Mt Hope. Students MUST produce/display their UWI ID Cards to access this service.

See the latest [Campus Shuttle routes and schedules](#).

PTSC Bus Service

The Main Campus at St. Augustine and the Mt Hope Campus lie in walking distance from the Priority Bus Route giving access to private mini buses (maxi taxis) and buses run by the Trinidad & Tobago Public Transport Service Corporation (PTSC). The PTSC also operates a service between the St. Augustine Main Campus and the southern city of San Fernando. The first bus leaves San Fernando at 5:00 am. The last bus leaves UWI at 9:00 pm. The PTSC stop is located near the Main Administration Building. See the [last published schedule](#) or visit the [PTSC website](#) for the latest information.

How to get connected

Stay Informed

As a student, you are responsible for keeping informed about your academic programme and other campus issues by:

- using the available online services that facilitate communication between students, faculty and university administration. These online services can be accessed via the [Student Web Portal](#) at <http://my.uwi.edu>;
- connecting with UWI St. Augustine, your faculty and department on social media;
- checking your official Campus email regularly;
- checking the Campus website regularly;
- checking information posted on the notice boards (Faculty, Halls of Residence, Department and Registry, Student Activity Centre, UWI bookshop and University websites.
- making queries via telephone and email.

STUDENT WEB PORTAL AT MY.UWI.EDU

UWI's [Student Web Portal](#) at <http://my.uwi.edu> is a secure site which provides access to the following services:

- your official UWI email account (interact with professors and classmates, send and receive email, and receive community announcements)
- myeLearning (UWI's customized version of Moodle, used to deliver course content and host online learning activities)
- my Secure Area (pay fees online, register for classes, check your grades, timetables and financial status)

- the Online Student Requests System (OSRS) and
- Library resources (databases and eJournals).

Access to these services is authenticated by your Student ID number and password. Academic online tools that enable you to review course schedules, register for classes, and check your grades online.

Since this information is personal to you, you are expected to change your password upon initial sign-on and commit it to memory. DO NOT disclose your password to anyone.

To log on the Student Portal for the first time:

1. Go to <http://my.uwi.edu>
2. Select your campus (St. Augustine)
3. Under Login, enter your UWI Student ID Number.
4. Under Password, enter your date of birth in the format YYYYMMDD.
5. If you are a continuing student who has used myeLearning or mySTA email before, please use your last password.
6. Click the blue button that says LOGIN.

EMAIL ADDRESS

Every student is assigned an official UWI email address. Your email address is the one to which all official email from Student Affairs or Graduate Studies and your faculty will be sent. It is in the format: *firstname.lastname@my.uwi.edu*.

Please log on to the [Student Portal](#) to access your email promptly and check it regularly to ensure that you receive any important information from The University.

MYEARNING

“myeLearning” is the St. Augustine Campus’s online learning environment. It is a space where you can:

- Participate in online activities (e.g. discussions, polls, wikis)
- Submit assignments
- Take quizzes
- Access your course material
- Read announcements from your lecturers

myeLearning is not used in every course so speak with your lecturers and review your course outline to find out if it is available in your course and how it is used.

In order to access myeLearning, you must be registered and financially cleared. Review your registration and financial records on my Secure Area prior to accessing myeLearning.

For myeLearning assistance, contact the CITS Help Desk:

Tel: 662-2002 ext. 84357

Email: myelearning@sta.uwi.edu *

**In your email, include your name, date of birth, UWI ID number, a telephone contact and a description of your problem/request.*

ONLINE STUDENT REQUESTS SYSTEM

Students in all faculties (except LAW) can apply online for a leave of absence and change in enrolment status using the automated online student request system. This allows you to track the progress of the requests and academic records will be automatically updated. To access the OSRS log on to the [Student Portal](#)



THE TELEPHONE SYSTEM

All offices at the St. Augustine Campus can be accessed by dialling 662-2002 followed by the extension number if you are off campus. If you are on campus, simply dial the extension of the person or department that you need.

The Faculty of Medical Sciences at the Eric Williams Medical Sciences Complex can only be accessed by dialling 645-2640 followed by the extension number.

Use the [Campus Staff Directory](#) online to find relevant extension numbers.

HOW TO PURCHASE A LAPTOP

Students registered at UWI St. Augustine, whether new or continuing, can purchase new **Dell** or **Apple** personal computers and laptops at reduced prices through the Campus I.T. Services (CITS) Department.

Visit the CITS website for details on [computer purchases](#).

HOW TO BORROW A DEVICE

Unable to purchase a laptop, a tablet or afford internet access? A limited number of devices are available for loan through the Office of the Deputy Principal, facilitated by the Alma Jordan Library (laptops, tablets and mifi devices), the School of Education Library (tablets) Norman Girvan Library (tablets) Medical Sciences Library (laptops and tablets). Students who do not have internet access will be eligible to borrow a MiFi device (Alma Jordan Library only). Device loans are for the semester.

Find out more in this [device loan flyer](#)

How to get involved

The UWI Guild of Students

THE STUDENTS' GUILD

There are many activities and clubs which are run by the Guild of Students (such as karate, dance, hiking, photography, drama). The Guild will be happy to provide you with a list of all the clubs available on Campus.

ABOUT THE GUILD - FAQs

WHAT IS THE GUILD OF STUDENTS?

The Guild of Students is a body or council on campus that is representative of a student union. The Guild recognises and voices the needs, concerns and problems that students may have, be it in the area of academics, extra-curricular activities or general matters relating to students.

Who are the members of the Guild?

Every student – undergraduate and postgraduate - who pays the compulsory annual guild fee of \$225.00 is a member of the Guild. Elected students known as Guild Councillors and sometimes honorary members, are members of the Guild as well.

What is a Guild Councillor?

A Guild Councillor is the student representative of a particular committee, faculty or hall of residence. At the St. Augustine campus, there are 20 Guild Councillors in total. The entire council meets at regular intervals to discuss and take action on important student matters.

How can I access the Guild Office or its Councillors?

The Guild Office or its Councillors can be reached by phone: 662-2002, exts 82250, or 83863 or you can pay them a visit between the hours of 8:00 am and 4:00 pm on

weekdays only, at the Guild Office in the Student Activity Centre. Follow the Guild of Student's social media for further information and updates:

- Facebook: [@uwistaguild](#)
- Instagram: [uwistaguild](#)
- Twitter: [UWISTAGuild](#)
- Email: guildofstudents@my.uwi.edu

For more about the Guild of Students and their activities, visit <https://sta.uwi.edu/dssd/about-guild>



How to find student services & support

Where to find what you need

Administrative matters – academic and otherwise – are provided through the Campus Registry and related administrative arms. These include undergraduate and postgraduate admissions, registration, examinations, IT services and the Bursary. The University also provides other development and support services to all registered students to promote the general health and well-being of students. The Office of the Deputy Principal oversees the delivery of these services.

See below for a list of available services and where to find them.

NOTE: Visit our [CURRENT STUDENTS](#) page for links to all student-centred information – forms and booklets, student services, online systems and more.

THE CUSTOMER SERVICE CENTRE

APPLICATIONS (UNDERGRADUATE)

Our Customer Service Representatives (CSRs) located on the Ground Floor of the Lloyd Braithwaite Student Administration Building are cross-trained professionals who can help you navigate a range of issues related to admissions, registration, examinations, and accessing your academic records. The Customer Service Centre also provides access to self-service computer kiosks.

ACADEMIC SERVICES

The Office of the Campus Registrar (OCR) is located at the Main Administration Building and is headed by the Campus Registrar, Dr Dawn-Marie DeFour-Gill. The OCR oversees Undergraduate and Postgraduate Admissions as well as the Examinations Section. These functions are based in the Lloyd Braithwaite Student Administration Building.

Office of the Campus Registrar - Examinations Section

W: <https://sta.uwi.edu/examinations>

E: STA-Exams@sta.uwi.edu

- Examinations
- Grades
- Graduation
- Student Records
- Transcripts
- Verification of Awards & Certificates

Office of the Campus Registrar - Student Affairs (Admissions)

W: <https://sta.uwi.edu/admissions>

E: admis@sta.uwi.edu

- Applications (Undergraduate)
- Exemptions
- Immigration & Visa Letters
- Leave of Absence
- Registration
- Status Letters
- Transfers

Graduate Studies & Research (OCR)

- Postgraduate Admissions

W: <https://sta.uwi.edu/admissions/postgrad>

E: PGOnline@sta.uwi.edu

- Applications (Postgraduate)
- Exemptions
- Immigration & Visa Letters
- Leave of Absence
- Registration
- Status Letters
- Transfers

Office of the Campus Registrar - Campus IT Services (CITS)

W: <https://sta.uwi.edu/cits>

E: STA-servicedesk@sta.uwi.edu

- Computer Purchases
- Password Reset
- Student Portal
- Turnitin
- Microsoft IT Academy (includes co-curricular courses)

FINANCIAL SERVICES

Students and Receivables Section, Bursary

W: <https://sta.uwi.edu/bursary/fee-pay>

E: [List of Contacts](#)

If you are experiencing any problems or have any questions about your fees, do not hesitate to speak with an officer at the Students and Receivables Section at the Bursary, located on the Ground Floor of the Lloyd Braithwaite Student Administration Building.

- Disbursement of Funds (scholarships & bursaries)
- Fee Payments
- Financial Clearance
- Other financial matters
- Refunds

Student Support

Please remember that while staying on top of your academic work is important, there is much more to university life, and many more things to do and learn! Beyond registration and academic services, the St. Augustine Campus provides support services that ensure your mental and physical wellbeing, comfort and safety.

OFFICE OF THE DEPUTY PRINCIPAL

STUDENT COMPLAINTS

When students have a problem or an issue with any arm of the university – academic or otherwise – they should first take their concerns to the relevant department or personnel. If all normal channels for redress have been exhausted without resolution, only then should students bring the matter to the staff at the [Office of the Deputy Principal](#), which is the office of “last resort”. The Deputy Principal at the St, Augustine Campus is Professor Indar Ramnarine.

Find out more about the [complaint process](#) and the types of complaints that can be brought to the Deputy Principal. The Office of the Deputy Principal also provides oversight for:

- Health Services (HSU)
- Division of Student Services and Development (DSSD)
- Sports and Physical Education Centre (SPEC)

DIVISION OF STUDENT SERVICES AND DEVELOPMENT (DSSD)

W: <https://sta.uwi.edu/dssd/>

E: [List of Contacts](#)

The Division of Student Services and Development (DSSD) provides non-academic support services to help improve student life on the Campus, including:

- Academic Support
- Accommodation Services – on and off campus
- Career & Placement Services – career guidance, employment services, World of Work
- Counselling and Psychological Services

- Financial Services – Scholarships & Bursaries
- Orientation and Transition – First Year Experience (FYE) programme for undergraduate and postgraduate students
- Service Learning and Community Engagement
- Student Government/ Leadership
- Support for Commuting Students at the Student Activity Centre (SAC)
- Support for Graduate and Mature Students
- Support for Regional and International Students
- Support for Students with Special Needs

FIRST YEAR EXPERIENCE PROGRAMME

First Year Experience (FYE) is a year-long programme consisting of a series of orientation activities to help students transition to UWI Life. Find out more in the FYE section above and check the event schedule at <https://sta.uwi.edu/fye>.

ACADEMIC AND DISABILITY SUPPORT

Student Life & Development Department

W: <https://sta.uwi.edu/sldd>

E: sldd.office@sta.uwi.edu

ANY student who is struggling academically – whether you have been diagnosed with a disability or not - is advised to visit the Student Life & Development Department (SLDD) online or in person. Students who are either permanently or temporarily disabled should register with the office before or during registration. Every effort will be made to facilitate your on-campus requirements for mobility, accommodation, coursework, examinations, and other areas. No student of The UWI will be discriminated against on the basis of having special needs. Sharing your needs before registration will enable us to serve you better as a part of the Campus community.

SPORTS AND PHYSICAL EDUCATION CENTRE (SPEC)

<https://sta.uwi.edu/spec/>

- Gym
- Sports facilities and training

The Office of the Deputy Principal collaborates with the following offices to deal with related student matters:

CAMPUS SECURITY

<https://sta.uwi.edu/campus-security/>

- General Security on Campus
- Parking
- Shuttle Service
- Emergency Contacts

THE OFFICE OF INSTITUTIONAL ADVANCEMENT & INTERNATIONALISATION

<https://sta.uwi.edu/internationaloffice/>

- Student Exchanges
- Study Abroad Programmes
- Summer Study Tours
- Scholarships
- Support for international (and regional) students & staff

STUDY ABROAD & EXCHANGE OPPORTUNITIES

Office of Institutional Advancement and Internationalisation

W: <https://sta.uwi.edu/internationaloffice/Opportunities.asp>

The Office of Institutional Advancement and Internationalisation is responsible for assisting students to participate in international programmes with student exchange and

study abroad opportunities with one of the UWI's many international partners. Students can spend 1 or 2 semesters at an international partner university as part of their UWI programme of study. Short summer study tours are also available to groups. This Office is also a support resource for all international students and staff on Campus.

HEALTH SERVICES

W: <https://sta.uwi.edu/health/>

The Health Services Unit (HSU) is an ambulatory health facility, which provides free screening and evaluation by nurses and examinations by general practice physicians as well as specific health promotion activities. The HSU provides a walk-in clinic and pharmacy service from 8:30 am to 4:30 pm. All actively registered students at The University of the West Indies are eligible to be seen at the HSU. For the full range of services currently available and opening hours and more, visit the [Health Services Unit](#) online.

Confidentiality

We are very mindful that information we hold at the Health Services Unit about your health is of a private and confidential nature. With regards to the collection, storage, and access to that information, we are bound by a code of ethics to the Medical Board of Trinidad & Tobago.

Faculty, University Administration and parents do not have access to your confidential medical records. Medical information is only released with your written consent. If you have any concerns about confidentiality, please consult your health professional or Dr Neil Singh, Head of the Health Services Unit.

After Hours Care and Emergency Services

Emergency services after normal working hours can be obtained at any one of our preferred private facilities. In order to access the services available at these institutions, you **must** be an actively registered student, produce your valid identification card and

sign a guarantor form.. Please note that you are ultimately responsible for any difference in cost between the cost of services rendered by the private medical facility and the cost of the plan benefit to which you are entitled.

For the list of preferred private providers, visit

<https://sta.uwi.edu/health>

HEALTH INSURANCE PLAN

All actively registered students have access to the [Student Group Health Insurance Plan](#) and you should therefore ensure that your claim form is properly signed, stamped and returned to you at the end of your visit. The Student Health Plan does not cover vision or dental care. Details of the plan are also available from the Health Services website.



SEXUAL HARASSMENT GUIDELINES FOR STUDENTS

The University of the West Indies is committed to providing a conducive learning, working and living environment to ALL its students and staff, irrespective of race, colour, national origin, sex, age, disability, health status, creed, religion, and sexual orientation/preference. In light of this, the University does not tolerate acts of sexual harassment or any act of retaliation arising from the reporting of such incidents. The University urges you to complain about any offers of academic advantage in return for sexual favours. It regards as particularly objectionable any abuse of their position by members of staff who grade or assess work and give references.

What is Sexual Harassment?

Sexual harassment may be defined as verbal or physical conduct of a sexual nature which the perpetrator knew, or should have known, was offensive to the victim. Conduct so defined may encompass displays of sexually suggestive pictures and literature, suggestive remarks and looks, unwanted demands for sex and unwanted physical contact.

What can you do about Sexual Harassment?

If you are being pestered or annoyed by unwanted sexual attentions, either by a fellow student or a staff member, or if you consider yourself to be sexually harassed, you can email to arrange a confidential consultation with a sexual harassment advisor by emailing sexualharassment@sta.uwi.edu. Sexual harassment advisors will give independent and confidential advice on such matters. These personnel will help you to understand all the supports and the options available to you to address the matter. No action will be taken at

any stage without your consent. If you wish to make a formal complaint, or seek mediation, the sexual harassment advisor will guide you through each step. For more information on the UWI's Sexual Harassment Policy, see <https://sta.uwi.edu/deputyprincipal/policies>.

What should you do about violent behaviour?

The University strongly encourages the victims of violent physical crimes and crimes of a sexual nature to have the matter dealt with by the police. Physical threats, rape, attempted rape, sexual assault, and indecent exposure fall within this category. If you have been a victim of any of these offences you should report it immediately to the most easily available agency: Director of Student Services, the DSSD's Counselling and Psychological Service, a member of the Security Staff, your Head of Department, or the Registrar. Your anonymity will be respected. The person to whom you report the incident will report the matter to the Registrar as soon as possible. You should be aware that the Registrar will normally report such complaints to the police. Also, where the offender is a member or employee of the University, the University may, in addition to any punishment imposed by the courts, take its own disciplinary action.

Sources of information and support

You can get further information, confidential support and advice from

- the Director of the Division of Student Services and Development,
- the Counselling and Psychological Service,
- the Health Services Unit, or
- the Office of the Campus Registrar.

How to complete academic requirements

ENGLISH LANGUAGE REQUIREMENTS

Students who do not possess the following qualifications will be required to sit and pass the English Language Proficiency Test (ELPT) to determine their level of entry to the Foundation Courses in English:

- students who have received a Grade “A” or “B” in
 - the Cambridge GCE Advanced/Ordinary Level or Advanced Subsidiary or
 - the General Paper (GP) examination;
- students who have received a Grade “I” or “II” in the CAPE Communications Studies;
- students who have received a Grade “I” in CSEC (CXC) General Proficiency English A examination.
- Students who have TOEFL Score of 580+
- Grade B or above in a College English Course from an approved university
- Grade A or B in Language and Communication from UWI Open Campus

FOREIGN LANGUAGE REQUIREMENTS – UNDERGRADUATE STUDENTS ONLY

With effect from academic year 2023/2024, all incoming undergraduate students are expected to satisfy a foreign language requirement to complete the degree requirements. You Faculty will advise on acceptable courses. Download your *Faculty Booklet* for more information.

Undergraduate students holding a foreign language certification obtained at CSEC (Grades 1-3) or CAPE Unit I or II (Grades I-V) or equivalent will be exempt from this requirement.

FOUNDATION COURSES

All students registered in The University of the West Indies will be required to complete a minimum of nine credits of Foundation courses. These courses are Level 1 courses designed to promote sensitivity to, and awareness of, distinctive characteristic features of Caribbean cosmologies, identities and culture.

The Foundation courses comprise:

- FDMU 0005: Preparatory Academic Writing
- FOUN 1001: English for Academic Purposes
- FOUN 1101: Caribbean Civilisation
- FOUN 1103: Argument and Report Writing
- FOUN 1104: Writing About Literature
- FOUN 1105: Scientific and Technical Writing
- FOUN 1106: Academic English for Research Purposes
- FOUN 1107: Writing in the Visual, Performing and Carnival Arts
- FOUN 1201: Science, Medicine and Technology in Society
- FOUN 1301: Law, Governance, Economy and Society

Any other course approved for the purposes by the Board of Undergraduate Studies.

CO-CURRICULAR CREDITS

<https://sta.uwi.edu/cocurricular>

From Defensive Driving, Financial Literacy and Entrepreneurship to Meditation, Wellness and CPR and First Aid - the Co-curricular programme at the St. Augustine Campus provides a great opportunity for you to develop a range of skills and characteristics that will help you to excel in the workplace and in life in general – all while earning credits that go towards your degree!

Co-curricular credits are **optional** but all students are encouraged to take at least one co-curricular course during their stay at the UWI, St. Augustine Campus. Starting from Year 1, all students can sign up for co-curricular courses. You can replace up to six Level 1 credits with Co-curricular credits in your degree program. Grades for co-curricular activities will be pass/fail and won't affect your GPA.

How to register for Co-curricular activity?

Course descriptions, answers to frequently asked questions and step-by-step instructions on how to register for Co-curricular courses are all available online at <https://sta.uwi.edu/cocurricular>.

SUMMER SCHOOL/SEMESTER 3

Some programmes and courses require students to register for courses in Summer/Semester 3. Examples include the BSc Nursing, the **B.Ed** programmes, and the Undergraduate Diploma in Agriculture. Meanwhile, "Summer" School provides some students the opportunity to finish their programmes faster or to recover early from **failure**. It is approximately six weeks duration, from May to July, followed by examinations. Many faculties offer several courses in their Summer School Programme. Visit the **Summer Programme page** to see which courses will be offered for each academic year and how to register.

The following categories of persons are eligible for admission to and registration in the Summer School:

- i. Students of the University who have not yet completed requirements for the degree, diploma or certificate programme for which they are registered.
- ii. Students of the University who have been granted leave of absence for Semester 1 and/or 2 or part thereof preceding the Summer School.
- iii. Other persons, not students of the University, who are eligible to matriculate at either the normal or lower level, mature or at the discretion of the Dean.

Summer Registration

- Registration for Summer School normally begins at the end of Semester 2. Students who register in the Summer School programme are subject to all University and Faculty regulations.
- Summer School students are required to pay the appropriate fees and to complete registration no later than June 30.
- Summer School students shall not normally be permitted to register for more than three courses (nine credits) in any given Summer School period.
- Registration for a course offered in the Summer School implies registration for the examination of that course.

EXAMINATIONS

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

Students are required to write examinations at the end of each semester – December and April/May or as prescribed in Faculty Regulations. Examinations are administered in accordance with The University's **Examination Assessment Regulations**. Additional regulations specific to the conduct of examinations are also available on the **Examinations website**. Your individual examination schedule can be viewed on the web through the student portal approximately three weeks before the examination session.

The **Examinations website** provides access to a range of services including:

- Disability Services
- Exam Regulations - External Examiners
- GPA (Undergraduate programmes)*
- Grades
- Graduation
- Issue of Degrees, Diplomas and Certificate
- Medical Certificate / Report (Coursework / Final Examinations)
- Online Payments
- Special Examination arrangements

- Transcripts
- Verification Letters

The website also provides related information such as:

- Academic History
- Certificates
- Disability Services
- Exam Regulations & GPA
- Exam Schedule
- Graduation Payments
- Instructions to Candidates
- Language of Instruction
- Review of results
- Transcripts
- University Regulations on Plagiarism (First Degrees, Diplomas and Certificates)

*Visit the Postgraduate Admissions website for information on the [Postgrad GPA](#).

PROVISIONAL ENTRY TO EXAMINATION VENUE

Students **must** be fully registered, have financial clearance, and possess a valid UWI Student ID Card to enter the examination venue for final examinations. These matters must be addressed and finalised **before** presenting at the examination venue.

NOTE:

It may take 48 hours for the registration record to be reinstated.

Students are required to present their UWI student ID cards at each examination.

SUMMER SCHOOL EXAMINATION

Summer School Re-sit examinations where permitted, take place in July or as prescribed in Faculty Regulations. Your individualized examination timetable can be viewed through the Student Portal approximately two weeks before the examination session.

EXAMINATION RULES

There are special rules about submission of medical certificates and absence from examinations. If you are absent from an examination for medical reasons, you must repeat the course if it is a core course for the degree.

Please check that you are officially registered for all courses that you are reading. Remember that you cannot take an examination in a course unless the University's records indicate that you have registered for it. Examination regulations are accessible on the web at <http://my.uwi.edu>. Customer Service Representatives (CSRs) in the Lloyd Braithwaite Student Administration Building are available to assist you with any queries you may have.

TRANSCRIPTS

Graduates and students can request official transcripts of their academic records. You can ask to have your records sent directly to other educational institutions/agencies, or you can collect them yourself in tamper-proof envelopes. The cost per transcript is TT\$30.00 or US\$6.00 (subject to change). Detailed information on transcripts, including the cost and request forms can be obtained from the [Examinations Section webpage](#).

VERIFICATION OF DEGREE INFORMATION

If you are scheduled to graduate in the current academic year, you are required to ensure that your academic records, including your majors and minors are accurate. If there are discrepancies, it is important that you contact your respective faculty to have your record amended prior to your final semester.

How to access Academic Facilities

CAMPUS LIBRARIES AT ST. AUGUSTINE

The libraries at the St Augustine Campus (<http://libraries.sta.uwi.edu/>) are dedicated to providing access to quality information resources and services to support teaching, learning and research. All registered undergraduate and graduate students are entitled to access the services and resources of their Campus Library. Networked Libraries on Campus include:

- The Alma Jordan Library (AJL)
<https://libraries.sta.uwi.edu/ajl>
- Medical Sciences Library (MSL)
<https://libraries.sta.uwi.edu/msl>
- School of Education Library (SOE)
<http://libraries.sta.uwi.edu/soe>
- Institute of International Relations Library (IIR)
<https://sta.uwi.edu/iir/normangirvanlibrary>
- Republic Bank Library and Information Resource Centre, Arthur Lok Jack Graduate School of Business
<https://lokjackgsb.edu.tt/student/library>
- The UWI-ROYTEC Allan McKenzie Library
<https://www.roytec.edu/students/information/library-services>

In addition to these networked Libraries there are:

- The June Renie Law Library, Hugh Wooding Law School
<https://hwls.edu.tt/library>
- The Patience-Theunissen Memorial Library, Regional Seminary, Mount St. Benedict
- The Seismic Research Centre Library
<https://uwiseismic.com>

Information on the opening hours, services and access policies of these libraries can be found on each Library's website.

LIBRARY REGISTRATION

Students are not required to register at any of the networked Campus Libraries. Within 5 days of completing registration (i.e. after obtaining online financial clearance and a UWI ID card) the your name is transferred to the Library's database of registered users. All registered students are entitled to membership in the Campus Libraries. Users must show their University identification card to enter any library and to borrow material. Acceptance of library membership constitutes an undertaking to accept the regulations, rules and ordinances of the Campus Libraries and The University.

THE ALMA JORDAN LIBRARY

<https://libraries.sta.uwi.edu/ajl/>

The largest of the libraries at The St Augustine Campus is the Alma Jordan Library (formerly the Main Library). It serves the Faculties of Engineering, Science & Technology, Food & Agriculture, Humanities, Law, Social Sciences, and Sport. This *Library's website* connects members of the UWI St. Augustine community to all its information resources.

Resources

General Collection

This collection provides users with access to print and multimedia resources.

Reserve Collection

This collection offers essential booklist items as well as personal copies of lecturers' materials.

Electronic Resources

Students can access hundreds of databases and thousands of e-books and e-journals

on and off Campus. UWlinC is a search and discovery tool for the University of the West Indies Libraries that unifies its electronic resources, digital repositories, and catalogues into a single searchable virtual library space.

West Indian Materials & Special Collections (WISC)

The West Indian Materials & Special Collections (WISC) is located on the second floor of the Alma Jordan Library. This research collection comprises materials in all formats that have been written or produced by or about West Indians, as well as those materials published or produced on any subject in the West Indies or the diaspora. This includes all publications by faculty and staff of The UWI St. Augustine. Many online and published guides to these research resources are available for consultation in the Division. Special study carrels, for the exclusive use of graduate students are also available. Students can schedule consultations with the research specialists in WISC.

Print & Web-based Guides

[Web-based guides](#) for all users can be accessed on the Alma Jordan Library's website. These guides cover areas ranging from the different citation styles, to how to search online databases, etc. These guides can save the researcher's time.

Services

Circulation Services

The Circulation and Access Services Division of the Alma Jordan Library facilitates loans of Library materials and devices to students. It also provides Inter-library Loan and Document Delivery Services and facilitates access to faculty, staff and external users.

Library Orientation Tours

The Alma Jordan Library conducts orientation tours annually for new students at the beginning of the academic year. Liaison Librarians also provide orientation at the Faculty level. A tour schedule is posted on the Library's website.

Library Instructional Services

During the academic year the Alma Jordan Library offers instruction to aid students in successfully locating and using quality information for completing assignments and research. Sessions can take the form of individual consultations, small group seminars, or large group/class workshops. Taught by subject specialists, research skills workshops offered cover a wide range of topics ranging from how to use the online catalogue, navigating subject specific databases, to the different citation styles, etc.

Computing Services

Two computer laboratories, The St. Augustine Research and Reference Service (STARRS) and The User Education Centre (UEC) provide users with access to the Internet, subject specific databases, e-books, e-journals, UWlinC, past exam papers, email, productivity applications (Microsoft Office; SPSS; Endnote, etc.), and printing (black & white; colour).

24/7 Service

Each semester the Alma Jordan Library provides a "24/7 Service" which gives students access to STARRS and the adjoining Reading Room after the Alma Jordan Library closes. These facilities are accessed via the Eastern Entrance to The Alma Jordan Library. Check the Alma Jordan Library notice boards for details of when this service begins and ends each semester.

Other Services at the Alma Jordan Library

Other services include live chat service, group discussion rooms, reference services, photocopying and scanning services as well as services for blind/visually-impaired students. Assistive or adaptive technologies help the Library to move closer to its goal of ensuring that information is accessible to all. Further details on these and other available services can be found on The Alma Jordan Library's website.



THE MEDICAL SCIENCES LIBRARY

The Medical Sciences Library primarily serves the staff and students of the Faculty of Medical Sciences, however, its services and resources are also available to the wider University community. The Library's print collection consists of thousands of monographs/books and hundreds of journal titles. Its extensive multimedia collection spans a variety of formats including videotapes, CD-ROMS, DVDs, audiotapes and slides. Additionally, there is a growing online collection consisting of electronic resources namely e-books, e-journals and databases. The library's collection is continually being developed to support problem-based learning and teaching as well as evidence-based research activities of its student population and Faculty. The Medical Sciences Library's research, reference and information services are quite similar to that of The Alma Jordan Library.

THE SCHOOL OF EDUCATION LIBRARY

The School of Education Library primarily supports the teaching, learning and research needs of the students and faculty of the School of Education. The Library contains a comprehensive collection of materials in the field of education, with growing emphasis on Caribbean publications. The collection consists of thousands of items including books, monographs, reports, newspaper clippings, theses, dissertations and government documents. The Library subscribes to over 100 journals in education.

THE UWI-ROYTEC ALLAN MCKENZIE LIBRARY

The UWI-ROYTEC Allan McKenzie Library is committed to supporting teaching and learning in a variety of contexts and environments. These will include but are not limited to databases, e-journals, ebooks and library guides.

THE INSTITUTE OF INTERNATIONAL RELATIONS LIBRARY THE REPUBLIC BANK LIBRARY, ARTHUR LOK JACK GRADUATE SCHOOL OF BUSINESS

These two Libraries cater mainly for postgraduate students. Please refer to their websites for additional information.

THE JUNE RENIE LAW LIBRARY, HUGH WOODING LAW SCHOOL, THE PATIENCE-THEUNISSEN MEMORIAL LIBRARY, REGIONAL SEMINARY, MOUNT ST. BENEDICT THE SEISMIC RESEARCH CENTRE LIBRARY

Please check these Libraries websites for information on their services, resources and access policies.

CENTRE FOR LANGUAGE LEARNING (CLL)

With its supportive learning environment, highly interactive classes and dynamic staff, the Centre for Language Learning invites you to embark on a journey of a lifetime. Learn a new language or improve the one that you already know. You have a choice of ten languages - Arabic, (Mandarin) Chinese, French, German, Hindi, Italian, Japanese, Portuguese, Spanish and Yoruba. (Mandarin) Chinese, French, Japanese and Spanish. See the latest course offerings, costs and schedules on the CLL website: <https://sta.uwi.edu/the/cll>



COMPUTER & INFORMATION RESOURCES

The campus wifi is free and available to all staff, students and visitors. There are also computer laboratories available for student use, each fully equipped with Internet access, the latest version of Microsoft Office, and black and white printers and scanners. There is also subject specific software such as statistical and geographic mapping software. Several computer labs are available exclusively for student use in the Halls of Residence. In addition, there is a wireless network which provides access to students with wireless capable devices. Students must be properly registered to gain access to the campus wireless system. For further information or assistance call HELP extension 84357.

COMPUTER LABS - LOCATIONS

- Faculty of Engineering
- Faculty of Humanities & Education
- School of Natural Sciences
- Faculty of Social Sciences
- Halls of Residence
- Student Activity Centre
- The Alma Jordan Library



Names you should know

Miss Simone Roberts

Assistant Registrar

Recruitment, Admissions and Enrolment

Email: Simone.Roberts@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.82154

Mr Arnold Manniram

Assistant Registrar - Graduate Studies and Research

Graduate Studies & Research (OCR)

Email: Arnold.Manniram@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.82616

Ms Nardia Thomas-Allain

Senior Assistant Registrar

Examinations (OCR)

Email: nardia.thomas-allain@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.84183

Mrs Carolyn Gooding

Senior Financial Manager

Students & Receivables, Bursary

Email: carolyn.gooding@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.82143

Dr Deirdre Charles

Director

Office of the Director, Division of Student

Services and Development

Email: deirdre.charles@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.82096, 82097

Dr Jacqueline Huggins

Manager

Student Life and Development (SLD), Division of Student Services and Development

Email: jacqueline.huggins@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.83921

Dr Neil Singh

Student Medical Officer/Head

Health Service Unit

Email: neil.singh@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.82149

Ms Grace Jackson

Director - Facilities

Sport & Physical Education Centre

Email: Grace.Jackson@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.83555

Ms Carol Ayoung

Senior Manager - Fund Raising and Alumni Affairs

Office of Institutional Advancement & Internationalisation

Email: carol.ayoung@sta.uwi.edu

Tel/ext: (868)-662-2002 ext.82682 or (868)-224-3739

Mr Kevin Snaggs

Manager - Student Residential Community

Student Accommodation On & Off Campus,

Sir Arthur Lewis Hall of Residence

Email: kevin.snaggs@sta.uwi.edu

Tel/ext: (868)-663-0075



GLOSSARY



RESOURCES



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Part 2

University Regulations

The Regulations below apply to all undergraduate students of the University registered at the St. Augustine Campus. In most instances they also apply to postgraduate students. Any differences are indicated. Where the regulations apply to both undergraduate and postgraduate students and call for students to contact Student Admissions, postgraduate students should contact the Office for Graduate Studies & Research. Postgraduate students should also read the Regulations for Graduate Certificates, Diplomas and Degrees.

Students are subject at all times to the discipline of the authorities of the University. Any conduct which may involve risk to another student or to the property of another student is strictly prohibited.

The Principal is the final authority on the interpretation of these regulations. All students are advised to pay close attention to both University and Faculty Regulations, which include

- Faculty Regulations & Syllabuses,
- Assessment Regulations for First Degrees, Diplomas and Certificates (Undergraduate),
- Regulations for Graduate Certificates, Diplomas and Degrees (Postgraduate),
- the Code of Principles and Responsibilities for Students; and
- Library Regulations.

REGISTRATION

RESPONSIBILITIES OF STUDENTS

It shall be the responsibility of students to see that they are registered and entered for Degree, Diploma and Certificate examinations under the Course Regulations currently in force.

It shall be the responsibility of students to leave a forwarding address (where this is different from their home or term address) at the Registry, at the beginning of each vacation period.

REGISTRATION DEADLINES

All students shall be required to register at the beginning of each semester.

All students shall be required to register by the end of the online registration period. If you are not reading any courses in a semester, you are required to apply for Leave of Absence for that particular semester.

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.

NOTE: Regulations do not permit you to be registered in two programmes simultaneously.

LATE REGISTRATION

Late registration, and payment of the late registration fee shall be permitted up to the dates indicated in the Academic Calendar.

MEDICAL CERTIFICATE

All students registering at the St. Augustine Campus for the first time must submit a completed Medical Certificate to the UWI Medical Officer, UWI Health Service Unit. THERE ARE NO EXEMPTIONS FROM THIS RULE.

Medical certificates submitted on entry are valid for five years.

All candidates must provide evidence of recent vaccinations against Measles, Mumps, Rubella and Tetanus. In such cases where immunization is medically contraindicated, there should be a signed statement from a physician giving reasons for contraindication. All candidates registering for programmes under the Faculty of Medical Sciences are required to show additional evidence of immunization against Hepatitis b and undergo a Tuberculin Skin Test (Mantoux). Additionally, candidates pursuing the D.V.M. Programme are required to show evidence of immunization against Rabies.

International candidates coming to Trinidad from Malaria Endemic Countries are required to report to the Student Medical Officer at the Health Service Unit immediately upon their arrival.

The completed medical certificate must be submitted for validation with an Immunization Card at the Health Service Unit six weeks prior to commencement of the semester or within 30 days after receipt of the form.

Medicals will only be accepted when students have accepted an offer.

EXEMPTION WITH CREDITS - UNDERGRADUATES

Exemption with credits may be awarded for courses already passed at this or another institution. Persons applying for credit/exemption should make such requests, through the Student Affairs (Admissions) Office, to the Dean of the respective Faculty DURING THE FIRST THREE WEEKS OF THE SEMESTER. An official transcript and/or course

outlines are required for assessment by the appropriate authority. Note that credits/exemption are granted in accordance with prescribed faculty regulations.

STUDENTS FAILING TO RE-REGISTER

All students who are eligible to continue in their academic programme are required to re-register at the beginning of each semester, within the prescribed registration period.

Failing to register will result in a student being deemed to have withdrawn from The University.

REGISTRATION CHANGES

CHANGE IN REGISTRATION - UNDERGRADUATE

Changes in registration, such as the addition or substitution of courses, withdrawal from courses, and change in degree options are permitted up to the end of the online registration period.

Once the online registration period has ended, late registration and changes in registration may be facilitated only in exceptional circumstances at the discretion of the Academic Board.

CHANGE IN REGISTRATION - POSTGRADUATE

See section below on [Transfers & Changes in Registration](#).

CONTACT INFORMATION

Students are required, on registration, to notify the Campus Registrar in writing, of their

address in Trinidad during the semester/academic year and of their forwarding address during University vacations. Students are also required to notify the Campus Registrar, in writing of any change of address within 14 days of the change.

CHANGE IN MARITAL STATUS

A student who gets married should notify the Campus Principal accordingly and submit the Marriage Certificate so that University records can be properly amended.

Students should note that The University will not support requests for increased financial assistance of any kind on the grounds of marriage.

ADD/DROP COURSES

Changes in Course Registration should be made, only AFTER consultation with the lecturer in charge of the course and the Head of Department.

Students will be permitted to add/substitute/drop or withdraw from courses up to the end of the online registration period. Any changes requested after this period will require permission from the Academic Board.

LEAVE OF ABSENCE - UNDERGRADUATE

A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence. The application must be made to the Faculty Board, through the appropriate Dean, and the reasons for the application should be stated.

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 year in the first instance terminating at the end of the academic year for which the application is approved.

Leave of absence will not be granted for more than two consecutive academic years.

Leave of absence may be granted for one semester or for an academic year.

Save in exceptional circumstances, applications for leave of absence for a semester shall be submitted by the end of the THIRD week of the relevant semester.

Save in exceptional circumstances applications for leave of absence for the academic year shall be submitted by the end of the THIRD week of Semester 1.

These regulations do not apply to students in the Faculty of Medical Sciences at this time.

NOTE: Students who have been attending classes and then apply for a leave of absence after the deadline date are liable for payment of full tuition fees for the semester/ academic year, whether they sit examinations or not.

Leave of absence grants a student permission to be away from classes and from writing examination. A student cannot therefore be on approved leave of absence and at the same time benefit from examination results for that period.

Coursework marks cannot be transferred for students who are on leave of absence.

ABSENCE FROM CLASSES

Students are required to apply to the appropriate Dean, or Faculty Board Chairman, for permission to be absent from classes, except in cases of illness. In cases of illness a medical certificate should be submitted to the Campus Registrar.

ABSENCE FROM THE ISLAND

Students must apply, in advance, to the Principal, through the appropriate Dean, or Faculty board Chairman, for permission to be away from Trinidad during term time, and shall state the grounds for such leave.

DEPARTURE FROM CAMPUS DURING SEMESTER

All students shall be required to submit in writing to the Campus Registrar, through the Dean, at least 3 weeks before the planned date of departure, requests for permission to leave the Campus Country before the semester ends. Students may be exempt from the prescribed three-week notice in the event of emergency requests, as in the case of a death in the family.

LEAVE OF ABSENCE - POSTGRADUATE

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 Committee, stating the reasons for the application.

For additional information, please see the *Regulations for Graduate Certificates, Diplomas and Degrees* and contact the *Office for Graduate Studies & Research*.

TRANSFERS - UNDERGRADUATE

INTER-FACULTY AND INTRA-FACULTY TRANSFERS

NEW STUDENTS

Applications for transfer from one faculty to another shall be made in the academic year preceding the proposed academic year of transfer.

Transfers will be considered at the end of Semester 2 of each academic year for the succeeding academic year and will be subject to (i) academic requirements and/or (ii) availability of space.

Applications for transfer shall be made by June 30 preceding the proposed academic year of transfer.

NOTE: When students transfer from one faculty to another, without withdrawing, the student is considered a continuing student and transfers with his/her full record.
Students seeking to transfer to another Campus must be in good financial standing before their application for transfer forms are forwarded to another campus.

ACADEMIC FORGIVENESS

Academic Forgiveness is normally applied to students who withdraw either voluntarily or were Required to Withdraw (RTW) based on University/Faculty regulations.

The guiding principle is that the integrity of the programme the student is expected to complete must be preserved. A student who is RTW or voluntarily withdraws must remain out of The UWI system for a minimum of ONE year, unless they are changing faculties.

When student who have been granted academic forgiveness are re- admitted to The UWI, the Dean of the faculty will determine which course(s), if any, may be used as transfer credits. The maximum number of transfer credits is 30 credits which would normally be Level 1 in accordance with University regulations.

The Dean of the Faculty has the discretion to determine which Level 2 or Level 3 course(s) may be considered for exemption with credit when a student has previously withdrawn but must seek approval from BUS {Board for Undergraduate Studies}.

TRANSFERS & CHANGES IN REGISTRATION – POSTGRADUATE

Candidates wishing to upgrade their registration from

- MPhil to PhD
- Taught Masters to MPhil
- MPhil/PhD to Taught Masters
- Full-time to Part-time and vice versa

Please see the [Regulations for Graduate Certificates, Diplomas and Degrees](#) and contact the [Office for Graduate Studies & Research](#).

WITHDRAWAL FROM THE UNIVERSITY

Students must complete the [Withdrawal Form](#) and submit it via email to either admis@sta.uwi.edu (undergraduate) or PGOnline@sta.uwi.edu (postgraduate), A student considering this course of action is strongly advised to consult with the Dean before taking a final decision.

FEES

ANNUAL FEES

Where a student has paid fees for the entire academic year and officially withdraws or has applied for leave of absence within three (3) weeks of the start of Semester 1, then tuition fees paid for Semester 1, in addition to full tuition fees paid for Semester 2, would be refunded.

MISCELLANEOUS ADMINISTRATIVE CHARGES

The following documents may be requested from the Campus and supplied for a fee. Fill out the relevant form linked below and submit to the appropriate office indicated on the form, whether Student Admissions, Graduate Studies, or Examinations.

- [Transcript Request Form](#)
- [Request for Replacement Certificate Form](#)
- [Request for Mailing of Certificate Form](#)
- [Request for Certification of Diploma/ Certificate/ Degree](#)
- [Verification Letter](#)
- [Visa Letter \(UG\)](#)
- [Visa Letter \(PG\)](#)

You can find these forms and more in the online repository for [forms and booklets](#). To see the current cost of these services and to make payments, please visit the Campus's [Online Payment Facility](#).

NOTES

Requests cannot be processed if a student is not financially cleared, or has any type of hold on his/her account e.g AR (Accounts Receivable), Immunization/Medical, Library fine, Dean's/ Registrar's Holds. Please contact Student Accounts, Bursary, the Lloyd Braithwaite Student Administration Building at 1 (868) 662 2002 Exts. 83380/83381/83379 to resolve Accounts Receivable (AR) Holds prior to submission of request.

SEMESTER FEES

Where a student officially withdraws or has applied for leave of absence within three (3) weeks of the start of any semester, tuition fees paid for that semester would be refunded.

NOTE: Personal accident insurance, Guild and ID card fees are not refundable.

Payment of Fees to Re-sit an Examination or Course When Awarded Absent Medical / Failed Medical / Absent No Penalty / Failed No Penalty (Revised)

- i. Students will be exempted from fees payable to re-sit an examination in the following cases:
 - AM (Absent Medical) – Examination missed for certified medical reasons
 - FM (Failed Medical) – Examination failed for certified medical reasons
 - AB (Absent No Penalty) – Examination missed for legitimate (non-medical) reasons
 - FNP (Failed No Penalty) – Examination failed for legitimate (non-medical) reasons
- ii. A student who opts to re-sit a course, having been awarded one of the above listed grades, will be liable to payment of fees as normal. However, a student who fails to complete a course for medical reasons and drops out prior to the examination but after the advertised deadline for withdrawal may request that the fees paid for that course be applied to the next sitting of that course at the discretion of the Principal. Administrative responsibility for this process can be delegated to the Campus Registrar.

If you are a full-time student, you will be permitted to pay fees at the beginning of the academic year or by semester.

If you register for fewer than 24 credits you will be required to pay tuition fees on a per

credit basis.

Only tuition fees are payable by semester. All compulsory fees are payable in full at the beginning of the academic year.

Fees for board and lodging, and tuition are payable in advance in the prescribed manner.

Only students in good financial standing will be registered or entered for Degree, Certificate and Diploma or other examinations of The University of the West Indies. ("In good financial standing" means that all debts owed by the student to The University are fully paid or payment arrangements satisfactory to The University have been made for their payment).

NOTE: The University reserves the right to refuse academic records or information about students who are not in good standing.

Students who leave The University without making adequate arrangements to put themselves in good standing will not be given the University's diplomas or certificates for degree or other programmes until they have satisfied the University in this respect.

CAUTION MONEY

Every student, other than those who receive full emoluments disbursed by The University, is required to pay the prescribed amount of Caution Money before beginning his/her course of study at The University.

In the case of students receiving full emoluments disbursed by The University, the amount will be deducted by The University from such emoluments.

The Caution Money is refundable only when the student is leaving The University and will be returned at that time after the amount of any outstanding liability to The University has been deducted.

NOTES:

1. Caution Money may be applied to cover library fines, charges for breakages, or Hall charges during a course of study. If it becomes exhausted before the end of an academic year, the student will be called upon to replenish it.
2. Caution Money will not be refunded until three (3) months after the completion of studies.

REBATE

If a student is forced by illness, or other extreme personal circumstances, to discontinue his or her studies, part of the examination and tuition fee paid in advance may be returned at the discretion of the Principal.

Examination fees, where payable, cannot be transferred from one examination to another and can be refunded only under certain exceptional circumstances.

Normally, except in cases where prior permission was formally granted, there will be no refund for absence and/or withdrawal from the Hall of Residence for periods of less than half the semester.

INTERNATIONAL STUDENTS

IMMIGRATION REQUIREMENTS

Although The University provides a list of expected incoming and returning / continuing students to the Immigration Authorities at Piarco International Airport, students are required to produce the following documents to the Immigration Officer on arrival in Trinidad:

- First time students – the official offer of a place from The University.
- Returning/Continuing students – Your UWI Student ID.

Once these documents are produced, you will be allowed entry for one (1) year as a student of the University. The entry certificate (stamp) may be extended upon presentation of a Certificate of Eligibility from the University.

The International Office/Office of Institutional Advancement and Internationalization accommodates an annual visit by Trinidad & Tobago Immigration division officials on campus to process extension of visas service for all international and regional students. Please check the Office for more details.

TRAVEL DOCUMENTS

All persons entering Trinidad & Tobago are required to be in possession of a valid Passport. Your passport should be valid for at least ONE year from the date of entry into Trinidad & Tobago.

It is recommended that you arrange to have a valid Certificate of Vaccination, Yellow Fever Inoculation and MMR Immunization, before you travel to Trinidad.

BAGGAGE

If you intend to ship baggage as freight by sea or air, it should be addressed in your name c/o The University of the West Indies, Student Affairs (Admissions), St. Augustine Campus, Trinidad & Tobago, West Indies. You must bring your bill of Lading with you. Your unaccompanied baggage should not arrive in Trinidad before August 26, since you will incur heavy charges if the shipment is not cleared within ten days of arrival in the country.

FIRST PASSAGE

A candidate residing in a contributing Commonwealth Caribbean territory who, having satisfied the normal University matriculation requirements, has been accepted for registration as a full-time student in an undergraduate or postgraduate programme leading to a degree, diploma or certificate of The University of the West Indies will be provided with a free passage on first coming to The University and on completion of his/her course. Such passage includes a baggage allowance of the cost of 10 kilos overweight.

- a. A candidate resident in a campus territory who has applied for entry to a campus in another territory in order to pursue a Preliminary or First degree programme, will not be provided with a first passage to that country if the programme he/she wishes to pursue is offered at his/her home Campus.
- b. A candidate travelling to a campus territory to pursue an evening or part-time course will not be provided with a first passage.
- c. A candidate who pays his/her own passage to pursue one of the programmes covered in Regulation (a) above, will be eligible, if he/she successfully completes the programme and registers for the first year of approved degree course, for refund of the passage or for half the cost of a return passage.

Students are advised to reduce the number of pieces of luggage to as few as possible and to ensure that they are all covered by bill of Lading. Immediately on arrival at the

Airport, each student must prepare and sign a declaration.

The University will NOT be responsible for any Custom duties, which may be charged. It is not normal for the Customs to charge duty on personal effects.

Special Provision for Medical Students

Medical students who wish to complete their Clinical Programme at the Bahamas, Barbados or Jamaica Campus will be eligible for a return passage from Trinidad.

Return Passage

On completion of a first course (degree or postgraduate), a student may claim a return passage to his/her home territory plus a baggage allowance of the cost of 10 kilos overweight but not exceeding 20 kilos. Claims/requests for return passage would only be processed when the student has been officially awarded the degree from his/her programme of study.

If he/she intends to pursue and is accepted for a further course of study, he/she may waive the claim for a return passage until completion of that Programme of study. Claims for return passages may be made up to three months after completion of the course. In special circumstances the period may be extended on application.

A student whose passage has been paid to enable him/her to pursue an approved course of study at a campus territory and who withdraws voluntarily or transfer to another campus before the completion of his/her course of study, will not be given a return passage.

A student who has been asked to withdraw from The University before the completion of his/her course will be provided with a return passage to his/her home territory. Passages will be by air, or by sea at the discretion of The University. Students are advised to reduce the number of pieces of baggage to as few as possible and see to it

that they are all covered by one bill of lading. Immediately on arrival at the airport each student must prepare and sign a declaration. The University will not be responsible for any Customs duty which may be charged. It is not usual for the Customs to charge duty on personal effects.

NOTES:

Students who have paid their own passage and are entitled to have that passage paid by The University in accordance with the above regulations, may claim a refund. To make a claim, download and fill out the [application form for First/Return Passage](#). Submit the completed form and all relevant documents as indicated on the form to the Student Accounts section of the Bursary.

Reduced airfares between campus country and home country are available on presentation of a Rebate Certificate which must be signed by the competent authority in the Student Affairs (Admissions) Office on each campus.

RESIDENCE

HALLS OF RESIDENCE

Full-time students of The University may apply to live in the Hall of Residence. Where there is competition, overseas students may have preference. Continuing students should apply to live on Hall not later than May 15 each year.

Application should be made to the Accommodation Officer, Student Activity Centre, via the online Hall Application form available at <https://forms.gle/PUXoefjuLT5W4VhR9>

Students must observe the regulations in force in their Hall of Residence. For Hall regulations and Code of Conduct please visit <https://sta.uwi.edu/dssd/welcome-home-halls-residence>

UNIVERSITY PROPERTY

Students must not make amendments to, nor transfer furniture or fittings of any kind from any part of The University buildings, or from rooms in Halls of Residence, without prior written permission from the proper authorities.

Students are not permitted to interfere in any way with the layout of The University grounds without permission from the proper authorities.

Students will be liable to pay for any loss or damage to the furniture, fittings and/or equipment of any kind which is University property.

Students must not interfere with the electrical or plumbing installations in any student rooms or in any part of The University property.

SAFETY

MECHANICALLY PROPELLED VEHICLES

Students are required at all times to observe the traffic and parking regulations of The University. Failure to observe these will result in withdrawal of permission to drive on campus. Students using motor vehicles and bicycles are required to comply with the laws and regulations of Trinidad & Tobago.

A student may be required to submit his/her driver's licence for inspection at least once a year.

The University reserves the right to inspect vehicles for fitness.

RAGGING (HAZING), FIREARMS, ETC.

The organization of initiation, or other ceremonies, or participation, in the form of displays of noisy, disorderly conduct, carried on in defiance of authority or discipline, and involving any risk against health or damage to property is prohibited.

Except as indicated, no student is allowed to keep or use dangerous weapons (including firearms) on University premises, even if he/she may have received permission from a public authority to keep and use a firearm.

Individual members of an authorised Rifle Club, may obtain from the Campus Registrar written permission to keep certain firearms at stated times for a limited period and to keep the firearms in an approved place such as the armory of the Rifle Club.

The firing of squibs and rockets is prohibited on University premises.

Violation of any part of this regulation will lead to strong disciplinary action, which may include expulsion from The University.

HEALTH REQUIREMENTS

Students are required to comply with health requirements that may be laid down by The University from time to time.

All cases of illness of Hall residents requiring medical attention must be reported at once to the Hall Supervisor and to the Health Service Unit.

No student who is suffering from an infectious illness or in whose home or lodging there has been such an illness is allowed to attend classes or use facilities on campus unless a medical practitioner certifies that there is no longer any danger of infection being conveyed.

STUDENT PUBLICATIONS

Two copies of all publications by student organizations, groups, or by any individual student, whether or not they are published by the Guild of Students, shall be deposited with the Campus Registrar within two days after publication.

ACADEMIC CREDITS & REQUIREMENTS - UNDERGRADUATE

CO-CURRICULAR CREDITS

The Board for Undergraduate Studies, in the delegated exercise of Senate's powers as the academic authority for The University under Statute 27 makes the following Regulations to be inserted herein as part of Faculty Regulations and are to take effect immediately, except in respect of those Faculties where appropriate arrangements have not yet been made for the inclusion of co-curricular credits among those required for the degree. Students who successfully complete any co-curricular activity or programme of activities for credit shall have the credits recorded on their official transcripts.

1. For the purposes of these Regulations, "co-curricular credit" means credit earned by a student in pursuance of some activity or programme of activities that is not part of the academic programme of a Department or Faculty of The University or is not undertaken by a student as part of the academic programme of a Department or Faculty, but which activity or programme of activities is recognised by The University as contributing to the overall personal, cultural, social and intellectual development of students and is approved by Academic Board under Regulation 5 below.
2. Participation in activities for co-curricular credits is optional. However, wherever students have chosen to participate in any recognised co-curricular activity or

programme of activities for credit, they shall be eligible for a maximum of three (3) credits as part of the credits required for the degree.

3. Students who successfully complete any co-curricular activity or programme of activities for more than three (3) credits shall have the additional credits recorded on their transcripts.
4. Co-curricular credits shall not be taken into account in the determination of class of degree.
5. All co-curricular activities/programmes for which credits are being sought shall be approved by Academic Board on the recommendation of any Campus Committee for which Academic Board may recognise as having responsibility for co-curricular programmes.
6. Registration for co-curricular credits in each case must be approved in advance by the Faculty Board and by the member of the Senior Administrative Staff appointed or designated as Director of Student Services or Dean of Students, as the case may be, at the Campus.
7. The assessment of co-curricular activities shall be PASS/ FAIL.

FOUNDATION COURSES

All students registered in The University of the West Indies are required to complete a minimum of nine (9) credits of Foundation Courses. These courses are Level II courses designed to promote sensitivity to and awareness of distinctive characteristic features of Caribbean cosmologies, identities and culture. The Foundation courses are:

- i. FDMU 0005: Preparatory Academic Writing
- ii. FOUN 1001: English for Academic Purposes
- iii. FOUN 1101: Caribbean Civilisation
- iv. FOUN 1103: Argument and Report Writing
- v. FOUN 1104: Writing About Literature
- vi. FOUN 1105: Scientific and Technical Writing
- vii. FOUN 1106: Academic English for Research Purposes
- viii. FOUN 1107: Writing in the Visual, Performing and Carnival Arts

- ix. FOUN 1201: Science, Medicine and Technology in Society
- x. FOUN 1301: Law, Governance, Economy and Society

Any other course approved for the purposes by the Board of Undergraduate Studies.

Exemption in whole or in part from the requirements may be granted from time to time by the board for Undergraduate Studies on the recommendation of the Dean of the Faculty in which the student is registered.

Students will not be permitted to do Foundation courses that originate in the Faculty in which they are registered, except with the permission of the Dean of the Faculty.

FOREIGN LANGUAGE REQUIREMENTS

With effect from academic year 2023/2024, all incoming undergraduate students are expected to satisfy a foreign language requirement to complete the degree requirements. You Faculty will advise on acceptable courses. Download your [Faculty Booklet](#) for more information.

Undergraduate students holding a foreign language certification obtained at CSEC (Grades 1-3) or CAPE Unit I or II (Grades I-V) or equivalent will be exempt from this requirement.

ACADEMIC REQUIREMENTS - POSTGRADUATE

Postgraduate students should see the [Regulations for Graduate Certificates, Diplomas and Degrees](#)

UNIVERSITY REGULATIONS ON PLAGIARISM - UNDERGRADUATE

APPLICATION OF THESE REGULATIONS

1. These Regulations apply to the presentation of work by a student for evaluation, whether or not for credit, but do not apply to invigilated written examinations.

DEFINITION OF PLAGIARISM

2. In these Regulations, “plagiarism” means the unacknowledged use of the words, ideas or creations of another and includes situations where the student reuses without acknowledgement their own previously written text, ideas or creations when writing any new work.

“Level 1 plagiarism” occurs where small quantities of the work are affected and/or the breaches are minor. It includes borderline situations, cosmetic or poor paraphrasing, negligent referencing or incorrect or missing citations.

“Level 2 plagiarism” occurs where large quantities of the work are affected and/or the breaches are serious. It includes situations in which a significant amount of material is borrowed or directly quoted or cosmetically paraphrased with no attribution at all, or attribution insufficient to indicate that the borrowed material is not the work of the student.

3. What may otherwise meet the definition of plagiarism may be justified for the purposes of Regulation 2 where the particular unacknowledged use of the words, ideas and creations of another is by the standards of the relevant academic discipline a function of part or all of the object of the work for evaluation whether or not for credit, for example:
 - a. The unacknowledged use is required for conformity with presentation standards;
 - b. The task set or undertaken is one of translation of the work of another into a

different language or format;

- c. The task set or undertaken requires producing a result by teamwork for joint credit regardless of the level of individual contribution;
- d. The task set or undertaken set or undertaken requires extensive adaptation of models within a time period of such brevity as to exclude extensive attribution;
- e. The task set or undertaken requires the use of an artificial language, such as is the case with computer programming, where the use of unoriginal verbal formulae is essential.

4. It is not a justification under Regulations 2 and 3 for the unacknowledged use of the words, ideas and creations of another that the user enjoys the right of use of those words, ideas and creations as a matter of intellectual property.

OTHER DEFINITIONS

5. In these Regulations, “Chair” means the Chair of the relevant Campus Committee on Examinations; “Examination Regulations” means the Examination and other forms of Assessment Regulations for First Degrees Associate Degrees Diplomas and Certificates of the University; “set of facts” means a fact or combination of facts.

EVIDENCE OF PLAGIARISM

6. In order to constitute evidence of plagiarism under these Regulations, there must be identified as a minimum the passage or passages in the student’s work which are considered to have been plagiarised and the passage or passages from which the passages in the student’s work are considered to have been derived.

STUDENT CERTIFICATION

7. When a student submits for examination work under Regulation 1, the student shall sign a statement, in such form as the Campus Registrar may prescribe, that as far as possible the work submitted is free of plagiarism including unattributed quotation or

paraphrase of the work of another except where justified under Regulation 3.

8. Quotation or paraphrase is attributed for the purpose of Regulation 7 if the writer has indicated that the work is not the writer's own, even if the source is not identified.
9. Accurate certification under Regulation 7 is not conclusive as to the absence of plagiarism under these Regulations. Absence of certification does not prohibit the University from proceeding with a charge of plagiarism.

ELECTRONIC VETTING FOR PLAGIARISM

10. The Campus Registrar may authorise or direct with the consent of the student that work submitted under Regulation 7 be subjected to electronic scrutiny in order to verify its freedom from plagiarism before being submitted to the Examiners. The results of the electronic scrutiny shall be submitted to the Dean and the Head of Department as well as to the Examiners, but the results of such electronic scrutiny although capable, where the requirements of Regulation 6 are satisfied, of constituting evidence under these Regulations, are not thereby conclusive of any question as to whether or not plagiarism exists.
11. Where a Dean or Head of Department considers that the procedure under Regulation 10 discloses evidence of plagiarism, the Dean or Head of Department, as the case may be, shall:
 - a. where the procedure is considered to disclose evidence of Level 2 plagiarism, report the matter to the Campus Registrar under Regulation 15(a); or
 - b. where the procedure is considered to disclose evidence of Level 1 plagiarism, refer the matter to the Examiners for their consideration as a charge of Level 1 plagiarism under Regulation 12. Level 1 plagiarism
12. In work submitted for examination where the Examiner is satisfied that Level 1 plagiarism has been committed, he shall levy a penalty for the Level 1 plagiarism charged in the form of a reduction in the marks which would have otherwise been awarded.

LEVEL 2 PLAGIARISM

13. Where an Examiner has evidence of Level 2 plagiarism in the material being examined, that Examiner must report it to the Head of Department or the Dean and may at any time provide the Registrar with a copy of that report.
14. Where any other person who in the course of duty sees material being examined that has evidence of Level 2 plagiarism that other person may report it to the Head of Department or the Dean and may at any time report it to the Campus Registrar who shall take such action as may be appropriate.
15. Where a Dean or Head of Department receives a report under Regulation 13, the Dean or Head of Department, as the case may be, shall:
 - a. Where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar; or
 - b. Where not concurring in the identification of evidence of plagiarism, reply to the Examiner declining to proceed further on the Examiner's report; or
 - c. Where concluding that there is evidence of Level 1 plagiarism, reply to the Examiner indicating that conclusion and proceed as under Regulation 12.
16. Where a report is made to the Campus Registrar under Regulation 15(a) or Regulation 17, the Campus Registrar shall lay a charge and refer the matter to the Campus Committee on Examinations.
17. Where the Campus Registrar receives a report from the Examiner or any other person, the Campus Registrar shall refer the matter to a senior academic to determine evidence to ground a charge of plagiarism and where there is a ground, the Campus Registrar shall proceed as under Regulation 16.
18. Where the matter has been referred to the Campus Committee on Examinations pursuant to Regulation 16, the proceedings under these Regulations prevail, subject to Regulation 19, over any other disciplinary proceedings against the student based on the same facts and, without prejudice to Regulation 24, any other such disciplinary proceedings must be stayed, subject to being reopened.

19. Where other disciplinary proceedings based on the same facts have been completed or have reached the stage of a hearing, whichever comes first, any proceedings under these Regulations based on a charge of Level 2 plagiarism shall be terminated.
20. (a) If the Campus Committee on Examinations is satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it shall in making a determination on the severity of the penalty take into consideration:
 - the circumstances of the particular case;
 - the seniority of the student; and
 - whether this is the first or a repeated incidence of Level 2 plagiarism.(b) Where a recommendation is made to fail the student, the Campus Committee on Examinations shall make that recommendation to the Campus Registrar who shall refer it to the Academic Board for the student to be failed.
21. Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, exclude the student from all further examinations of the University for such period as it may determine.
22. Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, dismiss the candidate from the University.

CLEARANCE ON A CHARGE OF LEVEL 2 PLAGIARISM

23. A determination of the Campus Committee on Examinations that Level 2 plagiarism has not been found will be reported to the Campus Registrar who shall refer it to the appropriate authority and notify the student. Where the Committee has not identified Level 2 but has identified Level 1, it shall be reported to the Campus Registrar who shall refer it to the Examiner.

LEVEL 2 PLAGIARISM: APPEAL TO THE SENATE

24. A student may appeal to the Senate from any decision of the Campus Committee on Examinations Regulations 20 and 21 and of Academic Board under Regulation 22.

DELEGATION BY DEAN OR HEAD OF DEPARTMENT

25. The Dean or Head of Department, as the case may be, may generally or in a particular instance delegate that officer's functions under these Regulations.

EXAMINER'S CONFLICT OF INTEREST DISQUALIFICATION.

26. Any person who has at any time been an Examiner of work in relation which an issue of plagiarism is being considered under these Regulations must withdraw from performing any functions under these Regulations other than those of supervisor and Examiner.

UNIVERSITY REGULATIONS ON PLAGIARISM - POSTGRADUATE

The regulations for postgraduate students are similar but there are some important differences. See the *Regulations for Graduate Certificates, Diplomas and Degrees*.



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RESOURCES



GLOSSARY

Part 3

Quick Links

STUDENT AFFAIRS (ADMISSIONS)

Student Affairs (Admissions) Office
(Undergraduate Students)

Tel.: 662-2002, ext. 82154 / 83012 / 82157 / 84224

Email: admis@sta.uwi.edu OR ugapply@sta.uwi.edu

Hours: 8:30 am – 4:30 pm (Mondays to Fridays)

POSTGRADUATE ADMISSIONS

Office of Graduate Studies
and Research (Postgraduate Students)

Tel.: 662-2002, ext. 84191 / 85018 / 83064

Email: postgrad@sta.uwi.edu

Hours: 8:30 am – 4:30 pm (Mondays to Fridays)

ALUMNI ASSOCIATION

TRINIDAD AND TOBAGO CHAPTER

Ext. 83523

BANNER - STUDENT ADMINISTRATION SYSTEM

<http://my.uwi.edu>

BOOKSHOP

<https://sta.uwi.edu/campus-bookshop>

BURSARY

<https://sta.uwi.edu/bursary/service-desk>

BURSARY - CASHIER

Exts. 84138, 83383, 82145

EXAMINATIONS

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

FACULTY DEANS' OFFICES

Download your Faculty Booklet for an up to date list of contacts.

You can also use the Campus's Online Directory.

GATE OFFICE

#16 Warner St., St. Augustine

Tel: 663-0244

GUILD OF STUDENTS

<https://sta.uwi.edu/student-guild>

HEALTH SERVICES

<https://sta.uwi.edu/health>

IT HELP DESK

servicedesk@sta.uwi.edu

INTERNATIONAL OFFICE

<https://sta.uwi.edu/internationaloffice/home>

LIBRARY

<https://libraries.sta.uwi.edu/ajl>

RECREATION – STUDENT ACTIVITY CENTRE (SAC)

<https://sta.uwi.edu/dssd/student-activities>

SECURITY

<https://sta.uwi.edu/campus-security>

SECURITY POST

Exts. 82120, 83510

SPORTS

<https://sta.uwi.edu/spec>

STUDENT SERVICES

<https://sta.uwi.edu/dssd>

Examination Terms & Grade Codes / Definitions

Designations marked with * SHALL be used in the calculation of a student's Grade Point Average. Those that are unmarked shall not be used in the calculation

AB	Absent from an examination for acceptable reasons other than medical problem. No Penalty
CO *	Pass Oral (to ascertain whether administratively this could be performed and not appear as does on student's record)
CR	Credit
DB	Debarred
DEF	Deferred
DIS *	Disqualified
EC	Exemption with Credit
EI *	Examination Irregularity
EQ	Examination Query
EX	Exemption
F1 *F2 *F3 *	Fail
FA *	When a student is absent from an examination without a valid reason
FAS	Failed Absent Supplemental
FC *	Fail Coursework/Pass Examination
FE *	Fail Examination/Pass Coursework
FLS	Failed Law Supplemental
FO *	Fail Oral
FM	Fail/Medical Submitted
FMS	Failed Medical Supplemental
FP *	Failed Practical

FT*	Failed Theory
I	Incomplete
IP	In Progress
LW	Late Withdrawal
NFC	Not for Credit
NP	Not Passed – when a student has failed a course taken on a pass/fail basis
NR	Not Reported
NV	Where a student has been permitted to audit a course but has done so unsatisfactorily
P	Pass
PC	Preliminary Credits
V	Audited
W	Withdrawal

The Registry, St Augustine August 2023

Forms & Documents

Looking for a link? The table below contains links to websites, forms and documents referred to in this Student Handbook. For more, visit the following online resources:

- [All Forms & Documents](#)
- [Postgraduate Forms & Documents](#)
- [Undergraduate Forms & Documents](#)
- [University & Campus Policies](#)

[Academic Calendar](#)

[Accommodation](#)

[Assessment Regulations \(Undergraduate\)](#)

[Banner Student Administration System](#)

[Bursary](#)

[Bursary - Student Accounts & Receivables](#)

[Bursary Servicedesk](#)

[Campus IT Services \(CITS\)](#)

[Campus Research and Publication \(CRP\) Fund](#)

[Campus Tours](#)

[Careers & Placement Unit website](#)

[Center for Language Learning](#)

[Change in Registration \(Postgraduate\)](#)

[Change of Name Form](#)

[CITS Servicedesk](#)

[Co-Curricular Credits](#)

[Code of Principles and Responsibilities of Students](#)

[Complaint Process](#)

[Computer Purchases](#)

[Credit Exemption Form](#)

[Device Loan Flyer](#)

[Division of Student Services and Development \(DSSD\)](#)

[e-Courier](#)

[Examinations](#)

[Faculty Booklet Archive](#)

[Faculty of Engineering](#)

[Faculty of Food & Agriculture](#)

[Faculty of Humanities & Education](#)

[Faculty of Law](#)

[Faculty of Medical Sciences](#)

[Faculty of Science & Technology](#)

[Faculty of Social Sciences](#)

[Faculty of Sport](#)

[Fee Pay](#)

[Fee Pay tutorial video](#)

[Financial Advisory Services](#)

[Forms and Booklets](#)

[Frequently Asked Questions about FEE Pay](#)

[FYE - First Year Experience](#)

[GATE e-Service website](#)

[GATE eService Registration Centres](#)

[Graduate Online Registration Guide](#)

[Health Services Unit](#)

[ID Card Office](#)

[Library - Alma Jordan Library](#)

[Library - Hugh Wooding Law School](#)

[\(June Renie Library\)](#)

[Library - Institute of International Relations \(Norman](#)

[Girvan Library\)](#)

[Library - Lok Jack GSB \(Republic Bank Library &](#)

[Information Resource Centre\)](#)

[Library - Medical Sciences](#)

[Library - School of Education](#)

[Library - Seismic Research Centre Library](#)

[Library - UWI-ROYTEC \(Allan McKenzie Library\)](#)

[Matriculation website](#)

[Not For Credit \[NCR\] Request Form](#)

[Parking and Traffic Regulations](#)

[PG GPA system](#)

[Plagiarism Policy \(Postgraduate\)](#)

[Plagiarism Regulations \(Undergraduate\)](#)

[Policies](#)

[Postgraduate Admissions](#)

[Postgraduate Admissions Email](#)

[Postgraduate Fee Booklet](#)

[Regulations for Graduate Certificates, Diplomas and Degrees \(Postgraduate\)](#)

[Scholarships \(Postgraduate\)](#)

[Scholarships and Bursaries \(Undergraduate\)](#)

[Security](#)

[Shuttle Routes and Schedules](#)

[Sport & Physical Education Centre SPEC](#)

[Staff Directory](#)

[Student Activity Centre \(SAC\)](#)

[Student Affairs \(Undergraduate Admissions\)](#)

[Student Group Health Plan](#)

[Student Life and Development Department \(SLDD\)](#)

[Student Portal](#)

[Study Abroad/Student Exchanges](#)

[Summer Programme webpage](#)

[Summer School / Semester 3](#)

[Transfer Form](#)

[Undergraduate Admissions Email](#)

[Undergraduate Fee Booklet](#)

[Undergraduate Online Registration Guide](#)

[Undergraduate or Postgraduate Fee Booklet](#)

Glossary – Important Definitions of Registration Terms

my.uwi.edu Online Vocabulary

As you begin your UWI journey, you will come across many new and unfamiliar terms, and it is important that you understand them. Below are some important terms you should get acquainted with:

TERM	DEFINITION
ACADEMIC ADVISING	This refers to the process where your faculty dean or his nominee 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.
ACADEMIC YEAR	August 1st to July 31st
ACCOUNTS RECEIVABLE HOLD	Your online course selection will not be processed if you are indebted to the University. If you have any questions regarding your account, see the list of Student Accounts contacts on the Bursary's website or use the Bursary's Service Desk .
ADVISING HOLD	An Advising Hold is placed on the record of all new students. To have this hold removed, new students must attend an advising session in their respective Faculty. Once the hold is removed, students may proceed to select courses online.
ANTI-REQUISITE	Two mutually exclusive courses of which credit may be granted for only one.
ASSESSMENT REGULATIONS	Refer to the University's Assessment Regulations for First Degrees. Associate, Undergraduate Diplomas and Certificates including GPA and Plagiarism Regulations.
CO-CURRICULAR CREDITS	Credit earned by a student in pursuance of some activity or programme of activities that is not part of the academic programme of a Department or Faculty or is not undertaken by a student as part of the academic programme of a Department of Faculty, but which activity or programme of activities is recognized by The University as contributing to the overall personal, cultural, social and intellectual development of students. The co-curricular programme provides students with valuable opportunities for skill development in areas not available in their core programme. These courses are designed to help students become well-rounded graduates, prepared for their role in society and in the workplace. All co-curricular course codes begin with COCR.

TERM	DEFINITION
CO-REQUISITE	A course which must be taken along with another specified course, in order to ensure the attainment of complementary and/or interdependent competencies.
CORE/REQUIRED COURSE(S)	Courses that you are required to complete in order to be awarded a major or a minor.
COURSE CODE	An alphanumeric code (combination of letters and numbers) 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). 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
COURSE SUBSTITUTION	Refers to cases where a course is used to replace a compulsory or core course in a student's programme requirements. Students must seek and obtain approval of replacement courses.
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.
CRN (COURSE REFERENCE NO)	The number assigned to designate a specific class/ section of a course.
CUMULATIVE GPA	Grade point average obtained by dividing the total grade point earned by the total quality hours for which the student has registered for any period of tie excluding courses taken on a Pass/Fail basis, audited courses, courses taken for Preliminary credit, Incomplete and in-progress courses.
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.

TERM	DEFINITION
DEPARTMENTS	Departments are units that make up a faculty and have a specific specialization under the broader area represented by the faculty.(For example, Food Production is a department within the Faculty of Food & Agriculture, Management Studies is a department in the Faculty of Social Sciences; History 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. This may be: <ul style="list-style-type: none"> • Restricted Elective – from a subset of courses offered by a department or the Faculty as part of a particular programme. • Free Elective – from any department provided it is at the correct level and approved by the Faculty.
EVENING STUDENT	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
EXEMPTION ONLY	This is granted based on the completion of courses in other programmes at The UWI or another recognised institution. Exemptions ONLY will be recorded as “EX” on the student’s academic record. In these cases the student will be required to replace the course(s) with courses approved by the student’s Department/ Faculty to meet their credit requirements.
EXEMPTION WITH CREDIT	Refers to cases where a student is granted credits for courses completed and passed in other UWI programmes or at other recognised institutions. Exemptions with credit will be recorded as “EC” on the student’s academic record. Students are not required to repeat these courses.
FACULTY	A faculty refers to an academic division within a university that is responsible for organizing and offering courses and programs related to a specific field of study. Faculties typically consist of various departments or schools that focus on related subjects. Each faculty is led by a dean and houses professors, instructors, and students who are engaged in teaching, learning, and research in that particular area of knowledge. There are 8 Faculties at the UWI St. Augustine Campus.
FACULTY MEMBERS	Lecturers are known as faculty members or may be referred to simply as “faculty”.
FINANCIAL CLEARANCE	Once students enrol in Fee Pay and start making payments according to the schedule, they will receive automatic financial clearance. Financial Clearance is required for a student to access myeLearning, write exams, submit online course assessments, and to access facilities at the Health Services Unit, the Alma Jordan Library, and the Halls of Residence.



TERM	DEFINITION
FULL-TIME STUDENT	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.
GPA	Grade Point Average (GPA) 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 the Foundation courses, 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
LATE DE-REGISTRATION / WITHDRAWAL (LW)	If a student is granted permission to withdraw from a course after the official registration period has ended but before the end of the 6th week of teaching in semesters 1 & 2 and before the end of the 4th week of teaching in the summer session, a final grade definition of LW shall be assigned. This would not impact negatively on the student's GPA.
LEVEL	A state in a programme for which courses are designed (at UWI marked by the first digit in a course number). For example BIOL 2062 is a Level II course whereas BIOL 3864 is a Level III course. It may also denote a student status as either undergraduate or postgraduate.
MAJOR	A major is the area(s) in which you choose to concentrate most of your studies e.g. French, History, Physics, Management Studies.
MINOR	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 your Faculty Regulations and Syllabuses booklets.
my.uwi.edu	The UWI Student Web Portal serving students on all four campuses. The portal provides access to online registration as well as information on student accounts, final grades, degree audits and personal information.
ONLINE COURSE SELECTION	Students are required to do their own online selection of courses using the Banner Student Administration System at http://my.uwi.edu/ . You can do your own online selection of courses via the Web from anywhere, either on-campus or off-campus. Students may select courses online using any laptop or PC with Internet access either at home, at any on-campus computer laboratory or at any Internet café.
OPTION	A prescribed combination of courses (across Levels I, II and III for undergraduates) within a faculty or across faculties leading to a degree.

TERM	DEFINITION
PART-TIME STUDENT	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.
PLAGIARISM	The unauthorized and/or unacknowledged use of other person's intellectual efforts and creations howsoever recorded, without proper and unequivocal attribution of such source(s), using the conventions of attributions or citing used in this University.
POSTGRADUATE STUDENT	A postgraduate student is anyone pursuing postgraduate programmes, such as a Postgraduate Diploma, Taught Master's, or MBA; or research degrees such as a Master of Philosophy (MPhil) or Doctor of Philosophy (PhD). Undergraduate students cannot enrol in graduate-level classes. The terms "Graduate student" or "Graduate programme" may also be used.
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.
PRELIMINARY COURSE	A level 0 course used to satisfy entry requirements but does not contribute towards the requirements for the award of the degree.
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.
REGISTRATION FEE ASSESSMENT 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 is indicated on the printout.
REMEDIAL COURSE	A course that is offered in Summer School Session only for students who have failed this course during the semester.
REQUIRED TO WITHDRAW	A student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the subsequent semester is less than 2.00, will be required to withdraw from the Faculty/ University.
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 3 is often referred to as Summer.



TERM	DEFINITION
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 in the UWI Grade Point Average Regulations booklet and the PG GPA Regulations)
SPECIAL	A prescribed combination of courses offered which leads to a degree.
SPECIALLY ADMITTED STUDENT	A student admitted to pursue a limited number of courses which would not lead to any form of certification viz. degree, diploma or certificate.
STUDY ABROAD/STUDENT EXCHANGE	An exchange programme which allows students to spend one or two semesters at universities abroad in order to broaden their experience, understanding in a different environment where a wider range of courses are available including independent study projects.
SUMMER SCHOOL SESSION	Refers to Semester 3 (Summer). Students can register for a maximum of nine (9) credits hours. This is an optional semester for most full-time and part-time students but a compulsory semester for some programmes and for Evening University students.
TRANSCRIPT	The 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 enrol in graduate-level classes. An undergraduate degree (bachelor's) can be a stepping stone to postgraduate programmes, such as Master's, MBA, PhD.
UWI STUDENT E-MAIL ADDRESS	All students once registered and received financial clearance are automatically assigned a UWI student email account (firstname.surname@my.uwi.edu) which can be accessed via the Student Portal. This account must be used for all future email communications with The University.
UWI STUDENT ID CARD/SMART 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.
UWI STUDENT REGISTRATION NUMBER	A 9-digit or 8-digit identification number. This number which can be found on your acceptance letter is used to gain access to the St. Augustine online system, and to identify you as a UWI student while you are here.



TERM	DEFINITION
WARNING	Any student whose semester GPA average falls below 2.0 will be given an academic warning. This warning is intended to alert the student that improvement to academic performance is necessary. A student on warning whose GPA for the succeeding semester is less than 2.0 will be required to withdraw.
YEAR-LONG COURSE	A course that spans Semesters I and II . You must register for this course at the beginning of the academic year i.e. in Semester 1 registration period.

How to find your way around campus

The St. Augustine Campus has four main locations – the Main Campus at St. Augustine and the Eric Williams Medical Sciences Complex at Mt. Hope in north Trinidad, the Couva Multi-Training Facility in central, and the Penal/Debe Campus in the south. [Campus Maps](#) for locations currently in use are available online but you can use the links below to find some key locations and important services, some of which have been mentioned in this handbook. Just click a link to open the location on Google maps then plug in your current location to get directions.

GENERAL MAPS

Main Campus – St. Augustine

- [Department of Creative & Festival Arts](#) – Cheeseman Building, St. Augustine
- [Film Programme](#)

Eric Williams Medical Sciences Complex – Mt. Hope

- [Faculty of Medical Sciences](#)

Couva Multi-Training Facility

- [Optometry Unit](#)
- [UWI School of Nursing](#)

Hugh Wooding Law School

FIND A BUILDING

Alma Jordan Library

Campus Security

- [Parking permits](#)
- [Security reports& enquiries](#)

Centre for Language Learning (CLL)

Health Services Unit

- [Health Clinics](#)
- [Pharmacy](#)

Lloyd Braithwaite Student Administration

Building

- [ATM machine](#)
- [Bursary – Students and Receivables Section: Financial Services](#)
- [Customer Service Centre](#)
- [Division of Student Services and Development \(DSSD\)](#)
- [Examinations](#)
- [Postgraduate Admissions](#)
- [Undergraduate Student Admissions](#)

Main Administration Building

- [Bursary - Cashier: collect cheques, pay fines](#)
- [PTSC Bus Stop \(UWI to San Fernando\)](#)

Office of the Deputy Principal

UWI Sport and Physical Education Centre (SPEC)

- [Gym](#)
- [Courts](#)
- [Field](#)
- [Pavilion](#)

Student Activity Centre (SAC)

- [ATM machine](#)
- [Food](#)
- [Lockers](#)
- [Recreation](#)
- [Showers](#)
- [Shuttle Stop](#)
- [Student Guild Office](#)

Student Life and Development Department -SLDD

- [Academic support](#)
- [Disability support](#)

STUDENT PARKING

Heartease Carpark

JFK Carpark

TGR Carpark

LECTURE THEATRES

Daaga Auditorium

JFK Auditorium

JFK Lecture Theatre

- [Shuttle Stop](#)

Learning Resource Complex (LRC)

- [Emergency Blue Phone](#)
- [Shuttle Stop](#)

Noor Hassanali Auditorium

Teaching & Learning Centre (TLC)

Principal Officers of The University

Below are the names of key persons responsible for the administration of The University of the West Indies and the St. Augustine Campus. The full list of *principal officers* across all five campuses is available online.

CHANCELLOR

Mr Robert Bermudez

VICE-CHANCELLOR

Professor Sir Hilary Beckles

KA, BA, PhD (Hull), Hon DLitt (Brock), Hon DLitt (Hull), Hon DLitt (Glasgow), Hon DLitt (KNUST), Hon DHL (University of the Virgin Islands)

UNIVERSITY REGISTRAR

Maurice D. Smith

JP, BSc (NCU), MSc (NSU), Ed.D (Howard)

CHAIR, ST. AUGUSTINE CAMPUS COUNCIL

Ms Sharon Christopher

LLB (UWI), LLM (London), LEC, Acc. Dir – St Augustine

MEMBERS OF THE UWI ST AUGUSTINE CAMPUS EXECUTIVE MANAGEMENT:

CAMPUS PRINCIPAL & PRO VICE-CHANCELLOR

Professor Rose-Marie Belle Antoine

DEPUTY CAMPUS PRINCIPAL

Professor Indar Ramnarine

CAMPUS REGISTRAR

Dr Dawn-Marie DeFour-Gill

CAMPUS BURSAR (AG.)

Mr Kevin Kalloo

CAMPUS LIBRARIAN

Mr Frank Soodeen



UWI
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CAMPUS