



THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS, BARBADOS

THE FACULTY OF  
**HUMANITIES  
& EDUCATION**  
REGULATIONS

**2012-2013**

**Information Guide**







# THE UNIVERSITY OF THE WEST INDIES

## CAVE HILL CAMPUS

### OUR MISSION

... to propel the economic, social, political and cultural development of West Indian society through teaching, research, innovation, advisory and community services and intellectual leadership.

**Faculty of Humanities & Education**  
Undergraduate Faculty Regulations Handbook 2012 – 2013

This booklet gives information on courses offered in the Faculty of Humanities and Education at the Cave Hill Campus of The University of the West Indies (Barbados). For courses offered at the other Campuses, please see Faculty booklets for the Mona (Jamaica) and St Augustine (Trinidad & Tobago) Campuses.

This Guide is intended for students entering the Faculty of Humanities and Education from academic year 2012-2013. Continuing students must refer to the Faculty Regulations that govern their year of entry - available on the Faculty website.

The University reserves the right to make such changes to the contents of this publication as may be deemed necessary.

Disclaimer:

The information in this booklet is accurate at the time of printing. Subsequent publications may therefore reflect updated information. Students should consult their Dean where clarification is required.

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MISSION STATEMENT OF THE FACULTY OF HUMANITIES AND EDUCATION

“... to generate and promote by its teaching, research and other academic activities, the intellectual excellence and creativity of its students, staff and people of the Caribbean through an understanding of their educational and social needs and by active engagement with the scholarship of other cultures.”

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## INTRODUCTION

This handbook gives information on programmes offered in the Faculty of Humanities and Education at the Cave Hill campus of the University of the West Indies in Barbados. For information on programmes offered by the Faculty at other campuses please consult the handbook for the relevant campus. The Faculty reserves the right to make such changes to its advertised programmes as may be deemed necessary.

**All students should read this booklet very carefully in conjunction with the relevant departmental websites. These are the major sources of detailed information on the courses and programmes offered by the departments each semester.**

### HISTORY

The Faculty of Humanities and Education evolved out of the original Faculty of Arts established in 1950 and the Faculty of Arts and General Studies which was formed in 1964 to coordinate the teaching of General Degree studies instituted in 1963. At the time of its establishment the Faculty of Arts and General Studies was an inter-campus body with branches at all three campuses: Cave Hill in Barbados, Mona in Jamaica and St Augustine in Trinidad and Tobago. In 1996, the Faculty of Arts and General Studies was merged with the Faculty of Education on all three campuses. At Cave Hill, the Faculty of Humanities and Education comprises the School of Education, the Department of History and Philosophy and the Department of Language, Linguistics and Literature. The Errol Barrow Centre for Creative Imagination (EBCCI) is a special department under the Office of the Principal affiliated with the Faculty. Codrington College is an autonomous institution affiliated with the Faculty. The United Theological College of the West Indies (UTCWI), of which Codrington College is part, was established in 1966 and, shortly afterwards, became affiliated with the University of the West Indies, preparing candidates for the Licentiate in Theology and the Bachelor of Arts (Theology). Other Affiliate Colleges are St. Michael's Seminary (Jamaica), and the St. John's Vianney Regional Seminary (Trinidad).

### DEGREES OFFERED

The Faculty at Cave Hill offers the following undergraduate degrees:

- The BA in French, Linguistics, Literatures in English, and Spanish (administered by the Department of Language, Linguistics and Literature)
- The BA in History and in Philosophy (administered by the Department of History and Philosophy)
- The BA in Theology (administered by Codrington College)
- The Licentiate in Theology (LTh) (administered by Codrington College)
- The BA in Psychology (administered by the School of Education)
- The B Ed in Education (administered by the School of Education)
- The BFA in the Creative Arts (administered by the EBCCI).

The Faculty also offers graduate degrees in the following disciplines:

- Caribbean Studies: Languages
- Caribbean Studies: Literatures
- Creative Arts (administered by the EBCCI);
- Cultural Studies;
- Heritage Studies;
- History;
- Linguistics:- Applied Linguistics, Descriptive Linguistics, Socio-Linguistics and Caribbean Lexicography;
- Theology (administered by Codrington College); and
- Education.

## AFFILIATED COLLEGES, INSTITUTES, FACILITIES AND CENTRES

Apart from Codrington College, several other colleges, institutes, facilities and centres have links with the Faculty of Humanities and Education, as follows:

- Through the External Relations, Inter & Intra-Institutional Collaboration (ERIIC) (formerly known as Tertiary Level Institutions Unit (The TLIU)): the Antigua State College, the Sir Arthur Lewis Community College and the Clarence Fitzroy Bryant College offer the Faculty's Level I BA courses to students in Antigua, St. Lucia and St. Kitts/Nevis respectively. This enables those students to enter directly into Level II at the Cave Hill Campus. Students at the Antigua State College can also take Level II BA courses. The complete B.Ed programme is offered at the Sir Arthur Lewis Community College and the H.Lavity Stoutt Community College.
- The UWI Open Campus allows the Faculty to reach out to people in the countries of the Eastern Caribbean via Distance programmes.
- The Institute for Gender and Development Studies (IGDS) is affiliated with the Faculty. Its goal is to introduce an integrated, interdisciplinary programme in Gender and Development Studies, to include gender issues in the content of all disciplines at both the undergraduate and postgraduate levels, and to generate research data on women and gender-related issues in the Caribbean.
- The Errol Barrow Centre for Creative Imagination (EBCCI) is an autonomous centre affiliated with the Faculty, delivering a wide range of programmes in the Creative Arts.
- Cultural Studies is a unit within the Faculty. Its main objective is to promote studies and research in the field of Cultural Studies.

## THE HUMANITIES FESTIVAL

The annual Humanities Festival (held in semester II) has succeeded in creating important avenues for creative expression and cultural discussion for both staff and students. In some cases, it has brought participants to the attention of the wider public and has created opportunities in drama and other creative endeavours after graduation.

## FACULTY TEACHING FACILITIES

There are several rooms/lecture theatres devoted primarily to the Faculty's teaching needs: the Arts Lecture Theatre and the Arts Seminar Rooms (ASR) 1 and 2. Classes are also held in the Roy Marshall Teaching Complex, the Sagicor Centre for Life Long Learning, the CLICO Centre for Teaching Excellence and elsewhere on campus. Classes in the Creative Arts are held in The Errol Barrow Centre for Creative Imagination.

## STUDENT BODY AND SERVICES

While the majority of our students are part-timers who hail from Barbados, many of our students come from the other islands of the Caribbean. Academic counselling is available for all students within the Faculty. There are also several clubs for students, such as: the Humanities Society; the Language Club (French and Spanish); the Cave Hill Theatre Workshop and the History Society.

The Campus IT Services has computer laboratories available for students' use in writing term papers and accessing the Internet. The Faculty's Postgraduate Reading Room, equipped with computers and a printer, is available for the use of postgraduate students. There is also a small Research Projects Room.

### OPPORTUNITIES FOR STUDY ABROAD

The University has signed a number of international student exchange agreements with other institutions. Students may travel overseas for a semester or a year as part of their undergraduate programme to one of the following:

In addition, students may opt to pursue part of their degree programme at the St. Augustine or Mona Campus of the UWI. Further details on exchanges can be obtained from the Admissions Section.

Canada:	Nipissing University York University University of Toronto University of Laval University of Prince Edward Island
United Kingdom:	London Metropolitan University
USA:	Brown University Bucknell University Central Connecticut State University Florida International University University of California (all campuses) University of North Carolina (Wilmington)
Martinique:	Université des Antilles et de la Guyane
Puerto Rico:	University of Puerto Rico - Humacao
Denmark:	Aarhus University, <a href="http://www.au.dk/en">http://www.au.dk/en</a>
Sweden:	Kristianstad University College, <a href="http://www.hkr.se/">http://www.hkr.se/</a>
Finland:	Laurea University, <a href="http://www.laurea.fi/internet/en/index.jsp">http://www.laurea.fi/internet/en/index.jsp</a> Tampere University, <a href="http://www.uta.fi/english/">http://www.uta.fi/english/</a>

Students of Spanish have the opportunity to spend six weeks in Colombia after completing Level II. After graduation, there are opportunities for teaching assistantships in France and Colombia. For further information please contact the International Office at [internationaloffice@cavehill.uwi.edu](mailto:internationaloffice@cavehill.uwi.edu) or Mrs Jarvis at 417-4972 for more information.

## ADMISSIONS

## QUALIFICATIONS

Before registration, and before beginning the courses leading to the degree in the Faculty of Humanities and Education, candidates must have satisfied:

1. The University Matriculation requirements for entry to a degree course -- either;
    - (a) Full Matriculation: Passes in five subjects of which, at least two are CAPE/GCE A' Levels or an Associate Degree with a GPA of 2.50, while the remainder may be an acceptable pass in CSEC/GCE/BGCSE examinations (including English) on entry to UWI;

OR

  - (b) Lower Level Matriculation: At least five (5) acceptable passes at CSEC/GCE/BGCSE examinations (including English) including one of the following; a Foreign Language, Mathematics, Geography, or an approved Science subject, and
  - (c) English Language Requirement: English Language is compulsory for admission to all programmes of The University of the West Indies. Candidates who do not possess a Grade I in CSEC, English A, a Grade A in GCE O' Level English Language, a Grade I in CAPE Communication Studies or a Grade A or B in the GCE General Paper, are required to take the English Language Proficiency Test (ELPT) before entry (also see PROFICIENCY TEST FOR NEW STUDENTS on p.25).
2. The entry requirements of the Faculty of Humanities and Education;
    - (a) A minimum of five (5) passes in CSEC General Proficiency Grade I or II [or Grade III if done after 1998], or GCE O' Levels at least Grade C or BGCSE examinations including English and one of the following: a Foreign Language, Mathematics, Geography, or an approved Science subject;

- (b) For the BEd Programme: A Teachers' College Diploma/ Teachers' College Certificate.
- (c) the entry requirements of the particular academic departments in which they propose to take courses.

3. The following are the minimum qualifications required of students registering to read Level I courses in the following majors:

### CREATIVE ARTS

Normal University matriculation requirements. Interviews/ auditions also required.

### FRENCH

For entry into the Level I courses FREN1303 and FREN1401:

- i) Both units of CAPE in French

OR

- ii) BCC Associate Degree with French as major area
- iii) A pass in FREN0103 OR a "B" in FREN0102 (before 2009)

Students with special experience/qualifications may also be accepted into the Level I programme with the prior approval of the Head of Department.

Students should note that a CSEC pass alone does not qualify one for entry into Level I of the French programme. Such students will be required to take the beginners courses in French: FREN0102 and FREN0103

### HISTORY

Normally an O' Level pass in History or Grade I, II (or III if done after 1998) CSEC General in History.

### LINGUISTICS

Normally a pass at Grade I, II (or III if done after 1998) CSEC General in English A or an O' Level pass in English Language.

#### LITERATURES IN ENGLISH

Normally a pass at Grade I, II (or III if done after 1998) CSEC General in English B or at least an O' Level Grade C or above in English Literature.

#### PHILOSOPHY

Normal University matriculation requirements.

#### PSYCHOLOGY

A pass at Grade I, II (or III if done after 1998) CSEC General in Mathematics or an O' Level pass in Mathematics.

#### SPANISH

For entry into the Level I courses SPAN1001 and SPAN1214:

i) Both units of CAPE in Spanish

OR

ii) BCC Associate Degree with Spanish as major area

iii) A pass in SPAN0103 OR "B" in SPAN0102 (before 2009)

Students with special experience/qualifications may also be accepted into the Level I programme with the prior approval of the Head of Department. Such requests should be made through Dr. Ian Craig (tel: 417-4393)

Students should note that a CSEC pass alone does not qualify one for entry into the Level I of the Spanish programme. Such students will be required to take the beginners courses in Spanish: SPAN0102 and SPAN0103.

#### THEOLOGY

Normal University matriculation requirements.

## PROFICIENCY TEST FOR NEW STUDENTS

All applicants to the university are required to take a proficiency test in English. The application form for the test is available online at [www.cavehill.uwi.edu](http://www.cavehill.uwi.edu). This form should be returned/ submitted at the same time as the normal application form, to the Admissions Section, Student Affairs at Cave Hill, Mona or St. Augustine, or to Resident Tutors or University Representatives in Non-Campus Countries.

The test is normally scheduled to take place in March preceding the start of the academic year. Students who have obtained one of the following are exempted from taking the test:

- Grade 1 in CSEC General Proficiency in English A
- Grade 1 or 2 in the CAPE Communication Studies Examination
- Grade A in the Cambridge GCE O' Level examination
- Grade A or B in the Alternative Ordinary (AO) General Paper
- Entrants to the Faculty of Law, who already hold a degree or a pass in English Literature at Advanced Level.

Those who pass or are exempted from the test do two of the Level I English Language Foundation courses: FOUN1001 and either FOUN1002 or FOUN1003, (also see Foundation Courses in the Faculty Regulations Concerning Undergraduate Degrees section).

Those who fail or who did not take the test (and do not possess one of the exemptions listed above), are required to pass the remedial course FOUN0100: Fundamentals of Written English and then do the two Level I English Language Foundation courses afterwards. FOUN0100 is coordinated by the Language Learning Centre of the Faculty of Humanities and Education and is presently offered in both semesters for a fee of BDS\$500 and in the Summer School for the regular Summer School fee ■

## GENERAL INFORMATION

### AVAILABILITY OF COURSES AND TIMETABLING

The Faculty reserves the right to withdraw or to add courses as may be necessary or desirable but, except in cases of extreme emergency or difficulty, no course will be added or withdrawn during an academic year. The Faculty does not guarantee that all courses listed in the following pages will be available this academic year. Additionally, timetabling constraints may impose restrictions on the combinations of courses permissible. Students are not permitted to register for courses that clash on the timetable.

### Categories of Courses and Prerequisites

- (a) Each course is classified either as a Foundation course or as a Faculty course. All UWI students must take a minimum number of Foundation courses as part of their degree programme. Faculty courses are courses in various disciplines administered by the Departments.
- (b) Each course is designated as appropriate to Level I, II or III, or as appropriate to more than one level.
- (c) Beginners' courses are offered in foreign languages.
- (d) Semester-long courses have a weighting of three (3) credits. Year-long courses, including the Level III course HUMN3099: Caribbean Studies, have a weighting of six (6) credits.
- (e) Some Level II and Level III courses have prerequisites. For details on these, please consult the section on course descriptions.
- (f) Credits for co-curricular courses can be counted toward the overall number of courses for the degree, (i.e. 30 courses). However, like the Foundation courses, they are awarded on a pass/fail basis. They do not have a GPA and, therefore, are not used in calculating the class of degree.

### Declaring a Major

- (a) On entry into the Faculty, a student must declare a Major, or a Special, or double major. A major is a student's principal subject area of study; for example, if a student is pursuing a degree in History, then History is that student's 'major'.

- (b) A Major or Special must be declared from among the following subjects only: Literatures in English, French, History, Linguistics, Spanish, Philosophy or Psychology.
- (c) A major is made up of a minimum of 36 credits (12 courses) in a single subject over the three levels. Note that the major in Literatures in English consists of 13 courses (39 credits).
- (d) A special is made up of a minimum of 54 credits (18 courses) in the subject over the three levels. Permission to declare a Special must be sought from the Head of the relevant Department.
- (e) Courses that make up a Major or Special are determined by the Faculty Board on the recommendation of the relevant Department.
- (f) Throughout the degree programme, no more than 30 credits (10 courses) (distributed so as not to exceed 12 credits (4 courses) in any one year of the full-time programme) may be selected from courses other than Humanities and Education courses, except with the special permission of the Dean.
- (g) Deadline for Changing Majors: A student may, with the permission of the Dean, change majors. Full-time students must do this no later than the end of their third semester of registration. Part-time students, must do it no later than the start of the fifth semester of registration, or the completion of the bulk of Level I credits, whichever is sooner.
- (h) Extra credits gained in any Level beyond the original credits required for the degree at that Level cannot be substituted retroactively for the original credits.

### Beginners Courses in Languages (6 credits max.)

- (a) Beginners' courses may be offered in French, Spanish, Portuguese and any other foreign language that may be added from time to time.
- (b) Students are not permitted to offer more than two beginners' courses (6 credits) towards the credits required for the degree.
- (c) These courses are open to the following people:
  - those who have no previous knowledge of the language concerned;

- those who have a limited knowledge of the language concerned, but no academic qualification;
- those with academic qualifications, but whose knowledge of the language is deemed by the Department concerned to be inadequate for admission to normal Level I courses.

## PRIZES

The following prizes are given to reward students who have striven to obtain a level of excellence in their academic studies. These prizes are awarded annually at the Faculty's Prize-Giving Ceremony which is hosted every October during graduation week.

### LEVEL I

**FOUNDATION COURSES PRIZE:** Provided the performance justifies it, a book prize will be awarded for the highest aggregate mark in FOUN1001 and FOUN1002.

**THE FACULTY PRIZE:** This is a book prize and is awarded to the student with the best overall results on completion of Level I of the degree programme.

**THE MOKIMAN PRIZE:** This is open to students in the Faculty across campuses and is awarded on a rotating basis to the part-time or evening student who achieves the highest marks in the first ten courses for the degree over a period not exceeding two years of part-time studies.

**DEPARTMENTAL PRIZES:** Departments award various prizes for exemplary performance in examinations.

### LEVEL II and LEVEL III

**FACULTY PRIZES:** These are two book prizes awarded to the students with the best overall results on completion of Levels II and III of the degree programme.

**BWIA STUDENT OF THE YEAR PRIZE:** This award is made on the basis of good academic performance, contributions to Guild activity, undergraduate life, the development or well being of the Campus, Hall of Residence activity where appropriate, and capacity for leadership.

**HUGH SPRINGER PRIZE:** This award is made to the most distinguished student in the final year of studies in the Faculty of Humanities and Education and the Faculty of Social Sciences on all three campuses.

**COLIN AND PEARL KIRTON PRIZE:** The student obtaining the highest mark (at least a B+) in any course on Doctrine in the Licentiate in Theology or the BA Theology programme is the recipient of this prize.

**CARIBBEAN STUDIES PRIZE:** This prize is awarded to the student who produces the best Caribbean Studies thesis each year

**DEPARTMENTAL PRIZES:** Departments award various prizes for exemplary performance in examinations.

**THE KEMLIN LAURENCE PRIZE:** This prize is awarded annually to the graduating student of the University of the West Indies, without restriction as to Campus, who, having achieved an Honours Degree, has attained the highest aggregate mark in eight of the Level II and Level III Spanish Language and Literature courses in the BA programme.

**THE JOHN REINECKE PRIZE:** This prize is awarded annually to the student who has the best performance (not lower than a B+ average) in the BA programme in Linguistics.

**HELEN CARNEGIE PRIZE FOR THE CREATIVE ARTS:** This prize is awarded annually to the most deserving student in the Creative Arts

**THE CHARLES HOLLINGSWORTH PRIZE:** This prize is awarded to the Level III student with the best grades in the Spanish Major programme, and is intended to assist the awardee in pursuing an immersion programme in Spanish ■

## REGISTRATION INFORMATION

### APPROVAL OF COURSES FOR REGISTRATION

Prior to registering online (via CHOL) each semester, students must consult with their academic advisors and/or the Head of Department in selecting their courses.

### CHANGES IN COURSE REGISTRATION

Students are permitted to make changes to the courses for which they are registered in each semester up to the end of the third week of the semester. Changes in registration will not be permitted after the deadline date without the approval of the Dean.

NB: It is the responsibility of the student to check his/her online transcript to ensure that he/she is registered for the correct course(s), and/or has successfully de-registered from the course(s) he/she wishes to drop. Registration for a course constitutes registration for the examination in that course and includes payment of student fees.

### FOREIGN LANGUAGE REQUIREMENT

All students registered in the Faculty of Humanities and Education who do not have at least CSEC General Grade II before 1998 or Grade III after 1998 or its equivalent in a foreign language are required to complete three (3) credits in one of the following foreign language course:

- CHIN0101 Beginners' Chinese (New)
- FREN0101 Beginners' French
- SPAN0101 Beginners' Spanish
- PORT0101 Beginners' Portuguese

(see ADDITIONAL FACULTY REQUIREMENTS).

### CREDITS AND EXEMPTIONS

Students transferring into Level I from another Faculty, or who have undertaken relevant studies at another tertiary institution, may request credits for, or exemptions from, courses which are similar in content to those which they have successfully completed elsewhere. Such students should write a letter to the Dean requesting the appropriate credits/exemptions, giving specific

information on the course followed, including the name of the course, the period of study, and the level and grade obtained. The granting of all credits and exemptions must be approved by Academic Board. Students may be provisionally registered pending approval of their request.

NB: Students who receive an exemption without credit are required to do another course.

#### Exemption with Credit

FOUN1101 Caribbean Civilization for CAPE Caribbean Studies at Grade I or II only.

#### Exemption without Credit

FOUN1001 English for Academic Purposes for CAPE Communication Studies at Grade I or II only ■

# FACULTY REGULATIONS CONCERNING UNDERGRADUATE DEGREES

## THE BA DEGREE

In order to graduate with a BA degree, students must normally accumulate a total of 90 credits. Since each semester-long course is worth 3 credits, this means students must pass the equivalent of 30 courses distributed in the ways indicated below (see also diagram on p.35).

## MAJOR REQUIREMENTS

### MAJORS

All students must, upon entering the Faculty, declare a major in one of the following subjects. A major is a student's principal subject of study:

French  
History  
Linguistics  
Literatures in English  
Philosophy  
Psychology  
Spanish

This means that students must do at least 12 core courses in the subject chosen (e.g. Linguistics) for a total of 36 credits. Courses must be chosen according to the requirements specified by each discipline (see the various Requirements for Majors, in the Majors and Specials section).

### DOUBLE MAJORS

Students may choose to do a 'double major' within the Faculty, that is, 36 credits (12 courses) in each of two of the subjects listed earlier (e.g. 12 courses in Linguistics and 12 courses in Spanish). Students wishing to do a double major involving a major from outside the Faculty must seek special approval from the Dean of each Faculty involved.

### SPECIALS

Students may seek to do a 'special' in a subject (so far specials are offered only in History, Literatures in English and Psychology). This consists of 54 credits (18 courses) and requires permission from the Head of the Department. This evidently reduces the number of courses outside the discipline which a student may opt to do. NB: Normally, students will not be allowed to pursue a minor with a 'special'.

## FACULTY REQUIREMENTS

In addition to the requirements for the Major, the following information explains the faculty requirements for the degree programme.

2 English Language Foundation Courses  
2 Level 1 Faculty courses outside the Major  
FOUN 1210  
FOUN 1301  
Foreign Language Requirement  
Research Paper (or approved substitutes) at Level III

### FOUNDATION COURSES

All students entering the Faculty are required to do four (4) Foundation courses for a total of twelve (12) credits by the time they graduate. Although they are all coded as Level I courses, only the Foundation Courses in English Language must be taken at Level I. The others may be taken at Level II.

NOTE: FOUN0100: Fundamentals of Written English must be taken by students who have not passed, taken, or been exempted from the Proficiency Test in English. This course has no credits.

- The Foundation course FOUN1001 is compulsory for all students entering the Faculty, unless otherwise specified.
- Students must also do either FOUN1002 or FOUN1003 as their second Foundation Course in English Language.
- In addition, students must do FOUN1210 and FOUN1301, both of which are out-of-faculty courses. Please refer all enquiries for these courses to the relevant Faculty.

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The Foundation Courses which are administered by the Faculty of Humanities and Education are:

Foundation Courses in English Language

FOUN1001 English for Academic Purposes

FOUN1002 Language: Argument

FOUN1003 Rhetoric I: The Writing Process

FOUN1008 Rhetoric II: Writing for Special Purposes (For non-Humanities and Education Students)

Foundation Course in History

FOUN1101 Caribbean Civilisation (For non-Humanities and Education Students)

Out-of-Faculty Foundation Courses

FOUN1210 Science, Medicine and Technology in Society is administered by the Faculty of Pure and Applied Sciences and the Faculty of Medical Science

FOUN1301 Law, Governance, Economy and Society in the Caribbean is administered by the Faculty of Social Sciences and the Faculty of Law

**FACULTY ELECTIVES.**

Two courses in Humanities and Education outside their Major at Level I (one of which may be The Foreign Language Requirement below) (6 credits);

**THE FOREIGN LANGUAGE REQUIREMENT.**

A beginners' course in a foreign language at Level I if they do not already possess at least CXC Grade III (or equivalent) in a foreign language (3 credits);

**ELECTIVES**

Students may acquire the other credits required to attain the total of 90 credits (30 courses) by doing:

- Extra courses in the subject of their major
- Faculty electives: courses in other subjects within the Faculty of Humanities and Education
- Out-of-Faculty courses: up to ten courses in other faculties

- Co-curricular Courses. Credit for Co-curricular Courses can be counted toward the overall number of courses for the degree (i.e., 30 courses). However, like the Foundation Courses, they are assessed on a pass or fail (P/F) basis. They do not have a GPA and, therefore, are not used in calculating the class of degree.
- Any permissible combination of the above.

**RESEARCH PAPER**

Students are required to do one of the following research papers in his/her final year: HUMN3099 Caribbean Studies, PHIL3099 Research in Philosophy, PSYC3011 Research in Psychology, or approved substitute courses at Level III (6 credits).

**MINORS**

Although it is not compulsory for students to pursue a minor with their major, for those students who are desirous of doing so, there are structured minors available in a variety of disciplines. Those students wishing to pursue a Minor must get approval from the Dean. Students should note that they cannot normally take up a minor before completing at least six (6) courses and not after completing Level Two. At the end of their degree, students who have a declared minor will be certified as attaining a minor where they have fulfilled the requirement of the minor in the discipline they have chosen. (A minor will normally consist of at least 18 credits which must include at least fifteen credits at Level II/III, including at least 3 credits at Level III)

Students must note that approval to pursue out-of-faculty or cross-faculty minors is not automatic. This requires the permission of the two Deans involved, and in some cases, the approval of one or both faculty Boards. Minors taken from other Faculties will follow those Faculties' requirements, unless there are arrangements between the respective Faculties to vary the structure of the minor. Students should also note that taking minors in other Faculties might require them to do extra courses, notwithstanding the stipulation that a degree in the Faculty of Humanities and Education consists of 90 credits or 30 courses spread over the various levels.

## REQUIREMENTS FOR THE AWARD OF THE BA DEGREE

1. In order to qualify for a BA Degree a student must:
  - (a) complete at least 90 credits (30 courses), of which
    - (i) 12 credits (4 courses) shall be for Foundation Courses. (The English Language Foundation courses must be taken at Level I. Other Foundation Courses may be taken, preferably, at Level II).
    - (ii) 78 credits (26 courses) shall be taken in Faculty courses, including the relevant Level III Research Paper. (A faculty course is a course offered in a specific discipline within the Faculties)
  - (b) have courses distributed as follows:

In fulfilling the requirements for the BA degree students should adhere to the following distribution of courses:

### Level I

10 courses including the English Language Foundation courses, the foreign Language requirement and the Faculty electives outside the major

### Level II

10 courses including the two Foundation Courses FOUN 1210 and FOUN 1301

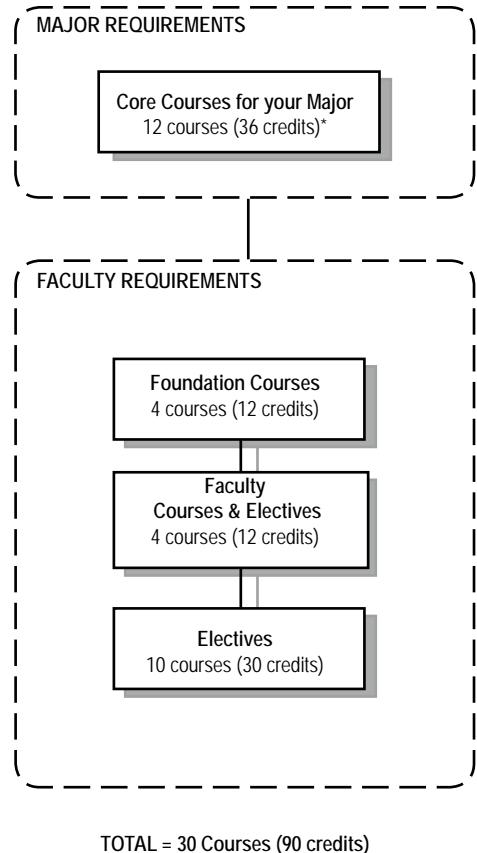
### Level III

10 courses including the year-long research paper (or approved substitutes)

Only in exceptional circumstances, such as when courses may not be available at Levels II or III, and with the approval of the Dean will deviations from the norm be permitted.

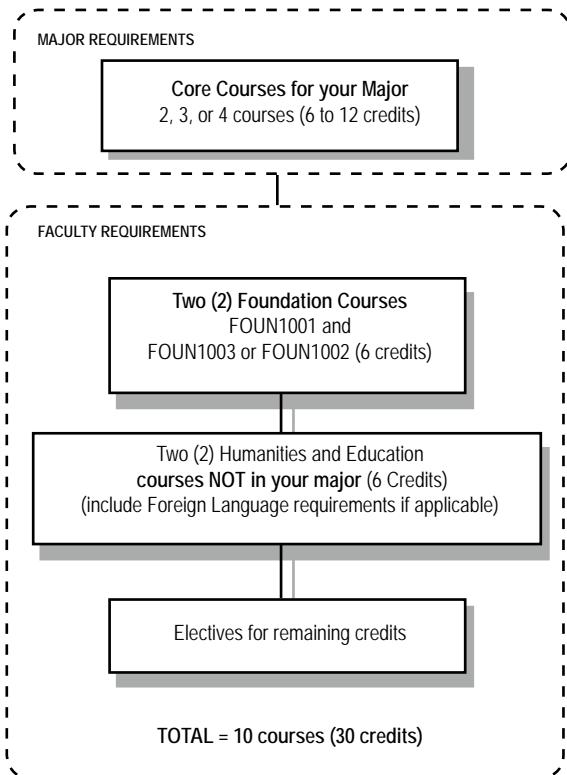
- (c) satisfy the requirements for the declared Major(s).

## THE BA DEGREE STRUCTURE



\*Some disciplines may require additional courses especially in the Specials.

THE BA DEGREE: LEVEL I



NOTE: Students with lower level matriculation are required to register to complete the Level I programme over two years

LEVEL I STUDENTS

2. Full-time Programme

- (a) A full-time student shall complete the degree programme in no fewer than six and no more than twelve semesters.
- (b) A full-time student should normally register for not more than fifteen credits (5 courses) and no fewer than twelve credits (4 courses) per semester, except in the case of the final two semesters of the degree programme in which a student may seek permission to register for a maximum of 21 credits (7 courses) each semester including HUMN3099, PHIL3099 or PSYC3011) to complete the degree.
- (c) A full-time student must:
  - (i) have full matriculation, (see QUALIFICATIONS on p.24 for information);
  - (ii) devote his/her full time to study and not hold full-time employment;
- (d) A full-time Level I student must register for a total of ten courses for the academic year.
- (e) A full-time Level I student may seek permission to register for up to two extra courses, and the Dean may grant permission after an assessment of the student's academic potential. An extra course in the Level I programme, if passed, may be counted towards completion of the Level I programme if necessary, and the student shall not be required to indicate on the registration form which is the extra course.

3. Part-time Programme

- (a) A student with lower level matriculation (see QUALIFICATIONS on p.24 for information) must register as a part-time student.
- (b) A part-time student shall complete the degree in no fewer than eight and no more than eighteen semesters.
- (c) Part-time students at Level I (as identified in (a)), must take 15 credits (5 courses) in their first year of registration. These must include the two Foundation courses (unless

exempted) and three Faculty courses. However, a student who has at least one A' Level may do 18 credits (6 courses) in the first year of registration if the Dean is satisfied that he or she has adequate time and academic potential to cope with the extra load.

- (d) A part-time student with full matriculation (i.e., having at least two A' Levels or an Associate Degree with a GPA of 2.50 on entry to the University) should normally register for no more than 18 credits (6 courses) and no fewer than 12 credits (4 courses) in one academic year.
  - (e) Normally, a part-time student will be required to spread the Level I programme over four semesters. At least one Foundation course must be done in the first semester.
  - (f) A part-time student will not normally be permitted to register for Level II courses unless he or she has gained at least eighteen Level I credits (completed 6 Level I courses).
4. A student will be required to withdraw from the Faculty if after receiving a warning letter concerning his/her poor academic performance, the student's GPA is less than 1.00 in the following semester.
  5. Extra courses taken in the Level I programme will in no circumstances be submitted for credit in the Level II programme, or otherwise be counted towards the number of courses required for the Degree save as provided at 2(e) above. An extra course shall, however, count as satisfying the prerequisite for entry to other courses where it is so required.
  6. Only two Beginners' courses may count towards the Level I programme, and no such course may form part of the Level II or Level III programme.
  7. Transfer from Part-Time to Full-Time Status and Vice Versa
    - (a) A full-time student who takes full-time employment before January 31 in any year will be required to change to part-time registration.

- (b) A part-time student with lower level matriculation may transfer to full-time status after gaining 15 credits (successfully completing 5 courses).
- (c) A part-time student who becomes eligible for full-time status may change his/her registration up to September 30 in any year.

#### 8. Transferring from one Faculty to Another

Students wishing to transfer from one faculty to another should note the deadlines for applications are listed in the ACADEMIC CALENDAR on p.10.

Applications can be accessed through the UWI website [http://www.cavehill.uwi.edu/studentaffairs/transfer\\_students.asp](http://www.cavehill.uwi.edu/studentaffairs/transfer_students.asp). Students are to return the completed forms to the Faculty Office for approval by the Dean. Students should note that the transfer, once approved, will be processed in time for the new academic year, and that they will receive notification of approval from the Admissions Section of Student Affairs.

- (a) Students transferring into Level I from another faculty must satisfy the relevant matriculation requirement.
  - (b) Students transferring into the Faculty may apply for exemption from or credit for courses completed in another faculty or institution.
  - (c) Exemptions and credits are not normally granted in respect of Level II or III courses. NB: Students who receive an exemption without credit are required to do another course.
  - (d) A transfer student with passes obtained in the Preliminary year in the Faculty of Pure and Applied Sciences may use such passes for purposes of matriculation but may not obtain credit for any such passes.
9. Permission will not be granted to vary the Faculty's requirements for registration in order to facilitate students who wish to transfer to another Faculty, but students who wish to do so may always apply to read extra courses in accordance with (5) above.

## LEVEL II STUDENTS

10. (a) No student shall be permitted to register for Level II courses before completing the Level I programme unless that student is simultaneously registered to complete the relevant Level I courses
- (b) It is the student's duty to ensure that he/she has the necessary prerequisites for the Level II courses for which he/she is registering. Any registration in breach of in breach of prerequisite requirements will be invalid.

## LEVEL III STUDENTS

11. (a) No student shall be permitted to register for Level III courses before completing the Level I and Level II courses unless the student is simultaneously registered to complete those courses.
  - (b) A student who fails a Level III course that is not compulsory, may either repeat it or substitute another Level III course.
12. (a) Exemption or credit in respect of courses done elsewhere or during a previous UWI studentship will not apply to Caribbean Studies.
  - (b) Registration for Caribbean Studies or approved substitutes must take into consideration the rule on the maximum permissible load.
  - (c). The responsibility in respect of prerequisites applies as at (9b) above.

## EXAMINATIONS

Students should familiarise themselves with the current Examination Regulations as stated in the UWI EXAMINATION REGULATIONS FOR FIRST DEGREES, ASSOCIATE DEGREES, DIPLOMAS AND CERTIFICATES booklet. This booklet is issued to students along with his/her examination card before the start of the examination period.

1. A course may be examined by one or more of the following: written examination, oral tests, coursework, or any other method or combination of methods approved by Senate.
2. In some cases an examination consisting of one written paper is held at the end of the semester. In others there is a coursework component. It is the student's responsibility to ensure that coursework is submitted by the required date. Students who fail to meet this requirement will receive no marks.

[Note: Students reading History courses should note that those who do not pass at least one of the questions in the final examination will be deemed to have failed the course. Students reading courses in Literatures in English should note that they must pass each component (i.e. coursework and final examination) in order to qualify for a pass overall.]

3. A student failing a course that is not compulsory may substitute another course in a subsequent semester or may repeat the failed course.
4. In order for a student's registration to be deemed completed, his/her financial obligations to the University must have been fulfilled.
5. Registration for a course constitutes registration for the examinations in that course.
6. A student who has registered for a course but who wishes to withdraw from that course must de-register online (via CHOL) not later than the Friday of the second teaching week of the semester (see the ACADEMIC CALENDAR on p. 10 for deadline dates).
7. A student who does not sit the examination in a course for which he or she is registered is deemed to have failed that examination unless permission to withdraw has been granted by the Dean. This regulation shall not apply in cases of

properly attested illness duly reported to the Campus Registrar in accordance with the University Examination Regulations.

8. Students may seek permission to register to write examinations without attending classes in not more than four courses in which examinations had been taken and failed. This permission must be granted by Academic Board on the recommendation of Faculty Board which shall require consultation with the Department concerned.

9. Examination Regulation 19 (2008-2009 booklet) states that:

“Any candidate who has been absent from the University for a prolonged period during the teaching of a particular course for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, tutorials or clinical instructions has been unsatisfactory or who has failed to submit essays or other exercises set by his teachers may be debarred by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examinations.”

Note: Debarment from the examination in a course will be recommended by the Faculty based on information supplied by the relevant Head of Department on unsatisfactory attendance. Students should note that attendance at tutorials is prescribed.

10. Notification of Results and Calculation of Honours/Class of Degree

- (a) A Pass List for the BA degree shall be published each semester.
- (b) The class of degree depends on the Cumulative Grade Point Average a student has accumulated in the 54 credits (18 courses) required for Honours obtained in Level II and III courses.

11. Supplemental Examinations:

- (a) The Board of Examiners may recommend to the department concerned that a student who has failed the last and only course required to complete the degree be offered an oral or written supplemental examination in that course, provided that he/she has obtained at least 35% in the course. This also applies where the

course failed was taken in Semester I and not repeated in Semester II.

- (b) If a supplemental is granted, the student may choose to decline the offer.
- (c) The supplemental, which will be a minimum length of one hour, will be held as soon as possible after the previous examination. The student must contact the Department concerned immediately so that arrangements may be made for the supplemental.
- (d) The supplemental examination will concern the course as a whole, and will not be restricted to the questions set in the examination which the student did.
- (e) If the supplemental is passed, the student cannot be awarded a grade higher than D, and this grade will replace that previously gained for the entire evaluation in that course.
- (f) If he/she fails the supplemental, the student will not have the right of appeal or review.
- (g) A student will be allowed only one Supplemental Examination for any one course.

#### EXEMPTIONS GRANTED IN CASES OF ILLNESS

12. A candidate who has been absent through illness for one or more examinations held in respect of Level II or Level III courses may apply for exemption from these examinations provided that:

- (a) no exemption shall be granted in respect of any course unless the candidate has successfully completed all the required work for the course and has achieved, in the opinion of his tutor(s) and of the Department, a satisfactory level of performance in the course;
- (b) no exemption shall be granted unless the candidate has obtained the minimum 30 Level I credits and at least twelve Level II credits;
- (c) no exemption shall be granted in respect of any dissertation or project;

(d) the total number of credits for which exemption may be granted shall not exceed eighteen, except that where a student has satisfactorily completed both the Level I and Level II programmes exemption may be granted from a total of twenty-four credits. Such exemption shall permit the student, on completion of all the other requirements for the degree of BA, to apply for an Aegrotat degree.

### MEDICAL CERTIFICATES

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

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

NB: Medical certificates should be submitted to the Student Health Centre, and students should indicate the course(s) covered by the certificate.

### REGULATIONS FOR LEAVE OF ABSENCE

14 (a) Application

A student who for good reason wishes to absent herself/himself from the degree programme must apply for formal leave of absence to the Faculty Board of the candidate's campus through the Dean, stating the reasons for the application. The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the campus concerned, but will not normally exceed one academic year in the first instance, terminating at the end of the academic year for which the application is approved.

(b) Time Limits

During a student's undergraduate career, leave of absence may be granted for one semester or for an academic year, up to a maximum of two academic years. Leave of absence, however, will not be granted for more than two consecutive years. A student requiring more leave after the maximum has been reached will be required to withdraw from the University and reapply at a later date.

(c) Deadlines

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 (see the ACADEMIC CALENDAR on p. 10 for deadline dates).

### AEGROTAT DEGREE

15. A student who has obtained at least three-quarters of the credits required for a Bachelor's Degree but has been unable through illness to complete the programme may apply under the University Regulations for the award of an Aegrotat Degree.

16. An Aegrotat Degree will not be awarded unless the Board of Examiners considers that, in the courses which he/she has completed, the student has reached a standard which, if also reached in the remainder of the programme, would have qualified him/her for the award of a Degree.

17. An Aegrotat Degree will be awarded without class.

18. Holders of an Aegrotat Degree are not permitted to re-enter for the same Degree programme but may proceed to a second or higher degree on complying with the Regulations for such Degree ■

## THE BFA DEGREE

### PREAMBLE

The Bachelor of Fine Arts Degree seeks to educate a cadre of artists, teachers of art, arts critics, arts officers and arts managers who will advance the exploration and appreciation of the arts in the Caribbean. It will provide the knowledge base and skills required to develop arts and cultural resources within the contemporary Caribbean. The curriculum for the Bachelor of Fine Arts degree is organised around a common core of knowledge and concepts derived from developments in art history, theory and practice of the arts; interdisciplinary arts, Caribbean studies; and cultural studies.

Students complete courses in aesthetics, theory, history and criticism and follow a programme of study in two arts disciplines (drawn from dance, theatre and moving picture arts). Students choosing dance as one of their disciplines will be required to audition prior to admission to the programme, while interviews will be conducted for those choosing theatre and moving picture arts.

### REQUIREMENTS FOR THE BACHELOR OF FINE ARTS DEGREE

- 1 A minimum of 90 credits (30 courses) is required for the BFA degree including 54 credits (18 courses) obtained from courses in the Creative Arts discipline (equivalent to a 'Special' in other disciplines);
- 2 All other normal Faculty Requirements as specified in the regulations for the BA Degree must be met (also see the degree structure on p. 44 in the MAJORS AND SPECIALS section)■

## THE B.ED DEGREE

### PREAMBLE

The Bachelor of Education is a professional degree which is normally intended for practitioners in the field of education. This degree will be awarded to persons who, having satisfactorily completed the programme of study prescribed by these regulations, have satisfied the examiners as set out under one of the following schemes:

SCHEME A: 60 credit programme (Level II and III)

SCHEME B: 90 credit programme (Level I, II and III)

All students are required to take nine (9) credits in Foundation courses except where exempted by the university.

### SCHEME A: 60 CREDIT PROGRAMME

(Not offered at Cave Hill)

### QUALIFICATIONS FOR ADMISSION

1. To be eligible for admission to the programme, an applicant must have satisfied:
  - (a) the matriculation requirements of the university;
  - (b) be a trained teacher, that is, must have successfully completed an approved programme of training for certification as a teacher in his/her country;
  - (c) possess a level of professional experience as a teacher that is deemed satisfactory by the Faculty.
2. (a) Applicants shall normally be required to take an entrance examination which will form part of the assessment for admission;
- (b) Students holding a U.W.I. Certificate in Education or an equivalent Certificate in Education from an approved University at an acceptable standard, may be exempted from the entrance examination.

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PROGRAMME CONTENT

LEVEL I

1. In view of the entry requirements for this programme, the Level 1 requirements are considered to have been fulfilled.

LEVEL II

2. (a) At least 18 credits (6 courses) selected from the Foundations of Education and Educational Theory, embodying aspects of the Philosophy of Education, Psychology of Education, Sociology of Education, Curriculum Theory, Planning and Practice, Research Methods in Education, Classroom Testing and Evaluation, Education and Social Development, Educational Administration, Language and Communication in Education and such other aspects as the Faculty may prescribe.
- (b) At least 6 credits (2 courses) from courses taken in any other Faculty, or the equivalent of such courses as specified by the School of Education, determined in connection with the professional specialization selected under (c) below.
- (c) A minimum of 6 credits (2 courses) derived from a professional specialization such as educational administration, teacher education, primary education, the teaching of secondary subjects, or such other specialization as the School may prescribe.

Exemptions

3. Students who satisfy the B.Ed admission requirements and who also possess the UWI Certificate in Education or a Certificate in Education from an approved University, may not be required to repeat such B.Ed courses as have already been passed at a satisfactory level. However, no credit shall attach to these courses, and the number of credits required for the award of the degree shall remain at sixty (60).

LEVEL III

4. (a) Further work in the Foundations of Education and Educational Theory done at Level II for a minimum of twelve (12) additional credits.
- (b) At least six (6) more credits from courses taken in another Faculty or Department or the equivalent of such courses as specified by the School of Education.
- (c) Further work in the professional specialization selected for a minimum of 6 credits.
- (d) 6 credits derived from a study (prepared in conjunction with a practicum/fieldwork) reporting an investigation of an educational problem. Students may, under exceptional circumstances, be permitted to vary this distribution of credits outlined in Levels II and III above.

LENGTH OF PROGRAMME

Full-time programme

5. (a) This programme shall normally extend over a minimum of four (4) semesters and a maximum of ten (10) semesters of full-time study.
- (b) A full-time student should normally register for not more than fifteen (5 courses) and no fewer than twelve credits (4 courses) per semester.

Part-time programme

6. (a) In the case of part-time study, the programme shall extend over a minimum of ten (10) semesters and a maximum of fourteen (14) semesters.
  - (b) Normally, the minimum number of credits to be taken per semester shall be six (2 courses), and the maximum, nine (3 courses).
7. A student will be required to withdraw from the Faculty if after receiving a warning letter concerning his/her poor academic performance, the student's GPA is less than 0.75 in the following semester.

## SCHEME B: 90 CREDIT PROGRAMME

### QUALIFICATIONS FOR ADMISSION

#### General – All Specialisations

1. To be eligible for admission to the programme, applicants must have satisfied:

- (a) the matriculation requirements of the University;
- (b) whatever special Faculty requirements may exist for entry to certain courses.

#### Special Education Specialisation

2. In addition to the General Qualifications (1 above) an applicant must:

either

- (a) be a trained teacher in the area of Special Education, that is, must have completed at least a two-year Teachers' College Certificate in Special Education at a satisfactory level;

or

- (b) have successfully completed a two-year Teachers' College Certificate and, in addition, have completed at least a one-year course in an area in Special Education at a satisfactory level;

or

- (c) possess any other qualification deemed satisfactory by the School of Education.

#### Credit Exemption

3. (a) Students with appropriate professional qualifications and experience will be eligible for exemption from up to 30 credits of the programme.
- (b) Applicants who have completed the three-year Teachers' College Diploma in Special Education at a satisfactory standard are also eligible for exemption from up to 30 credits of the programme.

## PROGRAMME CONTENT

To fulfill the requirements of the B.Ed degree, students must

- (a) complete at least 90 credits (30 courses), of which:
- i. 12 credits (4 courses) must be taken from Foundation Courses
  - ii. 3 credits (1 course) must be taken to fulfill the Faculty Foreign Language requirement
  - iii. 36 credits (12 courses) taken as compulsory courses in Education
  - iv. 9 credits (3 courses) taken from Education Courses in an Area of Specialization
  - iv. 24 credits (8 courses) taken as Out of faculty/out of department courses and related to an Area of Specialization.
  - v. 6 credits (2 courses) or the equivalent derived from a study reporting an investigation of an educational problem (The B.Ed Study)

The Specializations are as follows: Social Studies Education; Language Arts/Literacy Education; Testing and Measurement; Educational Administration; Curriculum Studies; Special Needs Education; Mathematics Education and Science Education.

Students should note that in Special Needs Education, there are two tracks: Social Work and Sociology. Students should choose one. Similarly, in the Language Arts/Literacy Studies specialization, a student may follow the Linguistics or Literature track.

## LENGTH OF PROGRAMME

### Full-time programme

5. (a) This programme shall normally extend over a minimum of six semesters and a maximum of ten semesters of full-time study. Applicants who receive exemption from some of the credits necessarily will be able to complete the programme in a minimum of four semesters.

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(b) A full-time student shall normally register for not more than fifteen and no fewer than twelve credits per semester.

Part-time programme

6. (a) The programme may be done partly through part-time study. Where part-time study is combined with full-time study, all requirements for the degree shall normally be completed within twelve semesters.

(b) Normally, the minimum number of credits to be taken per semester shall be six, and the maximum, nine.

7. (a) The programme may also be done entirely by part-time study in a minimum of fourteen semesters and a maximum of eighteen.

(b) such a student shall be required to do a minimum of six credits (2 courses) and a maximum of nine credits (3 courses) per semester.

8. A student will be required to withdraw from the Faculty if after receiving a warning letter concerning his/her poor academic performance, the student's GPA is less than 0.76 in the following semester.

9. For the award of the degree, candidates must obtain the required number of credits in the areas specified in (4) above:

- (a) cross Faculty and University courses.
- (b) Foundations of Education and Educational Theory.
- (c) professional Specialisation.
- (d) the Study.

Submission of Assignments

10. (a) In order to achieve a pass in any assignment set as part of coursework, the assignment must, among other things, be submitted by the due date unless the student applies for an extension on the grounds of extenuating circumstances and receives written permission from the Head of Department.

(b) Permission to make a submission after the due date must be supported by an approved medical certificate.

(c) Assignments submitted after the due date on grounds deemed to be extenuating shall be examined without penalty.

(d) Except as under (c) above, late submission after the due date will be graded as incomplete.

AWARD OF HONOURS IN THE B.ED

11. (a) In order to be eligible for Honours, a student must normally pass all courses listed under the appropriate Scheme of Examinations for that degree at the first sitting, except as provided under (b) below.

(b) A student who fails not more than two such courses at the first sitting and passes at the second sitting may still be awarded honours. However, a student failing three or more of these courses may not be awarded Honours.

12. (a) Honours shall be awarded on the basis of performance in Faculty and Cross Faculty courses, provided that:

- i) no zero level and Level I courses are included;
- ii) 24 credits (8 courses) derived from the specialization.

(b) To obtain First Class Honours the student must achieve an average of not lower than 3.60 points.

(c) To obtain Second Class Honours (Upper Division) the student must achieve an average of not lower than 3.0 points.

(d) To obtain Second Class Honours (Lower Division) the student must achieve an average of not lower than 2.0 points.

## NOTIFICATION OF RESULTS

14. At the end of each semester a Pass List shall be published for the programme.
15. The results of the final examination shall be published in a separate Pass List, with the names of the successful students arranged alphabetically.
16. All other normal Faculty Requirements as specified in the regulations for the BA Degree must be met (also see the degree structure on p. 46 in the MAJORS AND SPECIALS section) ■

## L.TH AND BA (THEOLOGY) DEGREE

1. The Licentiate in Theology and/or the degree of Bachelor of Arts (Theology) will be awarded to students of Theological Colleges affiliated with the University of the West Indies who, having completed the appropriate course of study prescribed by these Regulations, have satisfied the examiners in the examination for the L.Th and/or the BA (Theology).
2. The Theological Colleges concerned are responsible for the admission of students and shall submit to the University at the appropriate time a list of students and their qualifications for purposes of matriculation

## LICENTIATE IN THEOLOGY (L.TH)

### QUALIFICATIONS FOR ADMISSION

3. The following are eligible for admission to the prescribed course of study for the Licentiate in Theology:
  - (a) graduates of an approved University or
  - (b) students who have passed the Higher School Certificate examination or the General Certificate of Education in at least two principal advanced level subjects: or
  - (c) students who qualify for admission under the Regulations governing Matriculation: or
  - (d) Individual students lacking qualifications under (a), (b) or (c), above, who can present other evidence of satisfactory achievement may be accepted by the University on the recommendation of the Principal of the affiliated college.

### FULL-TIME STUDENTS

4. (a) Students for the LTh shall pursue a prescribed course of study extending over not less than six (6) and not more than ten (10) semesters before being eligible for the award of the Licentiate.

- (b) Students admitted to the LTh programme under 3 (i) and (ii) above may be permitted to complete the prescribed course of study in not less than 4 semesters.
5. During this course of study they shall gain 60 credits, 30 of which must be at Level I, as follows:
- |                                     |           |
|-------------------------------------|-----------|
| Biblical Studies                    | 9 Credits |
| Historical Studies                  | 6 Credits |
| Pastoral Studies                    | 3 Credits |
| Theological and Ethical Studies     | 3 Credits |
| Religious and Philosophical Studies | 3 Credits |
| Foundation Courses                  | 6 Credits |

The remaining 30 credits must be gained at Level II or at Level III and must be taken from at least two of the areas of Theological Studies.

6. Full-time students must register for a minimum of nine (9) credits in each semester. Such students may, however, with the permission of their Theological College, register for more than 9 credits. Such additional credits shall be selected from those Theological courses provided for in the BA (Theology) degree programme.
7. A full-time student who, at the end of the second semester, has not completed at least 9 credits, shall be required to withdraw from the Licentiate programme. A student who has completed at least 9 credits at the end of the second semester may be permitted to continue provided that student gains at least 6 additional credits in each ensuing semester, (except in cases where fewer than six credits remain to complete the requirements for the LTh as set out in Regulation 5 above).

#### PART-TIME STUDENTS

8. Students may study for the LTh on a part-time basis. Such students must complete the course of study prescribed in Regulation 5. above in a minimum of 8 semesters and a maximum of 12 semesters. Part-time students shall register for a minimum of 6 credits, and not more than 9 credits in each semester.

9. A part-time student who, at the end of the second semester, has not completed at least 6 credits, shall be required to withdraw from the Licentiate programme. A part-time student who has completed at least 6 credits at the end of the second semester shall be permitted to continue provided that student gains at least three (3) additional credits in each ensuing semester (except in cases where fewer than three credits remain to complete the requirements for the LTh as set out in Regulation above).
10. If a candidate has (in accordance with Regulation 6 above) successfully completed more than 60 credits (as prescribed in Regulation 5 above), such additional credits shall be indicated on the certificate issued to the successful candidate.

#### BA (THEOLOGY)

##### QUALIFICATIONS FOR ADMISSION

11. The normal qualifications for admission to the degree programme of the BA (Theology) are those of the Faculty of Humanities and Education (see QUALIFICATIONS on p. 24).
12. The following students may also be admitted to the degree programme of the BA (Theology):
- (i) students who qualify for admission on the basis of Regulation 7 of the Regulations Governing Matriculation, who successfully complete two preliminary semesters of study (as set out in Regulation 13 below), and who receive the recommendation of the Academic Boards of their respective Theological Colleges;
  - (ii) students who are holders of the Licentiate in Theology of the UWI upon the recommendation of the Academic board of the Affiliated Theological College.
13. (i) students who qualify for admission at lower level to the BA. (Theology) Programme must register as part-time students. Normally a part-time student will be required to spread the Level I University programme over four semesters;

- (ii) Such students shall be required (in the first year of registration) to take 15 credits which should include 6 credits of Foundation Courses and 9 credits of Theology courses. (In the second year of registration they may take up to 18 credits of theological courses).

### FULL-TIME STUDENTS

14. (i) Students for the degree of BA (Theology) shall present in not less than six semesters a minimum of 90 credits (30 courses) which must be distributed evenly across the three levels of the degree.
- (ii) A minimum of 60 credits shall be chosen from among the following areas according to the distribution set out below:
- |  |            |
|--|------------|
| A. Biblical Studies                    | 12 credits |
| B. Historical Studies                  | 6 credits  |
| C. Pastoral Studies                    | 6 credits  |
| D. Theological and Ethical Studies     | 12 credits |
| E. Religious and Philosophical Studies | 6 credits  |
| F. Foundation Courses                  | 12 credits |
| G. HUMN3099                            | 6 credits  |

This distribution shall be in accordance with the approved structure of the degree. The remaining thirty credits shall be chosen from A, B, C, D and E with the approval of the Theological College concerned.

15. Students for the degree of BA (Theology) may, with the approval of the Theological College concerned and the Faculty of Humanities and Education, choose not more than a total of 12 credits from Level II and Level III courses from among those provided by the Faculty of Humanities and Education but not normally listed as available for their BA (Theology).
16. The minimum performance for a PASS degree (without Honours) shall be that a student has passed 90 credits in a period of not more than twelve semesters.

17. (i) Students entering the degree programme of the BA (Theology) in accordance with Regulation 12 (i) above shall take at Level I of the degree programme 6 credits in Level I English Language Foundation courses.
- (ii) Students may offer THEO1010 Introduction to New Testament Greek in satisfaction of the Faculty's foreign language requirement.
18. Students entering the degree programme of the BA (Theology) in accordance with Regulation 12 (i) above are permitted to complete the degree in a minimum of four semesters and a maximum of eight semesters. Such students shall be permitted to count towards the 90 credits required for the degree 30 credits of the courses which they have passed in the LTh programme. The 60 remaining credits shall be so selected that the aggregate of 90 credits satisfies Regulation 14 above.
19. Students who are allowed to transfer from the LTh to the BA. Theology before completing the LTh may, on the recommendation of Faculty Board, be given exemption and credit for up to 15 Level I credits already obtained in the LTh provided they have attained a minimum B+ level in the relevant course(s) and provided that it does not include any credits which they may have had to use to satisfy Normal Matriculation requirements.
20. Students entering the Degree Programme for the BA (Theology) in accordance with Regulation 12(i) above will be required to withdraw if after receiving a warning letter concerning his/her poor academic performance, the student's GPA is less than 0.76 in the following semester.
21. Students for the BA (Theology) who are holders of the LTh are not permitted to offer for the degree any courses beyond Level I for which they have received accreditation in the LTh programme.
22. Notwithstanding Regulation 21, a candidate who, in accordance with Regulation 6, had completed more than the 60 credits required for the LTh shall be permitted to offer for the degree a total of 12 credits from Level II and/or Level III.

#### PART-TIME STUDENTS

23. Students may complete the requirements for the BA (Theology) degree, as set out in Regulation 14 above, on a part-time basis. In such cases the relevant regulations of the Faculty of Humanities and Education will apply.
24. All other normal Faculty Requirements as specified in the regulations for the BA Degree must be met (also see the degree structure on p. 62 in the MAJORS AND SPECIALS section) ■

## GUIDELINES FOR SUBMISSION OF COURSEWORK

### General Layout

- All essays/projects/research papers should be submitted in a typewritten format (in black ink), which is expected to be free from typographical errors.
- Only white 8½ x 11-inch (letter size) paper of good quality should be used (75g weight is good). Be sure to number each page of the essays/projects/research papers and to assemble the pages in the right order. Put page numbers in the upper right hand corner. The student must type his/her last name or student identification (depending on the lecturer's request) before each number.
- Margins should be one inch all around, with double-line spacing throughout, (lengthy quotations, footnotes or endnotes and list of works cited maybe typed single-lined spacing).
- All essays/projects/research papers should be printed single-sided. The text font should be Times Roman with a font size of 12 points.

### Documentation

Documentation acknowledges the sources of the ideas and information in a student's essays/projects/research papers. The authority for both facts and opinions not your own must be acknowledged so that your readers can have an accurate account of materials on which you have based your conclusions. You must say where you took your idea from, and you must do so in a conventional style that allows the reader to trace its source and, if necessary, to investigate its accuracy or applicability.

### What to Document

Any words or passages quoted directly from sources (including sources found on the internet) must be documented. In addition, paraphrased or restated ideas from a source must have a note as to the source of the idea. Allusions to sources within the text must also be documented. That is, if you refer to an entire text by title as an example of some element being discussed, the text needs to be documented.

### Plagiarism

"Plagiarism" means the unacknowledged and unjustified use of the words, ideas or creations of another, including unjustified unacknowledged quotation and unjustified unattributed borrowing;

"Level 1 plagiarism" means plagiarism which does not meet the definition of Level 2 plagiarism; "Level 2 plagiarism" means plagiarism undertaken with the intention of passing off as original work by the plagiariser work done by another person or persons.

When a student submits for examination work, the student shall sign a statement, in such form as the Campus Registrar may prescribe, that as far as possible the work submitted is free of plagiarism including unattributed quotation or paraphrase of the work of another except where justified. In work submitted for examination where the Examiner is satisfied that Level 1 plagiarism has been committed, he shall levy a penalty for the Level 1 plagiarism charged in the form of a reduction in the marks which would have otherwise been awarded.

Where an examiner has evidence of Level 2 plagiarism in the material being examined, that examiner must report it to the Head of Department or the Dean and may at any time provide the Registrar with a copy of that report. Where a Dean or Head of Department receives a report, the Dean or Head of Department, as the case may be, shall where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar. A student found guilty of Level 2 plagiarism may be disqualified from the relevant course, or excluded from all examinations of the University for a specified period or dismissed from the University.

## REGULATIONS FOR THE RESEARCH PAPER

### HUMN3099 CARIBBEAN STUDIES

In the final year of their degree programme, undergraduates reading for the BA are required to investigate some topic relating to the Caribbean, and to report the results in the form of a paper, except where permission has been given to substitute two approved alternative courses for Caribbean Studies.

#### Approved Alternatives include:

- Students majoring in French and/or Spanish, who have maintained a B+ average or above, may submit a translation, duly approved and supervised, in fulfilment of this requirement;
- LITS3501, LITS3502, LITS3601, LITS3602, LITS3603 and LITS3304 for those majoring in Literatures in English.
- Students who choose to do the two courses as substitution for HUMN3099 must make this completely clear at the time of registration.

Students taking approved alternatives to HUMN3099 (the equivalent of six credits) should note that they are required to complete **an additional nine credits in exclusively Level III courses** in order to meet the requirements for the award of the degree.

#### Topic

The topic chosen for the Study, which must not be wholly identical to Faculty coursework undertaken by the student, must normally be chosen from the student's major area of study and must be approved by the Moderator of Caribbean Studies at the campus at which the student will register.

#### Proposal

An outline plan indicating the scope and organisation of the proposed study together with a bibliography or list of source materials should normally be submitted when seeking this approval.

#### Approval

It is the responsibility of the student to register the topic of his/her study with the Faculty Office for formal approval by the Moderator. Any subsequent changes should also be so registered.

#### Requirements

The paper shall be not more than between 7,000 and 9,000 words, excluding bibliography, except with the permission of the supervisor and the Moderator for Caribbean Studies, and must be of a quality appropriate to the work of an undergraduate in the final year of the degree programme.

### PHIL3099 RESEARCH PAPER IN PHILOSOPHY

This course introduces final year students to techniques of research in Philosophy. Students will be able to produce a written paper, under supervision, which identifies issues and/or themes in the works of a major philosophical figure.

#### Nature of Assessment

1. Students will produce an extended essay of a maximum of 4,000 words in semester I. This essay will be marked out of 40% and consist of the student's analysis of a work in Philosophy assigned by the lecturer.
2. The final research paper of a maximum of 10,000 words, will be chosen by the student but in consultation with the lecturer. This will be marked out of 60%.

For further information, please consult the Department of History and Philosophy and the departmental handbook.

### PSYC3011 RESEARCH PAPER IN PSYCHOLOGY

The project develops the students' capacity to formulate a research topic and consolidate data collection and data analytic skills. For further information, please contact the School of Education. The report should not exceed the maximum of 10,000 words

## **HUMN3901 CAPSTONE/THESIS PROJECT IN THE CREATIVE ARTS**

This yearlong course will involve the production of a strong, well constructed, compelling work of art in film, theatre, writing and/or dance. The student will work under close supervision of the lecturer and be expected to make class presentations and provide a journal of his/her activities. For further information, please contact the EBCCI.

## **GENERAL INFORMATION FOR THE RESEARCH PAPER**

Students must ensure that their Research Paper comply with the Faculty and/or Departmental guidelines before submitting it. (See GUIDELINES FOR SUBMISSION OF COURSEWORK p. 82 for more information).

### **Failures**

Students who do not submit a paper by the deadline date for submission shall be deemed to have failed and must register as normal in the next academic year.

Students who, having duly submitted, did not pass at the first attempt and who gained a minimum of 35% and wish to graduate without losing time may re-submit by the stipulated date provided that all regulations governing Final Year Supplemental Examinations are observed. (See page 21 of this Handbook as well as the *HUMN3099: Caribbean Studies Guidelines* booklet for dates and other relevant information.

Students who fail the Research Paper on the first attempt are allowed a total of four additional submissions within a period of two years Any change in topic must be approved by and registered with the Moderator.

### **Deferral**

Full-time students who are allowed to take more than 36 credits (12 courses) but not more than 42 credits (14 courses) in their final year to complete the degree must register their Caribbean Study as deferred. Such students will be permitted to submit their study not later than the last Friday in August before the beginning of the next academic year. The same applies to final year students

who, as a result of having failed a course in Semester I, need to gain 21 credits in Semester II to complete the degree. Students in these categories should register their topic with the moderator by 31st May.

### **Corrections**

All studies shall be marked as received. However, after marking, a study may be returned for correction of minor editorial/stylistic errors, for purposes of lodgement in the Library but not for remarking.

### **Online Registration of Research Paper**

Students are reminded that the research paper is regarded as a yearlong course carrying six (6) credits, and are therefore required to register online for the paper in each semester.

**NOTE:** Students who, at the beginning of an academic year, need only the research paper to complete the degree, are reminded that they are still required to register online for this research paper and to submit the study at the normal time ■

## APPENDICES GRADE POINT AVERAGE

## REGULATIONS (Revised March 2006)

1. The Board for Undergraduate Studies, in the delegated exercise of Senate's powers as the academic authority for the University under Statute 25, makes the following regulations to govern the Grade Point Average system in the University, effective 2003/2004 academic year for all candidates newly entering a programme. Persons who enter the system prior to 2003/2004 academic year to pursue first degrees will be considered under the GPA scheme effective 2006/2007. All students entering the Faculty of Law in the academic year 2005/2006 and the Faculty of Medical Sciences in the academic year 2006/2007 shall be governed by the GPA Regulations in the calculation of the award of their respective degrees. However, students entering the Faculty of Law prior to 2005/2006 and the Faculty of Medical Sciences prior to 2006/2007 will be treated under the old system of classification. A student who entered the University prior to 2003/2004 and changes his/her major subsequent to the introduction of GPA will be considered to be "newly entering a programme"
2. In accordance with Statute 47 and subject to these regulations all students shall normally spend a minimum of three academic years in the University of the West Indies before being eligible for the award of a First Degree.
3. (i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
  - (a) Credit Hours Earned: "Credit hours earned" means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
  - (b) Quality Hours: "Quality hours" means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.
  - (c) Quality Points: "Quality points" means the numerical value assigned to the relevant letter grade earned.
- (ii) For the purposes of these Regulations:

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- (a) Level I, II and III Courses: Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.
- (b) Grade Points: Grade points are determined by multiplying the quality hours by the quality points for a course.
- (c) Grade Point Average (GPA): Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit and courses for which the designation I or IP is awarded under Regulation 6(iv).
- (d) Weighted Grade Point Average: Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out at Regulation 3(ii)(c) above.
- (e) Credit Hours: The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Undergraduate Studies.
- (iii) Pass/Fail Course Provision: Credit hours earned in courses taken on a Pass-Fail basis shall not be included in calculating grade point averages.
4. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.
- (ii) In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.
- (iii) Except for the purpose of determining the class of degree the term GPA in these regulations shall mean the GPA as defined at Regulation 3(ii)(c) above.
5. (i) First Degrees awarded by the University, with the exception of the BSc (Engineering), The Bachelor of Science (Petroleum Geoscience), the Bachelor of Science (Surveying and Land Information), LLB, MBBS, DDS, and DVM, shall be classified as follows:
- First Class Honours  
(Weighted GPA 3.60 and Above)
- Upper Second Class Honours  
(Weighted GPA 3.00 – 3.59)
- Lower Second Class Honours  
(Weighted GPA 2.00 – 2.99)
- Pass (Weighted GPA 1.00 – 1.99)
- (ii) Award of Honours in GPA System: Honours shall be awarded taking into account all Level II and Level III courses excluding the Foundation courses.
- (ii) First Degrees awarded by the University for the Bachelor of Science (Engineering), the Bachelor of Science (Petroleum Geoscience) and the Bachelor of Science (Surveying and Land Information), shall be classified as follows:
- First Class Honours  
(Weighted GPA 3.60 and Above)
- Upper Second Class Honours  
(Weighted GPA 3.00 – 3.59)
- Lower Second Class Honours  
(Weighted GPA 2.00 – 2.99)
- Third Class Honours  
(Weighted GPA 1.50 – 1.99)
- Pass (Weighted GPA 1.00 – 1.49)
- (iii) First Degrees awarded by the University for the Bachelor of Laws (LLB) shall be classified as follows:
- First Class Honours  
Second Class Honours (Upper and Lower Division)  
Pass
- (iv) The Degrees of MB BS, DDS and DVM shall be classified as follows:

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Honours with Distinction  
 Honours  
 Pass

6. (i) The letter grades for completed courses used in the calculation of GPA shall be the following:

A	-	four quality points
B	-	three quality points
C	-	two quality points
D	-	one quality point
F	-	no quality points

(ii) Plus and minus modifiers may be used with letter grades A through D.

(iii) In the determination of GPA, the defined grades with the corresponding quality points shall be:

A+	=	4.3	C+	=	2.3
A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0

(iv) The following designations may be assigned, but shall not be used in the calculation of Grade Point Average:

PC: Preliminary Credits - used for matriculation purposes or the satisfying of prerequisites only

EX: Exemption

EI: Examination Irregularity – Candidate disqualified from examination on account of breach of the Regulations

EQ: Examination Query

(v) The following designations may be assigned and shall count towards the GPA:

FA: When a student is absent from an examination without a valid reason

FC: Failed Coursework – indicates that a candidate has failed to satisfy the Examiner in the coursework component of the course

FE: Failed Examination – when a candidate has successfully completed the coursework requirement but has failed to satisfy the Examiners in the examination component of the course

AM: Absent Medical

IM: Incomplete Medical

V: Audited - when the course has been taken in accordance with Regulation 14

NV: When a student has been permitted to audit a course but has not done so satisfactorily

P: Pass - a pass obtained in a course taken on a Pass/Fail basis

F: Fail

ANP: Absent No Penalty - when a student is absent from an examination for acceptable reasons other than medical reasons

I: Incomplete - indicated that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the I designation is replaced by an F letter grade at the end of the first six weeks into the next semester. An extension of time may be granted

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but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining I symbol at the end of the period of extension will be deemed an F.

NR: Not Reported - Grade not yet available.

IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not completed during the semester in which the student is registered. The IP designation must be replaced with an appropriate grade on completion of the course.

7. The scheme to be used for conversion of numerical marks to letter grades shall be as prescribed in Faculty regulations as follows:

Grade	GPA	Marks %
A+	4.3	86 and Over
A	4.0	70 – 85
A-	3.7	67 – 69
B+	3.3	63 – 66
B	3.0	60 – 62
B-	2.7	57 – 59
C+	2.3	53 – 56
C	2.0	50 – 52
C-	1.7	47 – 49
D+	1.3	43 – 46
D	1.0	40 – 42
F	0.0	0 – 39

8. The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Faculty Regulations.
9. Where a course has been repeated, the penalty to be applied for failure and the grade to be used in the computation of the student's GPA if the course is subsequently passed, shall be as prescribed in Faculty Regulations.
10. For the purpose of determining the Weighted GPA, failed courses shall be treated as prescribed in Faculty Regulations.

11. (i) Where credit for a course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable it to assess the course.
- (ii) Credit hours earned from another institution at the time of admission to the University of the West Indies will not be used in the computation of a grade point average.
12. The following shall apply to credits earned by a UWI undergraduate from another approved institution:
- (i) A UWI student who wishes to take academic courses elsewhere and apply those credits toward the UWI degree must obtain approval in advance from the relevant Academic Board on the recommendation of the Board of the Faculty in which he/she is registered.
- (ii) A student must have obtained a minimum UWI GPA of 3.00 to be approved to take courses as an exchange/transfer student.
- (iii) Only the grade equivalent as determined by the Board for Undergraduate Studies of the results achieved and not the marks or grades so earned at another institution shall be used in the computation of the student's GPA.
13. (i) Except where otherwise prescribed in Faculty Regulations, a student whose GPA for a given semester is less than or equal to 1.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 1.00, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 1.00 by credits obtained in Summer School. Then the credits would be rolled in to the GPA of the preceding Semester of the academic year.
- (ii) A student on warning shall be counselled by the Dean or a designated faculty advisor. Such a student may, except where otherwise prescribed in Faculty Regulations, be permitted by the Academic Board on the recommendation of Faculty Board to carry a reduced course load.
14. (i) A registered student may be permitted to audit a course on the approval of the Dean and the Head of Department.

- (ii) Auditing means recorded attendance at the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.
  - (iii) Satisfactory attendance certified by the Head of Department shall be awarded the designation V. In absence of such certification, the designation NV shall be recorded.
  - (iv) No academic credit may be granted for auditing a course.
15. (i) A student who voluntarily withdraws from the University and who applies for re-admission within five (5) years shall be granted exemption and credit for courses previously passed, subject to the time limit for the maintenance of credits stipulated in the relevant Faculty Regulations and subject to the stipulation that the courses previously passed are not determined by the Board of the relevant Faculty to be obsolete.
- (ii) Where exemption and credit are granted in accordance with (i), the grades obtained at previous attempts at such courses shall be used in the determination of the student's GPA.
16. A student who was required to withdraw for reasons of failure to progress as prescribed in Faculty Regulations may be readmitted on the following conditions:
- (i) A minimum of one (1) year must have passed since the date of withdrawal;
  - (ii) All grades previously obtained shall continue to apply for the purpose of determining the student's GPA;
  - (iii) Work done during the period between the student being required to withdraw and being granted readmission may be eligible for credit under Regulation 11.
17. Where there is a conflict between Faculty Regulations and these regulations, these Regulations shall apply ■

#### HOW TO CALCULATE YOUR WEIGHTED GPA

STEP ONE: A 'grade point' is assigned for every course in which you receive a final grade. For example, if you receive an A as a final grade, you will be assigned a grade point of 4.0.

STEP TWO: The grade point assigned for each course completed is multiplied by the 'credit hours' of the course to determine your 'quality points'. For example, if you receive a grade point of 3.7 [equivalent of letter grade A-] for a 3-credit course the quality points would be calculated as follows:  $3.7 \times 3 = 11.1$  quality points.

STEP THREE: Your 'Weighted GPA' is the average obtained by dividing the total quality points earned in your programme to date by the total credit hours taken, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit, incomplete courses and any other courses which do not count towards the class of degree according to Faculty regulations.

For example: 54 quality points earned divided by 15 credit hours [equivalent to 5 3-credit courses] = a Weighted GPA of 3.6.

# UNIVERSITY REGULATIONS ON PLAGIARISM (First Degrees, Diplomas and Certificates)

## Application of these Regulations

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

## Definition of plagiarism

- 2 In these Regulations, “plagiarism” means the unacknowledged and unjustified use of the words, ideas or creations of another, including unjustified unacknowledged quotation and unjustified unattributed borrowing;

“Level 1 plagiarism” means plagiarism which does not meet the definition of Level 2 plagiarism;

“Level 2 plagiarism” means plagiarism undertaken with the intention of passing off as original work by the plagiariser work done by another person or persons.

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

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

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

## Other definitions

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

## Evidence of plagiarism

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

### **Student Statement on Plagiarism**

- 7 When a student submits for examination work under Regulation 1, the student shall sign a statement, in such form as the Campus Registrar may prescribe, that as far as possible the work submitted is free of plagiarism including unattributed quotation or paraphrase of the work of another except where justified under Regulation 3.
- 8 Quotation or paraphrase is attributed for the purpose of Regulation 7 if the writer has indicated using conventions appropriate to the discipline that the work is not the writer's own.
- 9 The University is not prohibited from proceeding with a charge of plagiarism where there is no statement as prescribed under Regulation 7.

### **Electronic vetting for plagiarism**

- 10 The results of any electronic vetting although capable, where the requirements of Regulation 7 are satisfied, of constituting evidence under these Regulations, are not thereby conclusive of any question as to whether or not plagiarism exists.

### **Level 1 plagiarism**

- 11 In work submitted for examination where the Examiner is satisfied that Level 1 plagiarism has been committed, he/she shall penalise the student by reducing the mark which would have otherwise been awarded taking into account any relevant Faculty regulations.

### **Level 2 plagiarism**

- 12 Where an examiner has evidence of Level 2 plagiarism in the material being examined, that examiner shall report it to the Head of Department or the Dean and may at any time provide the Registrar with a copy of that report. In cases where the examiner and the Dean are one and the same,

the report shall be referred to the Head of the Department and also to the Campus Registrar.

- 13 Where any other person who in the course of duty sees material being examined which he or she believes is evidence of Level 2 plagiarism that other person may report it to the Head of Department or the Dean and may at any time report it to the Campus Registrar who shall take such action as may be appropriate.
- 14 Where a Dean or Head of Department receives a report either under Regulation 12 or 13, the Dean or Head of Department, as the case may be, shall
- where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar; or
  - where not concurring in the identification of evidence of plagiarism, reply to the examiner declining to proceed further on the report; or
  - where concluding that there is evidence of Level 1 plagiarism, reply to the examiner indicating that conclusion and the Examiner shall proceed as under Regulation 11.

- 15 Where a report is made to the Campus Registrar under Regulation 14a or 16, the Campus Registrar shall lay a charge and refer the matter to the Campus Committee on Examinations.

- 16 Where the Campus Registrar receives a report alleging Level 2 plagiarism from the Examiner or any other person except the Dean or Head of Department, the Campus Registrar shall refer the matter to a senior academic to determine whether there is sufficient evidence to ground a charge of plagiarism and where such evidence is found, the Campus Registrar shall proceed as under Regulation 15.

- 17 Where the matter has been referred to the Campus Committee on Examinations pursuant to Regulation 15, the proceedings under these Regulations prevail, over any other disciplinary proceedings within the University initiated against the student based on the same facts and, without prejudice to Regulation 21, any other such disciplinary proceedings shall be stayed, subject to being reopened.
- 18 If the Campus Committee on Examinations is satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it shall in making a determination on the severity of the penalty take into consideration:
- a. the circumstances of the particular case;
  - b. the seniority of the student; and
  - c. whether this is the first or a repeated incidence of Level 2 plagiarism.
- 19 Where the Campus Committee is of the view that the appropriate penalty for an offence of Level 2 plagiarism is for the student to be:
- (i) awarded a fail mark;
  - (ii) excluded from some or all further examinations of the University for such period as it may determine;
  - (iii) be dismissed from the University, it shall make such recommendation to the Academic Board.

**Clearance on a charge of Level 2 plagiarism**

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

**Level 2 plagiarism: Appeal to the Senate**

- 21 A student may appeal to the Senate from any decision against him or her on a charge of plagiarism made by Academic Board.

**Delegation by Dean or Head of Department**

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

**Conflict of interest disqualification**

- 23 Any person who has at any time been an examiner of work or been involved in procedures for laying charges in relation to which an issue of plagiarism is being considered under these Regulations shall withdraw from performing any functions under these Regulations other than those of supervisor and examiner.







THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS  
BARBADOS

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