



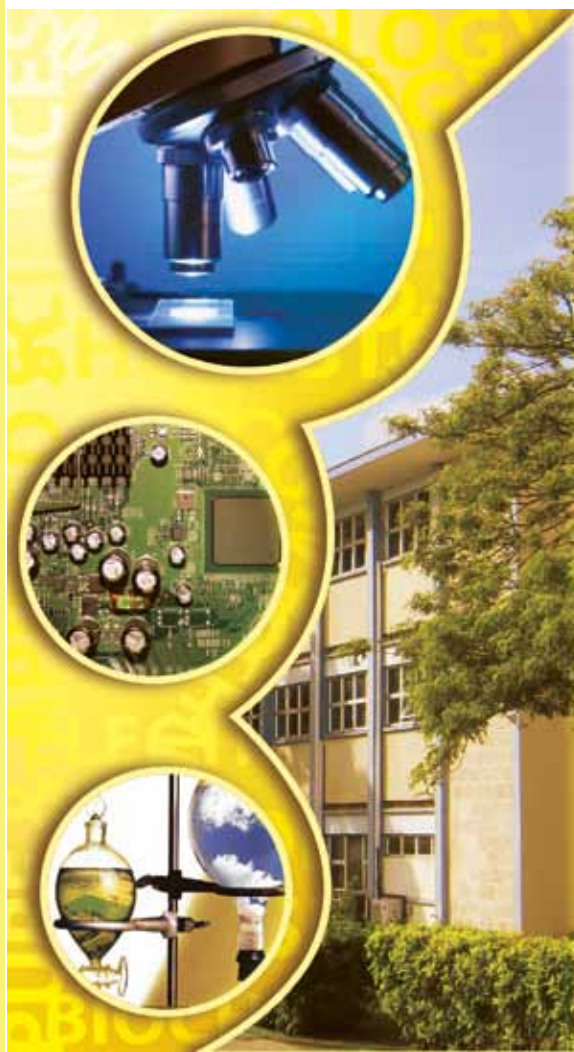
THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS, BARBADOS

THE FACULTY OF
**PURE & APPLIED
SCIENCES**

REGULATIONS HANDBOOK

2011-2012

Information Guide





THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

FACULTY OF PURE AND APPLIED SCIENCES
UNDERGRADUATE FACULTY REGULATIONS HANDBOOK 2011-2012

<http://www.cavehill.uwi.edu/fpas>

Email: fpas@cavehill.uwi.edu.

This booklet gives information on Courses offered in the Faculty of Pure and Applied Sciences 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) and the Open Campus.

This Guide is intended for students entering the Faculty of Pure and Applied Sciences from academic year 2011 – 2012. Continuing students must refer to 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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APPLICATION PROCEDURE

Applications for entry to all Faculties must be received on or before January 10 of the year in which the applicant wishes to enter and should be accompanied by:

Certified evidence of all examinations passed;

- A signed statement from parent/guardian agreeing that the applicant shall become an undergraduate in the Faculty*
- A signed statement from parent/guardian or from a responsible Individual or authority that funds will be available for the payment of fees*
- The relevant application fee.

Students are encouraged to apply on-line at www.cavehill.uwi.edu/apply. Application forms may also be obtained from the Student Affairs Section at Cave Hill or other campuses of the UWI.

* Not applicable for Mature students

Table 1:

Minimum CAPE (or equivalent) qualifications for entry to 3-Year BSc Science Programmes

BSc Major in	Required CAPE Passes
Biochemistry	Biology & Chemistry
Biology ¹	Biology & Chemistry
Ecology	Biology & Chemistry
Microbiology	Biology & Chemistry
Chemistry ¹	Chemistry & another subject
Computer Science ¹	Mathematics & another subject
Information Technology (IT)	Mathematics & another subject
Mathematics ¹	Mathematics & another subject
Electronics	Mathematics & Physics or another subject
Physics	Mathematics & Physics or another subject
Meteorology	Mathematics & Physics
BSc Options ²	
Computer Science (or IT) & Accounting	Mathematics & another subject
Computer Science (or IT) & Management	Mathematics & another subject
Mathematics & Economics	Mathematics & another subject
Mathematics & Accounting	Mathematics & another subject
Science & Management	Mathematics & requirements as for the Science Major
Science & Psychology	Requirements as for the Science Major

¹ Double Major also offered

² Numbers taking these Options are restricted

INTERNATIONAL EXCHANGE/ STUDY ABROAD PROGRAMME

The exchange programme allows students to spend one or two semesters abroad at overseas universities in order to broaden their experience, understanding and perception. Such exchanges typically take place in Year 2 of the BSc degree and the application deadline is December 1st of the year prior to the exchange.

UWI students, while at exchange Universities, continue as regular full-time students of the University of the West Indies. They pay UWI tuition and other fees and pursue matching and approved courses for credit. Credits earned abroad are transferred to UWI and applied to regular Faculty degree requirements in accordance with Regulation 38. For study abroad the requirements may vary.

Interested students are advised to consult the International Exchange/Study Abroad brochure available from the Admissions Section of Student Affairs. This contains a current list of Universities with which UWI has entered into cooperative arrangements for study exchanges. Programmes of study must be pre-approved by the Dean.

PRIZES AWARDED ANNUALLY IN THE FACULTY OF PURE AND APPLIED SCIENCES

THE GRAHAM GOODING BIOLOGY PRIZE

The prize consists of a commemorative scroll and voucher for **BDS \$ 600.00** to be spent on books related to the Biological Sciences.

It will be awarded to the best student majoring in the Biological Sciences (Biochemistry, Biology, Ecology, Microbiology) based on the student's performance (minimum B+ average) in the courses comprising the Biological major.

R. L. SEALE & CO. LTD. PRIZE IN CHEMISTRY

This prize consists of a book voucher of **BDS \$600.00** and a commemorative scroll. It is awarded to the best student (who meets the standard) on the basis of performance during the final two years of the programme.

SYSTEMS CONSULTING LTD. (SCL) PRIZES IN

- (a) Computer Science
- (b) Computer Science and Accounting or Computer Science and Management

These prizes consist of a cash voucher of **BDS \$1500** to be spent on computer-related materials.

Students must have completed Year 1 of the Pure and Applied Sciences Programme; and have fulfilled the Year 1 requirements for the major in Computer Science or Computer Science and Accounting or Computer Science and Management and have attained the highest average grade which must be at least B+.

None of these courses should have been repeated.

SCL will offer each Prizewinner a three-month paid work attachment at SCL after graduation.

SYSTEMS CONSULTING LTD. (SCL) PRIZE IN MATHEMATICS

The prize consists of a voucher of **BDS \$ 500** to be spent on books on Mathematics and related fields.

Students must be graduating in the current year, have majored in Mathematics and have attained the highest average marks in the Mathematics courses relevant to the major with an overall average grade of at least B+.

None of the courses should have been repeated.

MOORE PARAGON PRIZE IN PHYSICS

The prize consists of a voucher for books and/or student materials, of a value of **BDS \$500**. The prize will be awarded annually to the student who obtains the highest average marks in the First Year courses offered in Physics, provided that the student obtains, at least a B+ average and continues within the degree programme in the Faculty of Pure and Applied Sciences, Cave Hill.

None of the courses should have been repeated.

MOORE PARAGON PRIZE IN ELECTRONICS

This prize consists of a voucher for books and/or student materials of a value of **BDS \$500**. The prize will be awarded annually to the student who obtains the highest average marks in the First Year courses offered in Electronics, provided that the student obtains, at least a B+ average and continues within the degree programme in the Faculty of Pure and Applied Sciences, Cave Hill.

None of these courses should have been repeated.

FACULTY PRIZE

This prize consists of a voucher of **BDS \$ 500** to be spent on books. It is awarded to the Part I/Level I student with the best academic performance.

DEAN'S PRIZES, FACULTY OF PURE AND APPLIED SCIENCES

There shall be two (2) Prizes awarded annually, called the Dean's Prizes, Faculty of Pure and Applied Sciences. The Prizes shall be awarded to two (2) students registered in the Faculty of Pure and Applied Sciences who:

- have obtained at least an A average grade over 64 credits in the Faculty of Pure and Applied Sciences courses at Levels II/III
- should be nominated by their Department and interviewed by an Interdisciplinary panel. The names shall be inscribed on an appropriate plaque to be displayed in the Faculty Office.

The value of the Prizes shall be

FIRST PRIZE (Bds)	\$900.00
SECOND PRIZE (Bds)	\$500.00

THE PFIZER CARIBBEAN SCIENCE PRIZE

Valued at **BDS \$1000**, it is open to undergraduate students registered for a major in Biology, Chemistry or their sub-disciplines in the Department of Biological and Chemical Sciences.

GLOSSARY TO THE REGULATIONS

TERM	DEFINITION
Science Faculties	The Faculties of Pure and Applied Sciences at Cave Hill and Mona and the Faculty of Science and Agriculture at St. Augustine.
Discipline	A body of knowledge encapsulated in a set of courses distinguishable from other such bodies on the basis of criteria such as method of enquiry, axioms, areas of application.
Subject	An area of study traditionally assigned to the purview of a department.
Course	A body of knowledge circumscribed by a syllabus to be imparted to students by sundry teaching methods and usually followed by an examination.
Faculty Courses	All courses except Foundation and Co-curricular courses.
In-Faculty Courses	All Faculty courses originating in the Science Faculties.
Out-of-Faculty Courses	All Faculty courses originating in Faculties other than the Science Faculties.
Foundation Courses	Broad-based courses, three of which must be taken, and which provide a general foundation of knowledge.
Programme	A selection of courses (designed to achieve pedagogical goals) the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulations) makes a candidate eligible for the award of a degree/diploma/certificate.
Level	A measure of the standard of a course, designated at UWI by the first digit in the course number.
Part	A stage of a programme: (i) Part I (Introductory Stage) comprises Preliminary and Level I Courses (ii) Part II (Advanced Stage) comprises Level 2 and 3 courses
Credit	A measure of the workload required of students. 1 Credit Hour = 1 hour lecture/tutorial/ problem class per week OR 2 hours laboratory session per week, for a Semester.
Major	32 credits from prescribed courses at Levels 2 & 3 (as defined)
Minor	16 credits of prescribed courses at Levels 2 & 3 (as defined).
Option	A prescribed programme, comprising in-Faculty and, in some cases, out-of-Faculty courses, leading to a specific degree.

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Elective	A course within a programme taken by choice of the student.
Marginal Failure	A score for the overall examination of a course which is not more than 5 marks below the minimum pass mark for that course.
Supplemental Examination	A re-sit of an examination of a course which is not more than 5 marks below the minimum pass mark for that course.
Supplementary Oral	An oral examination, offered on recommendation of Department and Faculty, to candidates who have registered a marginal failure in a Level 2 or 3 course.
Pre-requisite	A course which must be passed before another course for which it is required may be pursued.
Anti-requisites	Two courses of which credit may be granted for only one.
Semester GPA	Grade point average (GPA) computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (The terms Grade Point, GPA, Quality Hours and Quality Points are defined in the UWI Grade Point Average Regulations Booklet).
Honours GPA	Weighted grade point average used to determine the class of degree. This GPA is computed on the basis of all courses done in the Advanced Part (Levels 2 & 3) of the degree programme, weighted with respect to credits and to earned quality hours.
Cumulative GPA	Grade point average obtained by dividing the total grade point earned by the total quality hours for which the student has registered for any period of time excluding courses taken on a Pass/Fail basis, audited courses, courses taken for Preliminary credit, incomplete and in-progress courses.

GENERAL REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE

All students of the University are subject to the General Regulations for Students approved by the Senate of the UWI. Where there is conflict between the regulations of any Faculty and the University Regulations, the University Regulations shall apply.

A. Qualification for Admission

1. In order to be admitted to the four-year degree programme, candidates must satisfy the University requirements for Matriculation (see the UWI General Regulations for Students) and have passed Elementary Mathematics at CSEC General Proficiency level at Grades I, II or, since 1998, Grade III (or equivalent) plus at least two of the disciplines listed in Appendix I(b).
2. In order to be admitted to the three-year degree programme, candidates must satisfy the University requirements for Matriculation (see the UWI General Regulations for Students) and have passed Mathematics and two approved science subjects [Appendix I(b)] at CSEC General Proficiency level at Grades I, II or, since 1998, Grade III (or equivalent) and
 - (a) Have obtained passes in four Units at CAPE, at least two Units in one subject, all at Grade V or better (or equivalent). One of the CAPE subjects must be an Approved Science subject [see Appendix I(a)].
or
 - (b) Have an approved Associate Degree with a GPA of 2.5 (or equivalent) or higher, from a Tertiary Level Institution.
(N.B. Candidates must also satisfy Departmental Requirements).

B. Outline of the Degree Programme

3. The degree of BSc is awarded on the basis of a programme of studies comprising combinations of courses in Science disciplines, together with certain Foundation courses. Approved Out-of-Faculty (see Glossary) courses may be included.
4. The Science Faculties offer the following Bachelors degrees in Science (the terms Major, Minor, Option etc., are defined in the Glossary):
 - (a) A degree with a single Major (32 credits from Levels 2 and 3) or a double Major in one or two Science disciplines (2 x 32 credits or 1 x 64 credits, from Levels 2 and 3). (See Appendix II for a list of Science Majors offered).
 - (b) A degree with a single Major in a Science discipline plus
 - (i) one or two Minors from other distinct Science disciplines (each with 16 credits from Levels 2 and 3)
 - (ii) a Major, or one or two Minors, from other Faculties. Out-of-Faculty Majors and Minors are governed by the regulations of the Faculty of origin. Only certain such combinations are allowed and these are considered Option. (See Appendix VI).
5. The following types of courses, which may consist of both theoretical and practical parts, are offered by the University:
 - (a) Courses taught by the Science Faculties (in-Faculty courses) include Preliminary (Level 0) and Levels 1, 2 and 3 courses. (Preliminary courses may be used to satisfy entry requirements of Regulation 2 above, but do not contribute towards the requirements for the award of a degree.)

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- (b) Service courses, which provide students with basic techniques and skills needed for dealing with the academic programme.
- (c) Approved Out-of-Faculty courses which may contribute toward the requirements for the award of a degree.
- (d) Foundation courses (see Appendix III) which are given throughout the University to augment the general education of students.
- (e) Co-curricular activities approved for credit by Academic Board. A maximum of three credits of co-curricular activities may be included as part of the credits required for the award of a degree, but shall not be taken into account in the determination of the Cumulative GPA or the class of degree. They may not be substituted for Foundation Courses. Co-curricular credits gained in excess of three will be entered on the student's transcript but will not contribute toward the requirements for the degree.
6. Courses normally extend over not more than one semester, but in special cases may extend over two semesters. The contact hours for a course are expressed in terms of Credit Hours (credits) and the credit-rating of a course is determined by the Faculty which administers the course. (See Appendix IV).
7. In order to be eligible for award of the Science Faculties' degrees, candidates must:
- (a) have been in satisfactory attendance for a period equivalent to at least six semesters of full-time study from entry into Level 1; and
- (b) have passed courses totalling a minimum of 101 credits from Level 1, 2 and 3 Faculty and Foundation courses for the degree as follows:
- | | |
|---------------------------------|------------|
| Level 1 | 24 |
| Level 2 and Level 3 | 60 |
| Level 1 to Level 3 (additional) | 8 |
| Foundation courses | <u>9</u> |
| | <u>101</u> |
- (i) A minimum of 16 credits at Level 1 and 32 credits at Levels 2 and 3 must be taken from in-Faculty courses.
- (ii) Specific Options, or Cross-Faculty programmes, may require more than 101 credits (see Appendix VI)
- (c) have a Cumulative GPA of at least 1.00.

C. Registration

8. A student pursuing a degree in the Faculty may register full-time or part-time. A student who is in full-time employment may pursue a degree on a part-time basis only. No allowances, with respect to attendance at classes, laboratories, tutorials or examinations, will be made for students on the basis of conditions of their employment.
9. Students must register for courses at the beginning of the academic year. Time limits governing changes in registration are as outlined in the student handbooks for each Campus. A student is deemed to be registered for a course only after his/her financial obligations to the University have been fulfilled.

10. Registration for any course (except audited courses) automatically implies entry for the associated examinations. A student who fails to attend the examinations without having previously withdrawn from the course (see Reg.9), or without having tendered evidence of illness at the time of the examinations, certified by a medical practitioner recognized by the University, will be deemed to have failed the course. Medical certificates must reach the Campus Registrar no later than seven days after the date of the examination concerned.
11. (a) A student who has passed a course will not be permitted to re-register for that course.
- (b) Likewise, students may not register for Preliminary courses in a subject which overlaps substantially with any CAPE/GCE A-Level courses (or equivalent) previously passed.
- (c) A student must not register for less than two courses in any one semester, except with the permission of the Dean.
- (d) The normal load for a full-time student is 16 course credits per semester, plus one Foundation course, ie: 35 credits over Semesters I & II.
14. The maximum number of credits for which a student may register in any one semester is twenty credits, if full-time, and 13 credits if part-time.
15. (a) Students must make a final declaration of their proposed major(s) and/or minor(s) by the end of the registration period of the semester in which they intend to graduate.
- (b) Students must graduate as soon as they have met the requirements for the degree for which they are registered.

D. Progress through the Programme

12. Students admitted into the four-year degree programme (Reg.1) who have already obtained one CAPE/GCE A-level pass (or equivalent) in an approved science subject, may be permitted to register for up to 12 credits of Level 1 courses.
13. (a) Full-time Part I students are required to register for a minimum of fourteen credits from Faculty courses and Foundation course, per semester. A student registering for less than fourteen credits will be deemed to be a part-time student.
- (b) In order to register for Level 2 courses, a student must normally pass a minimum of 20 credits in Level 1 Faculty courses. At least 16 of these credits must be from in-Faculty courses.

E. Examinations

16. In order to pass a course, a student must have been in satisfactory attendance at the course and must have satisfied the examiners in the associated examinations.
17. The examination associated with each course shall be conducted mainly by means of written and/or practical papers, normally taken at the end of the semester in which the candidate has registered for the courses concerned. However, oral examinations as well as performance in course work in the form of essays, in-course tests, research papers, projects, or continuous assessment of theoretical and/or practical work may contribute towards the final grade awarded in a course.

18. (a) When practical papers and/or practical coursework contribute towards an examination, candidates must satisfy the examiners in both the theoretical and practical aspects of the course. On the basis of performance in the practical component of the course, a candidate may, on the recommendation of the Department concerned, be exempted from the practical part of the examination.
- (b) To obtain a pass in Computer Science and Mathematics courses, candidates must pass both coursework and final examination.
19. A candidate who marginally fails the examination associated with a Preliminary or Level 1 course may, if recommended by the relevant Department, be granted permission by the Board of Examiners to sit a Supplemental Examination. Such permission will be given on the basis of the performance of the candidate in the courses concerned.
20. A finalist who marginally fails a course needed for graduation, having satisfied the Departmental requirements, may, at the discretion of the Faculty Board of Examiners, be offered a Supplementary Oral. Any candidate who satisfies the examiners in a Supplementary Oral will be given the minimum passing grade in the course. No more than eight credits may be gained through Supplementary Orals. A Supplementary Oral precludes the student requesting a Remark.
21. A candidate who fails the examination associated with a course may be given permission to repeat the course and the examination on a subsequent occasion.
- In the event that such a candidate has satisfied the examiners in the theory or practical coursework, the candidate may, on the recommendation of the relevant Department, be exempted from the theory or practical coursework passed. If such a recommendation has been made, the candidate may apply to the Dean for permission to take the examination without attending the course (Exam Only).
22. The Academic Board of a candidate's Campus on the recommendation of the Faculty Board concerned, may debar the candidate from writing the examination associated with a course if the candidate has not attended and/or performed satisfactorily in the course. The grade for such a candidate will be recorded as Absent Fail.

F. GPA and Class of Degree

23. (a) A Semester grade point average which includes all approved courses for which the student is registered in a semester, whether passed or failed, will be calculated for the determination of academic standing.
- (b) A Cumulative grade point average which includes all courses completed excluding those taken on a Pass/Fail basis, audited courses, Preliminary courses and courses designated I or IP will be calculated and recorded on the student's transcript.
- (c) An Degree grade point average including all Level 2 and 3 courses, whether passed or failed, will be calculated for determination of the class of the degree. (See Appendix V for the relationship between marks, grade point average and class of degree).
24. All courses included in the computation of the grade point averages in Regulation 23, are weighted according to their credit rating.

G. Leave of Absence and Voluntary Withdrawal

25. (a) A student who wishes to be absent from the Faculty for a semester or more may apply for Leave of Absence, through the Dean, to the campus Academic Board, stating the reasons for the application.
- (b) Leave of Absence will not be granted for more than two consecutive semesters in the first instance. However, students may apply for an extension of leave.
- (c) Leave of Absence will not be granted for more than four consecutive semesters.
- (d) Applications for Leave of Absence or extension thereof should normally be submitted by the end of the registration period in the relevant semester.
26. A student who registers for no courses during a semester without having obtained Leave of Absence will be deemed to have withdrawn from the Faculty.
27. A student who voluntarily withdraws from the university and who applies for re-admission within five years shall be granted exemption and credit for all courses previously passed unless the Department concerned declares that the material covered in a course has become outdated. All grades previously obtained except those for courses declared outdated shall be used in the determination of the GPA of such a student.

H. Time Limits for Completion and Enforced Withdrawals

28. For the purposes of Regulations 29 & 30 below, any semester in which a student is registered part-time including the Summer session, will be counted as half of a semester of

full-time study. After the total of equivalent full-time study has been obtained in this way, it will be rounded down to a whole number.

29. (a) A student whose Semester Grade Point Average is less than ~~or equal to~~ 1.00 will be deemed to be performing unsatisfactorily and will be placed on Warning.
- (b) A student on Warning, whose Semester grade point average is less than ~~or equal to~~ 1.00, will be Required To Withdraw from the Faculty.
30. (a) Students admitted to the programme under Reg.2 shall complete the requirements for the degree in a minimum of six or a maximum of ten semesters of full-time study.
- (b) Students admitted to the programme under Reg.1 shall complete the requirements for the degree in a minimum of eight or a maximum of twelve semesters of full-time study.
- (c) Students who cannot complete the programme within the maximum periods given in (a) and (b) above will normally be Required To Withdraw from the Faculty at the end of the academic year in which the maximum is reached.
31. In the event that a student has exhausted the maximum periods mentioned in Reg.30 above, but still requires for the completion of the degree programme,

Either:

- (a) passes in courses totalling no more than eight credits,

or:

- (b) passes in Foundation courses only,
the Faculty Board may at its discretion recommend to Academic Board an extension of the period of study by one or two semesters.
32. For the purposes of Regulations 28 to 31 above, any semester for which a student has obtained Leave of Absence from the Faculty shall not be counted (see Reg.25).
33. Notwithstanding Regulations 28 to 32 above, Academic Board may, on the recommendation of the Faculty Board, require the student to Withdraw from the Faculty at the end of any semester on grounds of persistent neglect of work and/or repeated failure in examinations.
34. A student Required To Withdraw from one Faculty:
- (a) may register immediately in another, if in the opinion of the student and the Dean of the receiving Faculty this is desirable and the student satisfies that Faculty's entry requirements;
 - (b) will be required automatically to withdraw from the University if not granted registration in another Faculty; and
 - (c) may not register in the ensuing Academic Year, for any courses in the Faculty from which (s)he had been Required To Withdraw.
 - (d) if readmitted and Required To Withdraw for a second time, will not be considered for readmission until a minimum period of five years has elapsed.
35. A student who was Required To Withdraw for reasons of failure to progress may be readmitted to the Faculty on the following conditions:
- (a) A minimum of one year has passed since the date of withdrawal
 - (b) The Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.
 - (c) All grades previously obtained, except for courses to be repeated (having been deemed outdated), shall continue to apply for the purpose of determining the student's GPA.
 - (d) Subject to UWI Grade Point Average Regulation 11, courses pursued at an institution other than the UWI during the period of withdrawal may be eligible for credit.
 - (e) Courses pursued in the UWI Summer School during the period of withdrawal shall be included in all relevant grade point average calculations if the student re-enters the UWI.

I. Exemptions and Transfers

36. Holders of degrees from approved universities, or candidates who have partially fulfilled the requirements of such degrees, may apply to the Board for Undergraduate Studies, through the Faculty Board of the candidate's campus, for exemption from Level 1 courses. Each such application will be considered on its own merit.
37. Students on transfer between different BSc degree programmes or from other programmes of study within the University may, on the basis of passes already obtained, and on the recommendation of the Departments concerned, be exempted from some or all of the Level 1 courses, and some of the Level 2 and/or Level 3 courses. Students exempted from all Level 1 courses may complete the degree programme in a minimum of four or a maximum of eight semesters of full-time study from the time of transfer. Students exempted from all Level 1 courses and some

Level 2 and/or Level 3 courses may complete the degree programme in a minimum of two semesters of full-time study from the time of transfer.

38. (a) A student who wishes to take academic courses as an exchange/transfer student at an institution other than the UWI and to apply those credits toward the degree must obtain written approval in advance from the Dean. Failure to obtain written approval in advance may preclude the acceptance of the credits.
- (b) A student must have a minimum GPA of 3.00 by the end of Semester II to be approved as an exchange/transfer student in the following academic year.
- (c) Where the course to be taken is to be substituted for a UWI course, the content of the course must be certified by the relevant Department as being equivalent to the UWI course. Course outlines and syllabuses must be provided by the student in order to permit the evaluation of the course content.
- (d) A student may not take courses for degree credit at an institution other than the UWI during the semester (including the succeeding summer) in which he or she completes or is expected by the Faculty to complete the requirements for graduation from the UWI.

J. Aegrotat Degree

39. (a) A candidate who, by reason of illness, was prevented from attending examinations or part of the examinations associated with a Level 2 or 3 course in the year of anticipated graduation may apply to the Board for Undergraduate Studies through the University Registrar, for an Aegrotat pass in the course. Such an application will be granted only if all the following conditions are satisfied:

- (i) The appropriate Head of Department reports that, on the basis of the candidate's performance during the period preceding the examinations, the candidate was expected to pass the examinations concerned and has satisfactorily completed any associated course work.
- (ii) The application reaches the University Registrar not later than 30 days after the date of the last paper in the examination concerned.
- (iii) The application is accompanied by a medical certificate attesting to the illness and issued by a medical practitioner recognized for this purpose by the University.
- (b) No grade will be awarded in respect of an Aegrotat pass, and a candidate having been awarded an Aegrotat pass will not be allowed to re-enter the examination for the course concerned on a subsequent occasion. An Aegrotat pass may not be used to satisfy a pre-requisite for other Level 2 and/or Level 3 courses.
- (c) A student who, having satisfactorily completed the degree programme, includes Aegrotat passes in courses counted for the degree programme, will be eligible for the award of an Aegrotat degree if both of the following conditions are satisfied:
- (i) The courses in which Aegrotat passes have been granted (and which need to be counted toward the award of the degree) are equivalent to no more than 24 credits.
- (ii) No more than 16 credits mentioned in (i) above arise from courses making up the candidate's major.
- (iii) The Aegrotat degree will be awarded without Honours.

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MAIN LIBRARY

The Main Library is open to all students and members of staff registered at this campus. The Library provides access to over 180, 000 books, 20,000 paper periodicals, 80 online databases, 1000 electronic journals and endeavours to support the research activities of all faculties. The library collection comprises an ever-increasing number of electronic resources and as such the main gateway to research information is the library's website: <http://cavehill.uwi.edu/mainlibrary>

Each faculty has a Liaison Librarian who serves as the first point of contact for information about library policies, procedures and services. Library services include research and reference assistance, inter-library loan, information literacy and research skills workshops, a computer lab, a wireless environment, a twenty-four hour reading room and closed study carrels.

Liaison Librarian - Pure and Applied Sciences
Ingrid Iton
Margaret.iton@cavehill.uwi.edu
Tel: 417- 4841

RULES FOR READERS

MEMBERSHIP

1. The Library opening hours are

Term and Mid-Year Vacation:

Weekdays 9.00 a.m. to 11.00 p.m.
Saturdays & Sundays 9.00 a.m. to 11.00 p.m.

Break:

Weekdays 9.00 a.m. to 5.00 p.m.
Saturdays CLOSED

Summer Vacation:

Weekdays 9.00 a.m. to 9.00 p.m.
Saturdays 9:00 – 4:00

The Library is closed on Public and University holidays throughout the year.

2. The Library is open to all registered graduate and undergraduate students at the University and to all the academic, research, senior administrative and permanent and non-academic staff of the University.
3. Other persons over 17 years of age requesting use of the Library for reading or reference purposes may be admitted at the discretion of the Librarian. Such persons may be permitted to borrow books only in exceptional circumstances at the discretion of the Librarian, and will then be required to make a cautionary deposit of \$50.00 which shall be refunded on satisfactory termination of the membership.

LOANS

General

4. Borrowers will be required to identify themselves. No book, periodical or other Library material may be removed from the Library unless the procedure has been completed at the Circulation Desk. The possession of a library book which has not been properly issued will be

treated as a deliberate and serious offence. A reader is responsible to the Library for the items for which he or she has signed. No book, periodical, etc., will be accepted for issue or renewal after the second bell has been rung 15 minutes before closing time. All transactions must be completed fifteen minutes before the published closing time.

Undergraduate

5. Undergraduate students at the University may have on loan a maximum of 10 items, including no more than two items from the overnight collection. For items from the open access shelves the period of loan is normally 21 days but all books are subject to recall at any time during this period. The period of loan may be extended in vacations at the discretion of the Librarian. Undergraduates may not borrow periodicals.

Postgraduates

6. Postgraduate students of the University may have on loan up to 10 items at a time. This quota includes not more than two (2) bound periodicals and not more than two (2) items from the overnight collection. The period of loan is normally 10 weeks. All loans are subject to recall by the Librarian at any time.

Academic and Senior Administrative Staff

7. Academic and senior administrative staff may have on loan up to 15 items at a time. This includes not more than two (2) bound volumes of periodicals and two (2) overnight loans. The period of loan is normally 10 weeks. All books are subject to recall by the Librarian at any time.

Non-Academic Staff

8. Permanent non-academic staff may have on loan up to four (4) books at a time for up to 21 days. They may not borrow overnight books or periodicals.

Other Persons

9. Other persons permitted to borrow books under Rule 3 may have on loan up to four (4) books at a time for up to 21 days.

Departments

10. The Librarian, at his discretion, may lend books to departments/units of the University for such periods as he may decide. Heads of departments/units are responsible for such loans.

Renewals and Requests

11. A book loaned to an undergraduate student may be renewed once only for a further period if it has not already been requested by another reader.
12. A book requested by another reader will be recalled only after it has been on loan for 10 days.

Non-Circulating Items

13. Certain publications may on no account be removed from the Library. These include all reference books, current issues of periodicals and other works of special value. All non-circulating items are clearly marked.

Reserved Books

14. Reserved books may only be borrowed overnight or on weekends. Only two (2) such items may be borrowed at any one time, the loan begins after 5.00 p.m. on weekdays, 11.00 a.m. on Saturdays, and 3.00 p.m. in the summer vacation, and must be returned by 10.00 a.m. or 5.00 p.m. as indicated by the date due stamp.

Reading Room Loans

15. Only two (2) items may be borrowed for use in the Reading Room at any one time.

Periodicals

16. Periodicals will normally be restricted to Reading Room use, but Graduate Students and members of the Academic and Senior Administrative Staff may borrow bound volumes only – to a maximum of two (2) such items – for a period of 14 days. These loans are not normally renewable.

FINES

17. (a) The Librarian is empowered to levy a fine upon all readers who fail to return Library material within the prescribed period.
- (b) The fine for late return of library material borrowed from the general collection by academic staff will be 50 cents for each day the loan is overdue.

- (c) The fine for late return of library material borrowed from the general collection by postgraduate students will be 50 cents for each day the loan is overdue.
- (d) The fine for the late return of library material from the general collection by other borrowers will be 25 cents for each day the loan is overdue.
- (e) In determining the number of days by which a loan is overdue in relation to clauses (b), (c) and (d) above, only days in which the Library was closed owing to unforeseen circumstances will be excluded.
- (f) The fine for late return of an item from the overnight collection will be charged at 10 cents per hour.

Maximum Fine

18. The maximum fine for the late return of Library material shall not exceed Bds. \$50.00 in the case of academic staff borrowers, Bds \$50.00 in the case of postgraduate student borrowers, and Bds \$30.00 in the case of other borrowers.
19. Loss of or damage to any library material on loan to a reader must be reported by him/her immediately. The reader must pay the cost of replacement (or the estimated market price of the book if irreplaceable) of lost or seriously damaged books or other items in addition to any fine which he/she may have incurred before the loss or damage was reported.

20. The names of all those who are not in good standing with the Library – that is, those who, after due notice, have failed to return overdue items or who fail to pay fines or costs of items lost or damaged – will be submitted to the Principal for further action.

THEFT AND MUTILATION

21. The willful mutilation or defacement of library material, the attempt at, or illegal removal of library material, the attempt to obtain library materials or to gain access to library facilities by false pretences or forgery, will be considered a major offence against the University, and any person who commits such an offence may be reported to the appropriate University authority for disciplinary action which may include a maximum penalty fine of Bds \$300.00, suspension or expulsion.

CONDUCT

22. The Reading Rooms are for the purpose of study and not for discussions or social gatherings. Any conduct inconsistent with this purpose or detrimental to its pursuit by others shall constitute a breach of the Rules.
23. The Librarian shall at all times have authority to maintain good order in the Library and may exclude from it or suspend from its use any reader who breaks these Rules. He/she may report to the Principal any person responsible for serious or persistent breach of these Rules; such conduct by any student shall be considered a breach of University discipline.



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