



**UWI**

ST. AUGUSTINE  
CAMPUS

# *Postgraduate Handbook 2015*

engineering  
food & agriculture  
humanities & education  
medical sciences  
science & technology  
social sciences

WELCOME TO UWI ST. AUGUSTINE CAMPUS





## ABOUT THIS BOOKLET

There are several things that you need to know about life on The UWI St. Augustine Campus. This Postgraduate Student Handbook is a vitally important **"How to"** booklet, that provides registration guidelines for the 2015/2016 academic year, a general introduction to the regulations of The UWI, and the facilities and services available to you as a registered student.

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. Our staff at the Office and School for Graduate Studies & Research will be happy to assist you.

Please ensure that you have a copy of the regulations for Graduate diplomas and degrees, and the Graduate Studies Guide for new students and supervisors (available on line at [www.sta.uwi.edu/postgrad](http://www.sta.uwi.edu/postgrad)).

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.

## Contents

WELCOME .....	5
SPECIAL EVENTS FOR NEW STUDENTS .....	6
LIBRARY ORIENTATION .....	7
HOW TO GET YOUR STUDENT ID .....	8
HOW TO FINANCE YOUR EDUCATION.....	9
HOW TO FIND A PLACE OF RESIDENCE.....	11
HOW TO GET CONNECTED.....	15
HOW TO FIND STUDENT SUPPORT .....	17
HOW TO GET INVOLVED .....	24
WHAT IS LIFE AT UWI LIKE.....	25
HOW TO ACCESS ACADEMIC FACILITIES .....	26
HOW TO COMPLETE ACADEMIC REQUIREMENTS.....	29
STUDYING ABROAD.....	30
IMPORTANT DATES .....	31
LIFELINES.....	32
UNIVERSITY REGULATIONS.....	37
MY STA ONLINE VOCABULARY .....	42
PRINCIPAL OFFICERS.....	43



## FACES TO REMEMBER



**CAMPUS PRINCIPAL**  
Professor Clement Sankat



**DEPUTY PRINCIPAL**  
Professor Rhoda Reddock



**CAMPUS BURSAR**  
Ms. Patricia Harrison



**CAMPUS LIBRARIAN**  
Mr. Frank Soodeen



**CAMPUS REGISTRAR**  
Mr. Richard Saunders



**DEAN, FACULTY OF ENGINEERING**  
Professor Stephan Gift



**DEAN, FACULTY OF FOOD & AGRICULTURE**  
Dr. Isaac Bekele



**DEAN, FACULTY OF HUMANITIES & EDUCATION**  
Dr. Heather Cateau



**DEAN, FACULTY OF LAW**  
Professor  
Rose-Marie Belle Antoine



**DEAN, FACULTY OF MEDICAL SCIENCES**  
Professor Terence Seemungal



**DEAN, FACULTY OF SCIENCE & TECHNOLOGY**  
Professor Indar Ramnarine



**DEAN, FACULTY OF SOCIAL SCIENCES**  
Professor Ann Marie Bissessar



## Welcome to The University of the West Indies

New students, thank you for choosing to join us at The University of the West Indies, the premier tertiary education institution in the English-speaking Caribbean. We hope that you will benefit from and enjoy your programme of study.

Returning students, welcome back! We hope that you will have a stimulating and enjoyable year.

The St. Augustine Campus is one of four campuses that make up The UWI. The other three campuses are located in Barbados (Cave Hill) and Jamaica (Mona) the fourth being the Open Campus. Apart from its three main campuses, The University maintains centres in the Bahamas and in participating non-campus countries where adult education programmes relevant to their particular needs, and UWI outreach programmes, are conducted.

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, Law and Engineering.

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

Welcome to The University of the West Indies,  
St. Augustine Campus.

## SPECIAL EVENTS FOR NEW 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 mySTA-my St. Augustine Online Web Portal 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. You will also have quick and easy access to attractive financing rates from local banks when you furnish them with a copy of your DELL quote and UWI student ID. Order now and get your laptop in time for the new semester.

**For more information call Tisha Ghany at CITS. 662 2002 Ext. 82582. Antivirus software is also available at the UWI bookstore at special prices.**

### UWI LIFE – FIRST YEAR EXPERIENCE

At the beginning of each academic year the University hosts a series of orientation activities for all incoming students. Dubbed the First Year Experience programme, it include fun events, seminars, workshops, tours and discussions designed to help students get to know each other and the campus as they adjust to life at the undergraduate and postgraduate levels. While many sessions are geared towards those who are entirely new to university life, there are several which would be useful to postgraduate students who are new to the country or the campus, and there is a session specifically for those embarking upon postgraduate studies for the first time. Sessions focus on four broad areas:

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

## SPECIAL EVENTS FOR NEW STUDENTS

There is also a special orientation for international students and exchange students each semester

Orientation activities are also held by Faculties and Departments, the Guild of Students, Student Advisory Services and the Libraries. There are also several Campus tours which are organized to familiarize new students with the campus and its environments. Take a look at the schedule and save the dates on your calendar! We have highlighted those events which may be interest to you as a postgraduate student.

For more information see the Student Support section of this guidebook or visit <http://sta.uwi.edu/sas/services/support.asp>

EVENT	DATE
Know Your Faculty	Aug. 24 - 26 & Sept. 1 - 4, 2015
UWI Guild Fest*	Aug. 26 - Sept. 4 2015
UWI Clicks**	Aug. 17 - 21 & Sept. 10 2015
UWI Life	Aug. 27 - 29 2015
Welcome Home	Sept. 1 - 3, 2015
Know Your Library **	Sept. 1 - 19 2015
Matriculation	Sept. 17 2015
The Postgraduate Experience*	Sept. 23 & Oct. 8 2015
Study Skills*	Feb. 4 & 11 2016
Career Seminars	Oct 1, 8, 15, 22 2015
Health & Well-Being*	Sept. 14 & 21, Oct. 19 & 26 2015
Study Skills	Feb. 4 & 11 2016
Volunteer Open Day	Feb. 25 2016

\* Recommended for all postgraduate students

\*\* Recommended for all students who are new to the St. Augustine Campus.

## ALMA JORDAN LIBRARY – FACULTY LIAISON SERVICES

Students may contact any of the Faculty Liaison Librarians for guidance/ assistance with research, locating information for assignments, and the required bibliographic style of their Faculty:

### *Head User Services Division, (Floor 2).*

Allison Dolland  
Email: [allison.dolland@sta.uwi.edu](mailto:allison.dolland@sta.uwi.edu)  
Tel: 662-2002 Ext. 82261

### *Circulation and Access Services Division (Ground Floor).*

Reference Librarian - Mr. Yacoob Hosein  
Email: [yacoob.hosein@sta.uwi.edu](mailto:yacoob.hosein@sta.uwi.edu) • Tel: 662-2002 Ext. 82336  
Help Desk email for enquiries:  
Email: [cas@sta.uwi.edu](mailto:cas@sta.uwi.edu) • Tel: 662-2002 Ext. 82132

### *Engineering Division (Ground Floor).*

Faculty Liaison Librarian - Mrs. Mariella Pilgrim  
Email: [mariella.pilgrim@sta.uwi.edu](mailto:mariella.pilgrim@sta.uwi.edu) • Tel: 662-2002 Ext. 83594  
Divisional email for enquiries - [engmail@sta.uwi.edu](mailto:engmail@sta.uwi.edu)

### *Food and Agriculture & Science and Technology Division (Floor 2).*

Faculty Liaison Librarian - Mrs. Shamin Renwick  
Email: [shamin.renwick@sta.uwi.edu](mailto:shamin.renwick@sta.uwi.edu) • Tel: 662-2002 Exts. 83596/83359  
Divisional email for enquiries - [asmal@sta.uwi.edu](mailto:asmal@sta.uwi.edu)

### *Humanities & Education Division (Floor 3).*

Faculty Liaison Librarian - Mrs. Rabia Ramlogan  
Email: [rabia.ramlogan@sta.uwi.edu](mailto:rabia.ramlogan@sta.uwi.edu) • Tel: 662-2002 Ext. 82262  
Divisional email for enquiries - [hummail@sta.uwi.edu](mailto:hummail@sta.uwi.edu)

### *Law (Floor 2).*

Faculty Liaison Librarian – Ms. Jolie Rajah  
Email: [jolie.rajah@sta.uwi.edu](mailto:jolie.rajah@sta.uwi.edu) • Tel: 662-2002 Ext. 83360

### *Social Sciences Division (Floor 4).*

Faculty Liaison Librarian - Ms. Kumaree Ramtahal  
Email: [kumaree.ramtahal@sta.uwi.edu](mailto:kumaree.ramtahal@sta.uwi.edu) • Tel: 662-2002 Ext. 82478  
Divisional email for enquiries: [soscimail@sta.uwi.edu](mailto:soscimail@sta.uwi.edu)

### *The West Indiana & Special Collections Division (Floor 2).*

Head – Dr. Glenroy Taitt  
Email: [glenroy.taitt@sta.uwi.edu](mailto:glenroy.taitt@sta.uwi.edu) • Tel: 662-2002 Exts. 83506, 83361  
Divisional email for enquiries: [wimail@sta.uwi.edu](mailto:wimail@sta.uwi.edu)

### *Librarian – Special Collections*

Ms. Lorraine Nero  
Email: [lorraine.nero@sta.uwi.edu](mailto:lorraine.nero@sta.uwi.edu) • Tel: 662-2002 Ext. 83365

### *Librarian – West Indiana*

Dr. Karen Eccles  
Email: [karen.eccles@sta.uwi.edu](mailto:karen.eccles@sta.uwi.edu) • Tel: 662-2002 Ext. 83599

# HOW TO GET YOUR STUDENT ID

## HOW TO GET YOUR UWI STUDENT ID CARD (SMARTCARD)



All students are required to have a University ID card which must be in their possession 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 Library, examination rooms and other places as requested. [Students not wearing their ID cards can be asked to leave the facility.](#)

New students are photographed for ID cards during the week of registration. Photography sessions are held in the Daaga Lecture Room (Ground Floor, Room 1) for both full-time and part-time students. Photograph sessions for students who register late will be held in October. If you are a returning student, your ID card will be automatically validated for the new academic year when you are financially cleared.

Please note that if your previous UWI ID Card has not been replaced with the new smartcard you must present the old ID Card to the ID Card Office for immediate replacement.

### New ID Cards

New ID cards are required for all NEW students and students who have changed Faculty and/or enrolment status (full-time/part-time) or whose cards have expired for one reason or another. On completion of academic approval and financial clearance, you should proceed to the Daaga Lecture Room 1 to have your photograph taken. Please remember to produce proper identification (valid passport, National Identification or driver's license).

### SCHEDULE FOR UWI ID SESSIONS

DATE: August 24 to September 5, 2015  
VENUE: Daaga Lecture Room 1 (Ground Floor)  
TIME: 9.00 am to 6.00 pm

If you lose your ID card a replacement ID card fee of TT\$180 must be paid at Republic Bank Ltd. and the receipt produced to the ID Card Room, The Lloyd Braithwaite Student Administration Building, Lewis Avenue, St. Augustine campus for a replacement card.





## 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 includes Caution Money (year of entry only), Guild fee, Personal Accident Insurance Premium and 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. If you have been granted a scholarship or a loan from the Student Revolving Loan Fund in Jamaica, Barbados, or Trinidad & Tobago, you must bring written proof of your award during registration.

For more information on Postgraduate Financial Information – [www.sta.uwi.edu/postgrad](http://www.sta.uwi.edu/postgrad)

Remember that late registration fees of TT\$200 are applicable if you do not register by September 07, 2015 in the first semester and/or February 01, 2016 of the second semester.

### Living Expenses

Students should budget approximately TT\$33,000 for living expenses - including accommodation, meals and personal expenses. An additional TT\$3,000 to TT\$6,000 should be budgeted for books.

### Scholarships and Awards

Several Scholarships and Awards are offered to students on the basis of their performance in University examinations.

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

Applications for scholarships and Awards are invited around May of each year and notices are posted on the main notice boards in the Alma Jordan Library, Administration Building, Halls of Residence, Faculties and the Postgraduate Section as well as other University notice boards and websites.

Information on Scholarships and Awards available for a particular academic year can be obtained from the Office of Graduate Studies & Research or by visiting our website at [www.sta.uwi.edu/admissions/postgrad/graduate\\_scholarships.asp](http://www.sta.uwi.edu/admissions/postgrad/graduate_scholarships.asp)

### Prizes

Prizes include University-wide, Faculty and Departmental prizes 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 fee assessment invoice and other documents before being placed in the boxes at the The Lloyd Braithwaite Student Administration building.





### Government Assistance for Tuition Expenses (GATE) (Nationals of T&T ONLY)

To access the Government Assistance for Tuition Expenses (GATE) programme, you must first register for a GATE e-Service ID at any of the GATE Registration Centres (GRC).

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

1. GATE can be accessed by citizens of Trinidad and Tobago pursuing higher education. Citizens must provide proof that they have been resident in Trinidad & Tobago for at least three (3) years prior to submitting an application.
2. 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 Organisations (NGOs) and national service bodies such as the Civilian Conservation Corps.
6. GATE is a grant that will be converted to a loan if a student does not complete his or her programme of study.
7. Grants will be given for the stated duration of the specific programme of study only.
8. Students will be required to pay the compulsory fees at the start of the academic year.

FOR MORE INFORMATION ON THE GATE PROGRAMME VISIT  
[www.e-gate.gov.tt](http://www.e-gate.gov.tt) or call 800-GATE for information

## FINDING A PLACE TO LIVE

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



REFER TO UNIVERSITY REGULATIONS  
ON HALLS AND UNIVERSITY  
PROPERTY ON PAGE 41

### On Campus

You can enjoy being part of "dorm life" by living in one of the five Halls of Residence on campus. Three (Trinity Hall [all female], Canada Hall [all male], and Milner Hall [co-ed]) are located at the main campus, one (Joyce Gibson-Inniss Hall [co-ed]) at the Eric Williams Medical Sciences Complex, Mount Hope and another, the Sir Arthur Lewis Hall of Residence (co-ed) at St. John's Road, St. Augustine. Applications to live on Hall must be sent/submitted to Student Services. These can be downloaded from <https://sta.uwi.edu/admissions>. Students at the Halls of Residence have full Internet access via the Campus Wide Area Network. Special accommodation for graduate students is provided at Milner Hall and at the Sir Arthur Lewis Hall. For further information, please contact Student Services. Applications to live on Hall must be sent/submitted to Student Advisory Services. These can be downloaded from <http://www.sta.uwi.edu/resources/documents/HallApplicationFormnew.doc>

### Off Campus

Students are assisted with finding off-campus housing by the Student Services – you can call The Accommodations' Office at ext. 83847 for further information on available housing around campus. The University however, does not assume responsibility for off-campus housing.

## Eating, Shopping & Entertainment

A number of eating places on campus provide not just food and drink, but a meeting place for social interaction with your peers. UWI offers a range of facilities for student recreation including the Student Activity Centre (SAC), bar and Sport & Physical Education Centre (SPEC). The Guild of Students also plays a key role in organizing activities and social events for students. In addition there are several privately managed recreational facilities in the area that students can access.

There are three major shopping malls located within a few kilometres of the campus. 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.

## 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 measures:

- Campus Escort Service available on request from 6 p.m. – 6 a.m. (Call exts. 82120/83510/84319)
- Designated secure study areas
- Student Shuttle Service
- Designated well-lit, 24-hour patrolled walkways
- Emergency Blue Phone Service (Human Resources Office Bldg., South Gate Security Post, Shuttle Pick-up Point JFK, Faculty of Engineering, Faculty of Law, Sir Frank Stockdale Bldg, Republic Bank/School of Continuing Studies)
- A number of well-trained Campus Security Guards
- Mobile patrols of the Campus periphery, and rapid-response from the St. Joseph Police to reports from UWI

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.



REFER TO UNIVERSITY REGULATIONS  
ON SAFETY ON PAGE 41

# PARKING AND SHUTTLE FACILITIES

## PARKING AND SHUTTLE FACILITIES

As a result of the increase in the number of vehicles on the St. Augustine campus in the recent times, some level of restricted parking has had to be implemented.

## TGR CAR PARK AND SHUTTLE SERVICE

A new parking facility for students and visitors has been constructed on the western end of the campus, with a free "around the campus" shuttle service designated to provide users of this car park with transportation to the main campus.

This shuttle service operates weekdays from 7.00 am to 10.00 pm at 10-15 minute intervals. See the section on SHUTTLE ROUTES – Route 1 for details of this service.

REFER TO UNIVERSITY REGULATIONS ON SAFETY ON PAGE 41 FOR MORE ON THE UNIVERSITY'S PARKING AND TRAFFIC REGULATIONS

## STUDENT & VISITOR (TGR NORTH) CAR PARK OPENING HOURS

Weekdays – 7:00 am to 10:00 pm

On weekends and public holidays, as well as after 5:30 pm (and until 6:00 am) on weekdays, students can park in the unrestricted parking areas on campus.

## EMERGENCY NUMBERS

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

## NO PARKING AREAS

There are some reserved parking areas for Faculty staff members and differently-abled members of the campus community. You should not park in these designated areas as you run the risk of having your vehicle clamped or towed away at your expense.

On weekdays, from 6.00 am, students are only allowed to park in the Heart Ease Car Park and JFK (East) Car Park on 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.

## GETTING A VEHICLE PARKING PERMIT

To ensure proper management of the University's limited parking resources and the security of our students, faculty and staff, members of the campus community are required to apply for a parking permit directly to the Director of Security at the Security Department. 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.

Also, special parking permits are issued to concessionaire, visitors and persons with disabilities and/or temporary handicaps by applying directly to the Director of 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.

## CLAMPING & TOWING OF VEHICLES ON CAMPUS

A vehicle that is in violation of one or more of the campus' traffic and parking rules may be immobilised by affixing a wheel clamp to one of the wheels on the vehicle, or towed away. Vehicles are clamped/ towed in the following cases:

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

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

## SHUTTLE SERVICE

As a means of enhancing safety and security, the University has implemented a Shuttle Service, which provides free transportation for its students. Students **MUST** produce/ display I.D. Cards to access this service.

## CHANGES TO SERVICE

Information about up-to-the minute changes in respect of the operation of the shuttle service is posted on the following notice boards:

- JFK Underpass
- Student Activity Centre (SAC)
- Student & Visitor (TGR North) Car Park
- Mount Hope Medical Sciences
- Joyce Gibson Inniss Hall of Residence
- Department for Creative Arts and Festival Arts
- Education
- Deane House
- SPEC
- Sir Arthur Lewis Hall of Residence (SALHOR)
- Sir George Alleyne Building (HEU)

## THE SHUTTLE ROUTES

### Route 1

#### Student & Visitor (TGR North) Car park to JFK Underpass

This shuttle service operates only on weekdays from 7:00am to 10:00pm at 10 -15 minute intervals.

#### Pick up and drop off points

- Chemistry Building
- Geomatics Engineering and Land Management Building

**Route:** Student & Visitor (TGR North) Car Park >> JFK Underpass via University Drive >> Student & Visitor (TGR North) Car Park

**Time:** Weekdays - 7:00 am to 10:00 pm Every 10 -15 minutes

### Route 2

#### JFK Underpass /Student Activity Centre

#### Round Trip

**Pick-up and drop-off points:** (Day - 8:00 am to 9:00 pm):

- **JFK Underpass (am)/ SAC East (pm)**
- Learning Resource Centre (LRC)
- Administration Building
- Sir Frank Stockdale Building
- **JFK Underpass (am)/ SAC East (pm)**

**Route:** JFK Underpass (am) / SAC East (pm) >> Wooding Drive >> Sherlock Crescent >> University Drive >> JFK Underpass (am)/ SAC East (pm)

**Time:** Weekdays - 8:00am to 7:30pm then 7:30pm – 5:30am  
Every 20 - 25 minutes

### Route 3

#### Department for Creative and Festival Arts /St. Augustine (North)

This route serves students attending the old and new Department for Creative and Festival Arts, School of Education, Campus House, Deane House and (after 6:00pm) residents of the St. Augustine/ Santa Margarita area.

#### Pick up and drop off points:

- **JFK Underpass**
- Old Creative and Festival Arts
- School of Education
- Deane House
- Campus House
- Sir George Alleyne Building (HEU)
- New Creative and Festival Arts
- **Sir Arthur Lewis Hall of Residence (SALHOR)**

**Route:** JFK Underpass >> Wooding Drive>> School of Education >> Old Creative and Festival Arts>> Deane House>> Campus House>> HEU >>New Creative and Festival Arts >>SALHOR

**Time:** Weekdays - 8:00am to 10:00pm / Every 50 minutes (approximately)

**\* PLEASE NOTE THE DIFFERENCES BETWEEN AM AND PM SERVICE**

## PARKING AND SHUTTLE FACILITIES

### Route 4

#### St. Augustine (East)/Tunapuna

This route serves students residing around the main campus.

**Pick-up and drop-off points:**

- Sport & Physical Education Centre (SPEC)
- University Villas (from 5:30 pm to 10:00 pm on weekdays)
- JFK Underpass
- S.A.C.
- St. Augustine Villas

**Time:** Weekdays - 6:00pm to 10:00pm / Every 45 minutes (approximately)

### Route 5

#### Mount Hope/ San Juan Circuit

This route serves the Faculty of Medical Sciences, Joyce Gibson-Inniss

Hall of Residence, University Field Station, and (after 6:00pm) San Juan residents.

**Pick-up and drop-off points:** (Day - 7:00am to 7:30pm):

- JFK Underpass
- Faculty of Medical Sciences
- Joyce Gibson Inniss Hall of Residence
- University Field Station

**Pick-up and drop-off points:** (Night - 7:30pm to 5:30am):

- SAC East
- Faculty of Medical Sciences
- Joyce Gibson Inniss Hall of Residence
- University Field Station **and** San Juan Bus Terminus (6:00pm – 10:00pm After 10:00pm **on request**)

**Time:** Weekdays - 7:00am to 7:30pm then 7:30pm – 5:30am/ Every 50 minutes





## GETTING CONNECTED

### 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](http://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.

### Email Address

Activate your email account at <http://my.uwi.edu/> – Every student is assigned an official UWI email address. Your email address is the one to which all official email from The University will be sent. It is in the form [firstname.lastname@my.uwi.edu](mailto:firstname.lastname@my.uwi.edu)

Please activate your email promptly and check it regularly to ensure that you receive any important information from the University.

### The Telephone System

The University operates a Direct Inward System Access (DIS A) telephone service with an automated voice attendant. All offices at the St. Augustine Campus can be accessed by dialing 662-2002 followed by the extension number. For internal calls simply dial the extension of the person or department that you need. There are telephone booths located around campus that use both coins and telephone cards. The Faculty of Medical Sciences at the Eric Williams Medical Sciences Complex can only be accessed by dialing 645-2640 followed by the extension number.

### Student Web Portal at [my.uwi.edu](http://my.uwi.edu)

[my.uwi.edu](http://my.uwi.edu) is a comprehensive web portal designed to facilitate online communication among the campus community. Use [my.uwi.edu](http://my.uwi.edu) to interact with professors and classmates, send and receive email, and receive community announcements. [my.uwi.edu](http://my.uwi.edu) also acts as the gateway to all of your academic online tools that enable you to review course schedules, register for classes, and check your grades online.

UWI's Student Portal is a secure site designed to provide students with world-class internet services which include your official [my.uwi.edu](http://my.uwi.edu) email, myeLearning, mySecure Area and the Library's online databases. Access to these services is authenticated by your Student ID number and password.

## HOW TO GET CONNECTED

As a registered student, you can access your mySecure Area account. The initial password is your date of birth in the format YYMMDD (for example 850421). To access any other online services, YOU MUST BE FINANCIALLY CLEARED. 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.

### GRADUATE STUDIES AND RESEARCH INFORMATION PORTAL (GRIP)

You may visit the Graduate Studies and Research Information Portal, your graduate resource centre, by logging on to [uwi.edu/grip](http://uwi.edu/grip) for information relevant to all graduate students: scholarships, financial aid, turnitin, conferences etc.

### HOW TO GET CONNECTED 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 clear. 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](mailto:myelearning@sta.uwi.edu) In your e-mail, include your name, date of birth, UWI ID number, a telephone contact and a description of your problem/request.



**FINDING STUDENT SUPPORT**  
**Administrative Services**

**THE REGISTRY** is responsible for the administration of The University. It is located on the second floor of the Administration Building. The Campus Registrar has overall responsibility for the Registry. **MR. RICHARD SAUNDERS** is the Campus Registrar. The two sections of the Registry with which you will probably have the most contact are the School for Graduate Studies & Research and the Examinations Section.

**MRS. DEBORAH CHARLES-SMYTHE**, Senior Assistant Registrar for Graduate Studies and Research can be reached at Tel: 662-2002 ext. 82616, Fax: 645-7327, E-mail: postgrad@sta.uwi.edu. This Section deals with the enrolment of all postgraduate students, change in registration, leave of absence, course credits and exemptions, award of degrees, examination of research students and graduation of all postgraduate students.

**OFFICE HOURS**  
**OFFICE FOR GRADUATE STUDIES & RESEARCH**  
Monday to Friday ..... 8:30 am – 4:30 pm

**MS. JESSIE-ANN GEORGE** heads the **EXAMINATIONS SECTION**. This section deals with all matters relating to University examinations including the provision of student records and transcripts. Ms. George can be reached at extension 82155.

**THE BURSARY** is the section of the Administration that deals with all money related matters including payment of fees, refunds, disbursement of funds for scholarships and bursaries. The Bursary is located on the Ground Floor of the The Lloyd Braithwaite Student Administration building. The Campus Bursar is **MS. PATRICIA HARRISON**. **MRS. MARY BALBIRSINGH** is responsible for the **STUDENT ACCOUNTS SECTION** of the Bursary and can be reached at extension 82143.

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



**Mrs. Deborah Charles-Smythe**,  
Senior Assistant Registrar for  
Graduate Studies and Research



**Ms. Jessie-Ann George**  
Senior Assistant  
Registrar Examinations



**Dr. Farid Youssef**  
Ag. Residence Manager



**Dr. Neil Singh**  
Medical Officer



**Mrs. Mary Balbirsingh**  
Accountant  
Students Accounts



**Dr. Deirdre Charles**  
Director, Student Services



**Major David Benjamin**  
Director, Sport & Physical Education  
Centre (SPEC)

# HOW TO FIND STUDENT SUPPORT

## SERVICES FOR STUDENTS WITH SPECIAL NEEDS

All students with special needs should communicate with [MS. JACQUELINE HUGGINS](#), Coordinator, Academic Support/Disabilities Liaison Unit south of The Alma Jordan Library at extensions 83921, 83923, 83866, 84254 before or during registration. Office hours are from 8:30am to 4:30pm Monday, Wednesday and Friday & 8:30 a.m. to 6:00 p.m. Tuesday and Thursday and the email address is [ASDLU.Office@sta.uwi.edu](mailto:ASDLU.Office@sta.uwi.edu). Our website is [www.sta.uwi.edu/asdlu](http://www.sta.uwi.edu/asdlu). Every effort will be made to facilitate your on-campus requirements in terms of 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 will enable us to serve you better as a part of the Campus community.

### Services

- Academic Support for All Students- Study Skills, Time Management, Examinations Strategies
- Academic Workshops
- Tutoring
- In-house assessment for dyslexia
- Career advice for student with disabilities
- Special Accommodations for examinations for students with disabilities
- Classroom accommodations
- Provision of aids and devices

For more information, visit our website at [www.sta.uwi.edu/asdlu](http://www.sta.uwi.edu/asdlu)

## HEALTH SERVICES

For reliable health information visit the Health Services Unit online at [www.sta.uwi.edu/health/](http://www.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.

## 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.

## Opening Hours Semester

The Health Services Unit is opened weekdays between the hours of 8.30 am - 7.00 pm and Saturdays 9.00am - 1.00pm. Clinical services are available from 8.30am - 3.00pm with extended hours from 4.00pm - 7.00pm. The Pharmacy hours are from 8.30am - 6.45pm.

### Vacation Period

The Health Services Unit is open during the hours of 8.30am - 4.30pm weekdays. Students are urged to seek medical attention preferably in the morning session during the vacation period. The afternoon sessions are reserved for emergency services and administrative work.

**NOTE: The Health Services Unit is closed on public holidays and Sundays.**

## After Hours Care and Emergency Services

Extended medical and pharmaceutical services are available from 4:00 pm to 7:00 pm daily during the semester. Emergency services after normal working hours can be obtained at any one of our preferred private facilities. In order to access the credit facility available at these institutions, you are required to be an actively registered student, produce your valid identification card and sign a guarantor form. Please note that you are ultimately responsible for any difference in cost between the cost of services rendered by the private medical facility and the cost of the plan benefit to which you are entitled.

## Preferred Private Medical Facilities

All actively registered students are covered by a medical insurance plan and can visit any of the additional health care providers St. Augustine Private Hospital and Medical Associates Hospital and The Eric Williams Medical Sciences Complex. For further information contact Ms. Khusma Basdeo at the Student Accounts Section of the Bursary at extension 84180.

**MEDICAL ASSOCIATES NURSING HOME**

Albert & Abercromby Streets, St. Joseph Tel: 662 2766/3256  
(Private and cost attached)

**ERIC WILLIAMS MEDICAL SCIENCES COMPLEX**

Champs Fleurs Tel: 645 2640/4673 (Public and free)

**ST. AUGUSTINE PRIVATE HOSPITAL**

Austin Street & Eastern Main Road, St. Augustine Tel: 663 7274,  
662 8909 (Private and cost attached)

**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. Part Time students are advised that if they already have health coverage, they should use that plan first and the remainder would be reimbursed through The UWI Health Insurance Plan.

**Immunisation Services**

The immunisation clinics are conducted on Thursdays from 1.00pm– 3.00pm. Students are required to present their UWI ID and Immunisation cards

**Vaccines presently offered:**

- Adult Tetanus Diptheria
- Hepatitis B
- Mumps Measles Rubella (MMR)
- Yellow Fever
- H1N1 (Panza)
- Chicken Pox (cost attached)

Other immunisation requests by students requiring such services for overseas travel may be entertained.

**HOW TO FIND STUDENT SUPPORT  
Nursing Services**

The nursing services staff includes professional registered nurses and a nursing assistant. Nursing personnel function in the clinic and physician’s area. Clinic area nursing includes triaging - assessing all patients who walk into the Health Services Unit seeking health care. Students may not always wish to see a doctor when they come to the Health Services Unit. Our experienced nurses provide a comprehensive range of services including:-

- Blood pressure measurement
- Vision screening testing
- Blood glucose measurements
- Blood cholesterol measurements
- Pregnancy tests
- Contraceptive
- Vaccinations
- Wound care and bandaging
- Ear syringing
- General advice and support

**Wellness Clinic**

Have a wellness profile done every Tuesday between 8.30 am - 11.00 am (height, weight, BMI, blood pressure, urinalysis, cholesterol, glucose testing - a 12 hour fast is required for cholesterol and glucose testing). It is important to maintain a regular exercise routine and a proper diet, as there are benefits to be derived from this practice. Free advice and counselling is given at these consultations.

**Nutrition and Weight Management Clinic**

The weight management clinic is conducted on an appointment basis. Free advice and counselling are available.

**Clinic Hours**

**Semester**  
Weekdays.....8:30am to 7:00pm  
Pharmacy ..... 9:00am to 7:00pm  
Saturday..... 9:00am to 1:00pm  
Open through lunch.....(12:00noon to 1:00pm)

**Vacation Period**  
**Weekdays** ..... 8:30am to 4:30pm  
**Morning Session**..... 8:30am to noon  
Students desirous of visiting the doctor should avail themselves before 11:00am

**Afternoon Session** ..... 1:00pm to 4:00pm  
Students desirous of visiting the doctor should avail themselves before 3:00pm

**Evening Session**.....4:00pm to 7:00pm  
Students desirous of visiting the doctor should avail themselves before 6:00p.m.

The Health Service Unit is closed on Public Holidays and Sundays.

## HOW TO FIND STUDENT SUPPORT

### VCT Centre (Voluntary Counselling and Testing)

An ounce of prevention is worth a pound of cure. The Health Service Unit is very proactive in helping you to KNOW YOUR STATUS. The VCT Centre, located at the facility provides quality education and counselling; and ANONYMOUS, CONFIDENTIAL AND FREE HIV TESTING. Your test results are available in half an hour. This service is accessed on an appointment basis by calling 662-2002 ext. 84195.

### Family Planning Clinic

Family Planning Services are available for all students. The service is FREE and CONFIDENTIAL.

### Sexual Health Clinic

Sexual health assessment, sexual health education and contraceptive counselling are undertaken at these consultations. This clinic can be accessed through appointments or walk in.

### Cervical Smear Test

Pap smear tests are done on every 1st and 3rd Wednesday of each month. Time: 1:00pm - 3:00pm at a cost of \$50.00.

### Pharmacy

Prescribed drugs along with over-the-counter items are available at cost price plus 20% to all bona fide students on presentation of a valid Student ID card.

The Health Service Unit does not provide laboratory, x-ray or dental services. Students requiring specialist care are referred to any of our preferred private medical facilities in the nearby vicinity.

#### Student Counselling Service Hours:

##### *Semester*

Weekdays.....8:30am to 7:00pm

Closed for lunch.....12:00 noon to 1:00pm

##### *Vacation Period*

Weekdays..... 8:30 am to 4:30pm

The Counselling Service is closed  
on Public Holidays and weekends



### STUDENT COUNSELLING SERVICE

Life at university can be stressful at times and it can be helpful to talk things through with someone who is not a friend or family member. The Counselling and Psychological Service (CAPS) located at the Health Service Unit (HSU) offers a range of services, all of which are free and strictly confidential. Student Counsellors are available for crisis intervention, as well as therapy for individuals and couples. Useful literature is also available, covering a number of subjects (e.g. coping with stress, bereavement, anger management, depression). When necessary, students can be referred for psychiatric assessment at Mount Hope. Students may contact CAPS for further information at 662-2002 ext. 82491, email: counsellor@sta.uwi.edu or pop in and make an appointment to see a counsellor. While CAPS works on an appointment basis, students in emergency are seen as soon as possible.



### ABOUT THE MEDICAL INSURANCE PLAN FOR FULL-TIME REGISTERED STUDENTS – FAQs

All **REGISTERED** students are eligible. All students – Full-time, Part-time and Evening - who have paid the Student Group Health Plan Insurance fee will be eligible to claim under the plan. Late registrants qualify only when they have paid their fees for the Semester. (Any medical bills accrued prior to registration are not covered).

#### HOW DOES IT WORK?

Show your valid UWI ID card to the named providers and you will be covered up to the limit of the plan.

#### WHO ARE THE HEALTH PROVIDERS?

- UWI Health Service Unit  
Monday – Friday: 8:30 am – 8:00 pm
- Mount Hope Hospital  
(Eric Williams Medical Sciences Complex)
- St. Augustine Private Hospital
- Medical Associates

#### WHAT IF I AM FAR FROM CAMPUS, AND VISIT A HEALTH FACILITY OTHER THAN THE NAMED HEALTH PROVIDERS?

No credit arrangements are available at other facilities. You should pay the bill and submit a completed claim form along with originals of receipts to the Bursary and you will be reimbursed up to the limit of the plan.

#### WHAT ARE THE CLAIMS PROCEDURES FOR THE GROUP HEALTH INSURANCE PROGRAMME FOR FULL-TIME DAY STUDENTS?

- The Health Centre operated at The University should be the first choice for receiving medical attention.
- The Health Centre will refer students for further medical attention if necessary, to one of the Private Medical Facilities (PMF).
- The Credit Arrangement only applies to services rendered:
  - After 8:00 pm
  - On referral
  - Emergencies (at any time).

- In order to access the Credit Facility, students referred for medical attention at a PMF, will be required to produce his/her ID card.
- Students accessing PMF services for non-emergency cases before 8.00 pm, without referral, and those who do not produce their student ID card before being discharged, will be required to pay the full cost of service and make a normal medical claim for reimbursement.
- Emergency cases will be allowed access at a PMF regardless of time, but students must produce their Student ID to use the credit facility. Otherwise, they will be required to pay the full cost and be reimbursed later on.
- The student will be responsible for any differences in cost between the cost of services rendered and the Insurance Plan Benefits to which the student is entitled.
- Claims for Non-Credit Facilities will be on a reimbursement basis, i.e. students should:
  - Pay the full cost of the medical services received.
  - Complete the Guardian Life Students Plan Group Medical Claim form
  - Submit these along with originals of the relevant receipts and bills to The University for transmission to Guardian Life.

The University will forward these claims to Guardian Life for adjudication and reimbursement to the student or as otherwise agreed to, or advised in writing.

# HOW TO FIND STUDENT SUPPORT

## 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 any time 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.

## 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 recognizes 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 extensions 82250, 83865 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.



## THE UWI GUILD OF STUDENTS 2015/2016

President	Makesi Peters
Vice President	Clarissa Violenus
Secretary	Nikoli Edwards
Treasurer	Samuel Williams
Post Graduate Representative	Traverse Banton
Part Time & Evening University Representative	Jonathan St Louis
Student Activities Chairperson	Kyle Delzin
National Affairs Committee Chairperson	Michael Rajnauth
International Affairs Committee Chairperson	Shantel Frederick
Publications Committee Chairperson	Aneil Lutchman
Games Committee Chairperson	Keston Forde
Public Relations Officer	Gabrielle Abraham
<b>Faculty Representatives:</b>	
Faculty of Medical Sciences	Kevin Harris
Faculty of Humanities	Robert Francis
Faculty of Law	Abdul Mohammed
Faculty of Social Sciences	Stefan Sealy
Faculty of Engineering	Kerwin Ryan
Faculty of Food & Agriculture	Aziel Quashie
Faculty of Science & Technology	Dreavon Edwards
<b>Hall Chairpersons:</b>	
Milner Hall	Darren Archibald
Trinity Hall	Denecia West
Canada Hall	Coleman Ramia
Joyce Gibson-Inniss Hall	Elisheba Walcott
The Sir Arthur Lewis Hall	Christina Yearwood

# ***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 peeps 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.

**LOG ON FOR NEWS, EVENTS,  
FORUM AND COMPETITIONS!!!**



## STUDENT ACTIVITY CENTRE (SAC)

We have made life a bit easier for students who do not live on campus. The Student Activity Centre (SAC) caters for all commuter students, and provides study rooms, locker and shower facilities and recreation facilities such as pool tables and table tennis boards. Mr. Curtis Mike manages the SAC and he will be happy to address any of your concerns. He can be reached at extension 82252.

## Sport & Recreation

At UWI, we believe that a sound mind resides within a healthy body. As a result, the University has invested extensively over the last few years to create a range of outstanding sporting facilities on campus, which are second to none in the region. The Sport and Physical Education Centre (SPEC) provides the opportunity for students to enjoy sport and participate in sport and exercise as a means of achieving a healthier lifestyle, developing new skills and maintaining or improving their sporting talents.

During the semester SPEC runs a sports programme using certified coaches. Activities include football, cricket, badminton, hockey, aerobics, volleyball, aqua-aerobics, netball, basketball and taekwondo. The Director of Sport & Physical Education is [MAJOR DAVID BENJAMIN](#). He can be reached at extension 83571 and will be happy to answer your questions concerning use of the facilities.

### FACILITIES FOR SPORTS

- Tennis Academy
- Swimming Pool
- International Cricket Facilities
- Football and Rugby Fields
- Multi-purpose indoor arena
- Weight training and Fitness classes
- Circuits, spinning, body sculpting and aerobics
- Modern, well-equipped gym and fitness area



# HOW TO ACCESS ACADEMIC FACILITIES

## ACCESSING ACADEMIC FACILITIES

### LIBRARIES AT ST. AUGUSTINE

Libraries at the St Augustine Campus are dedicated to creating and providing quality information products and services to support teaching, learning and research. They following libraries form part of one integrated network:

- The Alma Jordan Library  
<http://libraries.sta.uwi.edu/ajl/>
- Medical Sciences Library  
<http://www.mainlib.uwi.tt/msl/>
- School of Education Library  
<http://libraries.sta.uwi.edu/soe/>
- Institute of International Relations Library  
[http://www.sta.uwi.edu/International\\_Relations.asp](http://www.sta.uwi.edu/International_Relations.asp)
- The Republic Bank Library, Arthur Lok Jack Graduate School of Business  
<http://lokjackgsb.edu.tt/library-m.html>

In addition to the Campus Libraries, there are a number of other libraries on and around the Campus:

- Hugh Wooding Law School Library  
<http://www.hwls.edu.tt/library>
- Patience-Theunissen Memorial Library  
[http://sta.uwi.edu/Patience\\_Theunissen\\_Memorial.asp](http://sta.uwi.edu/Patience_Theunissen_Memorial.asp)
- Seismic Research Centre Library  
<http://www.uwiseismic.com/>

Each library's website provides information on opening hours, services and access policies.

### REGISTRATION

Students are not required to register at the Campus Libraries as their records are transferred electronically to the Libraries user database. This occurs within a maximum of 5 days of completing registration (i.e. after one has obtained online financial clearance and a UWI ID card).

## SERVICES AT THE CAMPUS LIBRARIES

The Campus Libraries provide a wide range of client-centered information services and help students maximize the use of available information resources to achieve their academic goals. Services include loans; interlibrary loans; document delivery, computing services, as well as reference, printing and photocopying services. In addition, the Libraries provide students with orientation sessions and comprehensive information literacy programmes. Students may contact any of their Faculty's assigned Librarian for guidance/ assistance with research, locating information for assignments, and complying with the required bibliographic style of their Faculty. Services for blind and visually-impaired students are available at the Alma Jordan Library.

## RESOURCES OF THE CAMPUS LIBRARIES

The Campus Libraries have a wide collection of electronic, print and multimedia resources. Each Library's website connects users on and off-campus to hundreds of scholarly databases with the most comprehensive, specialized, and up-to-date information in their fields. Databases can be accessed individually or via UWILinC which is a search and discovery tool created by the UWI Libraries. It brings together electronic resources, digital repositories and catalogues in a single interface. Students are required to login to their library account to check their current loans and fines or when they access electronic resources off-campus. Students must use their ID number (username) and or date of birth in the format yyymmdd (password) to login.

## THE ALMA JORDAN LIBRARY

The largest of the Campus Libraries is the Alma Jordan Library (AJL). It currently serves the following faculties:

- Faculty of Engineering
- Faculty of Food and Agriculture
- Faculty of Humanities and Education
- Faculty of Law
- Faculty of Science and Technology
- Faculty of Social Sciences

The AJL's West Indiana and Special Collections is a repository of research material from the West Indies, produced by West Indians, and on the West Indies as well as on the West Indian diaspora. Special guidelines apply for use of this heritage collection.

The Alma Jordan Library provides the following computer-based services:

- **Electronic Resources**

Users can access 244 online databases, 31,201 e-books and 56,599 electronic journals via UWInC on the Alma Jordan Library's website anywhere there is an Internet connection. Remote access is also available. Students can login using their ID number and date of birth as their user name and password respectively. Many of these databases contain full-text material.

- **Starrs and Uec**

Two computer laboratories, The St. Augustine Research and Reference Service (ST ARRS ) and The User Education Centre (UEC) provide users with access to Internet services, specialised databases, electronic journals, an online catalogue (OPAC), past exam papers, email, productivity applications (WebCt; Microsoft Office; SPSS; Endnote; Ref. Manager); wireless networking services, and printing (black & white; colour).

- **24/7 Service**

Each Semester the Alma Jordan Library provides a "24/7 Service" which gives students access to ST ARRS and the adjoining Reading Room after the Alma Jordan Library closes. These facilities are accessed via the Eastern Entrance to the Alma Jordan Library. "24/7" service hours are as follows:

Monday to Friday: 10:00pm to 6:00am the following morning  
Saturday: 5:00p.m. Saturday to Sunday 6:00a.m.  
Sunday: 12:00noon to 6:00p.m.

Check your Alma Jordan Library notice boards for details of when this service begins and ends each Semester.

## OTHER SERVICES AT THE ALMA JORDAN

Registered students can access a wide range of services at this Library. These include loans; interlibrary loans; document delivery as well as reference and reprographic services. In addition the Alma Jordan Library provides students with orientation sessions, a comprehensive library instruction programme, personalised research consultations, and tutoring on how to prepare bibliographies and references. Services are also available to blind and visually-impaired students. Referred to as assistive or adaptive technologies, these hardware and software systems are helping the Library to move closer to its goal of ensuring that information is accessible to all. Further details on available services are available on the Alma Jordan Library's website.

## AJL LIBRARY OPENING HOURS

### Opening Hours

During Semesters I & II

Monday to Friday: ..... 8:30 am to 10:00 pm  
Saturday..... 8:30 am to 5:00 pm  
Sunday (Pilot Project):..... 12:00 noon to 6:00 pm

### Vacation Periods

Monday..... 8:30 am to 6:30 pm  
Tuesday to Friday..... 8:30 am to 5:00 pm  
Saturday..... 8:30 am to 12:30 pm

### Summer School

Monday to Thursday ..... 8:30 am to 10:00 pm  
Friday to Saturday ..... 8:30 am to 5:00 pm



# HOW TO ACCESS ACADEMIC FACILITIES

## THE MEDICAL SCIENCES LIBRARY

The Medical Sciences Library serves primarily the staff and students of the Faculty of Medical Sciences, but its services and resources are available to the wider University community. The collection is continually being developed to support the teaching and research activities of the Faculty. This Library provides the same range of research, reference and information services as the Alma Jordan Library.

## THE SCHOOL OF EDUCATION LIBRARY

The School of Education Library supports study, teaching, and research conducted by the staff and students in the Faculty of Humanities & Education.

Its resources are available to the wider University community.

## INSTITUTE OF INTERNATIONAL RELATIONS LIBRARY

This Library caters to the needs of registered students of the Institute.

## THE REPUBLIC BANK LIBRARY, ARTHUR LOK JACK GRADUATE SCHOOL OF BUSINESS

This Library caters to the needs of registered students of the Arthur Lok Jack Graduate School of Business.

## 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 – 7:00 pm two evenings per week (Monday & Wednesday or Tuesday & Thursday) and 9:00 – 1:00 pm or 1:00 to 5:00 pm on Saturdays. Information on all courses can be obtained from Ms Eve Ruiz or Ms Carol Roberts at ext.82524 or 82453 or the CLL website: [www.sta.uwi.edu/fhe/ctl](http://www.sta.uwi.edu/fhe/ctl).

## 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 Ext. 84357.

## MAIN COMPUTER LABS

Faculty of Engineering

Faculty of Humanities & Education

Faculty of Science & Technology - Natural Sciences Building

Faculty of Social Sciences

Halls of Residence

Student Activity Centre

Alma Jordan Library

## HOW TO COMPLETE ACADEMIC REQUIREMENTS

### Communication with Supervisors

If you are a research student, you must communicate regularly with your Supervisor. Your Supervisor is required to submit a detailed report on your progress each semester. Your continued registration depends on your satisfactory progress. Please access a copy of the Graduate Studies Guide for Students and Supervisors by visiting our website at [www.sta.uwi.edu/postgrad](http://www.sta.uwi.edu/postgrad).

### Preparation of Thesis/Research Paper/ Progress Report

Before you begin writing your thesis/research paper/project report, you are advised to obtain a copy of The University's Thesis Guide from the Office of Graduate Studies & Research, in order to familiarize yourself with The University's Rules for presentation. You are also strongly advised to make very early contact with the Library for guidance on writing your thesis and the Style Manual to employ.

### Plagiarism

A policy on Plagiarism has been approved by the Board for Graduate Studies and Research at its meeting in May 2010. Plagiarism is a form of cheating. It is the unauthorised and unacknowledged use of another person's intellectual efforts, ideas and creations under one's own name howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form. Plagiarism includes taking passages, ideas or structures from another work or author without attribution of such source(s), using the conventions for attributions or citing used in this

University. Since any piece of work submitted by a student must be that student's own work, all forms of cheating, including plagiarism, are forbidden. (Regulation 1.83 of the Regulation for Graduate Diplomas and Degrees).

Students are now required to submit their assignments in electronic form and sign a declaration with each item of work submitted stating that the work being submitted is their own work, that they understand what constitutes plagiarism and that they have not plagiarised. The work must also have been passed through plagiarism detection software and students must also license the University to allow their work to be analysed using plagiarism detection technology.

A register of all students found guilty of plagiarism, and the level of the offence and penalty levied, shall be kept by the Office of the Campus Registrar.

### University Regulations on Plagiarism

The Board for Graduate Studies and Research, in October 2013, has also approved Regulation on Plagiarism for Graduate Diplomas and Degree. The document is available in the Documents Library on the Postgraduate website.

### Thesis Completion Grants

A grant of TT\$1000, is available on application, to any full-time research candidate who completes his/her thesis within one year in excess of the minimum time permitted under the regulations for completion i.e. three calendar years for a Master's degree and four years for a PhD degree.



# ACADEMIC REQUIREMENT REMINDERS

## Electronic Thesis Dissertation (ETD)

All research students, when submitting their revised theses, are now required to submit along with the thesis a CD-ROM with the electronic version of the files in pdf format certified by the Supervisor as being a true copy of the revised thesis. In cases where audio or visuals are used by students an appropriate digital version of the material will be needed. All such files will be maintained by the Campus Libraries as part of the Institutional Repository and will reside on its server.

## ACADEMIC REQUIREMENT REMINDERS Registration

If you have submitted your thesis/project report/research paper to the Registry for Examination, you should still register at the start of the academic year, and pay the registration fee of TT \$20. You must continue to register until the examination process is completed and you are officially awarded your degree.

## 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 and also distributed separately. In addition regulations specific to the conduct of examinations are also available on the web.

Students can view their individual examination schedule approximately three (3) weeks before the examination session. Students are required to present their UWI student ID cards at each examination.

Summer School/resit examinations where permitted, take place in July or as prescribed in Faculty Regulations. The examination time-table is published on the web, and students can view their individual examination schedule approximately two (2) weeks before the examination session.

## Examination Rules

There are special rules about submission of medical certificates and absence from examinations. If you are absent from an examination for medical reasons, you must repeat the course. Please check that you are officially registered for all courses that you are reading. Remember that you cannot take an examination in a course unless the University's records indicate that you have registered for it. Staff in the Examinations Section of the Registry are available to assist you with any queries you may have.

With effect from Semester 1 of the 2011/2012 academic year, any student who writes an examination(s) for a course (s) for which he/she is not registered will not be credited for such course/s. You should therefore review your records regularly to ensure that they are accurate and up-to-date and that you have registered for the courses for which you are attending classes and in which you intend to be examined.

## Transcripts

Official transcripts of academic records are supplied, on request from the graduate/student, directly to other educational institutions/agencies requested. Student copies are supplied on request of the graduate/student. The cost per transcript is TT\$30.00 or US\$6.00 (subject to change). Detailed information on transcripts can be obtained from the Examinations Section. Graduate/students may also view their academic transcripts online at [my.uwi.edu](http://my.uwi.edu).

## Verification of Degree Information

Students expecting to graduate in the academic year are required to ensure that their academic records are accurate. If there are discrepancies, it is important that you contact your respective faculty to have your record amended prior to your last semester.

## STUDYING ABROAD Student Exchange Programme

UWI makes it possible for its students to enjoy the best of both worlds, through our International 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 programmes is available from the Director of the International Office/ Office of Institutional Advancement and Internationalisation at extension 84280.

## SPECIAL INFORMATION FOR GRADUATING STUDENTS

Students expecting to graduate at the end of this academic year 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. The names of all students eligible to graduate in the particular academic year are posted to our website: [sta.uwi.edu/admissions/postgrad](http://sta.uwi.edu/admissions/postgrad)

**DEANS' OFFICES**

Administrative Officer,  
Faculty of Engineering  
Exts. 82509, 82198, 82199

**MRS. ANGELA GOMEZ**

**MRS. CHERYL LAYNE**

Administrative Assistants,  
Faculty of Food & Agriculture  
Exts. 83525, 82600, 82113, 82112

**MRS. NARDIA THOMAS-ALLAIN**

Administrative Officer,  
Faculty of Humanities & Education  
Ext. 83766

**MRS. ALICIA BROOMES-JULIEN**

Administrative Assistant (Students),  
School of Humanities  
Exts. 82034, 83770

**MRS. PETAL BRIDGEWATER**

Ext. 83765

**MS. WENDA ROCKE**

Ext. 83632

**MRS. ANITA KHOON-KHOON-ALI**

Administrative Assistant,  
School of Education  
Ext. 84164

**MRS. COLLETTE HUTCHINSON-CAESAR**

Ext. 82319

**MRS. YVETTE BARRIMOND**

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

**MS. SIMONE ROBERTS**

Administrative Officer,  
Faculty of Medical Sciences  
Tel: 645-2640 Exts. 5025, 5023

**MS. MIRIAM ST. LOUIS**

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

**MRS. INDIRA OUSMAN**

**MRS. TARA SOOKHOO**

Administrative Assistants,  
Faculty of Science & Technology  
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Senior Administrative Assistant,  
Faculty of Social Sciences Exts. 83232

**MRS. VIDIAMAHABIR-RAMLAKHAN**

Dean's Secretary Faculty of Social Sciences  
Exts. 82027

**MRS. CHANROUTE NARAIN**

Administrative Assistant Computer Laboratory,  
Faculty of Social Sciences  
Ext. 83503

**MRS. MARISSA JOSEPH-VICTOR**

Administrative Assistants (Ag),  
Faculty of Social Sciences  
Ext. 82408

## LIFELINES – IMPORTANT NUMBERS

### CAMPUS OFFICE OF GRADUATE STUDIES AND RESEARCH STAFF MEMBERS

Chairman,  
Graduate Studies and Research  
Ext. 82003  
patricia.mohammed@sta.uwi.edu

**MRS. DEBORAH CHARLES-SMYTHE**  
Senior Assistant Registrar,  
Office of Graduate Studies and Research  
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**MISS VANESSA DUNCAN**  
Senior Administrative Assistant  
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Scholarships, Research Funding  
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Administrative Assistant Examination Matters  
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**MS. JENELLE ALLEN**  
Secretary to the Senior Assistant Registrar  
Occasional & Special Admission  
Ext.  
jenelle.allen@sta.uwi.edu

**MR. OWEN BRUCE**  
Banner Assistance and Customer Service  
Ext. 84367  
Owen.bruce@sta.uwi.edu

**MS. AMRYL JOSEPH**  
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amryljoseph@sta.uwi.edu

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Banner Assistance  
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Rosa.seepersad@sta.uwi.edu

**MR. EPHRAIM THOMPSON**  
Office Attendant  
Ext. 84193  
ephraim.thompson@sta.uwi.edu



## STUDENT ADVISORY SERVICES

### DR. DEIRDRE CHARLES

Director, Student Services  
Ext. 82096

### MR. CHANDAR GUPTA SUPERSAD

Careers & Placement Officer,  
Student Advisory Services  
Ext. 82360

### MS. ALANA CAMPBELL-JOHN

Administrative Assistant,  
Student Advisory Services  
Ext. 82326

### MS. CHARMAIN SUBERO

Administrative Assistant – UWI Alumni,  
Student Advisory Services  
Ext. 82099

### MRS. SHALA SAMOONDAR-VANCE

Accommodation Officer,  
Student Advisory Services  
Ext. 83847

### MS. KATHY-ANN LEWIS

Career Coordinator,  
Student Advisory Services  
Ext. 84187

Student Services Assistant - Careers & Placement

Student Advisory Services  
Ext. 82098

### MRS. AMANDA BEST-NOEL

Administrative Assistant,  
Student Advisory Services  
Ext. 82338

### MS. SABRINA PIERRE

Clerical Assistant,  
Student Advisory Services  
Ext. 82325

### MS. DONNA FARRAY

Secretary to the Director,  
Student Advisory Services  
Ext. 82097

### MR. IAN MORENO

Office Attendant,  
Student Advisory Services  
Ext. 84177

## ACADEMIC & DISABILITY SUPPORT

### MS. JACQUELINE HUGGINS,

Coordinator, Academic Support / Disabilities Liaison Unit  
Exts. 83921,83866  
Fax: 662-2002 Ext. 83922

### MS. CAROL WORME

Administrative Assistant  
Academic Support/Disabilities Liaison Unit  
Exts. 83923, 84254

## SPORTS

### MAJOR DAVID BENJAMIN

Director, Sport & Physical Education Centre (SPEC)  
Ext. 82307

## HEALTH SERVICES

### DR. NEIL SINGH

Medical Officer  
Ext. 82149

### DR. SARAH CHIN YUEN KEE

Student Counsellor,  
Counselling & Psychological Services  
Ext. 83584

### MRS. CHRISTINE WHARTON

Student Counsellor,  
Counselling & Psychological Services  
Ext. 82151

### MS. NISHA RAMSUNDAR

Pharmacist  
Ext. 82150

# LIFELINES – IMPORTANT NUMBERS

## CAMPUS IT SERVICES

MR. NAZIR ALLADIN

Campus CIO, Campus IT Services  
Ext. 82081

HELP DESK

servicedesk@sta.uwi.edu

## BANNER

MS. SONIA NURSE

Assistant Registrar, Student Administration System Unit  
Exts. 83460/82381/82365

## BOOKSHOP

MR. DEXTER OTTLEY

Bookshop Manager  
Exts. 82159, 82224

## EVENING UNIVERSITY

MS. KRISTY SMITH

Coordinator, Evening University Affairs  
Exts. 84331

## STUDENT AFFAIRS (ADMISSIONS)

MS. PATRICIA BROWN

Senior Assistant Registrar, Admissions  
Exts. 82157, 82154

MR. NIGEL BRADSHAW

UG Student Recruitment Officer  
Ext. 84324

MS. KEMBA TROTMAN

Secretary to the Senior Assistant Registrar  
Specially Admitted and Occasional students  
Ext. 82154

MRS. KAREN EDWARDS-SHEPPARD

Ag. Administrative Assistant,  
Bursaries & Scholarships, with responsibility for  
Exchange/Study Abroad/ Inter-Campus Exchange Students  
Ext. 82157

MR. GARTH JONES

Ag. Administrative Assistant  
Undergraduate Student Matters  
Ext. 83012

MRS. ONEZE CARUTH-PALMER

Faculty of Engineering, Student Passages  
Ext. 83013

MS. STACEY SEALES

MRS. SHEETAL JANKIE-HEERAH

Faculty of Social Sciences: Full-time Programmes  
Faculty of Food and Agriculture  
Ext. 83011

MRS. KEISHA LUCES

MS. ANTOINETTE GILL

Faculty of Medical Sciences  
Ext. 83015

MRS. NINGA CUNNINGHAM-DE LANCY

Administrative Assistant  
Customer Service Centre & Workforce Management  
Ext. 84224

MS. ARIEL TAYLOR

Faculty of Social Sciences  
Sir Arthur Lewis Community College, St. Lucia,  
Clarence Fitzroy Bryant College, St. Kitts:  
Evening University: Certificate & Diplomas,  
Part-time Programmes;  
Summer Programmes - Social Sciences  
Exts. 83010

MS. JANELLE ROLLOCK-LONDON

Faculty of Law  
Ext. 84158

MR. BRUCE GONZALES

Data Entry



## CUSTOMER SERVICE REPRESENTATIVES

MS. KATHY-ANN HARRY

MS. KATHY VIRGIL

MR. GARY WILLIAMSON

MR. MARIO CHARLES

MS. DANIELA D'ADE

MS. MELANIE WINT

MS. JAEEL JONES

## EXAMINATIONS

MS. JESSIE-ANN GEORGE

Senior Assistant Registrar, Examinations

Ext. 82155

MS. OMA NAGIR

Senior Administrative Assistant

Exts. 83307, 83562

MS. LISA HERNANDEZ

Administrative Assistant, Faculty of Science and Agriculture

Ext. 83307

MS. KIMLAN FOURNILLIER

Administrative Assistant, Faculty of Engineering

Ext. 84207

MR. ANDRE GREAVES

Administrative Assistant,

Faculties of Medical Sciences and Humanities & Education

Ext. 83876

MS. CLAUDETTE TAYLOR

Administrative Assistant, Transcripts

Ext. 84208

MS. JOANNA JEREMIAH

Administrative Assistant, General Operations

Ext. 83877

MS. AVIA CHUNESINGH

Customer Service Representative

Ext. 83008

MS. AMANDA NYACK

Secretary

Ext. 82155

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; Regulations for Graduate Diplomas and Degrees, 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 and Diploma 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-time address) at the Registry, at the beginning of each vacation period.

[For other responsibilities, please refer to The Code of Principles and Responsibilities for Students]

## REGISTRATION DEADLINES

All students shall be required to register at the beginning of each Semester for courses to be pursued in the relevant Semester

If you are not reading any courses in a particular semester you are required to apply for leave of absence and to register during the scheduled registration period for the semester in which you will be pursuing courses.

All students shall be required to register by the end of the first week of the first semester for Semester I courses and by the end of the first week of the second semester for Semester II courses. Failure to do so will result in your being considered to have withdrawn from The University.

If you are a NEW student and fail to register by the scheduled date, your offer of a place will be withdrawn. Offers of a place at The University cannot be deferred and students who wish to begin study in the following academic year will be required to re-apply when applications are invited between November and January.

## STUDENTS FAILING TO RE-REGISTER

If you are a continuing student and fail to register by the prescribed deadlines it would be assumed that you have withdrawn from The University.

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.

NB: Regulations do not permit you to be registered in two programmes simultaneously, whether at UWI or at any other institution.

## 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 third 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.

## REASONS TO COMPLETE THE PROCESS

If you've completed the academic process but have failed to complete the administrative process (Financial Clearance and Registrar's Approval) the following sanctions will be imposed: -

You will be unable to:

- Obtain or renew an ID card
- Borrow books from the Campus Library and make use of the Alma Jordan Library's Computer Lab
- Represent clubs/societies/UWI in co-curricular activities
- Use the Health Service Unit
- Access the student medical/health plan
- Attend classes
- Access your student records
- Access mylearning
- Access your examination schedule
- Access your student medical/health records
- Seek candidacy or run for office in any Hall election or campus-wide election to the Guild of Students

You will be charged:

- A late registration fee of TT\$200 (if you fail to register by the date specified in the schedule for registration)

## CREDIT/EXEMPTIONS

Credits/Exemptions may be awarded for courses already passed at this or another institution. Persons applying for credit/exemptions should make such requests, through the Office of Graduate Studies & Research, to the Dean of the respective Faculty. An official transcript and/or course outlines are required for assessment by the appropriate authority.

## CHANGE IN REGISTRATION/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 will be permitted up to the end of the registration period; 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, a final grade definition of LW shall be assigned. Withdrawal/de-registration from a course is not permitted once grades have been posted for the semester.

If a student stops attending classes and does not officially withdraw, a final grade definition of F will be assigned.

## EMPLOYMENT STATUS

If you are employed FULL-TIME and wish to register as a full-time student, you must submit a letter from your employer stating that you have been granted leave to pursue full-time studies. If you are employed for more than twelve hours a week, you will be registered as a part-time student.

## MEDICAL REQUIREMENTS

Students attending UWI for the first time, and students returning to UWI after five years or more, are required to submit a new Medical Certificate. Please follow the instructions on the medical form for completion and submission

## FEES

### 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.

A new GATE e-Service has been implemented by the Ministry of Tertiary Education and Skills Training (MTEST), Funding and Grants Administration Division effective January 13, 2014 for Citizens of Trinidad and Tobago. Such persons who accept an offer to attend The University of the West Indies and who wish to access GATE Funding must register for a GATE e-Service ID at any of the GATE Registration Centres (GRC). This GATE e-Service ID must be used when applying for GATE funding online. Please note that applications for GATE funding must be submitted every semester. Please refer to our website at <http://sta.uwi.edu/GATE> for full details and instructions on applying for GATE.

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 are provided in the Postgraduate Financial Information booklet.

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 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 that arrangements satisfactory to The University have been made for their payment).

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

# UNIVERSITY REGULATIONS

## 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.

## REGISTRATION CHANGES 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.

## 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 Senior Assistant Registrar, Office of Graduate Studies and Research, stating the reasons for the application.

The length of such leave of absence, if granted, will be subject to approval by the Chairman, Campus Committee for Graduate Studies and Research, 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.

Applications for leave of absence for a semester shall normally be submitted by the end of the third week of the relevant semester.

Applications for leave of absence for the academic year shall normally be submitted by the end of the third week of Semester I.

## WITHDRAWAL FROM THE UNIVERSITY

Students should advise the Office of Graduate Studies & Research, in writing, of their withdrawal from The University. A student considering doing so is strongly advised to consult with his/her Supervisor and/or the Head of Department or the Dean before taking a final decision.

## SEMESTER FEES

Where a student officially withdraws or has applied for leave of absence within three (3) weeks of the start of any Semester, five-sixths (5/6) of the tuition fees paid for that Semester will be refunded.

**GUILD AND ID CARD FEES ARE NOT REFUNDABLE.**

## INTERNATIONAL STUDENTS IMMIGRATION REQUIREMENTS

Students from Commonwealth countries, Germany, Turkey, Switzerland, Denmark, Norway, Sweden, Finland, Israel, France, Brazil & Colombia DO NOT require a visa for entry into Trinidad & Tobago. Nationals from all other countries require visas. The visa is granted for one year but is renewable on a Certificate of Eligibility from The University.

Before travelling to Trinidad & Tobago, you should ensure that your passport is valid to cover at least the period of the academic year.

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.

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

[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.](#)

Although The University gives to the Immigration Authorities at Piarco Airport a list of expected incoming students, you are advised to bring with you your official offer of a place for presentation to the Immigration Officer on arrival in Trinidad.

## TRAVEL DOCUMENTS

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, Office of Graduate Studies & Research, 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.

## STUDENT PASSAGES 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 a 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 postgraduate 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, 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.

## RETURN PASSAGE

On completion of a first programme (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. If he/she intends to pursue and is accepted for a further programme of study, he/she may waive the claim for a return passage until completion of the further programme. Claims for return passages may be made up to three months after completion of the programme. 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 programme of study at a campus territory and who withdraws voluntarily or transfer to another campus before the completion of his/her programme of study, will not be given a return passage.

# UNIVERSITY REGULATIONS

A student who has been asked to withdraw from The University before the completion of his/her programme 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.

**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 Office of Graduate Studies & Research, not 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 School for Graduate Studies & Research on each campus.

**NOTE:** Application forms for return passage, first (economy class) passage and claim for baggage allowance are available from the Office of Graduate Studies & Research.

## 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, 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 authorized 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.

## 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.

Please visit <http://sta.uwi.edu/sas/accomodation>

Application should be made to the Director, Student Advisory Services, Halls of Residence 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.



## my ST. AUGUSTINE ONLINE VOCABULARY

**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.

**ACCEPTANCE PACKAGE:** once you've been accepted, you will receive a package (electronic) from us. It will include your offer letter with your student registration number; information on fees, accommodation and medicals travel/passages information.

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

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

**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

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

**DEGREE AUDIT:** computerized summary of progress toward completion of degree requirements to be used with academic advising and registration.

**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; Modern Languages & Linguistics 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.

**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 departments of Agricultural Economics and Extension, Food Production, Geography and Business Development Unit.

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

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

**HOLD:** a hold is a block placed on a student's record for failure to comply with obligations to the university. Examples of holds are: transcript holds, advising holds, immunization holds, accounts receivable holds etc.

**PRE-REQUISITE:** a course that needs to be taken before you can register for another course or a more advanced course

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

**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.

**TRANSCRIPT:** official record of coursework and grades housed in the office of the campus registrar

**UWI STUDENT ID CARD:** your university identification card. The UWI card has many functions aside from identification; it serves as a library card and an access card to other buildings on campus.

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

# PRINCIPAL OFFICERS

## Chancellor

**Professor the Honourable Sir George Alleyne,**  
OCC, MBBS UCWI, MD Lond, FRCP, FACP, (Hons.) Hon. DSc. UWI

## Vice-Chancellor

**Professor Sir Hilary Beckles,**  
BA, PhD Hull, Hon DLitt, Hull, Hon DLitt Knust

## Chairmen, Campus Councils

**Paul Bernard Altman**  
GCM, BCH, JP, BBA Mia, Hon. Lid UWI – Cave Hill

**Marshall Hall,**  
CD, BSc Col, PhD Wis – Mona

**Sir Dwight Venner,**  
KBE, CBE, BSc, MSc UWI – Open Campus

**Ewart Williams,**  
BSc, MSc UWI – St. Augustine

## Pro Vice-Chancellors

**Wayne Hunte,**  
BSc UWI, PhD UWI, Post Doctoral Fellow Dalhousie, Canada

**Andrew Downes,**  
BSc (Hons), MSc UWI, PhD Manc

**Alan Cobley,**  
BA Manc, MA York, UK, PhD Lond

**Archibald McDonald**  
MBBS, DM (Surg) UWI, FRCSEd, FACS

**Yvette Jackson,**  
BSc, PhD UWI, FRSC

**Clement Sankat,**  
BSc, MSc UWI, PhD Guelph, MASAE, MAPETT, FIAgreE

**Eudine Barriteau,**  
BSc UWI, MPA NYU, PhD Howard Luz Longsworth, BA UWI, MBA UWI, MA Queens, DBA Bath

## Campus Principals

**Eudine Barriteau,**  
BSc UWI, MPA NYU, PhD Howard – Cave Hill

**Archibald McDonald**  
MBBS, DM (Surg) UWI, FRCSEd, FACS – Mona

**Clement Sankat,**  
BSc, MSc UWI, PhD Guelph, MASAE, MAPETT, FIAgreE – St Augustine

**Luz Longsworth,**  
BA UWI, MBA UWI, MA Queens, DBA Bath – Open Campus

## Deputy Campus Principals

**Pedro Welch**  
BA, PhD, Cert Ed Admin UWI, MSc Bath – Cave Hill

**Ishenkumba Kahwa**  
BSc, MSc Dar, PhD Louisiana State – Mona

**Rhoda Reddock,**  
BSc UWI, MSc ISS The Hague, PhD Amst – St Augustine

**Julie Meeks Gardner**  
BSc, Dip Nutrition, PhD UWI – Open Campus

## University Registrar

**C. William Iton,**  
BSc UWI, LLM Essex

## University Bursar

**Archibald Campbell,**  
BSc, MSc UWI, FCA

## University Librarian

**Jennifer Joseph,**  
BA, Dip LS UWI, MLS Columbia, Dip (HR) UWI

## Public Orators

**Jennifer Obidah-Alleyne**  
Cave Hill

**Brian Meeks,**  
BSc, MSc, PhD UWI – Mona

**Brian Cockburn**  
BSc, PhD UWI – St Augustine

**Francis Severin,**  
BA, MSc, PhD UWI – Open Campus

# IMPORTANT DATES

ACTIVITY	SEMESTER 1 AUGUST – DECEMBER 2015	SEMESTER 2 JANUARY – MAY 2016	SUMMER MAY – JULY 2016
Semester <b>BEGINS</b>	August 23, 2015	January 17, 2016	May 15, 2016
Registration <b>BEGINS</b>	August 17, 2015	January 11, 2016	May 09, 2016
Registration <b>ENDS</b>	September 11, 2015	February 05, 2016	June 04, 2016
Teaching <b>BEGINS</b>	September 01, 2015	January 18, 2016	May 16, 2016
Teaching <b>ENDS</b>	November 27, 2015	April 15, 2016	July 08, 2016
Late registration/late payment fee of TT\$200.00 applies	September 07, 2015	February 01, 2016	May 31, 2016
<b>Examinations BEGIN</b>	December 02, 2015	April 25, 2016	July 12, 2016
<b>Examinations END</b>	December 18, 2015	May 13, 2016	July 22, 2016
<b>Semester ENDS</b>	December 18, 2015	May 13, 2016	July 22, 2016
<b>Application to Carry forward Coursework ENDS</b> <b>Change in Registration (ADD/DROP) ENDS</b> <b>Application for Leave of Absence ENDS</b> <b>Application for Credit and Exemptions ENDS</b>	September 11, 2015	February 05, 2016	June 03, 2016
<b>Faculty Overrides</b> Submission of Overrides Deadline for Entry of overrides in Banner	August 17, 2015 September 8, 2015	January 11, 2016 February 02, 2016	
<b>UWILIFE</b>	<b>August 28, 2015</b>		
<b>Semester II - Break</b>	<b>April 17 - 24, 2016</b>		
<b>ELPT TEST:</b> Scheduled for the following dates	August 17, 2015 and October 15, 2015	February 18, 2016	
<b>SPECIALY-ADMITTED 2015/2016</b>	<b>SEMESTER I</b>	<b>SEMESTER 2</b>	<b>ENTIRE ACADEMIC YEAR</b>
Application for Specially Admitted <b>OPENS</b>	November 10, 2014	November 10, 2014	November 10, 2014
Application for Specially Admitted <b>ENDS</b>	June 30, 2015	December 18, 2015	June 30, 2015
<b>CEREMONIES</b>			
Matriculation Ceremony	September 17, 2015		
Graduation Dates	October 10, 2015 (Open Campus) October 17, 2015 (Cave Hill) October 22 – 24, 2015 (St. Augustine) October 30 - 31, 2015 (Mona)		
<b>APPLICATION PERIOD 2016/2017</b>			
	<b>OPENS</b>	<b>ENDS</b>	
<b>FULL-TIME</b> Applications (UG) Degree Programmes <b>PART-TIME</b> Degree Programmes, Evening University Programmes, All (UG) Certificate and Diploma Programmes	November 9, 2015	March 31, 2016	
Scholarships and Bursaries [tenable in 2016/2017]	March 01, 2016	30 June, 2016	
<b>SPECIALY-ADMITTED 2016/2017</b>	<b>SEMESTER I</b>	<b>SEMESTER 2</b>	<b>ENTIRE ACADEMIC YEAR</b>
Application for Specially Admitted <b>OPENS</b>	November 9, 2015	November 9, 2015	November 9, 2015
Application for Specially Admitted <b>ENDS</b>	June 30, 2016	December 16, 2016	June 30, 2016
<b>TRANSFERS - 2015/2016</b> Inter-Faculty and Inter-Campus Transfers			
All other Faculties	November 9, 2015	March 31, 2016	

THIS CALENDAR IS SUBJECT TO CHANGE BY THE APPROPRIATE AUTHORITIES



**UWI**

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