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WHY YOU SHOULD KEEP THIS BOOKLET

This Undergraduate Student Handbook is a vitally important “How to” booklet, that provides a general introduction to the regulations of The University of the West Indies, and the facilities and services available to you as a registered student.

The first part of the guidebook provides a quick look at everything from how to register and find academic resources, to general information on how to find a place to live, take care of your health and get involved at UWI. The second part contains the University Regulations which govern the way the UWI operates and interacts with students.

So whether you are a new or continuing student, take a moment to go through this booklet, and hold on to it as a reference. It will answer some crucial questions you might ask throughout your time at UWI.

If you have any queries, however small, after reading this handbook, talk to someone… a list of LIFELINES (contact persons and telephone numbers) are supplied at the back of this booklet. If they are unable to assist you, they will certainly direct you to someone who can.

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 UWI ST. AUGUSTINE CAMPUS

Thank you for choosing to join us at The University of the West Indies, the premier tertiary education institution in the English-speaking Caribbean.

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

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

Congratulations! You are now part of a rich and unique tradition of Caribbean scholarship.
It is with a profound sense of pride that welcome each of you to The University of the West Indies family! You are entering the academy at a time when leadership by universities globally has never been more important. The uncertainty that hovers over our world as a result of the COVID-19 pandemic has made our role in preparing skilled and dedicated medical practitioners, care workers, financial analysts, engineers, teachers and other professionals even more crucial. I am heartened by your confidence in The UWI as the place where you will prepare yourself to engage with that very different world.

You are entering The UWI at a time when our reputation has never been better regionally and internationally. In July 2020, the Times Higher Education, the world’s foremost university ranking system placed The UWI in the top 1% of universities in the Latin America and Caribbean region; the top 1% of Golden Age universities, i.e. the category of universities globally between 50 to 80 years old; and we have retained our number one position as the only Caribbean university to be ranked. This achievement is significant against the landscape of at least 209 Caribbean-based higher education institutions, approximately 5,497 universities within Latin America and the Caribbean and over 30,000 universities registered across the world. The Times Higher Education cited our keen attentiveness in achieving the three key pillars of the current 2017-2022 Strategic Plan: Alignment between industry and academia to promote innovation, wealth creation and distribution; expansion of Access to tertiary education and Agility in responding to opportunities and challenges.

It was our agility that allowed us to respond very quickly in moving classes online, and bringing our considerable training capacity to bear in immediate response to the COVID-19 pandemic. The UWI also convened a COVID-19 Task Force that continues to collaborate with regional and international institutions to ensure that the science underpins critical decision-making by governments. Our principals engaged with stakeholders to ensure that students were equipped with devices and with internet providers for learning platforms to be zero-rated. Our community responded promptly and purposefully and we continue to monitor the situation very carefully to ensure that you, our students have a safe environment in both face-to-face and online mode.

In September 2019, The UWI family expanded to include the Five Islands campus in Antigua and Barbuda to facilitate providing expanded services to the countries of the OECS. The Five Islands campus joins the other four campuses - the Cave Hill Campus located in Barbados, the Mona Campus in Jamaica, the St. Augustine Campus in Trinidad and Tobago and the Open Campus which provides face-to-face and on-line delivery of courses and continuing professional education in almost 50 sites across the seventeen countries served by The UWI. Your new, extended family consists of almost 50,000 students and 5,000 staff and includes 220,000 alumni represented at the highest levels of government, corporate and professional life across the Caribbean and worldwide.

Your university also has global reach. We have sought opportunities for collaboration and to facilitate movement of students and faculty through programmes such as the Erasmus Mundus and CARPIMS mobility schemes. We have a presence in Suzhou, China through the UWI-China Institute for Information Technology, there is a joint Institute for Sustainable Development and Leadership with the State University of New York, and institutes established in collaboration with the University of Johannesburg in South Africa, the University of Lagos in Nigeria, Brock University in Canada, and Coventry University in the United Kingdom. In July 2020, I signed an agreement with the European Union Institute for broad collaboration. The UWI is more globally connected than it has ever been. I urge you to learn about these institutes and to take advantage of all the opportunities available to you for academic collaboration and when it is possible, for travel across the world to meet and engage with students from other countries and cultures. In this way, you will be part of achieving the vision we articulated for the period 2017-2022: To be an excellent global university rooted in the Caribbean.

Build friendships and networks over the next few years. They will extend and sustain you beyond your University life and some will last a lifetime. In this new world, travel opportunities may not be as readily available as before, but I urge you to learn about the region that The UWI serves. Technology allows us to be global as we have discovered! We are working towards ensuring that all students benefit from teaching by faculty members from another campus in order to deepen your learning experience as members of a regional university. We have begun to deliver the Foundation Courses online thereby creating a culture of cross campus teaching. Students will be brought together across physical boundaries, taught by a single lecturer and this we hope, will help to give each of you a truly regional university experience.

Each year, new students inspire enthusiasm and hope. You are a very special cohort and 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. Your enthusiasm and engagement help us to stay the course. Your responsibility will be to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by your Governments, your families or yourselves, it is an investment in your future, in our collective future.

My best wishes to each of you for a fulfilling and rewarding experience at the UWI!!

Blessings!

Sir Hilary Beckles
Vice-Chancellor
## GOVERNMENT ASSISTANCE FOR TUITION EXPENSES (GATE) (Nationals of T&T ONLY)

To access the Government Assistance for Tuition Expenses (GATE) programme, you must register for the GATE e-Service at the GATE Registration Centre (GRC). [Visit e-GATE website - https://e-gate.gov.tt or call 800-GATE for information].

**WHO IS ELIGIBLE TO BENEFIT FROM GATE?**

1. GATE can be accessed by citizens of Trinidad and Tobago pursuing higher education.

2. Citizens must provide proof that they have been resident in Trinidad & Tobago for at least three (3) years prior to submitting an application. GATE is applicable for study within Trinidad and 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. 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 and Tobago.

5. Apart from employment in the public or private sector in Trinidad and Tobago, students may serve in approved Non-Governmental Organizations (NGOs) and national service bodies such as the Civilian Conservation Corps.

6. GATE is a grant that will be converted to a loan if a student does not complete his or her programme of study.

7. Grants will be given for the stated duration of the specific programme of study only.

8. Students will be required to pay the compulsory fees at the start of the academic year.

**FOR MORE INFORMATION ON THE GATE PROGRAMME VISIT**
[https://e-gate.gov.tt/gate-app/faq.htm](https://e-gate.gov.tt/gate-app/faq.htm)
HOW TO SELECT COURSES ONLINE

Students are required to select courses online using the Banner Student Administration System at http://my.uwi.edu/. You can select courses online via the Web from anywhere, either on-campus or off-campus.

ONLINE REGISTRATION HOURS
6:00 am to 12:00 midnight Eastern Standard Time during the registration period.

WHERE TO DO ONLINE SELECTION
You may select courses online using any laptop or PC with Internet access either at home, or at any Internet café.

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:

2. Select your campus (St. Augustine).
3. Under Login, enter your student UWI 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.

HOW TO REGISTER ONLINE

REGISTRATION PROCEDURE

REGISTER IN JUST 7 STEPS
1. Get your Registration Information.
2. Register for GATE eService ID (T&T nationals [if applicable]).
3. Go to Academic Advising.
4. Select Courses Online.
5. Enroll in FEE Pay to Obtain Financial Clearance (new and mandatory).
6. Get Your UWI ID/Smart Card.
7. Maintain Financial Clearance.

Tip: Even after you are registered, remember to REVIEW YOUR RECORDS REGULARLY to ensure that they are accurate and up-to-date.

STEP 1: GET YOUR REGISTRATION INFORMATION
• Download and read your Faculty Booklet.
• Read the Undergraduate Registration Instructions.
• Read the Postgraduate Registration Instructions.
• Read the Co-Curricular Course Registration Instructions (for Undergraduate Students only).
• Read the instructions on Course Restrictions and Faculty Overrides.

STEP 2: REGISTER FOR GATE (TRINIDAD AND TOBAGO CITIZENS ONLY)
a. REGISTER TO OBTAIN e-GATE IDENTIFICATION NUMBER
First, you must register for the GATE e-Service at the GATE Registration Centre (GRC). [Visit the e-GATE website or call 800-GATE for information]. In order 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 e-mail 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, the ID and password will be used to log in to your account on the GATE e-Service website (https://e-gate.gov.tt) and apply for GATE online.

*NOTE: A Student is deemed to have registered for a course when his/her financial obligations to the University have been fulfilled.
b. APPLY FOR e-GATE FUNDING
To apply online for e-GATE funding it is necessary to have soft copies (scanned 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)
• Payment slip (postgraduate students 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.

c. SELECT THE APPROPRIATE PERIOD ON THE E-GATE APPLICATION FORM
• For the 2021/2022 Academic Year, select the period September 2021 to August 2022.
• Select this period whether you are applying for funding for Semester 1 or Semester 2.

d. SELECT THE APPROPRIATE SEMESTER ON THE E-GATE APPLICATION FORM
• DO NOT select ANNUAL
• Select Semester I (one) if you are applying for funding for September – December.
• Select Semester II (two) if you are applying for funding for January to May.
• Select Semester III (three) if you are applying for funding for May to July.

e. INSERT YOUR UWI STUDENT REGISTRATION NUMBER ON THE E-GATE APPLICATION FORM
• DO NOT use the number on your UWi Student Smart Card.

f. SELECT THE CORRECT INSTITUTION ON THE E-GATE APPLICATION FORM
• Select "The University of the West Indies, St. Augustine."

g. PRINT THE STUDENT COPY OF THE E-GATE APPLICATION FORM
• Sign the copy of the printed form.
• Submit the signed form to UWi along with the documents listed in STEP 6 below.

STEP 3: GO TO ACADEMIC ADVISING
a. Check the Faculty Advising Schedule online for dates and instructions for your faculty’s undergraduate and postgraduate advising sessions.
b. Attend your Academic Advising session.
   • SEMESTER I: Faculty Orientation and Academic Advising sessions are COMPULSORY for New and Returning/Re-Entry Students and OPTIONAL for Continuing Students.
   • SEMESTER 2: Consult your Faculty Advisor for information on the courses you must select online.
   • SUMMER SESSION: 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
Be careful not to select courses that meet at the same time. The system does not check for timetable conflicts.
a. Read the Online Registration Instruction Guide.
b. 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)
   Registration for Semester 2 courses takes place at the beginning of Semester 2, normally in January of each year.

c. 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.
   Tel: 662-2002, exts: 82137, 82356, 83370, 83379, 83382, 84136, 84137, 84173, 84176, 84178, 84181, 82143.

NOTE: It is the student’s responsibility to ensure that she/he has met the pre-requisites for each course in which she/he has registered.
HOW TO REGISTER

EVENING UNIVERSITY STUDENTS REGISTERING FOR SUMMER COURSES

Evening students (E01 section) registering for SUMMER (SUM section) courses MUST:

a. Submit a written request to the Office of the Dean of the respective faculty to register for the course(s);
b. Await phone or e-mail notification from the faculty (3 - 5 working days) of approval to register and make payment for the course;
c. Pay your fees at any branch of Republic Bank Ltd. using the bank deposit slip provided;
d. Present payment slip (copy) to Dean's Office;
e. Register online for course.

Evening University students who wish to register for an out-of-faculty summer course would be required to pay the tuition for the relevant Faculty.

REQUEST FACULTY OVERRIDES ONLINE

Detailed information about Faculty Overrides is available online. Students must check the status of their override application online as follows:

- Log in to the Student Portal
- Go to My Secure Area
- Select Student Services & Financial Aid
- Select Registration
- Select Check Your Registration Status

STEP 6: GET UWI STUDENT ID CARD/SMART CARD NEW STUDENTS

UWI ID Card Photo Upload Application

Student Guidelines

The UWI ID photo upload application allows new incoming students to submit a photo online which will be printed on The UWI ID Card.

Steps to submit photo online and receive UWI ID Card:

1. Have someone take the picture.
   For more details and instructions on the criteria for acceptable photos: https://idcard.sta.uwi.edu/Guide

2. Complete online course selection to receive e-mail with login credentials.
   On completion of on-line course selection, an e-mail will be sent to the student’s personal e-mail address with the information and login credentials to the UWI ID Card Photo Upload Application.

3. Upload photo.
   Login to the UWI ID Card Photo Upload Application with the credentials received and upload photo via the application.

4. Photo will be validated.
   The photo will be reviewed to determine whether it is appropriate to be printed on the UWI ID Card. If the photo has been approved, notification will be issued regarding the location, date and time to collect UWI ID Card. If the photo has been rejected, a new photo will be need to be resubmitted. Students are to check e-mail regularly to ensure the notification to resubmit another photo is received in a timely manner.

5. Collect UWI ID Card*
   Having obtained financial clearance, students are to visit the following link to receive further instructions on how to access The UWI Student ID/Smart Card: https://idcard.sta.uwi.edu/.

For further information: IDCard.Help@sta.uwi.edu or call 662-2002 Ext. 83120.

Additional information:

Have questions about the Student Amenities Fee? Click here <insert link: https://sta.uwi.edu/resources/documents/Student_Amenities_Fee_FAQs.pdf> to learn more.

Read the Frequently Asked Questions (FAQs) <insert link: https://sta.uwi.edu/registration/documents/FAQ_Fee_Pay.pdf> about FEE Pay.
CONTINUING STUDENTS
- The UWI Student ID Card is automatically revalidated on receipt of financial clearance.
- If previous UWI ID Card has not yet been replaced with the new smartcard ID card, a new UWI ID Card must be obtained.

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

* FURTHER INSTRUCTIONS (FOR WEBSITE)
Special Arrangements for ID Card Distribution for New Students for AY 2021/2022

Due to Covid-19 Restrictions, ID Card Distribution will be by Appointments ONLY.

The proposed dates for ID Card Distribution/Collection for 2021/2022 are:
Monday 11 October 2021 – Friday 29 October 2021

An appointment system will be in place for Students to register to collect ID Cards.

The location for collection will be confirmed. Tentative location (JFK Auditorium).

SPECIAL NOTE FOR NEW STUDENTS REGISTERED IN ACADEMIC YEAR 2020/2021

PROPOSED PRODUCTION AND DISTRIBUTION OF UWI ID CARDS
Proposed Dates:
Monday 23 August, 2021 – Friday 10 September, 2021

An appointment system will be in place for Students to register to collect ID Cards.

Additionally, Students who are located outside of Trinidad, we will engage with them to send us a copy of their National ID via email for validation of their photo. Once their photo has been validated, we will send their UWI ID Card via courier service.

The location for collection will be confirmed. Tentative

STEP 7: MAINTAIN FINANCIAL CLEARANCE
1. Submit Your Registration Documents
This should be submitted via e-Courier before the deadline date of your first installment.
You are required to scan and upload the following documents (where applicable) as ONE PDF document.
   a. Signed fee assessment sheet
   b. Signed e-GATE application form (where applicable)
   c. Scholarship letter (where applicable)
   d. Proof of payment (where applicable)
      1. Bank Deposit Slip (Front and Back)
      2. Online Transfer
      3. Wire transfer
   e. Final Project/Thesis Submission receipt (where applicable)
   f. Approved Tuition Waiver Forms (where applicable)

The PDF document should be re-named using:
1. Student ID number
2. Student’s full name (first name and last name)
3. Faculty (Choose from: FSS, FST, FMS, FOE, FHE, FFA, FOL, AOS-Academy of Sport)
   Eg. 816000430SamPaulFSS

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

   Period: September 2021 - August 2022
   Academic Year 2021 / 2022
   Semester: I

PENALTY FOR NON-PAYMENT OF FEES
An AR Hold will be placed on your account once a payment is missed.
Pay Installments on Time

**Automated Payment Plans – Sponsored Students**

<table>
<thead>
<tr>
<th>Instalments</th>
<th>Semester I Deadline dates</th>
<th>% of Fees Due</th>
<th>Semester II Deadline dates</th>
<th>% of Fees Due</th>
<th>Summer of Fees Due</th>
<th>% of Fees Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Instalment</td>
<td>02-Oct-21</td>
<td>15*</td>
<td>1-Feb-22</td>
<td>15</td>
<td>31-May-22</td>
<td>50</td>
</tr>
<tr>
<td>3rd Instalment</td>
<td>15-Nov-21</td>
<td>70</td>
<td>31-Mar-22</td>
<td>70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Automated Payment Plans – Non-Sponsored Students**

<table>
<thead>
<tr>
<th>Instalments</th>
<th>Semester I Deadline dates</th>
<th>% of Fees Due</th>
<th>Semester II Deadline dates</th>
<th>% of Fees Due</th>
<th>Summer of Fees Due</th>
<th>% of Fees Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Instalment</td>
<td>02-Oct-21</td>
<td>40*</td>
<td>1-Feb-22</td>
<td>40</td>
<td>31-May-22</td>
<td>50</td>
</tr>
<tr>
<td>2nd Instalment</td>
<td>15-Oct-21</td>
<td>30</td>
<td>28-Feb-22</td>
<td>30</td>
<td>30-Jun-22</td>
<td>50</td>
</tr>
<tr>
<td>3rd Instalment</td>
<td>15-Nov-21</td>
<td>30</td>
<td>31-Mar-22</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students can pay fees using one (1) of the following methods:

1. **Online Payment** (Mastercard or Visa Credit Cards, International Debit Chip Cards, and Trinidad & Tobago Debit Chip Cards)
   (1) Log on to the Student Portal at **https://my.uwi.edu**.
   (2) Log on to my Secure Area.
   (3) Select Student Services & Financial Aid.
   (4) Click Student Records.
   (5) Select FEE PAY.
   (6) 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 payment is completed you will receive an email confirming payment.

2. **At any branch of Republic Bank Ltd.**
   a. Payment can be made using The UWI student bank deposit slip or general deposit slip to Account Number: 160 284 581 001 CHQ.
   b. The student’s name, address, and UWI Student ID number are entered on the bank deposit slip.
   c. The Bank Teller returns 2 copies of the UWI deposit slip or a validated print of transaction.

3. **Payment through Internet Banking 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.

4. **Payment through Wire Transfer**
   **TTD Deposits ONLY**
   Republic Bank Limited
   UWI, St. Augustine, Trinidad
   Swift Address RBNKTTTPX
   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: RBNKTTTPX
   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.

   Kindly note:
   Non-national Faculty of Medical Sciences students are required to pay tuition fees in US$ currency.
   Students from non-contributing countries are required to pay tuition in US$ currency.

**Congratulations! Now that you’ve registered, you’re ready to attend class. We wish you every success!**
REGISTRATION REMINDERS

- Trinidad and Tobago Citizens ONLY must register for the GATE e-Service at the GATE Registration Centre (GRC) or via GATE website [https://e-gate.gov.tt](https://e-gate.gov.tt)

- ONLY Trinidad and Tobago Citizens can apply for the Means Test (optional).

- Trinidad and Tobago Citizens must apply for GATE every 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.

- Registration is by semester.

- All students are required to select courses online by semester i.e. at the beginning of each semester.

- All students are required to select courses online by the end of the third week for courses in Semester 1 and by the end of the second week for courses in Semester 2 or lose their status as students at The University.

- Late registration shall be permitted up to the end of the 3rd week of the first semester and at the end of the 2nd week of the second semester on payment of a late registration fee.

- Changes of registration involving the addition or substitution of courses, withdrawal from courses, or changes in programmes shall be permitted up to the end of the third week of the first semester, and the second week of the second semester.

- Late/Administrative registration and changes in registration after the deadline date may be facilitated no later than the last working day of October for Semester 1; the last working day of March for Semester 2, and the last working day of June for the Summer session. No late/Administrative registration/de-registration would be effected once the examination period has begun, and only in exceptional circumstances at the discretion of the Academic Board.

- 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 deadlines. Failure to re-register may result in a student being deemed to have withdrawn from The University.
• Continuing students who are not selecting courses online to read during one of the semesters are required to apply for a leave of absence for that semester by October 8, 2021 for Semester 1 and February 04, 2022 for Semester 2. Failure to do so may result in you being liable for tuition fees for that semester or your inability to re-register online, or being deemed to have withdrawn from The University.

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

• If you are absent from an examination for medical reasons, you must repeat the course.

• You must officially register 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, have paid fees and obtained financial clearance.

• 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).

• Late de-registration/Withdrawal from a course: 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 semester 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.

• If a student stops attending class and does not officially withdraw, a final grade definition of F (F1, F2, or F3) will be assigned and will have a negative impact on GPA.

• Withdrawal / de-registration from a course is not permitted once grades have been posted for the semester. If a student has documentable, extenuating circumstances, a petition may be submitted for review.

• De-registration: New First-Time Students: A new first-time student who has registered but has not paid ALL required fees by November 15 for semester 1, the last working day of March for semester 2 and the last working day of June for Summer session will be de-registered from his/her courses, and the offer of a place will be withdrawn. Such students will have to re-apply for admission at a future date.

• De-registration: Continuing/Returning Students: A continuing/returning student who has registered but had not paid ALL required fees by November 13, 2020 for semester 1, the last working day of March for semester 2, and the last working day of June for the Summer session will be de-registered from his/her courses, and automatically placed on a COMPULSORY LEAVE OF ABSENCE (CL).

• Withdrawing from a class or classes does not relieve the student from financial liability.

• Be careful not to select courses with clashing class times. The system does not check for timetable conflicts.

• It is the student’s responsibility to ensure that she/he has met the pre-requisites for each course in which s/he has registered.

• A student who is in good financial standing is one who has paid all fees and fines that are due.

<table>
<thead>
<tr>
<th>Withdrawal from a course</th>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>RECORD ON TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of the 3rd week of teaching</td>
<td>End of the 2nd week of teaching</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Late withdrawal from a course</th>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>RECORD ON TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the end of the 6th week of teaching</td>
<td>End of the 6th week of teaching</td>
<td>LW</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stop attending classes or does not officially withdraw</th>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>RECORD ON TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the end of the 6th week of teaching.</td>
<td>End of the 6th week of teaching.</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Extract from Academic Board Minutes of 17 March 2011
FINANCIAL CLEARANCE REMINDERS

• You will be required to pay tuition fees on a per-credit basis. Please refer to the registration fee assessment/invoice details printout you received after your online selection of courses. (Also see the Financial Information Booklet for other fees payable).

• Only tuition fees and Halls of Residence Fees are payable by semester.

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

• Continuing students cannot be registered if there are any sums outstanding from previous years. If in doubt, please check our Students Accounts Section at the Students and Receivables Section, Bursary, The Lloyd Braithwaite Student Administration Building.

• If you have been awarded a government or private scholarship, you must submit written proof of your award each year. This must be stapled to your registration fee assessment invoice.

RULES TO FOLLOW

• Trinidad and Tobago Citizens ONLY must register for the GATE e-Service at the GATE Registration Centre (GRC) or via the GATE website: https://e-gate.gov.tt.

• Trinidad and Tobago Citizens must apply for GATE every 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 and Tobago Citizens can apply for the Means Test (optional).

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 online through the Student Portal, http://my.uwi.edu:

• to ensure that they are accurate and up-to-date;

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

Leave of absence requests must be submitted by October 01, 2021, for Semester 1 and February 04, 2022 for Semester 2 and by June 11, 2022 for Summer using the Online Student Requests System on the new Student Portal http://my.uwi.edu.

Leave of absence will not be granted for more than two (2) consecutive academic years.

If you are a NEW student and fail to select courses online, your offer of a place will be withdrawn.

Offers of a place at The University cannot be deferred. Students who wish to begin study in the following academic year will be required to re-apply when applications are invited between November and July.

A NEW student cannot be granted Leave of Absence unless he/she has selected courses online, paid at least compulsory fees and obtained financial clearance. Such students who wish to begin study in the following academic year will be required to re-apply when applications are invited between November and July.

If you are a continuing student and fail to register by November 15, 2021 for Semester 1 and February 04, 2022 for Semester 2, it would be assumed that you have withdrawn from The University.

REASONS TO COMPLETE THE PROCESS

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

You will be unable to:
• attend classes
• obtain or renew an ID card
• borrow books from the Campus Libraries and make use of their computer laboratories.
• access your student records
• access myeLearning
• access your examination schedule
• write examinations
• access the student medical/health records
• use the Health Service Unit
• represent clubs/societies/UWI in co-curricular activities
• seek candidacy or run for office in any Hall election or campus-wide election to the Guild Council.
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 underpins and 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.” It is for this reason that The UWI St. Augustine Campus presents an annual new student orientation experience that provides support as you transition to campus life and the University environment.

The campus hosts a comprehensive, year-long orientation programme for all incoming students called First Year Experience (FYE). The FYE programme features a combination of dynamic and exclusive orientation activities, initiatives, and events that will primarily meet your informational demands whilst facilitating academic preparedness, transition support and personal/social integration into the campus community.

Initiatives are wide-ranging and include a pre-orientation series, discussion forums, faculty-specific orientation exercises, developmental workshops, peer-to-peer engagement activities and tons of entertainment. By participating in the programme, you will be prepared for success at The UWI and mentally stimulated for an exciting and holistic learning experience! Some of the activities are listed below:

- 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 http://sta.uwi.edu/fye for this year’s schedule, and download the First Year Experience Booklet for details.
MATRICULATION CEREMONY
The Matriculation Ceremony is the formal recognition and induction of new students as members of The University’s academic community. It is marked by the signing of the Matriculation Register and taking of the Academic Vow.

SPECIAL OFFER ON LAPTOPS AND SOFTWARE

Have the advantage of computer, internet access and relevant software applications at your fingertips. Capitalise on the benefits and flexibility of our Student Web Portal at my.uwi.edu and our Wireless campus with this great offer on new laptop computers for all new and continuing students. Dell machines can be purchased through the Campus I.T. Services (CITS) Department.

All machines are specially tailored to meet the demanding needs of the higher education student.
For more information contact:
Natasha Ramkhilawan at 662-2002 ext. 83221 or email: pcorders@sta.uwi.edu

All new students are required to attend the Matriculation Ceremony.
Visit https://sta.uwi.edu/matriculation/ for details.
HOW TO GET YOUR STUDENT ID

GETTING YOUR STUDENT ID

All students are required to have a University ID card which must be on display at all times on the University Campus. Your ID card allows you access to all the facilities on campus. It MUST be produced on entry to the Campus, at the Campus Libraries, examination rooms and other places as requested. Students not wearing their ID cards can be asked to leave the campus.

New ID Cards/Smart Card

New ID cards/Smart cards are required for all NEW students on completion of academic approval and financial clearance.

UWI ID Card Photo Upload Application

Student Guidelines

The UWI ID photo upload application allows new incoming students to submit their photo online which will be printed on the UWI ID Card.

To submit a photo online and receive a UWI ID Card, the student would be required to follow the steps below:

1. **Have someone take your picture.**
   For more details and instructions on the criteria of acceptable photos, please visit [https://idcard.sta.uwi.edu/Guide](https://idcard.sta.uwi.edu/Guide)

2. **Complete your online course selection to receive e-mail with login credentials.**
   When you have completed your online course selection, you will receive an e-mail via your personal e-mail address with the information and login credentials to the UWI ID Card Photo Upload Application.

3. **Upload your photo.**
   Login to the UWI ID Card Photo Upload Application with the credentials received and upload your photo via the application.

4. **Your photo will be validated.**
   Your photo will be reviewed to determine whether it is appropriate to be printed on the UWI ID Card. If your photo has been approved, you will be notified of the location, date and time to collect your UWI ID Card. If your photo has been rejected, you will be required to resubmit a new photo. Please check your e-mail regularly to ensure you receive the notification to resubmit another photo in a timely manner.

5. **Collect your UWI ID Card.**
   Having obtained financial clearance, students are to visit the following link to receive further instructions on how to access The UWI Student ID/Smart Card: [https://idcard.sta.uwi.edu/](https://idcard.sta.uwi.edu/).

   For further information, contact us at IDCard.Help@sta.uwi.edu or call 662-2002 Ext. 83120 or visit [http://idcard.sta.uwi.edu/](http://idcard.sta.uwi.edu/)

**NOTE:** You must obtain financial clearance in order to obtain a UWI Student ID.
You must produce a picture identification (i.e. valid passport or National ID Card) to obtain your UWI Student ID.

Renewal of ID Cards

CONTINUING/RE-ENTRY STUDENTS - If you received financial clearance, your UWI Student ID Card is automatically revalidated.

**NOTE:** You must obtain financial clearance in order to obtain a UWI Student ID.
You must produce a picture identification (i.e. valid passport or National ID Card) to obtain your UWI Student ID.

Replacement of ID Cards

If you lose your ID card, a replacement ID card fee of TT$180.00 must be paid at Republic Bank Ltd. and the receipt produced at the ID Card Office, Work Force Research and Development Building (Opposite Health Service Unit) for a replacement card.
HOW TO FINANCE YOUR EDUCATION
FINANCING YOUR EDUCATION

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

Please visit http://sta.uwi.edu/registration/procedure.asp to download the Financial Information booklet for relevant faculty fees and other charges. Remember that a late registration fee of $200 has been waived for Semester 1 and/or applies from February 01, 2022 for Semester 2.

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

Scholarships and Bursaries
Several scholarships and bursaries are offered to full-time 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 scholarships and bursaries are invited around mid-January of each year and notices are posted on the website at http://sta.uwi.edu/scholarships/, in notices circulated directly to students via email, on the university's social media channels.

For a full list of scholarships and bursaries available to undergraduate students, visit http://sta.uwi.edu/scholarships/

University Open Scholarship
The UWI Open scholarships are open to 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.

The scholarship winners will receive the campus-specific benefits for the duration of their degree programmes:
• Cave Hill and St. Augustine (maintenance costs - housing, transportation, books costs calculated in relation to the financial information provided for the pertinent academic year).
• Mona and Open Campus - Full Scholarship (tuition and maintenance costs) OR Tuition Only.

Application Procedure
• Apply online via our website at http://sta.uwi.edu/admissions/undergrad/finance.asp
• Deadline for applications: January 31 of each year.
• Certified supporting documents (academic certificates (letters of reference, evidence of leadership and character) must be sent to: The Office of the Board for Undergraduate Studies, UWI Mona, Kingston 7, Jamaica.

Prizes
A number of University-wide, Faculty and Departmental prizes are awarded to students based on academic performance. A list of available prizes may be obtained from your Faculty offices.

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, Bursary at The Lloyd Braithwaite Student Administration Building via email for financial clearance.
IMPORTANT NOTICE TO UNDERGRADUATE STUDENTS FROM TRINIDAD & TOBAGO

Government Assistance for Tuition Expenses (GATE) Funding

The GATE Policy of the Government of the Republic of Trinidad and Tobago, states that, "GATE no longer covers students whose cumulative Grade Point Average (GPA) is below 2.0".

For the purposes of this policy, the relevant GPA is the cumulative GPA appearing on your transcript as at the end of the academic year - 2020/2021 and includes Semesters 1, 2 and 3 (where applicable) for full-time/part-time students and for students enrolled in Evening programmes. This means that students who have not maintained a minimum cumulative GPA of 2.0 as at the end of the academic year 2020/2021 will be unable to access continued GATE funding for the 2021/2022 academic year.

Such students therefore will be required to pay their own tuition fees for academic year 2021/2022.

If you are among such students, you must make arrangements to meet your tuition fees before you can register for the upcoming semester, recognizing that your registration cannot be effected unless you can fully meet your financial obligation to The University.

a) Effective academic year 2017/2018 and beyond, a Means Test will be used to determine access to the GATE.

b) The undermentioned measures are in effect from the academic year 2017/2018 and beyond:

For Undergraduate Study ONLY

i. Where the household income falls below $10,000 per month, students are eligible for 100% funding.

ii. Where the household income falls above $10,000 but less than $30,000 per month, students are required to pay 25% of their tuition.

iii. Where the household income falls above $30,000 per month, students are required to pay 50% of their tuition.

To find out more about the GATE Funding Policy Guidelines, download the FAQs posted on our website or please contact the Students and Receivables Section, the Bursary at 662-2002 exts. 82137, 83382, 83379 or 82143.
HOW TO MAKE REGISTRATION CHANGES

Updating your contact information
Students are advised to view their personal information online and make changes where necessary. You can change the following fields: address, telephone and emergency contact. Other changes such as a change of NAME and MARITAL STATUS will require the submission of an official letter with supporting original documents or certified copies to the Assistant Registrar, Student Affairs (Admissions).

Adding/Dropping Courses
[Change in Registration]
Students will be able to make changes to their registration [add or drop courses] on the web during the registration period. At the end of the registration period (i.e. October 01, 2021) no changes will be permitted.

Adding or dropping courses will only be permitted up to October 01, 2021 for courses in Semester 1 and up to February 04, 2022 for courses in Semester 2.

Notes:
1. A late registration fee of TT$200 is waived for Semester 1 and applies from January 31, 2022 for Semester 2.
2. Adding or dropping courses affects the fees for which you are liable. Depending on the number of courses you may have added you may be financially responsible for payment of additional fees; alternatively depending on the number of courses you may have dropped you may be entitled to a refund of fees.
3. Adding or dropping courses also affects your student loan status.
4. Any changes after this period will require permission from the Academic Board.

Change of Major/Option and/or Enrolment Status
Students may request changes to:
• major(s)/minor(s)/option/special
• enrolment status (part-time/full-time)

NOTE:
Requests for change in Enrolment Status and change in Major/Option
• Approval granted in Semester I becomes effective in Semester II
• Approval granted in Semester II becomes effective in the next academic year.

Change of Major/Option
Students will be required to submit written requests to the Dean of the Faculty, through the Assistant Registrar, Student Affairs (Admissions).

Online Student Requests for Change in Enrolment Status and Leave of Absence
Change in Enrolment Status
All applications for Change in Enrolment Status should be submitted through the Online Student Request System for Student Matters. The student will be required to:
• Log in to the new student portal (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 e-mail with a tracking number will be sent to his/her student portal email upon receipt of the application.
• The student 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.
• Student’s record will be automatically updated.

Leave of Absence
All applications for leave of absence for a semester or the academic year should be submitted through the Online Student Request System for Student Matters. The student will be required to:
• Log in to the new Student Portal at http://my.uwi.edu
• Go to “Student Services & Financial Aid”
• Click on Registration
• Click on Application for Leave of Absence
• Follow the steps required for the application and click submit.
• A confirmation e-mail with a tracking number will be sent to his/her student portal email upon receipt of the application.
• The student 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.
• Student’s record will be automatically updated.
• 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.
HOW TO MAKE REGISTRATION CHANGES

**Note 1:** Students who have been attending classes and then apply for Leave of Absence after the deadline date are liable for payment of full tuition fees for the semester/academic year, whether they sit examination or not.

**Note 2:** Leave of Absence grants a student permission to be away from classes and from writing examinations. A student cannot, therefore, be on approved Leave of Absence and at the same time benefit from examination results for that period.

**Note 3:** Leave of Absence will not be granted for more than two (2) consecutive academic years.

**Note 4:** Coursework marks cannot be transferred for persons who are on leave of absence.

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**Leave of Absence**

**… before the end of semester**

Leave of absence is permitted. If you wish to leave campus before the end of either semester, you must apply in writing to the Campus Principal. Letters should be routed through your Faculty Dean and sent at least three weeks before the planned date of departure. In case of an emergency, you may be exempted from the three-week notice.

**… for more than two days**

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 are a hall resident.

**… for a semester/year**

All applications for leave of absence for a semester OR the academic year MUST be submitted through the Online Student Request System for Student Matters by the END OF THE THIRD WEEK OF SEMESTER 1 or they will not be considered.

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.

Responses will normally be mailed, but prior arrangements may be made with the Admissions Office for collection of same.

You must complete your request for Leave of Absence by **October 01, 2021** for Semester 1 and by **February 04, 2022** for Semester 2 and by **June 11, 2022** for Summer.

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**New Students**

If you are a NEW student and you wish to begin study in the following academic year, **YOU MUST FIRST REGISTER** then apply for a Leave of Absence. Failure to register will result in the withdrawal of your offer of a place and you will be required to re-apply when applications are invited between November and mid-July.

**Late de-registration/Withdrawal from courses (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. Withdrawing from a course does not relieve the student from financial liability.

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

1) Students will be exempted from fees payable to re-sit an Examination in the following cases:
   a. AM (Absent Medical) – Examination missed for certified medical reasons
   b. FM (Failed Medical) – Examination failed for certified medical reasons
   c. AB (Absent No Penalty) – Examination missed for legitimate (non-medical) reasons
   d. FNP (Failed No Penalty) – Examination failed for legitimate (non-medical) reasons

2) 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.

**Compulsory Leave (CL)**

A continuing/returning student who has selected courses online but has not paid ALL required fees by the last working day of October for Semester I, the last working day of March for Semester II, and last working day of June for the Summer session, will have all courses removed from his/her record and automatically placed on a Compulsory Leave of Absence (CL) for the semester in question. A continuing/returning student who did not have any courses to read in a particular semester or were unable to register for varying reasons but did not apply for leave of absences in the required timeframe and were unable to re-register in the subsequent semester will be placed on compulsory leave of absence (AB minutes of March 13, 2017).
Examinations Only [Exams Only]
A student may seek permission to write "EXAMS ONLY" in the following circumstances, after having been registered for and attended classes in a course(s):
(a) He/she has failed one or two of the final courses needed to complete degree/certificate/diploma requirements and obtained a mark as prescribed by the respective faculty regulations.
(b) He/she has obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an exam;
(c) In exceptional circumstances, the Dean may grant a student deferral from sitting exam and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer (Part-Time and Evening students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

If permission is granted, you will be advised in writing by the Student Affairs (Admissions) Office and will be required to pay the requisite per credit fee in accordance with published Undergraduate Financial Information.

Note: Exam only will be marked out of 100%.

Exemption with credit [EC]
Persons applying for exemption with credit should make such requests through the Students Affairs (Admissions) Office during the first 3 weeks of Semester 1. Applications should be made, through the Student Affairs (Admissions) Office, to the Dean of the respective Faculty on the appropriate form.

Note: Exemption with credit will not be granted for any course(s) which have been successfully completed more than five (5) years before the date of entry or re-entry.

An official transcript and/or course outlines are required for assessment by the appropriate authority. Where credit for a course taken at another institution is requested, it is the student’s responsibility to provide all the information needed by the University to enable the University to assess this course.

Exemptions with credit are granted in accordance with prevailing Faculty regulations.

Exemption Only
A student may receive "exemption only" (i.e. without credit) for the corresponding UWI level course(s). Granting "exemption only" (without credit) means that THE STUDENT MUST REGISTER FOR ANOTHER COURSE(S), AT THE APPROPRIATE LEVEL, approved for their degree programme in order to satisfy his/her credit requirement.

Exemptions are granted in accordance with prevailing Faculty regulations.

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

Not for Credit (NFC)
Persons wishing to pursue a course(s) to be considered as Not for Credit (NFC) must seek approval prior to selecting the course online. All such requests must be made, in writing, or in the required form, to the Dean of the Faculty, through the Assistant Registrar, Student Affairs (Admissions).

A course designated at registration as Not For Credit (NFC) shall not count for the purpose of assessing Honours. Where a student fails to specify the course which is Not for Credit, the date on which such course was registered shall be used to make a determination.

Once Not For Credit (NFC) approval has been granted, it cannot be rescinded.

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.

Transfer/Carry forward of Coursework Marks
In accordance with prescribed faculty regulations, where a student may have failed a course or not written a final examination in a course, he/she may request permission to transfer / carry forward coursework marks obtained in the respective course when the course is repeated within one academic year.

NOTE: Transfer/carry forward of coursework marks is not the same as Exams ONLY. Students writing EXAMS ONLY are graded out of 100%.

Registering for a course already passed
A candidate who has recorded a pass in a course will not be permitted to re-register for that course or be entitled to a re-sit.
Transfers
If you wish to transfer to another faculty on the same campus you must complete the required transfer application form which is available from the Student Affairs (Admissions) Office of the Registry. If you wish to transfer to another campus, you must fill out a transfer application form obtainable from the Customer Service Representatives, at the Lloyd Braithwaite Student Administration Building. Application for Transfer Forms can be downloaded from our website at https://sta.uwi.edu/admissions/TransferForm.doc. Students seeking to transfer to another campus must be in good financial standing before their application for transfer forms are forwarded there.

Transfer applications to ALL Faculties must be submitted by the date indicated on the academic calendar available at https://sta.uwi.edu/registration/academiccalendar.asp
Transfers will be considered at the end of Semester 2 of each academic year for the preceding academic year and will be subject to (i) academic requirements and /or (ii) availability of space.

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 approved for transfer must pursue the programme requirements outlined for the year approval was granted.

For UWI Open Campus and Non-Campus Territories
Students wishing to transfer from Off-Campus to On-Campus must complete Application for Transfer Forms in triplicate. The forms can be collected from your UWI Open Campus Representative or Site Coordinator or downloaded from the website at https://sta.uwi.edu/admissions/TransferForm.doc.
Completed forms must reach: The Assistant Registrar, Student Affairs (Admissions), UWI, St. Augustine Campus, Trinidad & Tobago W.I. no later than June 30.

Academic Forgiveness
Academic Forgiveness is normally applied to students who withdraw either voluntarily or because the University required them to withdraw (RTW).

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 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 Level 1 in accordance with Statute 47.

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).

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, Division of Student Services and Development exts. 82096, 82097, 82099 or Dr. Jacqueline Huggins, Manager, Student Life & Development Department, at the Heart Ease Building just off the Heart Ease Car Park, exts. 83921, 84254, 83866.

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 subsequent 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 provided for 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 another faculty after a minimum of one (1) year has elapsed since their withdrawal.
- Applications for re-admission or waiver of the requirement to withdraw will 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.
- Students may be in accordance with Faculty regulations apply to the Dean for Exemption from courses previously passed subject to there being no substantive change to the course for which Exemption is sought.
HOW TO GET TO TRINIDAD & TOBAGO

FIRST STEPS
If you are traveling to Trinidad and Tobago for the first time, in addition to the information contained in this booklet, download the First Steps Pre-Departure Guide for tips on how to prepare for your journey and your arrival in the country.

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. The relevant forms are available at https://sta.uwi.edu/onlineForms.

Immigration requirements
Students from the following countries DO NOT require a visa to enter Trinidad and 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 and Tobago Overseas Mission or, where no Trinidad and Tobago Overseas Mission exists, at any British Foreign Consular Office.

Before travelling to Trinidad & Tobago, you should ensure that your passport is valid to cover at least the period for which you are registered or have been accepted at The UWI St. Augustine Campus.

You should also travel with proof of your student status – If you are a CONTINUING student, your Student’s ID card OR if you are a NEW student, your official offer of a place from The University of the West Indies, St. Augustine Campus.

On entering Trinidad please ensure that the Immigration Official stamps your passport to cover the entire academic year until August 31, 2022 as having your stay extended incurs a cost.

If you are coming from The Bahamas or Barbados – Please take a copy of the picture page of your passport to your Faculty Office for certification as requested by your government.

LIST OF THE CONTRIBUTING COUNTRIES
Campus Countries
• Antigua & Barbuda
• Barbados
• Jamaica
• Trinidad & Tobago

Non-Campus Countries
• Anguilla • The Bahamas • Belize • Bermuda
• British Virgin Islands • Cayman Islands
• Dominica • Grenada • Montserrat
• St. Kitts & Nevis • St. Vincent & The Grenadines
• St. Lucia • Turks & Caicos

REFER TO UNIVERSITY REGULATIONS ON IMMIGRATION, TRAVEL, BAGGAGE AND STUDENT PASSAGE ON PAGE 45
WHAT LIFE AT UWI IS LIKE

FINDING 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 and Off 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 [all female] Canada Hall – South Block [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 at St. John’s Road, St. Augustine. Applications to live on Hall must be sent/submitted to the Division of Student Services and Development.

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. For further information on finding accommodation off campus or to apply to live on hall, visit https://sta.uwi.edu/dssd/student-accommodation.

SPORT 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. 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. To join the SPEC Gym, learn a sport, join a team or access the facilities, visit their website at http://sta.uwi.edu/spec/ and download the latest sports schedule.
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. If you are new to Trinidad & Tobago or are unfamiliar with the St. Augustine Campus, you can find details in the FYE Student Booklet.

ENSURING YOUR SAFETY 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. 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

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.

For security tips, procedures in the event of a sexual assault and information on parking and the campus shuttle service, visit the Campus Security website https://sta.uwi.edu/campus-security.
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.

Please remember that parking permits authorise the vehicles to be parked in the relevant parking areas but they do not guarantee a parking spot.
For further information, visit https://sta.uwi.edu/campus-security/

Clamping & Towing of Vehicles on Campus
A vehicle that is in violation of one or more of the campus’ 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. After business hours, it is payable at the Security Department.

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 I.D. Cards to access this service. The routes and schedules are available on the Campus Security website at https://sta.uwi.edu/campus-security/

EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>UWI Estate Police *</td>
<td>662-4123</td>
</tr>
<tr>
<td>Security Hotline:</td>
<td>662-4783</td>
</tr>
<tr>
<td>(Office line)</td>
<td>Ext. 83510, 82121,</td>
</tr>
<tr>
<td></td>
<td>82120, 83497, 83512,</td>
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<tr>
<td></td>
<td>83335</td>
</tr>
<tr>
<td>St. Joseph Police Station *</td>
<td>662-2522, 662-4038</td>
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<tr>
<td>Tunapuna Police Station *</td>
<td>645-7573, 645-5552,</td>
</tr>
<tr>
<td></td>
<td>662-1600</td>
</tr>
<tr>
<td>Emergency *</td>
<td>(Police) 999, 555</td>
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<tr>
<td></td>
<td>(Ambulance) 990, 811</td>
</tr>
<tr>
<td>UWI Student Counsellor</td>
<td>662-2002 Ext. 82151</td>
</tr>
<tr>
<td>Rape Crisis Centre</td>
<td>622-7273, 622-1079</td>
</tr>
<tr>
<td>40 Woodford St. POS</td>
<td>657-5355</td>
</tr>
<tr>
<td>12 San Fernando Street</td>
<td></td>
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<tr>
<td>San Fernando</td>
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HOW TO GET CONNECTED

SPECIAL OFFER ON LAPTOPS AND SOFTWARE
Have the advantage of computer, internet access and relevant software applications at your fingertips. Capitalise on the benefits and flexibility of our Student Web Portal at my.uwi.edu and our Wireless campus with this great offer on new laptop computers for all new and continuing students. Dell machines can be purchased through the Campus I.T. Services (CITS) Department.

All machines are specially tailored to meet the demanding needs of the higher education student.

For more information, contact Natasha Ramkhalawan at 662-2002 ext. 83221 or email: pcorders@sta.uwi.edu

Stay Informed
Students have a responsibility to keep themselves informed about their academic programme and other campus issues. They can do so 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 my.uwi.edu
• 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) 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:

• Go to http://my.uwi.edu
• Select your campus (St. Augustine)
• Under Login, enter your UWI Student ID Number.
• Under Password, enter your date of birth in the format YYYYMMDD.
• If you are a continuing student who has used myeLearning or mySTA email, please use that password.
• 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 and your faculty will be sent. It is in the form `firstname.lastname@my.uwi.edu`.

Please log on to the Student Portal at [http://my.uwi.edu](http://my.uwi.edu) to access your email promptly and check it regularly to ensure that you receive any important information from the University.

**myeLearning**
“myeLearning” is the St. Augustine campus’ online learning environment. This website will assist you in meeting your academic needs by providing you with a space to:
- 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, feel free to call the CITS Help Desk at: 662-2002 ext. 84357 or send an email to: [myelearning@sta.uwi.edu](mailto:myelearning@sta.uwi.edu)

In your e-mail, 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 via the automated student request system for a leave of absence and change in enrolment status. Students will be able to track the progress of the requests and academic records will be automatically updated.

**The Telephone System**
The University operates a Direct Inward System Access (DISA) telephone service with an automated voice attendant. All offices at the St. Augustine Campus can be accessed by dialling 662-2002 followed by the extension number. For internal calls 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.
HOW TO FIND STUDENT SUPPORT

HERE ARE SOME OF THE FACES YOU MAY BE SEEING OFTEN

Ms. Simone Roberts  
Assistant Registrar (Ag.)  
Admissions

Dr. Deirdre Charles  
Director, Division of Student Services and Development

Ms. Nardia Thomas-Allain  
Assistant Registrar Examinations

Ms. Carol Ayoung  
Director (Ag.), Office of Institutional Advancement and Internationalisation

Ms. Carloyln Gooding  
Accountant, Students Accounts and Receivables

Dr. Jacqueline Huggins  
Manager, Student Life and Development

Dr. Neil Singh  
Medical Officer

Ms. Grace Jackson  
Director, Sport & Physical Education Centre (SPEC)

HALLS OF RESIDENCE MANAGERS

Dr. Jacqueline Bridge  
Trinity Hall and Canada Hall

Dr. Michael Sutherland  
Freedom Hall

Dr. Farid Youssef  
The Joyce Gibson Inniss Hall

Mr. Kevin Snaggs  
Sir Arthur Lewis Hall
WHERE TO FIND WHAT YOU NEED
Administrative matters – academic and otherwise - are provided through the Campus Registry and related administrative arms. These include 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 what is available and where to find it.

STUDENT SERVICES AT A GLANCE
ACADEMIC SERVICES
Under the Office of the Campus Registrar
Student Affairs (Admissions)
https://sta.uwi.edu/admissions
Provides services and handles queries related to:
• Applications
• Registration
• Transfers
• Leave of Absence
• Exemptions
• Status Letters
• Immigration & Visa Letters

Examinations Section
https://sta.uwi.edu/examinations
Provides services and handles queries related to:
• Examinations
• Grades
• Student Records
• Transcripts
• Verification of awards & certificates
• Graduation

Students and Receivables Section, Bursary
Provides services related to:
• The payment of fees
• Financial clearance
• Other financial matters

STUDENT SUPPORT
Under the Office of the Deputy Principal:
Division of Student Services and Development (DSSD)
https://sta.uwi.edu/dssd/
We encourage students to 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 physical comfort and safety, as well as encourage your overall health and well-being. The Division of Student Services and Development provides services important to student life and student development, including:
• Orientation and Transition
• Career Services
• Service Learning and Community Engagement
• Financial Services
• Academic Support
• Accommodation Services
• Counselling and Psychological Services
• Support for Students with Special Needs
• Student Government/ Leadership
• Support for Regional and International Students
• Support for Graduate and Mature Students
• Support for Commuting Students at the Student Activity Centre (SAC)
  • Recreational activities
  • Lockers
  • Showers
  • Laundry
  • Cafeteria

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/
• Security
• Parking
• Shuttle Service
The Office of Institutional Advancement & Internationalization  
[https://sta.uwi.edu/internationaloffice/InternationalOfficeStaff.asp](https://sta.uwi.edu/internationaloffice/InternationalOfficeStaff.asp)  
- Student Exchanges  
- Study Abroad Programmes  
- Summer Study Tours  
- Scholarships  
- Support for international (and regional) students & staff

**ACADEMIC & ADMINISTRATIVE SERVICES**

The Office of the Campus Registrar is responsible for the administration of the University. It is located on the second floor of the Main Administration Building. The Campus Registrar has overall responsibility for the Registry. Dr. Dawn-Marie DeFour-Gill is the Campus Registrar. The two sections of the Office of the Campus Registrar with which you will probably have the most contact are the Student Affairs (Admissions) Office and the Examinations Section. These offices are located in the Lloyd Braithwaite Student Administration Building.

**Office of the Campus Registrar**  
Provides oversight for:  
- Student Affairs (Admissions)  
- Examinations  
- Student Administration Systems (Banner)  
- Campus IT Services (CITS)

**Student Affairs (Admissions)**  
[https://sta.uwi.edu/admissions](https://sta.uwi.edu/admissions)  
This section is responsible for accepting and processing all undergraduate applications and transfers at The UWI, St. Augustine, as well as requests for change in registration, leave of absence, course credits and exemptions, and status letters - including immigration and visa letters. The Admissions Office is located on the Ground Floor, the Lloyd Braithwaite Student Administration Building. Ms. Simone Roberts heads the Student Affairs (Admissions) Office and can be reached at extensions 82154/82157/83012/84224.

**Status & Visa Letters:**  
Requests for status and visa letters can be submitted via email. Please see links below to download relevant form  
Visa Letter - [https://sta.uwi.edu/resources/documents/visarequestform.pdf](https://sta.uwi.edu/resources/documents/visarequestform.pdf)  

**The Customer Service Centre**  
The Customer Service Centre is located on the Ground Floor of the Lloyd Braithwaite Student Administration Building. It is manned by Customer Service Representatives who are cross-trained professionals. They are there to assist students from across the campus with a wide range of policy and procedural issues, ranging from admissions, academic records, registration, examination matters and financial matters. The Centre also provides access to self-service computer kiosks.

**Examinations Section**  
[https://sta.uwi.edu/examinations](https://sta.uwi.edu/examinations)  
Ms. Nardia Thomas-Allain heads the Examinations Section and can be reached at extension 82155. This section deals with all matters relating to University examinations including the conduct of examinations, the provision of student records and transcripts, verification of awards and certificates. The Examinations Section is located on the First Floor, The Lloyd Braithwaite Student Administration Building.

**The Bursary**  
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, Bursary. This is the section of the Administration that deals with all money matters including payment of fees, refunds, disbursement of funds for scholarships and bursaries. The Students and Receivables Section, Bursary is located on the Ground Floor of the Lloyd Braithwaite Student Administration Building. Ms. Carolyn Gooding heads the Student Accounts Students and Receivables Section of the Bursary and can be reached at extension 82143.

**Campus IT Services**  
[https://sta.uwi.edu/cits/servicedesk@sta.uwi.edu](https://sta.uwi.edu/cits/servicedesk@sta.uwi.edu)  
Mr. Nazir Alladin is the Campus Chief Information Officer (CIO), Campus Information Technology Services (CITS). CITS deals with matters pertaining to student access to the Campus network, purchase of computers and troubleshooting your IT problems. Should you require any I.T. support, email the CITS Service Desk: servicedesk@sta.uwi.edu.

**Office of the Deputy Principal**  
[https://sta.uwi.edu/deputyprincipal](https://sta.uwi.edu/deputyprincipal)  
Provides services related to:  
- Student Complaints

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

**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”. For more on the complaint process and the types of complaints, visit [https://sta.uwi.edu/deputyprincipal](https://sta.uwi.edu/deputyprincipal)
The Division of Student Services and Development
Headed by Dr. Deirdre Charles, the Division of Student Services and Development (DSSD) provides non-academic support services to help improve student life on the Campus. Visit their website at https://sta.uwi.edu/dssd/ for details on any of the services and programmes highlighted below.

ACCOMMODATION – If you would like to live on any one of our four halls of residence, you need to apply through the DSSD’s Student Accommodation On and Off Campus department located at the Student Activity Centre. The Division can also help you source off-campus accommodation. For more information, contact UWHalls@sta.uwi.edu or visit https://sta.uwi.edu/dssd/student-accommodation.

CAREERS AND PLACEMENT – Get advice and guidance from the start of your programme up to graduation. Earn experience working on or off Campus. Take part in our World of Work programme and prepare to find and keep that first job after graduation.

COUNSELLING – Make a time for yourself to speak with a counsellor about any personal, emotional, or psychological concerns you may have; these services are free and strictly confidential. Look out for workshops and activities available to manage stress, improve your relationships, and support your personal goals. You can request an appointment or seek more information via the website: https://sta.uwi.edu/dssd/counselling or by emailing counsellor@sta.uwi.edu.

FINANCIAL ASSISTANCE – As explained above in the section on How To Finance Your Education, there are a number of scholarships and bursaries available to students at the St. Augustine Campus, many of them funded by external organisations and benefactors. In addition, the UWI Development & Endowment Fund uses the proceeds of its annual All-Inclusive Carnival Fete, the annual golf tournament and other activities, to provide bursaries to Year 2 and Year 3 full-time students. To see the funding opportunities available to you and to apply, visit https://sta.uwi.edu/scholarships and check your email regularly to see when applications are open. To find out about the support available if you experience a financial emergency, visit https://sta.uwi.edu/dssd/financial-advisory-services-department.

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. There are events for all new students – undergraduate and postgraduate – as well as special services and sessions for students with disabilities, regional and international students, mature students, students living on hall and those who commute. All first year and first-time students are required to attend the relevant activities. Take a tour of the Campus, get to know your Library, and find out how you can make the most of your UWI experience. For details, download the FYE Student Booklet and check the event schedule at https://sta.uwi.edu/fye.

ACADEMIC SUPPORT AND DISABILITY SUPPORT
Student Life & Development Department
https://sta.uwi.edu/sldd
sldd.office@sta.uwi.edu

ANY student who is struggling academically is advised to visit the Student Life & Development Department website. The Manager is Dr. Jacqueline Huggins and office hours are from 8.30 am to 4.30 pm, Monday to Friday. Visit the website for details or call the office at 662-2002 exts. 83921, 83923, 84254, 83866.

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.

STUDY ABROAD & EXCHANGE OPPORTUNITIES
Office of Institutional Advancement and Internationalization
https://sta.uwi.edu/internationaloffice/Opportunities.asp

The International Office recently renamed Office of Institutional Advancement and Internationalization 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. Located on the 2nd Floor, the Lloyd Braithwaite Student Administration Building, we can be reached at extensions 84151/84206, internationaloffice@sta.uwi.edu or on Skype at uwi-sta-io.

HEALTH SERVICES
https://sta.uwi.edu/health/

The Health Services Unit 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 Health Services Unit provides a walk-in clinic, Pharmacy service. All actively
registered students at The University of the West Indies are eligible to be seen at the Health Service Unit. For the full range of services currently available and opening hours and more, visit the Health Services Unit online at https://sta.uwi.edu/health

Confidentiality - Your privacy matters to us
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 and 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
Extended medical and pharmaceutical services are available from 4.00 pm to 7.00 pm daily during the semester. Emergency services after normal working hours can be obtained at any one of our preferred private facilities. In order to access the credit facility available at these institutions, you are required to 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 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
UWI’s position on sexual harassment
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 GET INVOLVED

GETTING INVOLVED IN STUDENT ACTIVITIES

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 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 extension 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.

For information on how to contact members of the Guild of Students, call (868)-662-2002 extensions 83863, 82250 or connect with the Office of The President – UWI Guild of Students, St. Augustine on Facebook.

THE UWI GUILD OF STUDENTS 2021/2022

President
Kobe Sandy • guildpresident@my.uwi.edu

Vice President
Christon Malchan • guildvicepresident@my.uwi.edu

Secretary
Britney Sookdeo • guildsecretary@my.uwi.edu

Treasurer
Bradley Obsorne • guildtreasurer@my.uwi.edu

Post Graduate Representative
Danielle Skinner • guildpostgradpres@my.uwi.edu

Student Activities Chairperson
Jordanne Pereirra • guildsacc@my.uwi.edu

Publications Committee Chairperson
Sabrina Mohammed • guildpcc@my.uwi.edu

National Affairs Committee Chairperson
Darien Thomas • guildnacc@my.uwi.edu

Games Committee Chairperson
Bernadette Antonine • guildgcc@my.uwi.edu

International Affairs Committee Chairperson
Daniel McCollin • guildiacc@my.uwi.edu

Evening & Part-Time Representative
Tonh’ya Wheeler • guildeptrep@my.uwi.edu

Faculty of Law Representative
Hiran Rampersad • guildlawrep@my.uwi.edu

Faculty of Science and Technology Representative
Jeremiah Nathaniel Mathura • guildfstrep@my.uwi.edu

Faculty of Medical Science Representative
Melissa Jack • guildfmsrep@my.uwi.edu

Faculty of Engineering Representative
Chelsea Best • guildengrep@my.uwi.edu

Faculty of Social Sciences Representative
Darron James • guildfssrep@my.uwi.edu

Faculty of Humanities and Education Representative
Shaienne St. Hilaire • guildfherep@my.uwi.edu

Faculty of Food and Agriculture Representative
Rachael Bally • guildffarep@my.uwi.edu

Faculty of Sport Representative
Candice Joseph • guildsportrep@my.uwi.edu

Information & Communication Technology Representative
Keston Fraser • guildictchair@my.uwi.edu

Returning Officer
Tyler Alexander • Guildro@my.uwi.edu

Public Relations Officer
Tamika Thomas • guildpro@my.uwi.edu

Guild Librarian
Shenelle Vincent • guildlibrarian@my.uwi.edu
GET INVOLVED!
STUDENTS SERVING STUDENTS

Your Guild is only as strong and as vibrant as you make it! The motto “Students’ Serving Students” implies that student service is necessary if you ever want to see a vibrant campus which is changing for the better. There are so very many ways you can help to make a difference at the University and in student life.

WE ALL WANT A CAMPUS THAT FITS OUR NEEDS!
Getting involved through the Guild means that you will have the opportunity to make a meaningful contribution in a variety of ways: you will gain experience, meet new friends and make your community a little better off because of what you do.

We’re taking it all – whatever your talent may be, it doesn’t matter: graphics, poetry, writing, dance, photography, fete planning, sports, telling jokes, dressing up fancily as a model, YOU name it and we’ll see if we can work together in the right area.

THERE ARE MANY DIFFERENT WAYS YOU CAN SERVE.
You can join a club, society or association. You can however get involved in the Guild directly through its committees and working groups. Some individuals might be able to commit themselves to permanent committees whereas some may just want to help with a particular event or project.

WITH STUDENT SERVICE YOU CAN:
• Volunteer in projects, events, issue-based think tanks, outreach;
• Get employed to help run events, manage the new guild website along with other Guild initiatives.

The Guild has a number of different committees serving different purposes. Here are some of the fixed committees that you can serve on:

PUBLICATIONS
WHAT WE DO: This committee is into website & e-Guild management, editing, marketing, promotions, expression, developing new ways to reach the UWI student, news reporting.

STUDENT ACTIVITIES
WHAT WE DO: These people run most of the activities put on at UWI from Campus Carnival to this year’s Gospel Xplosion, from Movie Nights to Terrific Thursdays. It is actually a lot more than the Fete Committee but they do that too!

GAMES
WHAT WE DO: This committee handles all athletic, sporting and recreational activities for students. Get involved in sport planning and event management while having a really fun time.

INTERNATIONAL AFFAIRS
WHAT WE DO: This committee supports all the national associations and is meant to assist international students as well as function as the Guild’s mouthpiece on international matters that students should be aware of.

NATIONAL AFFAIRS
WHAT WE DO: This committee provides a forum for students to express their views on a national issue, as well as assists and coordinates the Guild’s outreach programme.

SPECIALISTS
The Guild also has specialist areas where you can assist. These are in Content Development, a Writers’ Corp, and a Web Team. You can develop your skills and assist your Guild at the same time.

FIND OUT MORE: To find out more about how to get involved, drop in at the Guild Office, or talk to a Guild Councillor to see where you can play your part. Ideas are always welcome. So are the efforts to make them a reality! GET INVOLVED! Student Service is about you helping to build a legacy.

The Guild’s website can be accessed at https://yourguild.mysta.uwi.edu or find the Guild on Facebook: UWI St. Augustine Guild of Students Office of the Guild President - UWI St. Augustine
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/mls/
- School of Education Library (SOE) http://libraries.sta.uwi.edu/soe/
- Institute of International Relations Library (IIR) https://sta.uwi.edu/iir/normangirvanlibrary/

In addition to these networked Libraries, other Libraries include:

- June Renie Law Library, Hugh Wooding Law School https://hwls.edu.tt/library
- Patience-Theunissen Memorial Library, Regional Seminary, Mount St. Benedict https://sta.uwi.edu/Patience_Theunissen_Memorial.asp
- 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.

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 student’s name is transferred to the library’s database of registered users. All registered undergraduate students are entitled to membership in the Campus Libraries. Users must show their University identification card to enter any library and to borrow material. Members of the UWI community who have been granted access to Campus Libraries should be aware that 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
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, and Social Sciences. This Library’s website https://libraries.sta.uwi.edu/ajl 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 254 databases along with 35,188 ebooks and 67,163 e-journals on and off Campus. UWillinC 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)
  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 to students, faculty and staff. It also provides Interlibrary Loan and Document Delivery Services and facilitates access to 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, ebooks, ejournals, UWTInC, 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.

**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 currently exceeds - 23,000 monographs/books and 300 journal titles. Its multimedia collection totals over 1700 items, and 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 numbers approximately 30,000 items consisting of books, monographs, reports, newspaper clippings, theses, dissertations and government documents. The Library subscribes to over 100 journals in education.

**AJL OPENING HOURS**
Service hours for Semester I and Semester II are as follows:
Monday to Friday: 8:30 am to 10:00 pm
Saturday: 8:30 am to 5:00 pm

REFER TO UNIVERSITY REGULATIONS ON ACADEMIC CREDIT & REQUIREMENTS ON PAGE 59
THE INSTITUTE OF INTERNATIONAL RELATIONS LIBRARY and 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, and

THE SEISMIC RESEARCH CENTRE LIBRARY
Please check these Libraries websites for information on their services, resources and access polices.

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 can be pursued for credit. Registered UWI St. Augustine students pay only a registration fee per course and each class consists of four contact hours a week. To accommodate the mandatory four contact hours, students can choose to attend classes according to the following schedules: Monday to Thursday lunchtimes; 5:00 pm – 7:00 pm two evenings per week (Monday & Wednesday or Tuesday & Thursday) and 9:00 am – 1:00 pm or 1:00 pm to 5:00 pm on Saturdays. Information on all courses can be obtained from Ms Eve Ruiz or Ms. Mandy McVorran at extensions 82524 or 82453 or the CLL website: https://sta.uwi.edu/fhe/cll

Computer & Information Resources
The campus boasts a high-speed computer network based on the Ethernet Configuration. Consisting of a fibre-optic data highway, this network connects faculties, departments and the Halls of Residence. Campus Information Technology Service (CITS) works with the faculties and departments to provide relevant computer facilities to help you with your studies.

There are a number of 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.

Refer to respective Faculty Regulations & Syllabuses for specific faculty requirements.
HOW TO COMPLETE ACADEMIC REQUIREMENTS

English Language Requirements
ALL applicants to The University of the West Indies are required to sit the English Language Proficiency Test (ELPT) to determine their level of entry to the Foundation Courses in English.

The following are exempted from taking the Test:
• persons who have received a Grade “A” or “B” in the Cambridge GCE Advanced/Ordinary Level or Advanced Subsidiary (a) or (b) in General Paper (GP) examination;
• persons who have received a Grade “i” or II in the CAPE Communications Studies;
• persons who have received a Grade “ii” in CSEC (CXC) General Proficiency English A Examination.
• persons 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

Persons who do not have these requirements MUST sit and pass the English Language Proficiency Test (ELPT).

Entrants to the Faculty of Law who already hold a degree or a pass in English Literature at Advanced Level are not required to take the test.

English Language Proficiency Test (ELPT)
The ELPT is usually held three times in the academic year in August, October and February. During the first week of August, it is conducted at campus countries and University Centres in non-campus countries. The results of applicants who pass the test will remain valid for a period of five years.

For persons who did not write the test at the first sitting, a second and final sitting is usually scheduled during October in semester 1 and February in semester 2.

Students who sit the ELPT in August may register for FOUN 1001 in Semester 1, as results will be available before classes start. Please note that FOUN 1001 is offered only in Semester 1 and in the mid-year programme.

To register to sit the ELPT test and for more information, kindly contact:
Mrs. Nicholin Brathwaite-Copeland
nicholin.brathwaite-copeland @sta.uwi.edu
The Academic Literacies Programme (ALP) Faculty of Humanities & Education Faculty Office, Ground Floor, Main Campus, St. Augustine, Trinidad & Tobago, W.I.

Foundation Courses
All students registered in The University of the West Indies will be required to complete a minimum of nine (9) 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:
i. FOUN 1001: English for Academic Purposes
ii. FOUN 1103: Argument and Report Writing
iii. FOUN 1104: Writing About Literature
iv. FOUN 1105: Scientific and Technical Writing
v. FOUN 1106: Academic English for Research Purposes
vi. FOUN 1107: Writing in the Visual, Performing and Carnival Arts
vii. FDMU 0005: Preparatory Academic Writing
viii. FOUN 1201: Science, Medicine and Technology in Society
ix. FOUN 1101: Caribbean Civilisation
x. FOUN 1301: Law, Governance, Economy and Society
xi. Any other course approved for the purposes by the Board of Undergraduate Studies.

Faculty Requirements
HUMANITIES AND EDUCATION students are required to do TWO English Language Foundation courses FOUN1001 and FOUN1103:

FOUN1001: English for Academic Purposes is offered in Semester 1 only, and in the mid-year Programme (June-July).

Or
FOUN 1106: Academic English for Research Purposes is offered in Semester II

And
FOUN 1103: Argument and Report Writing is offered in Semester I may be taken by any Humanities student except a Literatures in English major or an English Language and Literature with Education major.

Or
FOUN 1104: Writing About Literature is offered in Semester I is compulsory for Literatures in English major or an English Language and Literature with Education majors, and highly recommended for students doing Literature in other languages

OR
FOUN 1107: Writing in the Visual, Performing and Carnival Arts is offered in Semester II (depending on the students major) is compulsory for Creative and Festival Arts students.

FDMU 0005: Preparatory Academic Writing is compulsory for Certificate in Music students.
Education students are required to do FOUN 1001 or FOUN 1106 (depending on the student’s pre-requisite).

LAW students are required to do ONE English Language Foundation course, offered in Semester I only:
- FOUN 1103 Argument and Report Writing

FOOD AND AGRICULTURE AND SCIENCE AND TECHNOLOGY students are required to do one English Language Foundation course offered in Semester 2
- FOUN 1105 Scientific and Technical Writing

SOCIAL SCIENCES students are required to do ONE English Language Foundation course:
- FOUN1001 English for Academic Purposes, offered in Semester 1 and in the mid-year programme (June-July)
- FOUN 1106 Academic English for Research Purposes is offered in Semester I and in the mid-year programme.

Timetabling/Enrolment
Timetables will be displayed on notice boards outside the Academic Literacies Programme Office and in your Faculty. Enrolment takes place in the first session.

CO-CURRICULAR CREDITS
https://sta.uwi.edu/cocurricular/

At The University of the West Indies, we are committed to providing students with opportunities for a well-rounded educational experience. In this regard, we are delighted to include Co-curricular activities in our University programme offerings and render recognition of these through the award of credits.

The Co-curricular programme at the St. Augustine Campus focuses on allowing you to develop a range of important life skills and to acquire characteristics to excel in life in the 21st century.

Co-curricular credits are awarded for activities designed to cultivate a range of skills – leadership, management, team building, interpersonal, creative, social and professional. These skills are essential to creating well-rounded students prepared for the world of work.

WE ENCOURAGE ALL STUDENTS TO BE ACTIVELY INVOLVED IN AT LEAST ONE CO-CURRICULAR COURSE DURING THEIR STAY AT THE UWI, ST. AUGUSTINE CAMPUS.

Guidelines
- Co-curricular credits are optional.
- Students can become eligible for co-curricular credits at any time during the degree programme.
- Each student is eligible for no more than (6) credits towards his/her degree for involvement in co-curricular activities.
- Co-curricular credits shall normally form part of the required credits for a degree. However, in special circumstances, if co-curricular credits are earned in excess of those required for the degree, these will be included on the student’s transcript.
- Students must be involved in the co-curricular for the duration of the semester to receive the associated credits.
- The assessment of co-curricular activity shall be PASS/FAIL only.
- Co-curricular credits cannot replace core course requirements in any faculty.
- The withdrawal process for a student registered for a co-curricular course would be similar to that for any other course.

The Division of Student Services and Development is responsible for the administration of the co-curricular programme. Please contact cocr@sta.uwi.edu if you are interested in pursuing co-curricular activities.

For details on co-curricular courses, refer to the website at https://sta.uwi.edu/cocurricular.

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
“Summer” School is intended to assist students in accelerating their programmes and to assist others in early recovery from failure. The programmes are centred on courses offered by the various Faculties and is of approximately six (6) weeks duration, followed by examinations.

During the period May to July, the Faculties of Engineering, Humanities & Education, Food and Agriculture and Science and Technology and Social Sciences offer several courses in their Summer School Programme. Students must check with departments to determine which courses will be offered for each academic year. Information is also published on the website at http://sta.uwi.edu/registration/
The following categories of persons are eligible for admission to and registration in the Summer School:

1. Students of the University who have not yet completed requirements for the degree, diploma or certificate programme for which they are registered.
2. Students of the University who have been granted leave of absence for Semester 1 and/or 2 or part thereof preceding the Summer School.
3. 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.

Registration

• Registration for Summer School normally begins at the end of Semester II. Students who register in the Summer School programme are subject to all University and Faculty regulations.

• Summer School students shall be 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 Semester courses (usual nine credits) in any given Summer School.

• Registration for a course offered in the Summer School implies registration for the examination of that course.

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 Regulations, which are available on the web through the student portal. In addition regulations specific to the conduct of examinations are also available on the web.

Your individual examination schedule can be viewed on the web through the student portal approximately three (3) weeks before the examination session.

SPECIAL INFORMATION FOR GRADUATING STUDENTS

Students expecting to graduate at the end of the academic year 2019/2020 should complete the ‘Prospective Graduate Pen Portrait Form’ available from the Student Advisory Services. Photograph sessions will be scheduled for students entering the Final Year. Please check Student Advisory Services for details.
Provisional Entry to Examination Venue
A student whose course registration is not completed by publication date of the official examination timetable is required to complete a “Provisional Entry to Examination Venue form”. After completion of this form the student is to obtain financial clearance from the Student and Receivables Section, Bursary and approval from Student Affairs, Admissions or Graduate Studies and Research, respectively. Only upon receipt of all signatures a student will be allowed provisional entry into the examination venue. Student to complete one form per course.
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 one (1) week 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.

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 can be obtained from the Customer Service Representatives (CSRs) in the Lloyd Braithwaite Student Administration Building or by visiting the Examinations Section webpage. Graduates/students may also view their academic transcripts online at http://my.uwi.edu.

Verification of Degree Information
If you are scheduled to graduate in 2021, 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 STUDY ABROAD

OPPORTUNITIES FOR INTERNATIONAL EXPERIENCES

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. UWI enjoys collaborative links with more than 60 institutions worldwide, allowing students to spend a semester or a year pursuing courses for credit at one of these institutions.

Information on our International Exchange and Study Abroad programmes is available from the International Office/Office of Institutional Advancement and Internationalization located on the 2nd Floor, the Lloyd Braithwaite Student Administration Building, Exts. 84151, 84206, via email: Internationaloffice@sta.uwi.edu or from Customer Service Representatives, the Lloyd Braithwaite Student Administration Building.

UWI Inter-campus Exchanges
Students may opt to spend the exchange period at the Mona Campus in Jamaica, or the Cave Hill Campus in Barbados.

For details of the inter-campus exchange programme and the application procedures, you should consult the Student Mobility Coordinator, International Office/Office of Institutional Advancement and Internationalization, 2nd Floor, the Lloyd Braithwaite Student Administration Building.
LIFELINES – IMPORTANT NUMBERS

DEANS’ OFFICES

MRS. CHARMAIN SUBERO-SALANDY
Administrative Officer,
Faculty of Engineering
Exts. 82059, 82198, 82199

MRS. CHERYL LAYNE
Administrative Officer,
Faculty of Food & Agriculture
Exts. 83525, 82600, 82113, 82112, 83903

MS. SONJA JOSEPH
Administrative Assistant (Ag.),
Faculty of Food & Agriculture
Exts. 83525, 82600, 82113, 82112, 83903

MRS. ALICIA BROOMES-JULIEN
Administrative Officer,
Faculty of Humanities & Education
Ext. 83766

MS. JENNIFER DE SILVA
Administrative Assistant (Students),
School of Humanities
Exts. 82034, 83770

MS. SUZANNE FONROSE
Secretary - Timetable; Assistant to Administrative Assistant
School of Education
Ext. 83765

MS. WENDA ROCKE
Senior Administrative Assistant -
Graduate Studies & Research / Programming & Planning/
Distance & Outreach
Faculty of Humanities & Education - Dean’s Office
Ext. 83632

MISS NECOLE BLAKE
Administrative Assistant,
School of Education
Ext. 84164

MRS. YVETTE BARRIMOND
Administrative Assistant,
Department for Creative and Festival Arts
Exts. 82510, 82376

MS. NISA PHILLIP
Administrative Officer (Ag.),
Faculty of Medical Sciences
Tel: 645-2640 Exts. 5025, 5023

MS. VICKLYIN PATERSON
Administrative Assistant (Students),
Faculty of Medical Sciences
Tel: 645 2640 Ext. 5022 or Tel: 663-6311

MRS. INDIRA OUSMAN
Administrative Officer,
Faculty of Science & Technology
Exts. 84479, 84481

MRS. TARA SOOKHOO
Administrative Assistant,
Faculty of Science & Technology
Exts. 84483, 84480, 84481

MRS. VIDYA MAHABIR-RAMLAKHAN
Dean’s Secretary
Faculty of Social Sciences
Ext. 82027

MRS. CHANROUTEE NARAINE
Administrative Assistant
Faculty of Social Sciences
Ext. 83042

MRS. KIMLAN FOURNILLIER
Administrative Assistant - Dean’s Administrative Support &
HR Matters, Administrative Services Support Unit,
Faculty of Social Sciences - Dean’s Office

MRS. ANITA KHOON-KHOON-ALI
Administrative Officer
Faculty of Law
Ext. 82801, 82802

DIVISION OF STUDENT SERVICES AND
DEVELOPMENT

DR. DEIRDRE CHARLES
Director, Division of Student Services and Development
Exts. 82096, 82097, 82099

MRS. KRISTY MANNETTE-SMITH
Manager, Financial Advisory Services
Division of Student Services and Development
Ext. 82360
MS. KATHY-ANN LEWIS  
Career, Co-Curricular and Community Engagement  
Division of Student Services and Development  
Ext. 84187

MRS. AMANDA BEST-NOEL  
Manager, Guild Administrative Office  
Division of Student Services and Development  
Ext. 83892

DR. JACQUELINE HUGGINS  
Manager, Student Life & Development  
Division of Student Services and Development  
Ext. 83923

DR. SARAH CHIN YUEN KEE  
Counsellor, Counselling & Psychological Services  
Division of Student Services and Development  
Ext. 83584

MR. CURTIS MIKE  
Manager, Student Activities/Facilities and Commuting Students  
Division of Student Services and Development  
Exts. 82253, 82567

MR. KEVIN SNAGGS  
Manager, Student Accommodation On and Off Campus  
Division of Student Services and Development  
Exts. 82368, 82387

CANADA HALL  
MS. GEORGIA ALEXANDER  
Residence Manager  
Ext. 83166 • Georgia.Alexander@sta.uwi.edu

MRS. ROXANNE BARTHOLOMEW  
Supervisor  
Ext. 82497 • roxanne.bartholomew@sta.uwi.edu

MR. KWESI WICKHAM  
Assistant  
Ext. 82498 • kwesi.wickham@sta.uwi.edu

FREEDOM HALL  
PROF EDWIN EKWUE  
Residence Manager  
Ext. 83058

MS. LISA-ANN ROBINSON NELSON  
Supervisor  
Ext. 82469 • Lisa-Ann.Robinson@sta.uwi.edu

MS. KHADIJA COKEs  
Assistant  
Ext. 82246 • Khadija.Cokes@sta.uwi.edu

MR. KERON SALVARY  
Assistant  
Ext. 82246

SIR ARTHUR LEWIS HALL  
MR. KEVIN SNAGGS  
Residence Manager  
Tel: (868) 663-0075 • Kevin.Snaggs@sta.uwi.edu

MS. SHANTAL NELSON  
Accommodation Officer  
Tel: (868) 663-0075 • UWIHalls@sta.uwi.edu

JOYCE GIBSON INNISS HALL  
Tel: (868) 645 5319/3471 • Fax: 663-5175

DR. CHANDRASHEKHAR UNAKAL  
Residence Manager  
Tel: (868) 645-2160

MRS. GWENNIE DANIEL  
Supervisor (Acting)  
Gwennie.Daniels@sta.uwi.edu

MS. STACY ST. HILL  
Assistant  
Stacy.StHill@sta.uwi.edu

SPORTS  
MS. GRACE JACKSON  
Director  
Sport & Physical Education  
Ext. 82307

HEALTH SERVICES  
DR. NEIL SINGH  
Medical Officer  
Ext. 82149

MS. NISHA RAMSUNDAR  
Pharmacist  
Ext. 82150

CAMPUS IT SERVICES  
MR. NAZIR ALLADIN  
Campus CIO, Campus IT Services  
Ext. 82081

HELP DESK  
servicedesk@sta.uwi.edu
BANNER - STUDENT ADMINISTRATION SYSTEM
Assistant Registrar, Student Administration System Unit
Exts. 83460/82381/82365

BOOKSHOP
MS. MICHELLE DENNIS
Bookshop Manager
Exts. 82159, 82224

STUDENT AFFAIRS (ADMISSIONS)
MS. SIMONE ROBERTS
Assistant Registrar (Ag.), Admissions
Exts. 82157, 82154

MR. NIGEL BRADSHAW
Undergraduate Student Recruitment Officer
Ext. 84324

MS. STACEY SEALES
Secretary (Ag.) to the Assistant Registrar
Ext. 82154

MRS. NINGA CUNNINGHAM-DE LANCY
Senior Administrative Assistant
Customer Service Centre & Workforce Management
Ext. 84224

MR. GARTH JONES
Administrative Assistant
Undergraduate Student Matters
Ext. 83012

MS. DANA HARRINANAN
Faculty of Engineering
Ext. 83013

MS. MELANIE WINT
Faculty of Humanities & Education
Department for Creative and Festival Arts Programmes
Ext. 82414

MS. ANTOINETTE GILL
MS. KRYSAL MEYERS
Faculty of Medical Sciences
Ext. 83015

MS. CRYSTAL MC KNIGHT
Faculty of Social Sciences:
Faculty of Sport
Ext. 83009

MRS. SHEETAL JANKIE-HEERAH
MS. LUANA RAMGATTIE
Faculty of Food and Agriculture
Faculty of Science & Technology
Ext. 83020

MS. KANDE ATIBA
Faculty of Social Sciences
Sir Arthur Lewis Community College, St. Lucia,
Clarence Fitzroy Bryant College, St. Kitts:
St. Vincent and the Grenadines Community College
Summer Programmes - Social Sciences, Faculty of Sport
Ext. 83011

MRS. JANELLE ROLLOCK-LONDON
Faculty of Law
Ext. 83010

MS. GAYATRI LAKSHMI RAGHAVA-SINGH
MS. KESSAN CHEVALIER
Data Entry
Ext. 84172

CUSTOMER SERVICE REPRESENTATIVES
MS. KATHY NURSE
MR. GARY WILLIAMSON
MS. CELINE GILL
MRS. KATHY-ANN LEWIS

EXAMINATIONS
MS. NARDIA THOMAS-ALLAIN
Assistant Registrar, Examinations
Ext. 82155

MR. ANDRE GREAVES
Examination Officer
Ext. 83876

MS. LYNETTE DOOKHRAN
Administrative Assistant
Exts. 83307, 83562

MS. LISA HERNANDEZ
Administrative Assistant,
Faculty of Food and Agriculture
Faculty of Science & Technology
Ext. 83307
MS. PRUDENCE CATO
Administrative Assistant,
Faculties of Medical Sciences and Humanities & Education
Ext. 83876

Administrative Assistant, Transcripts
Ext. 84208

MS. JOANNA JEREMIAH
Administrative Assistant,
General Operations
Ext. 83877

MS. AMANDA NYACK
Secretary
Ext. 82155

MR. ELLINGWORTH KELLY
Customer Service Representative
Ext. 83008

INTERNATIONAL OFFICE
(OFFICE OF INSTITUTIONAL ADVANCEMENT & INTERNATIONALIZATION)
MS. CAROL AYOUNG
Director (Ag.)
Ext. 84280

MS. ALVIANN THOMPSON
Outbound Mobility Coordinator
Ext. 85010

MR. ALEKSEI HENRY
Inbound Mobility Coordinator
Ext. 84206

MS. AFIYA FRANCIS
Study Tours Coordinator
Ext. 84280

MS. EVELYN FERREIRA
Manager, International Office
Ext. 84151

STUDENTS & RECEIVABLES SECTION/
BURSARY OFFICIALS
Ms. Carolyn Gooding
Financial Manager, Student Accounts
Ext. 82143

MS. GAITRI NARINEDATH-MAHARADGE
Tuition Fee Schedules, GATE
Ext. 83382

MS. GAIL HOSEIN
Acting Supervisor - UWI Regional Scholarship, Exchange Students
Ext. 83379

ACCOUNTING ASSISTANTS
MISS SHANTAL SEECHARAN
GATE, Gov’t Sponsors, PG Research Grants, CARPIM Scholarship, Roona Simpson Scholarship, CCRIF Scholarship
Ext. 82356

MR. AVINASH MAHARAJ
Halls of Residence, Hugh Wooding Law School
Ext. 83381

MR. KEILON CAMPBELL
Faculty of Medical Sciences (DVM, DDS, Nursing, Doctor of Medicine, Public Health, Pharmacy, Optometry, HIV & Infections, MPhil, PhD
Ext. 84137

MR. LINUS JOHN
Humanities (UG & PG),
Ext. 83380

MS. KHUDSMA BASDEO
Medical Sciences (Pre-Health, MBBS, Clinical Psychology, Emergency Medicine Primary Care & Family Medicine, Palliative Care Medicine)
Ext. 84174

MR. NICHOLAS RAMRATTAN
Guild, PG Engineering
Ext. 84176

MS. SINEAD O’BRIEN
Medical Insurance, PG Social Sciences
Ext. 84180

MR. STEPHAWN SOLOMON
UG & PG Law
Ext. 84181
MR. BRANDON MANGRAY
UG & PG Food and Agriculture, Evening University & Defense Force
Ext. 84175

MR. ADESH BEHARRY
UG Engineering,
Ext. 84175

MS. ANIKA BLACKETT
UG & PG Science and Technology & Prescience (A-L)
Ext. 83679

MS. SIMONE JACOB
UG & PG Education
Ext. 84178

MS. AVIA CAREW
Secretary
Ext. 82137

CASHIER
Exts. 84138, 83383, 82145

FAX
(868) 645-4710

GATE OFFICE
#16 Warner St., St. Augustine
Tel: 663-0244

SECURITY
MR. NOEL LESLIE CORBETT
Director of Security
Ext. 82121

Security Post
Exts. 82120, 83510

LIBRARY
User Services, The Alma Jordan Library
Exts. 82132, 84030

User Services, Medical Sciences Library
Tel: (868) 645-2640/3 Exts. 5206, 5201

ALUMNI ASSOCIATION
TRINIDAD AND TOBAGO CHAPTER
Ext. 83523
The Regulations contained in this booklet apply to all students of the University registered at the St. Augustine Campus. 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; Examinations Regulations for First Degrees, Diplomas and Certificates; the Code of Principles and Responsibilities for Students; and Library Regulations.
UNIVERSITY 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 third week of the first semester and by the end of the second week of the second semester.

If you are not reading any courses in Semester 1, you are required to apply for Leave of Absence and to register before the start of Semester 2.

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 shall be permitted up to the end of the third week of the first semester and to the end of the second week of the second semester.

Students who do not register by the end of registration week will be permitted to register late, in accordance with regulations, on payment of a late registration fee.

FOR OTHER RESPONSIBILITIES, PLEASE REFER TO THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS AVAILABLE ONLINE AT http://sta.uwi.edu/onlineForms.asp

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 (5) 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
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 the academic year within the prescribed deadlines.

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

REGISTRATION CHANGES
Change in Registration
Changes in registration involving the addition or substitution of courses, withdrawal from courses, change in degree options are permitted up to the end of the third (3rd) week of the first semester, and the second (2nd) week of the second semester.

Late registration and changes in registration after the deadline date may be facilitated only in exceptional circumstances at the discretion of the Academic Board.

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.

Changes in registration involving the ADDITION or substitution of courses or DROPPING/WITHDRAWAL FROM courses will be permitted up to the end of the THIRD week of the FIRST (1st) Semester and the SECOND (2nd) week of the second semester. Any changes after this period will require permission from the Academic Board.

LEAVE OF ABSENCE
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 to the Faculty Board, through the appropriate Dean, stating the reasons for the application.

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 persons 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.

NOTE: Respective forms are available from your Faculty Office and the Student Affairs (Admissions) Office.

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.

TRANSFERS
Inter-Faculty and Intra-Faculty Transfers - New students
Registered NEW students may transfer/change between faculties (except to the Faculty of Medical Sciences) up to the end of the SECOND week of Semester I. Students requesting such transfers must:
• Make a written request through the Assistant Registrar, Student Affairs (Admissions) to the appropriate Dean
• Collect a NEW offer, if approval is granted
• Complete registration

NOTE: Transfers between faculties for the current academic year will NOT be permitted after the end of the second week of Semester 1.

Registered/continuing 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 preceding 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: Student 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 because the University required them to withdraw (RTW).

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 Statute 47.

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).

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.

WITHDRAWAL FROM THE UNIVERSITY
Students should advise the Student Affairs (Admissions) Office, in writing, of their withdrawal from The University. A student considering doing so 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 charges would apply for processing of documents, letters from the Student Affairs (Admissions) and Examinations Offices.

**Document Service Fee Schedule**

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>COST (PER COPY) TT$/US$</th>
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</thead>
<tbody>
<tr>
<td>1. CERTIFICATION OF DEGREE</td>
<td>TT$15.00 / US$3.00</td>
</tr>
<tr>
<td>2. TRANSCRIPT</td>
<td>TT$30.00 / US$6.00</td>
</tr>
<tr>
<td>3. VERIFICATION LETTER (COMPLETION OF DEGREE)</td>
<td>TT$30.00 / US$6.00</td>
</tr>
<tr>
<td>4. REPLACEMENT CERTIFICATE</td>
<td>TT$115.00 / US$175.00</td>
</tr>
<tr>
<td>5. STATUS LETTER (ACADEMIC STATUS)/IMMIGRATION LETTER/OTHER</td>
<td>TT$30.00 / US$6.00</td>
</tr>
<tr>
<td>6. VISA LETTER</td>
<td>TT$30.00 / US$6.00</td>
</tr>
<tr>
<td>7. FACSIMILE SERVICE</td>
<td>TT$30.00 / US$6.00</td>
</tr>
<tr>
<td>8. RUSH /SAME-DAY</td>
<td>TT$60.00 / US$12.00</td>
</tr>
</tbody>
</table>

**Procedure for Document Service Requests:**

1. Complete and return the specific request form with the receipt/cheque payment to:
   - The Customer Service Representatives, Ground Floor, the Lloyd Braithwaite Student Administration Building OR FAX to Student Affairs (Admissions) at 1 (868) 645-4611
   - OR the Examinations Office at 1 (868) 645-8649.

2. Payment can be made as follows:
   - The Cashier, Bursary, Ground Floor, the Lloyd Braithwaite Student Administration Building OR
   - By International Money Order or Bank draft or Certified Cheque made payable to: The University of the West Indies, St. Augustine Campus

**Processing Time:**

- Certification of Degree: One (1) working day
- Transcript: Five (5) working days
- Verification Letter: Three (3) working days
- Status/Immigration Letter: Five (5) to seven (7) working days
- Visa Letter: Five (5) to seven (7) working days
- Replacement Certificate: Seven (7) working days

**NOTE**

1. Rush/ Same Day requests will be ready by 4:00 p.m. on the same day if requested before 12:00 noon. Rush services are suspended until further notice. For updates, visit https://sta.uwi.edu/.
2. 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.
3. Visa letters are NOT issued to students in their final year of full-time study or to part-time/Evening University students.
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]
1) Students will be exempted from fees payable to re-sit an Examination in the following cases:
   a. AM (Absent Medical) – Examination missed for certified medical reasons
   b. FM (Failed Medical) – Examination failed for certified medical reasons
   c. AB (Absent No Penalty) – Examination missed for legitimate (non-medical) reasons
   d. FNP (Failed No Penalty) – Examination failed for legitimate (non-medical) reasons

2) 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.

PAYMENT OF FEES AND OTHER DEBTS
Students will not be registered unless they produce evidence that all fees have been paid. Fees may be paid at any branch of Republic Bank Ltd.

You are advised to pay your fees before registration week and keep the receipt safely until registration. The schedule of fees and other costs for the current year is provided in the Financial Information booklet.

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 less 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.

NOTE:
(i) 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.
(ii) 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 gives to the Immigration Authorities at Piarco International Airport a list of expected incoming and returning/continuing students, you 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 and 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 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.

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 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.

NOTE: 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. Such claims should be submitted to the Student Affairs (Admissions) Office, no later than September 30 and must be accompanied by the relevant tickets and receipts.

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.

NOTE: Application forms for return passage, first (economy class) passage and claim for baggage allowance are available from the Student Affairs (Admissions) Office.

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/PUXoefjuLTSW4Vhr9.

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

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. FOUN 1001: English for Academic Purposes
ii. FOUN 1103: Argument and Report Writing
iii. FOUN 1104: Writing About Literature
iv. FOUN 1105: Scientific and Technical Writing
v. FOUN 1106: Academic English for Research Purposes
vi. FOUN 1107: Writing in the Visual, Performing and Carnival Arts
vii. FDMU 0005: Preparatory Academic Writing
viii. FOUN 1201: Science, Medicine and Technology in Society
ix. FOUN 1101: Caribbean Civilisation
x. FOUN 1301: Law, Governance, Economy and Society
xi. 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.
UNIVERSITY REGULATIONS ON PLAGIARISM

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:
   i. the circumstances of the particular case;
   ii. the seniority of the student; and
   iii. 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.
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

ACCEPTANCE PACKAGE: once you’ve been accepted, you will be able to access all of your acceptance material online. It will include your offer letter with your student registration number; information on fees, medical form, travel/passages information.

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, you may visit the Students and Receivables Section, Bursary, the Lloyd Braithwaite Student Administration Building, Lewis Avenue.

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

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

ANTI-REQUISITE: Two mutually exclusive courses of which credit maybe granted for only one.

ASSESSMENT REGULATIONS: Refer to the University’s Assessment Regulations for First Degrees. Associate, Undergraduate Diplomas and Certificate including GPA and Plagiarism Regulations.

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

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.

CO-REQUISITE: is 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): are courses that you are required to complete in order to be awarded a major or a minor.

COURSE LOAD: the number of credit hours carried each semester

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

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

COURSE 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.

COMPULSORY LEAVE (CL): A continuing/returning student who has selected courses online but has not paid ALL required fees by the last working day of September for Semester I, the last working day of February for Semester II, and last working day of June for the Summer session, will have all courses removed from his/her record and automatically placed on a Compulsory Leave of Absence (CL) for the semester in question.
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 time 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.

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:
  • 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: 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 5:00pm to 10:00 pm and on Saturdays from 8:00 am to 8:00pm.

EXEMPTION WITH CREDIT: Refers to cases where a student is granted credits for courses completed and passed in other UWI programmes or at other recognized institutions. Permission may be granted by the Faculty. Exemptions with credit will be recorded as “EC” on the student’s academic record. Students are not required to repeat these courses.

EXEMPTION ONLY: Refers to the UWI courses required for a student’s current programme, for which credits will not be granted because the student has already passed these courses in other programmes at the UWI or passed courses of similar content at another recognized 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.
**FACULTY:** Lecturers are known as faculty members. Departments are grouped into divisions called faculties. For example: the Faculty of Social Sciences consists of the departments of Management Studies, Economics and Behavioural Sciences; the Faculty of Food & Agriculture consists of the departments of Agricultural Economics and Extension, Food Production and Geography.

**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.

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

**FINANCIAL HOLD:** Your registration will not be processed if you are indebted to the University. If you have any questions regarding your account, you may visit or email the Students and Receivables Section, Bursary, located on the Ground Floor, the Lloyd Braithwaite Student Administration Building, Lewis Ave.

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

**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: advising holds, immunization holds, accounts receivable holds etc. If you have not cleared your holds before the start of the academic year, you will be unable to register until the hold is cleared.

**LEVEL:** A state in a programme for which courses are designed (at UWI marked by the first digit in a course number). For example BIOL 2062 is a Level II course whereas BIOL 3864 is a Level III course.

**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.

**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 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.

**OPTION:** A prescribed combination of Levels I, II and III within a faculty or across faculties leading to a degree.

**ON-LINE 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 of 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.

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

**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.

**PRELIMINARY COURSE:** A level 0 course used to satisfy entry requirements but does not contribute towards the requirements for the award of the degree.

**PRE-REQUISITE:** A course that needs to be taken before you can register for another course or a more advanced course. Students are responsible for completing all prerequisites prior to enrolling in courses. The student registration system will prevent students from registering if prerequisites have not been completed. MAKE SURE YOU BELONG IN THE CLASS.

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

**REMEDIAL COURSE:** A course that is offered in Summer School Session only for students who have failed this course during the semester.

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

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

**SEMESTER GPA:** GPA computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (The terms Grade Point, GPA, Quality Hours Honours GPA, Cumulative GPA and Quality Points are defined the UWI Grade Point Average Regulations booklet)

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

**SPECIALY 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 III. Students can register for a maximum of nine (9) credits hours. This is an optional semester for full-time and part-time students but a compulsory semester for Evening University students.

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

**UNDERGRADUATE STUDENT:** an undergraduate student pursuing a bachelor's degree. Undergraduate students cannot 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 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:** is a 9-digit or 8-digit identification number. This number which can be found on your offer letter is used to gain access to the St. Augustine on-line system, and to identify you as a UWI student while you are here.

**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.

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### EXAMINATIONS

**GRADE CODE/DEFINITIONS**

*Updated 2015/2016*

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Absent from an examination for acceptable reasons other than medical problem. No Penalty</td>
</tr>
<tr>
<td>AMS</td>
<td>Absent Medical Supplemental</td>
</tr>
<tr>
<td>CO</td>
<td>Pass Oral (to ascertain whether administratively this could be performed and not appear as does on student's record)</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>DB</td>
<td>Debarred</td>
</tr>
<tr>
<td>DEF</td>
<td>Deferred</td>
</tr>
<tr>
<td>DIS*</td>
<td>Disqualified</td>
</tr>
<tr>
<td>EC</td>
<td>Exemption with Credit</td>
</tr>
<tr>
<td>EI*</td>
<td>Examination Irregularity</td>
</tr>
<tr>
<td>EQ</td>
<td>Examination Query</td>
</tr>
<tr>
<td>EX</td>
<td>Exemption</td>
</tr>
<tr>
<td>F1* F2* F3*</td>
<td>Fail</td>
</tr>
<tr>
<td>FA*</td>
<td>When a student is absent from an examination without a valid reason</td>
</tr>
<tr>
<td>FAS</td>
<td>Failed Absent Supplemental</td>
</tr>
<tr>
<td>FC*</td>
<td>Fail Coursework/Pass Examination</td>
</tr>
<tr>
<td>FE*</td>
<td>Fail Examination/Pass Coursework</td>
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<tr>
<td>FLS</td>
<td>Failed Law Supplemental</td>
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<tr>
<td>FO*</td>
<td>Fail Oral</td>
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<tr>
<td>FM</td>
<td>Fail/Medical Submitted</td>
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<tr>
<td>FMS</td>
<td>Failed Medical Supplemental</td>
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<tr>
<td>FP*</td>
<td>Failed Practical</td>
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<tr>
<td>FT*</td>
<td>Failed Theory</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<tr>
<td>IM</td>
<td>Incomplete Medical</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>LW</td>
<td>Late Withdrawal</td>
</tr>
<tr>
<td>NFC</td>
<td>Not for Credit</td>
</tr>
<tr>
<td>NP</td>
<td>Not Passed – when a student has failed a course taken on a pass/fail basis</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
</tr>
<tr>
<td>NV</td>
<td>Where a student has been permitted to audit a course but has done so unsatisfactorily</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>PC</td>
<td>Preliminary Credits</td>
</tr>
<tr>
<td>V</td>
<td>Audited</td>
</tr>
<tr>
<td>NV</td>
<td>Where a student has been permitted to audit a course but has done so unsatisfactorily</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

*The Registry, St Augustine 2020-08-13*
PRINCIPAL OFFICERS

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Mr Robert Bermudez

**Vice-Chancellor**
Professor Sir Hilary Beckles
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Mr. Earl Jarrett
OJ, CD, JP, Hon LLD (UWI), FCA, MSc (UWI) – Mona

Her Excellency Dr June Soomer
BA, PhD (UWI) – Open Campus

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

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Dale Webber
CD, BSc, PhD (UWI) – Mona

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