“HOW TO” GUIDE & UNIVERSITY REGULATIONS
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, and general information on how to find a place to live, how to take care of your health and how to 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.
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WELCOME TO THE UNIVERSITY OF THE WEST INDIES

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 four campuses that make up The University of the West Indies. The other three campuses are located in Barbados (Cave Hill), Jamaica (Mona) and the Open campus.

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.
A very warm welcome to The University of the West Indies family! The UWI family comprises approximately 47,000 students and 5,000 staff across 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 more than 50 sites across the seventeen countries served by The UWI. The extended family also includes more than 120,000 alumni represented at the highest levels of government, corporate and professional life across the Caribbean and worldwide.

As you enter the academy, we are undergoing a period of introspection and reengineering to be better able to serve our many stakeholders – you, your families, our contributing Governments, private sector and industry. I reiterate a fundamental truth: universities are not built to serve themselves. The UWI was built and sustained in order to serve the people of the Caribbean and to enhance humanity’s development globally. The Caribbean is one nation created as a unique civilization. It continues to be influenced and fertilized by many cultures and is inferior to none but equal to all. The UWI’s priority has to be rebuilding our economic competitiveness and the achievement of economic growth and development, to drive our region out of recession. To get us out of the recession, we need an activist university committed to conceptualising and implementing solutions aimed at improving the quality of life in the Caribbean. To bring this activism to the fore, we shall launch the “Triple A” strategy:

- Alignment of industry and academia for wealth creation and distribution
- Expansion of Access to tertiary education
- Alertness to global opportunities.

This vision shall be achieved through:

- **INTEGRATION**: Reshaping UWI into one indivisible academy that moves a unified Caribbean forward.
- **ACCESS**: Making education the building block of our economic development and social progress by ensuring and equipping at least one university graduate in every Caribbean household.
- **PEOPLE IN FOCUS**: Celebrating the rise of everyday Caribbean men and women, as citizens with energy and ideas to shape and mould the trajectories of our communities.
- **JUSTICE**: Rekindling intellectual engagement that presents our region with radical alternatives toward freedom and social justice.
- **INNOVATION**: Building strong industry-academy links, in which innovation and value creation are prioritized.
- **EXPANSION**: Making UWI a global university for our region.

You will be part of achieving this vision. Over the next few years, our student body will be called upon to play its role in maintaining our relevance thorough sustained high performance in academics, sports, innovation and service to our community.

We are widening our global reach to provide more opportunities for collaboration, and student and faculty movement. Through programmes such as the Erasmus Mundus and CARPIMS mobility schemes, the just established UWI-China Institute for Information Technology, cooperation agreements with Sophia University in Japan, the State University of New York, joint degree programmes, partnerships in Latin America, The UWI is more globally connected that it has ever been. You are now part of that exciting evolution and we look forward to you playing a full role in our development.

The next few years are also about establishing meaningful friendships and networks. The connections you build will extend beyond your years at University and some will last a lifetime. Take every opportunity presented you to travel to another campus or another of the countries served by The UWI. The UWI Games which takes place very two years – hopefully annually in the not too distant future - is a wonderful opportunity to meet your counterparts at another campus. Additionally, we will be 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 agreed to begin with the Foundation Courses, thereby creating a culture of cross campus teaching to bring students together across physical boundaries and give each of you a truly regional university experience. We hope that your relationship with us will extend beyond your graduation and that you will continue to be engaged as alumni.

Each year, our new students inspire enthusiasm and hope. Your University is committed to ensuring that we deliver programmes of high quality and relevance to national and regional development. Your enthusiasm and engagement help us to stay the course. Our contributing Governments have been supportive through funds provided directly to the university and support to students. However, we are mindful of the challenges they themselves face in meeting their many obligations and The UWI has been making efforts to diversify the funding base to complement existing funding sources and to streamline operations to make them more efficient and cost effective. 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!

Sir Hilary Beckles

Vice-Chancellor
HOW TO SELECT COURSES ONLINE

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

**ONLINE REGISTRATION HOURS**
6:00am 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, at any on-campus computer laboratory or at any Internet café. Computer kiosks located in the lobby area of The Lloyd Braithwaite Student Administration Building are available during the hours of 8:30am to 6:00pm Monday to Thursday & 8:30am to 4:30pm on Friday excluding weekends and Public Holidays.

Use off-campus facilities to avoid long queues and unnecessary delays at the on-campus registration venues.

**LOG IN TO THE STUDENT PORTAL**
The Student Portal at [http://my.uwi.edu](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:

- Go to [http://my.uwi.edu](http://my.uwi.edu)
  - Select your campus (St. Augustine)
  - Under Login enter your student UWI 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.

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

HOW TO REGISTER ONLINE

**REGISTRATION PROCEDURE**

**REGISTER IN JUST 7 STEPS**
1. Get your Registration Information
2. Go to Academic Advising
3. Register for Gate (Trinidad and Tobago Citizens ONLY)
4. Select Courses Online
5. Pay Your Fees
6. Obtain Financial Clearance
7. Get Your UWI ID / Smart Card

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](http://sta.uwi.edu/registration/procedure.asp)
- Read the [Postgraduate Registration Instructions](http://sta.uwi.edu/registration/procedure.asp)
- Read the [Co-Curricular Course Registration Instructions](http://sta.uwi.edu/registration/procedure.asp) (for Undergraduate Students only)
- Read the instructions on [Course Restrictions](http://sta.uwi.edu/registration/procedure.asp) and [Faculty Overrides](http://sta.uwi.edu/registration/procedure.asp)

**STEP 2: GO TO ACADEMIC ADVISING**
a. Check the Faculty Advising Schedule online for dates and locations of your faculty’s advising sessions for undergraduate and postgraduate students.
b. Go to your Academic Advising session.
   - **SEMESTER 1**: Faculty Orientation and Academic Advising sessions are COMPULSORY for New and 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 3: TRINIDAD AND TOBAGO CITIZENS ONLY – REGISTER FOR GATE**
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.

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 2018/2019 Academic Year select the period September 2018 to August 2019.
- 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 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.
- NOTE: 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, Ext: 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 pre-requisites for each course in which she/he has registered.

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 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(s) 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 MySecureArea
- Select Student Services & Financial Aid
- Select Registration
- Select Check Your Registration Status
STEP 5: PAY YOUR FEES

View or download the appropriate fee booklet:
• Undergraduate Fee Booklet (PDF)
• Postgraduate Fee Booklet (PDF)
• Self Financing Programmes (PDF)

Also download the Notice: De-Registration of Students for Non-Payment of Fees.

Students can pay fees at any branch of Republic Bank Ltd. OR use UWI’s Online Payment System:

PAY AT THE BANK
1. Payment must be made on the UWI student bank deposit slip
2. Enter your name, address and UWI Student ID number on the bank deposit slip
3. The Bank Teller will return two (2) copies of the deposit slip to you. One to be submitted with the course Registration Fee Assessment Invoice and the other for your records.
4. Faculty of Medical Sciences students who are non-nationals are required to pay tuition fees in United States currency (US$).
5. Students from non-contributing countries are required to pay tuition in United States currency (US$).

PAY ONLINE
Please note that only VISA credit cards are currently accepted for online payments
1. Log on the Student Portal and go to your Mysecure Area
2. Select Student Services & Financial Aid
3. Click Student Records
4. Select Online Payments
5. Print a copy of your online payment receipt and attach it to your course Registration Fee Assessment Invoice.

NOTE: All fees (including any applicable late charges) must be paid by
• the last working day of October for Semester 1
• the last working day of March in the case of Semester 2
• the last working day of June in the case of Summer session.

PENALTIES FOR NON-PAYMENT OF FEES
• For a New First-Time or Re-Entry student - De-registration
• For a Continuing Student - Automatic Placement on Compulsory leave (CL)

STEP 6: SUBMIT DOCUMENTS TO OBTAIN FINANCIAL CLEARANCE

SEMESTER I

New Students
Please submit the following documents to the Students and Receivables Section, Ground Floor, The Lloyd Braithwaite Student Administration Building during the period 20th August – 14th September 2018 - 8:30am - 6:00pm:
1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment / Scholarship letter

Continuing Students
Please submit the following documents to Bursary officials at the Conference Room, 2nd Floor, The Lloyd Braithwaite Student Administration Building during the period 20th August – 14th September 2018 - 8:30am - 6:00pm:
1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment/ Scholarship letter

*Citizens of Trinidad & Tobago ONLY
Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (See STEP 3 above). The eGATE Application Form must be signed at the top ensuring the following information is included:
Period: September 2018 - August 2019
Academic Year: 2018/2019
Semester: I

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

CHECK FOR FINANCIAL CLEARANCE
• Students can check online for access to My-elearning within 24 hours.
• If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.
**SEMESTER II**

**New Students**

Please submit the following documents to the Students and Receivables Section, Bursary, Ground Floor, The Lloyd Braithwaite Student Administration Building.

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

**Continuing Students**

Please submit the following documents to bursary officials at the Conference Room, 2nd Floor, The Lloyd Braithwaite Student Administration Building during the period January 14 – February 01, 2019 - 8:30am - 6:00pm:

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

*Citizens of Trinidad & Tobago ONLY

Students accessing GATE funding must register for the GATE e-Service ID at the GATE Registration Centre (See STEP 3 above). The eGATE Application Form must be signed at the top ensuring the following information is included:

- Period: September 2018 – August 2019
- Academic Year: 2018/2019
- Semester: II

(If the semester remains as II, even if it is the student’s first semester of enrolment for the academic year.)

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

**CHECK FOR FINANCIAL CLEARANCE**

- Students can check online for access to myeLearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

**SEMESTER I**

**New ID cards are only issued to**

- NEW Students
- Re-Entry Students

**Continuing Students:**

Please submit the following documents:

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

* Citizens of Trinidad & Tobago ONLY

In the Summer Session an eGATE Application Form must be submitted by the following students ONLY:

- Evening University students OR students pursuing the Bachelor of Education (BEd)
- Summer Certificate / Diploma Programme students
- Students registering for the following courses:
  - AGRI 1000 - Practical Skills,
  - AGBU 3008 - Internship,
  - AGRI 2000 - Internship-summer;
  - GEOM 1050 - Surveying Project,
  - GEOM 2050 - Mapping Project; and
  - TOUR 3088 - Internship in the SUMMER SESSION ONLY

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

- Period: September 2018 – August 2019
- Academic Year: 2018/2019
- Semester: III

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

**CHECK FOR FINANCIAL CLEARANCE**

- Students can check online for access to myeLearning within 24 hours.
- If you have not received financial clearance, please ensure there are no financial holds on your account before contacting Bursary Representatives.

**STEP 7: GET YOUR UWI STUDENT ID / SMART CARD**

**NOTE:**

- You must obtain financial clearance in order to obtain a UWI Student ID/Smart Card.
- You must produce picture identification (i.e. valid passport or National ID card) to obtain your UWI Student ID / Smart Card

**SUMMER SESSION**

Pay fees at any branch of Republic Bank Ltd. OR use UWI’s Online Payment System (See Step5). Remember, Tuition Fees, Hall of Residence Fees and Compulsory Fees (in full) are payable **at the beginning of each semester.**

**Continuing Students**

Please submit the following documents:

1. Course Registration Fee Assessment Invoice - ensuring that the student agreement is signed at the bottom of the invoice.
2. Proof of payment / Scholarship letter
3. *Signed eGATE Application form.**
SEMESTER II
• If you received financial clearance for the semester your UWI Student ID / Smart Card is automatically revalidated.
• Students requiring UWI ID cards for Semester 2 MUST visit the Centre for Workforce Research and Development Building (Opposite Health Service Unit) during the period January 14, 2019 to February 01, 2019 from 8:45a.m. to 6:00p.m.

SUMMER SESSION
If you registered in Semester I or Semester II - 2018/2019 and received financial clearance your UWI student ID card is automatically revalidated for the SUMMER Session.

Students requiring UWI ID cards for Summer Session - 2018/2019 MUST visit the Centre for Workforce Research and Development Building (Opposite Health Service Unit) during the period May 20, 2019 to June 15, 2019; 8:30a.m. to 6:00p.m.

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
• Trinidad and Tobago Citizens ONLY could 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, 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.

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.


• Late/Administrative registration and changes in registration after the deadline date may be facilitated no later than last working day of October for semester 1; last working day of March for semester 2 and last working day of June for Summer session. No late/administrative registration/de-registration would be effected once 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 September 14, 2018 for Semester 1 and February 01, 2019 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.

• De-registration: New First-Time Students: A new first-time student who has registered but has not paid all required fees by the last working day of October for semester 1; last working day of March for semester 2 and 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 the last working day of October for semester 1; last working day of March for semester 2 and last working day of June for 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.

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.
REVIEW YOUR RECORDS REGULARLY online through the student portal http://my.uwi.edu:
• to ensure that they are accurate and up-to-date
• to ensure that you have registered for the courses for which you are attending classes and intend to be examined.

Continuing students who are not 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 September 14, 2018 for Semester 1 and February 01, 2019 for Semester 2 and by June 15, 2019 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 September 14, 2018 for Semester 1 and February 01, 2019 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 of Students

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 Ramkhlawan at 662-2002 ext. 83221 or email:pcorders@sta.uwi.edu

RULES TO FOLLOW
• 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
• 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.
• Trinidad and Tobago Citizens ONLY could 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.
ORIENTATION

At the beginning of each academic year, The University organizes an orientation programme for all new students. The First Year Experience programme includes fun and exciting events, seminars, workshops, tours, and discussions designed to help new first-year and first-time students get to know each other and the campus as they transition to university life. Sessions focus on four broad areas:

- Developing academic skills
- Adjusting to university (UWI) life
- Career and academic goals
- Developing self

In addition, there is a special orientation for international students and exchange students each semester.

Special orientation activities are held by Faculties and Departments, the Guild of Students, the Division of Student Services and Development, and the Campus Libraries. There are several Campus tours organized to familiarize new students with the campus and its surroundings. Participation is highly recommended to avoid confusion and misdirection once classes have begun.

Orientation is required for ALL new students. Take a look at the schedule at https://sta.uwi.edu/fye and save the dates on your calendar.

THE GUILD OF STUDENTS’ ORIENTATION WEEK

The Guild of Students hosts an orientation programme called “Guild Fest” in Semester 1, during the first week of teaching. For more information, visit the Guild’s Facebook page, contact the Guild Office on 662-2002 exts. 82250, 83863 or visit their office during your first week on campus.

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.

All new students are required to attend the Matriculation Ceremony. This year’s ceremony is carded for 2:30pm on Thursday, September 20, 2018 at the University Sports & Physical Education Centre (UWI SPEC). You may bring one (1) guest to the ceremony. Visit https://sta.uwi.edu/matriculation/ for details.

FIRST YEAR EXPERIENCE (FYE)

The Campus hosts a comprehensive, year-long orientation programme for all incoming students. Called First Year Experience (FYE), includes fun events, seminars, workshops, tours, and discussions designed to help new students adjust to life at university. There are special sessions and services for international and regional students, students with disabilities. Sign up for a campus tour, find out how to make the most of the library’s physical and online resources, take part in workshops to improve your health or your study skills, find out how you can become a community volunteer, or just come out and make new friends and have fun!

Visit https://sta.uwi.edu/fye for this year’s schedule and download the First Year Experience Booklet 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 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 photo online and receive 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.**
   You are required to collect your UWI ID Card in person. You must bring at least one (1) current government-issued, national photo ID e.g. a passport, driver’s license or national identification card which has not expired, in order to collect your card. Failure to present a current government-issued, national photo ID will prevent you from collecting your UWI ID Card.

6. **Swipe your UWI ID Card to make it active.**
   All Students must swipe their UWI ID Card at a validation station to ensure they have received a valid and functional UWI ID Card. Failure to do so, will result in the card not being activated and will require the student to return to the ID Card Office to activate their card.

   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 https://sta.uwi.edu/registration/procedure.asp to download the Financial Information booklet for relevant faculty fees and other applicable charges. Remember that a late registration fee of $200 applies from September 10, 2018 for first semester and/or January 28, 2019 for second semester.

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 students on the basis of the financial need of the students as well as academic performance.

The awards vary in value and criteria for eligibility, and are usually awarded on an annual basis.

Applications for scholarships and bursaries are invited around March 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, on main notice boards in the Campus Libraries, the Lloyd Braithwaite Student Administration Building, Division of Student Services and Development, Halls of Residence, Faculties and the Student Affairs (Admissions) Office as well as other notice boards.

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 https://sta.uwi.edu/admissions/undergrad/finance.asp
• Deadline 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.

Student Hardship Loan
The University has established an emergency Student Hardship Loan Scheme which is administered by the Director, Division of Student Services and Development (DSSD). Applications for financial assistance should be submitted to the DSSD Director. Loans, or in some cases grants, are made available only to Second and Final Year students with a good academic record.

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 stapled to your signed registration fee assessment invoice before submitting to the Students and Receivables Section, Bursary at The Lloyd Braithwaite Student Administration Building.

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 - 2017/2018 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 2017/2018 will be unable to access continued GATE Funding for the 2018/2019 academic year.

Such students therefore will be required to pay their own Tuition fees for academic year 2018/2019.

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
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.

For Postgraduate Study
i. Where the household income falls below $30,000 per month students are required to pay 50% of their tuition.
ii. Where the household income falls above $30,000 per month students are required to pay 75% 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 would be able to 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 Senior 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. September 14, 2018) no changes will be permitted.

Adding or dropping courses will only be permitted up to September 14, 2018 for courses in Semester 1 and up to February 01, 2019 for courses in Semester 2.

Notes:
1. A late registration fee of TT$200 applies from September 10, 2018 for Semester 1 and January 28, 2019 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 affect 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 Senior 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.
• Student will be able to track the progress of the application by logging unto the Banner Student Services page and clicking on the specific tracking number given.
• Student’s record will be automatically updated.

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 Warden 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 it 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 September 14, 2018 for Semester 1 and by February 01, 2019 for Semester 2 and by June 10, 2019 for Summer.

… 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 January.

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.
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 class(es) 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 course(s) which have been successfully completed for 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.

Exemption with credit are granted in accordance with 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 Senior 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(s) on which such course(s) were 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(s) or not written final examination in a course(s), he/she may request permission to transfer / carry forward coursework marks obtained in the respective course(s), 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 for a resit.

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 June 28. 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.

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 Senior Assistant Registrar, Student Affairs (Admissions), UWI, St. Augustine Campus, Trinidad & Tobago W.I. no later than June 28.

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).

Withdrawal
We are aware, 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 ext. 82096 or Ms. Jacqueline Huggins, Coordinator, Student Life & Development Department, at the Heart Ease Building just off the Heart Ease Car Park, exts. 83921, 84254, 83866.

REFER TO UNIVERSITY REGULATIONS ON REGISTRATION CHANGES ON PAGE 43
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

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, 2019 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
- Barbados
- Jamaica
- Trinidad & Tobago

Non-Campus Countries
- Anguilla • Antigua & Barbuda • The Bahamas
- Belize • Bermuda • British Virgin Islands
- Cayman Islands • Dominica • Grenada
- Montserrat • St. Kitts & Nevis
- St. Vincent & The Grenadines • St. Lucia
- Turks & Caicos
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 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 five Halls of Residence on campus. Trinity Hall (all female), 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/sas/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 of Students 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
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/
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)
- mySecureArea (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 to the Student Portal for the first time:

- Go to http://my.uwi.edu
- Select your campus (St. Augustine)
- Under Login enter your student UWI 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.
Download the Online Registration Instruction Guide http://sta.uwi.edu/resources/documents/StudentBannerRegistrationManual.pdf for more about the Student Portal.

**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 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 mySecureArea 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

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.
HERE ARE SOME OF THE FACES YOU MAY BE SEEING OFTEN

Ms. Patricia Brown  
Senior Assistant Registrar  
Admissions

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

Ms. Nardia Thomas-Allain  
Assistant Registrar Examinations

Mr. Sharan Singh  
Director, Office of Institutional Advancement and Internationalisation

Dr. Jacqueline Huggins  
Manager, Student Life and Development

Dr. Neil Singh  
Medical Officer

Mr. Kevin Kalloo  
Accountant, Students Accounts and Receivables

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
HOW TO FIND STUDENT SUPPORT

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 and other financial matters.

Campus IT Services
https://sta.uwi.edu/cits/
servicedesk@sta.uwi.edu
Provides services related to
• access to the campus network
• computer purchases
• student web portal, email and network passwords
• IT training and certification

STUDENT SUPPORT
Under the Office of the Deputy Principal:
Division of Student Services and Development (DSSD)
https://sta.uwi.edu/sas
Provides services related to student life and development, including:
• First Year Experience
• Employment
• Career Guidance
• Community Engagement
• Financial Assistance & Advice

Student Activity Centre (SAC)
Recreational and other facilities, particularly for commuting students:
• Recreational activity
• Student Accommodation (on and off campus)
• 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
• Student Exchanges
• Study Abroad Programmes
• Summer Study Tours
• Scholarships
• Support for international (and regional) students & staff

THE CUSTOMER SERVICES CENTRE IS OPEN
MONDAY – THURSDAY (8.30 A.M. – 6.00 P.M.) • FRIDAY (8.30 A.M. – 4.30 P.M.)
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. David Moses is the Campus Registrar (Ag). 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
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. Patricia Brown heads the Student Affairs (Admissions) Office and can be reached at extensions 82154/82157.

Status & Visa Letters:
Requests for status and visa letters can be collected from the Customer Services Centre at the Lloyd Braithwaite Student Administration Building two (2) working days from the date of the request.

The Customer Services Centre
The Customer Services 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
Ms. Jessie-Ann George 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 Student Accounts Section Students and Receivables Section, Bursary is located on the Ground Floor of the Lloyd Braithwaite Student Administration Building. Mr. Kevin Kaloo 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
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.

STUDENT SUPPORT

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 wellbeing. All of these services fall under the Office of the Deputy Principal, which has special responsibility for student issues on the Campus. The current Deputy Principal is Professor Indar Ramnarine.

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

Provides oversight for:
- Student Life & Development Department
- Halls of Residence
- Health and Counselling Services (HSU)
- Division of Student Services and Development (DSSD)
- Student Activity Centre (SAC)
- Sports and Physical Education Centre (SPEC)
- Guild of Students

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
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/sas for details on any of the services and programmes highlighted below.

ACCOMMODATION – If you would like to live on any one of our five halls of residence, you need to apply through the DSSD Accommodation Officer located at the Student Activity Centre. The Division can also help you source off-campus 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.

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/sas/services/financialaid.asp

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.

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.

ACADEMIC HELP 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 at the Heart Ease Building, just off the Heart Ease Car Park. The Manager is Dr. Jacqueline Huggins and office hours are from 8.30am to 4.30pm, 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.

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 and Counselling 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 4.00pm to 7.00pm 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, or if you consider yourself to be sexually harassed, you should first of all ask the offender to stop. If this is too difficult or you think it is ineffective or you cannot do it by yourself, ask for the help of the Director of Student Services or a member of the Counselling and Psychological Service (CAPS) located at the Health Service Unit (HSU) who will give independent and confidential advice on such matters. These personnel will help you to confront the offender or may offer to mediate. No action will be taken at this stage without your consent. However, if you wish, then they may also help you in making a formal complaint through the Office of the Campus Registrar which may invoke University Disciplinary procedures. If you complain to the Registrar this could lead to an investigation which could result in disciplinary action against the offender. You should not feel reluctant to lodge a complaint. At anytime you may seek the help or advice of a trusted friend or sympathetic member of staff.

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 HSU’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 Student Services, or from the Health and Counselling 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.
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 the Guild’s mouth piece 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

LOG ON FOR NEWS, EVENTS, FORUM AND COMPETITIONS!!!
HOW TO ACCESS ACADEMIC FACILITIES

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

- The Alma Jordan Library (AJL) https://libraries.sta.uwi.edu/ajl/
- Medical Sciences Library (MSL) https://libraries.sta.uwi.edu/msl/
- School of Education Library (SOE) http://libraries.sta.uwi.edu/soe/
- Institute of International Relations Library (IIR) https://sta.uwi.edu/iir/normangirvanlibrary/

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 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 ejournals on and off Campus. UWInC 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, UWIlinC, past exam papers, email, productivity applications (Microsoft Office; SPSS; Endnote, etc.), and printing (black & white; colour).

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

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

THE MEDICAL SCIENCES LIBRARY
The Medical Sciences Library primarily serves the staff and students of the Faculty of Medical Sciences, however, its services and resources are also available to the wider University community. The Library’s print collection 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.
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 policies.

Centre for Language Learning (CLL)

With its supportive learning environment, highly interactive classes and dynamic staff, the Centre for Language Learning invites you to embark on a journey of a lifetime. Learn a new language or improve the one that you already know. You have a choice of ten languages - Arabic, (Mandarin) Chinese, French, German, Hindi, Italian, Japanese, Portuguese, Spanish and Yoruba. (Mandarin) Chinese, French, Japanese and Spanish 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 Mc Vorrnan 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.

MAIN COMPUTER LABS

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

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 “I” 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 not register for FOUN 1001 in Semester 1, as results will not be available before classes start. Such students should register for one of their Foundation courses in Semester 1, and they may take FOUN 1001 in Semester 2, provided they pass the ELPT.

To register to sit the ELPT test kindly contact:
English Language Foundation Programme
Faculty of Humanities & Education
Faculty Office, Ground Floor
Main Campus, St. Augustine, Trinidad & Tobago, W.I.
Tel: 1 868 662-2002 ext. 82588

Entrants are allowed to take the test ONCE only and the results are valid for five (5) years.

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

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

- FOUN 1103 Argument and Report Writing
- FOUN 1104 Writing about Literature is compulsory for Literatures in English majors and English Language and Literature with Education majors, and highly recommended for students pursuing Spanish and French.
- FOUN 1107 Writing in the Visual, Performing and Carnival Arts is compulsory for Creative and Festival Arts students.

FOUN 1107 Writing in the Visual, Performing and Carnival Arts is compulsory for Creative and Festival Arts students.

FDMU 0005 Preparatory Academic Writing is compulsory for Certificate in Music students.

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 both Semesters and in the mid-year programme (June-July).

Or

- FOUN 1106 Academic English for Research Purposes is offered in Semester II.

Timetabling/Enrolment

Timetables will be displayed on notice boards in the Department of Liberal Arts and in your Faculty. Enrolment takes place in the first session.

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, but only after their first semester.
- Each student is eligible for no more than three (3) 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 and the associated activity will be included on the student’s transcript.
- Students must be involved in the co-curricular activity for at least one semester.
- The assessment of co-curricular activity shall be PASS/FAIL only.
- Co-curricular credits cannot replace core course requirements in any faculty.
- Students who have registered for the course in Oral Communication, Faculty of Humanities & Education, would not qualify for co-curricular credits in Debating (and vice versa).
- The withdrawal process for a student registered for a co-curricular course would be similar to that for any other course.
- Students wishing to pursue a co-curricular course must seek approval prior to registering for the course.
- Co-curricular registration would only be completed for activities to be undertaken NOT what has already passed.

For details on co-curricular courses refer to the Handbook on Co-curricular Credits.

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 around 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/](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.
- 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 2018/2019 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.
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 2018, 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
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Faculty of Engineering
Exts. 82059, 82198, 82199

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School of Education
Ext. 83765

MS. WENDA ROCKE
Senior Administrative Assistant -
Graduate Studies & Research / Programming & Planning/
Distance & Outreach
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Ext. 83632

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Division of Student Services and Development
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Director
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Ext. 82307

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Ext. 82149

DR. SARAH CHIN YUEN KEE
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Counselling & Psychological Services
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MRS. CHRISTINE WHARTON
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Ext. 82150

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UG Student Recruitment Officer
Ext. 84324

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Secretary to the Senior Assistant Registrar
Ext. 82154

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Ag. Administrative Assistant,
with responsibility for Exchange/Study Abroad/
Inter-Campus Exchange Students
UG Student Passages; Specially Admitted
Ext. 82157
MR. GARTH JONES
Administrative Assistant
Undergraduate Student Matters
Ext. 83012

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Ext. 83013

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Department for Creative and Festival Arts Programmes
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MS. ANTOINETTE GILL
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Ext. 83015

MRS. NINGA CUNNINGHAM-DE LANCY
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Customer Service Centre & Workforce Management
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MRS. SHEETAL JANKIE-HEERAH
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Faculty of Science & Technology
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MS CHINELLE MOONSAMMY
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Clarence Fitzroy Bryant College, St. Kitts:
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Ext. 83876

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Ext. 84208

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Administrative Assistant, General Operations
Ext. 83877

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Secretary
Ext. 82155

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Customer Service Representative
Ext. 83008
INTERNATIONAL OFFICE
(Office of Institutional Advancement & Internationalization)
MR. SHARAN SINGH
Director
Ext. 84280

MS. AVA CLAXTON
Administrative Assistant
Ext. 84184

MS. ALVIAN THOMPSON
MR. MARKUS SCHULZE
Student Mobility Coordinator
Exts. 84206, 85010

MS. MARISSA BADALL
MS NADINE BURNETT
Carpims Co-Ordinators
Ext. 83904

STUDENTS & RECEIVABLES SECTION/
BURSARY OFFICIALS
MR. KEVIN KALLOO
Financial Manager, Student Accounts
Ext. 82143

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

MS. GAIL HOSEIN
Acting Supervisor - CITS COCR, Approving I-Vouchers, S-Vouchers, Journals & Purchase Orders, Managing Leave & Time Sheets, UWI Regional Scholarship, Exchange Students
Ext. 83379

ACTING ACCOUNTING ASSISTANTS
MISS SHANTAL SEECHARAN
GATE, Gov’t Sponsors, PG Research Grants, CARPIM Scholarship, Roona Simpson Scholarship, CCRIF Scholarship
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Faculty of Medical Sciences (DVM, DDS, Nursing, Doctor of Medicine, Public Health, Pharmacy, Optometry, HIV & Infections, MPhil, PhD
Ext. 84179

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MR. NICHOLAS RAMRATTAN
Guild, PG Engineering
Ext. 84174

MS. SINEAD O’BRIEN
Medical Insurance, CLE
Ext. 84180

MS. LISA ALI
Bank, FOREX, UG & PG Law, MBBS, Online Payment Account & SBDS Unapplied Payments, SOL Caribbean Ltd. (UG & PG)
Ext. 84136

MR. STEPHAWN SOLOMON
Science and Technology UG & PG (A-L)
UWI Academic Bursary, Canadian Foundation-Toronto Gala Scholarship
Ext. 84181

MISS AKILAH TELESFORD
Science and Technology UG & PG (M-Z), Canadian Alumni Foundation Scholarship, American Foundation for the UWI Scholarship
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CASHIER
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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

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

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.

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

EXEMPTIONS WITH CREDIT
Exemptions with credit may be awarded for courses already passed at this or another institution. Persons applying for credit/exemptions 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/exemptions 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 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 Senior 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 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 28 preceding the proposed 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$1150.00 / US$175.00</td>
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<tr>
<td>5. STATUS LETTER (ACADEMIC STATUS)/IMMIGRATION LETTER/OTHER</td>
<td>TT$30.00 / US$6.00</td>
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<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>
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</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.

**Payment can be made as follows:**

2. The Cashier, Bursary, Ground Floor, the Lloyd Braithwaite Student Administration Building **OR**
3. 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: Two (2) Working days
- Visa Letter: Two (2) 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 [Special conditions apply]
2. Requests cannot be processed if a student 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 and who withdraws voluntarily or transfer to another campus before the completion of his/her course of study, will not be given a return passage.

A student who has been asked to withdraw from The University before the completion of his/her course will be provided with a return passage to his/her home territory.
Passages will be by air, or by sea at the discretion of The University. Students are advised to reduce the number of pieces of baggage to as few as possible and see to it that they are all covered by one bill of lading. Immediately on arrival at the airport each student must prepare and sign a declaration. The University will not be responsible for any Customs duty which may be charged. It is not usual for the Customs to charge duty on personal effects.

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, on approved forms which may be obtained from that Office.

Students given permission to live in a Hall of Residence will not normally during that year be given permission to move off-campus.

Students must observe the regulations in force in their Hall of 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 Warden 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” or 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
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.

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).

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

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.

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.

EXEMPTIONS 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 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 or off-campus. Students may select courses online using any laptop or PC with Internet access either at home, at any on-campus computer laboratory or at any Internet café.

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.

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.

**Specially Admitted Student**: A student admitted to pursue a limited number of courses which would not lead to any form of certification viz. degree, diploma or certificate.

**Study Abroad/Student Exchange**: An exchange programme which allows students to spend one or two semesters at universities abroad in order to broaden their experience, understanding in a different environment where a wider range of courses are available including independent study projects.

**Summer School Session**: Refers to Semester 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 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.

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

*The Registry, St Augustine*

*2018-10-23*
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Vice–Chancellor
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BA, PhD (Hull), Hon DLitt (Hull), Hon DLitt (Knust)

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