



THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS, BARBADOS

# THE FACULTY OF SOCIAL SCIENCES

REGULATIONS

# 2012-2013

Information Guide







THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS

FACULTY OF SOCIAL SCIENCES  
UNDERGRADUATE FACULTY REGULATIONS  
HANDBOOK 2012 – 2013

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This booklet gives information on courses offered in the Faculty of Social Sciences at the Cave Hill Campus of the University of the West Indies (Barbados) and at the Centre for Hotel and Tourism Management, Nassau (Bahamas). 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 Social Sciences from academic year 2012-2013. Continuing students must refer to the Faculty Regulations that govern their year of entry – available on the Faculty website.

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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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# GENERAL REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCES IN THE FACULTY OF SOCIAL SCIENCES

## *Definition of Terms*

- i. “Faculty Handbook” means, in the case of the St. Augustine Campus, The Students’ Guide to the Faculty of Social Sciences, and in the case of the other Campuses means The Handbook of the Faculty of Social Sciences;
- ii. “Free electives” means courses listed in the Faculty Handbook which are optional in the degree programme concerned;
- iii. “Level I”, in relation to a Faculty other than a Faculty of Social Sciences, means the stage of a degree programme at the end of which a candidate who has completed all the examinations is eligible, under the scheduling of the programme in that Faculty, to complete that programme within two years without registering for summer school sessions;
- iv. “Pre-requisite” means a course listed in the Faculty Handbook as a course which must be completed before permission is given to register for another course for which it is so listed as a pre-requisite;
- v. “Summer school sessions” refer to the sessions of the summer schools as governed by the Summer School Regulations.

## QUALIFICATIONS FOR ADMISSION

- 1.1 Before registration and before beginning courses in the Faculty the candidate must have satisfied the University Matriculation requirements for entry to a degree programme (See University Matriculation requirements - UWI Calendar Vol II Part II).
- 1.2 On entry to the University students may be required by Faculty Board to take an English Proficiency Test. Students failing this test may be required by Faculty Board to do a prescribed course in English as a prerequisite to the compulsory Foundation Course,

FOUN 1001 English for Academic Purposes, or FOUN 1008 Rhetoric II: Writing for Special Purposes.

- 1.3 Applicants for entry into Economics, Accounting, Management Studies; Psychology and Statistics (Mona) degree options (specialization and majors) are required to have a minimum of a Grade III pass in CXC (General) Mathematics or a qualification deemed by Faculty Board to be equivalent.

## TRANSFERS

### Inter and Intra Faculty Transfers

- 2.1 Students in another Faculty who have completed Level I of a degree programme of the University of the West Indies are eligible for transfer to the Level II of a degree programme offered by a Faculty of Social Sciences. Such students must, at the time of transfer, have passed courses which satisfy the Level I requirements of the Faculty of Social Sciences as well as the pre-requisites of the relevant courses of the programme into which the transfer is sought. Transfers are offered to students who have acquired a strong Level I record. (B+ average and above)
- 2.2 Transfer may also be offered to any student registered in any other Faculty of the University of the West Indies and who has successfully completed the Level I prerequisites to Levels II & III courses in the area of intended major or special and has also completed the required Foundation Course(s).
- 2.3 For transfer to the Level II of a degree programme offered by the Faculty of Social Sciences (Mona), students registered prior to 1998-99 may include among the courses passed Essentials in English (UC010, UC001) or Use of English (UC120).

## COURSE OF STUDY

3. Candidates for any of the degree programmes must pursue a course of study comprising at least 90 credits at least 30 credits at Level I and at least 60 credits at Levels II and III. The Faculty Board may require that the timing of registration in particular courses be such as to ensure that the course of study extends over either at least five (5) semesters and two (2) summer school sessions or six (6) semesters.

## Level I REQUIREMENTS

- 4.1 Students must satisfy the requirements for a minimum of 30 credits at Level I comprising:
- such Foundation courses as are required and offered; other compulsory courses in the chosen degree option as specified in the Faculty Handbook; free electives to bring the total credits to 30.

## UNIVERSITY FOUNDATION COURSES

- 4.2 As of 1998-99 all students registered in the University of the West Indies will be required to complete a minimum of 9 credits of Foundation Courses including MGMT 1000 Introduction to Computers.

Foundation Courses are University Courses and not Level I Courses. They may be completed at any stage in a student's programme. Students are advised to complete foundation course requirements prior to proceeding to the final semester of their programme.

- (a) Students awarded Advanced Standing, as well as those in the BSc Hospitality and Tourism Management programme, are required to complete 9 credits of Foundation courses including MGMT 1000 Introduction to Computers. The Foundation courses comprise:
- i) FOUN 1008 Rhetoric II: Writing for Special Purposes

- (ii) FOUN 1210 Science, Medicine and Technology in Society
  - (iii) FOUN 1101 Caribbean Civilization
  - (iv) FOUN 1301 Law, Governance, Economy and Society
  - (v) FOUN1001 English for Academic Purposes
  - (vi) any other course approved for the purpose by the Board of Undergraduate Studies
- (b) Students registered in the Faculty of Social Sciences will be required to include among such Foundation Courses FOUN 1008 Rhetoric II: Writing for Special Purposes or FOUN 1001 English for Academic Purposes.
- (c) The elective Foundation course, FOUN 1301 Law, Governance, Economy and Society, will not count for credit in the programme of the Faculty of Social Sciences except with the permission of the Dean.
- (d) Exemption in whole or in part from the requirements under [4.2(a- b)] may be granted from time to time by the Board for Undergraduate Studies.

## REQUIREMENTS FOR ENTRY TO LEVELS II AND III

5. Students are required to satisfy pre-requisites for Levels II and III courses. A minimum of twenty-four credits at Level I including eight core courses is required to progress to Level II.

## REQUIREMENTS FOR THE AWARD OF THE DEGREE

- 6.1 In order to qualify for the award of a degree a student must:
- Have completed a minimum of 90 credits (normally equivalent to 30 semester courses) of which:

- Have completed at least thirty credits from Level I semester courses (including the Foundation Course requirement), and at least sixty credits from Levels II and III semester courses

Students registering for more than twenty Level II/III courses must indicate in writing which of the additional courses are “not for credit at the time of registration”. Students will not be permitted to register for “not for credit” courses after satisfying the requirements for the award of the degree.

Have satisfied the requirements for their specific degree programmes.

6.2 Degrees are offered in the following categories:

- Special
- Major
- Three minors (restricted to BSc Social Sciences)

A student must be formally registered in one of these programme options:

A **special** comprises a minimum of forty-five (45) credits in the subject area at Levels II and III.

A **major** comprises a minimum of thirty (30) credits in the subject area at Levels II and III.

A **double major** comprises a minimum of thirty (30) credits each in two (2) subject areas at Levels II and III.

A **minor** comprises a minimum of fifteen (15) credits in the subject area at Levels II and III. A **major/minor** comprises a minimum of thirty (30) Levels II and III credits in the subject area of the major and fifteen (15) Levels II and III credits in the minor.



6.3.1 A **Special** degree is available from among the following subject areas only:

Accounting + #  
Economics + \* #  
Business, Economics & Social Statistics\*  
Hospitality and Tourism Management +  
Hotel Management + \* %a  
Management Studies + #  
Psychology +  
Public Sector Management +  
Sociology +  
Social Work + \*  
Tourism Management + \* %a

International Relations \*  
Law +  
Marketing #  
Management Studies + \* #  
Management Information Systems #  
Mathematics +  
Political Science + \*  
Public Sector Management +  
Psychology \* # +  
Sociology \*  
Social Policy Administration \*  
Social Policy #  
Social Psychology \*  
Sports Management #  
Statistics \*

6.3.2 A **Major** is available from among the following subject areas:

Accounting + \*  
Economics + \* #  
Government #  
International Relations \*  
Management Studies + \* #  
Political Science + \*  
Public Administration \*  
Public Sector Management +  
Psychology \* # +  
Social Work #  
Sociology + \* #  
Statistics \*

[Key: + Cave Hill \* Mona # St. Augustine %a Bahamas]

6.3.3 **Minors** may be declared from among the following subject areas:

Accounting + \* #  
African and African Diaspora Studies \*  
Demography \*  
Economics + \* #  
Finance #  
History +  
Human Resource Management #

6.3.4 (a) The degree majors with which the above minors may be combined will be approved by Faculty Board and Board for Studies (major) BSc Accounting (major) and the BSc. International Relations (major). Part-time registration is not permitted at Levels II and III at the St. Augustine Campus.

(b) The Faculty Board may require that the timing of registration in particular courses be such as to ensure that the course of study for the Level I programme extends over at least three (3) semesters inclusive of one (1) summer school session.

6.3.5 Students may also request to combine a Social Sciences major with a minor offered by another Faculty. To do this, the permission of the Deans of both Faculties must be sought and obtained. At St. Augustine students may register in the Faculty for a double major comprising a major in the Faculty

and a major offered by another Faculty. By special arrangement with the Faculty of Pure & Applied Sciences (Cave Hill), students may register for a double major comprising any of the majors offered in the Faculty of Social Sciences as one of the two required subject areas and Mathematics in the Faculty of Pure and Applied Sciences (Cave Hill) as the other. Students may also apply to register in the Faculty of Social Sciences for a double major involving any of the Faculty of Social Sciences majors and any other majors offered in another Faculty at the Cave Hill Campus. To do this, the permission of the Deans of both Faculties must be sought and obtained.

- 6.3.6 A student may with the permission of the Dean change any major, special or minor for which that student is registered.

## REGULATIONS FOR FULL-TIME PROGRAMME

### 7. A full-time student:

- (a) Shall complete the degree programme in not more than eleven (11) semesters and five (5) summer school sessions;
- (b) Will unless Academic Board approves otherwise on the recommendation of Faculty Board be required to register for ten (10) semester courses in any one year and five (5) semester courses in any one semester. Permission may be sought for not more than one additional course for the year by any student who needs that one course for completion of the requirements for the degree or who has been awarded a grade of A as the examination mark for more than half of the courses for which that student has been examined when registered in the Faculty.
- (c) Will be required to withdraw from the Faculty unless he/she has gained at least:
  - fifteen (15) credits at the end of the second semester

- thirty-three (33) credits at the end of the fourth semester
- fifty-one (51) credits at the end of the sixth semester
- sixty-nine (69) credits at the end of the eighth semester

***N.B. Credits gained from courses done in another programme will not be counted towards the rate of progress.***

## REGULATIONS FOR PART-TIME PROGRAMME

### 8.

- (a) A part-time programme is offered for Level I of the BSc degree at all campuses. Level II and III are available in all programmes offered at the Cave Hill Campus. At the Mona Campus part-time is offered in BSc. Management Studies (major) BSc. Accounting (major) and the BSc. International Relations (major). Part-time registration is not permitted at Levels II and III at the St. Augustine Campus.
- (b) The Faculty Board may require that the timing of registration in particular courses be such as to ensure that the course of study for the Level I programme extends over at least three (3) semesters inclusive of one (1) summer school session.
- (c) A part-time student will be required to withdraw from the Faculty unless he/she has gained:
  - six (6) credits at the end of the second semester
  - eighteen (18) credits at the end of the fourth semester
  - twenty-four (24) credits at the end of the sixth semester
  - thirty-nine (39) credits at the end of the eighth semester
  - fifty-four (54) credits at the end of the tenth semester
  - seventy-two (72) credits at the end of twelfth semester
  - ninety (90) credits at the end of the fourteenth semester

- (d) Once a Part-time student transfers into the Full-time programme, he/she is required to maintain the rate of progress mandated for the Full-time programme.

***N.B. Credits gained from courses done in another programme will not be counted towards the rate of progress.***

## REGULATIONS FOR GPA STUDENTS

9.

- (a) 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.
- (b) 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.

## REGISTRATION/EXAMINATIONS

10.

- (a) Students will be examined during each semester and the summer session in the courses for which they are registered.
- (b) A course may be examined by one or more of the following methods:
- (i) written examination papers
  - (ii) oral (under the conditions in Regulation 11 below)
  - (iii) practical examinations

(iv) coursework (which may include written in-course tests, practical work, dissertations, essays, projects, studies and other forms of coursework exercises as approved by the Faculty Board, or the Campus Committee on Examinations as appropriate).

- (c) A student failing a course may subject to the rate of progress requirements of these Regulations be allowed to substitute another approved course in a subsequent semester or repeat the failed course.
- (d) All optional courses (electives) listed in the various degree programmes in the Faculty Handbook will not necessarily be available in any one year.
- (e) Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.
- (f) Registration for a course constitutes registration for the examination in that course.
- (g) A student who does not take an examination in a course for which he/she is registered is deemed to have failed that examination unless permission to be absent has been granted.
- (h) A student who, on grounds of illness or in other special circumstances as referred to in Examination Regulations fails to take an examination in a course for which he/she is registered, may be given special consideration by the Board of Examiners to take examination at the next available opportunity, without penalty.
- (i) Students are asked to pay special attention to Examination Regulation which states:
- “Any candidate who has been absent from the University for a prolonged period during the year for any reason other than illness or whose attendance at prescribed

lecturers, classes, practical classes, tutorial 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.”

## ORAL EXAMINATIONS FOR FINAL YEAR STUDENTS

- 11.
- (a) The Board of Examiners may recommend to the Department concerned that a student who has failed the last one or two courses(s) required to complete the degree be offered an Oral Examination in that one or those two courses provided that he/she has obtained in each instance a mark of at least 35% for the course(s).

If an Oral Examination is granted the student may choose to decline the offer.

- (b) The Oral Examination, which will be of maximum length of one hour, will be held as soon as possible after the previous examination and within the academic year in which the student is expected to graduate. The student must contact the department concerned immediately so that arrangements may be made for the Oral Examination.
- (c) The Oral Examination will concern the course as a whole, and not be restricted to the questions set in the examination which the student did. The First Examiner and at least one other must be present at an Oral Examination.
- (d) If the examination is passed, the student cannot be awarded a grade higher than 40 - D and this grade will replace that previously gained for the entire evaluation in that course.

- (e) If he/she fails the Oral, the student will not have any right of appeal or review.
- (f) A student will be allowed only one Oral Examination for any one Course.

## EXAMINATIONS ONLY

- 12.
- (a) Final year students failing one or two (but no more than two) courses may apply to register for “Exams Only” in the course(s).
- (b) The candidate’s assessment will be based entirely on the examinations which will count for 100%.

## COURSEWORK

- 13.
- (a) In the case of examination by coursework a student gaining an overall mark higher than 40% but passing in only one component will be required to repeat at the next available sitting the component that was failed.
- (b) A student who is absent from a coursework examination may apply to the Dean of the Faculty for exemption from this examination no later than one (1) week following the date of this examination. He/she must at the same time submit to the Campus Registrar justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Examination Regulations). The Dean shall consider any such request for exemption in consultation with the relevant Head of Department and course lecturer. If the exemption is granted, the candidate’s assessment will be based entirely on the final examination.
- (c) A student may request to submit coursework assignments, essays, etc. after the stipulated deadline date on the basis of appropriate justification (such as, in case of illness,

a medical certificate complying with any applicable Examination Regulations). This request must be made within 48 hours after the stipulated deadline date and must be addressed to the Dean, who in consultation with the relevant Head of Department and course lecturer may allow the extension. The Dean, acting on advice of the relevant Head of Department and course lecturers, may consider requests for extension of the coursework assignment, essays etc. If the extension is not granted the student will not be given any special consideration and will be graded based on both coursework and final examination.

## LEAVE OF ABSENCE

14.

- (a) A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Faculty Board, through the appropriate Dean, stating the reason for the application.
- (b) The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.
- (c) Leave of absence will not be granted for more than two consecutive academic years.
- (d) Leave of absence may be granted for one semester or for an academic year.
- (e) Applications for leave of absence for a semester shall normally be submitted by the end of the third week of the relevant semester.
- (f) Applications for leave of absence for the academic year shall normally be submitted the end of the third week of semester I.

## AWARD OF DEGREES

15. Notification of Results

For those candidates who have completed the requirements of the BSc degree a pass list shall be published and arranged alphabetically in the following categories:

- First Class Honours
- Second Class Honours
  - Upper Division
  - Lower Division
- Pass

## GRADE POINT AVERAGE SYSTEM

16.

- (a) These regulations shall apply to all students admitted to the University commencing academic year 2003-2004.
  - (i) The class of degree to be awarded shall be determined on the basis of a weighted Grade Point Average (GPA).
  - (ii) In the calculation of the weighted GPA a weight of zero shall be attached to all Level I courses.
  - (iii) Levels II and III courses shall have equal weight in the determination of the weighted GPA.
  - (iv) Core courses satisfying the requirements of specials, majors and minors must be taken into account in the determination of the weighted GPA.
  - (v) A course designated as not-for-credit (NFC) shall not count in the determination of the weighted GPA.
  - (vi) The class of degree shall be awarded as follows:

First Class Honours -  
Weighted GPA of 3.6 and above

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Second Class Honours - Upper Division -  
Weighted GPA 3.00 - 3.59

Second Class Honours - Lower Division -  
Weighted GPA 2.00 - 2.99

Pass -  
Weighted GPA 1.00 - 1.99

### MARKING SCHEME FOR EXAMINATION IN THE FACULTY OF SOCIAL SCIENCES

- (b) (i) In the determination of GPA, the grades with corresponding quality points shall be as defined in the University Regulations governing the GPA.  
(ii) The authorized marking scheme is as follows:

GRADE	MARKS	GPA
A+	86 and above	4.3
A	70 - 85	4.0
A-	67 - 69	3.7
B+	63 - 66	3.3
B	60 - 62	3.0
B-	57 - 59	2.7
C+	53 - 56	2.3
C	50 - 52	2.0
C-	47 - 49	1.7
D+	43 - 46	1.3
D	40 - 42	1.0
F	Less than 40	0.0

### CO-CURRICULAR CREDITS

17.

- (a) Students will be eligible for no more than 3 credits for involvement in co-curricular activities. The activities may be Campus specific.
- (b) Co-curricular credits will be awarded on the following basis:
- (i). Students must be involved in the activity for at least one (1) semester;
- (ii). Explicit learning outcomes must be identified for each activity.
- (iii) There must be clearly defined mode(s) of assessment for each activity.
- (c) The Office of Student Services and the School of Education on each campus will administer the award of credits.
- (d) The grading of co-curricular credits will be pass/fail.
- (e) All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Board.
- (f) Subject to Faculty Regulations, co-curricular credits will form part of the 90 credits for a degree. However, in special circumstances, if credits are earned in excess of those required for the degree, these and the associated activity will be included on the student's transcript.

## **AEGROTAT DEGREE**

18. A candidate taking examinations in respect of a final degree, diploma or Certificate programme and who had been absent through illness from one or more papers, may apply for the award of an aegrotat degree, diploma or certificate on the following conditions.
- (a) Where the whole of the final examination for a degree, diploma or certificate is taken at the end of the final year of the course and he/she has completed more than half of the examination but has been absent from the remainder of that examination.
  - (b) Where the final examination is in two or more parts (the award of the degree, diploma or certificate depending on performance in each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.
  - (c) Where the final examination is in two parts and the student has completed the first part (level II) with a B average or higher and his course work during the final year of the course has been of a consistently high standard, but he/she has been absent from the other part of the examinations.
  - (d) The Examiners consider that in the work which the candidate has submitted at such of the final examination as he/she had attended, he/she reached a standard which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree, diploma or certificate.
19. All applications for an aegrotat degree, diploma or certificate must be referred by the Registrar to the Faculty Board of Examiners and the Board for Examinations for a recommendation to the Board of Undergraduate Studies (BUS). Applications from or on behalf of candidates must be accompanied by a medical certificate signed by (a) University Health Officer, or (b) the Dean of the Faculty of Medicine in consultation with the appropriate members on the Medical School, (c) or other medical personnel appointed for this purpose by the University, and shall reach the Registrar not later than thirty days from the last examination paper written by the candidate.
20. In assessing an application for an aegrotat degree, diploma or certificate, reports from Heads of Department on the candidates work should be taken into consideration. Oral examinations, where possible, by internal examiners may be an aspect of examinations for the award of an aegrotat degree.
21. An aegrotat degree, diploma or certificate will be awarded without distinction or class.
22. Holders of an aegrotat degree, diploma or certificate will not be permitted to re-enter for the same examination but may proceed to a higher degree if accepted by the Board for Graduate Studies and Research.

## FACULTY PRIZES

The following prizes are awarded to students in the Faculty of Social Sciences each year:

### Campus Level 1 Faculty Prize

A **Faculty Prize** of books awarded to the Level I student with the best academic performance.

### KPMG PRIZE (formerly Peat Marwick Prize)

The **KPMG Prize** valued at five thousand dollars (BDS 5,000.00) awarded to a national of Barbados who achieves the highest aggregate in Level II examinations of the B.Sc. Accounting and/or any other business related discipline, provided that such marks merit the minimal grade of B+. The recipient is expected to accept a period of employment for a minimum of one year at KPMG in Barbados.

### Dean's Award for Academic Excellence

A minimum of eighteen (18) of twenty level II/III courses at grade A and no grade lower than B.

### The Department of Economics Prizes

#### (Two Prizes)

- (i) **Wendell McClean Memorial Prize in Economic Theory** - Awarded to the student who achieves the highest aggregate in Economic Theory in Level II examinations.
- (ii) **Sir Arthur Lewis Memorial Prize** - Awarded to the most outstanding student graduating with a major in Economics.

### Llewyn Rock Memorial Prize in Economics

The Prize shall be awarded annually to the student

obtaining the highest aggregate marks in Level II of the BSc. Economics programme with at least a B+ average.

### Apostolic Teaching Centre Prize

Awarded annually to a Barbadian national pursuing a major in Sociology and/or Social Work. Terms and conditions for the Prize will be advertised each academic year.

### Cross-Campus Faculty Prizes

(i) One prize of books to the value of one hundred dollars awarded to students obtaining the highest marks in the Level I examinations in the Faculty as a whole.

(ii) **Charles M. Kennedy Prize**

Two cash prizes value J\$5000 awarded to students with the highest marks in the BSc Economics degree in the Final Year examinations in the Faculty as a whole.

### Cross-Campus Cross-Faculty Prize Hugh Springer Prize

Awarded to the most distinguished Final Year student in the Faculties of Arts and General Studies and the Faculty of Social Sciences as a whole.

### Scholarships (Social Sciences Students Only)

- (i) Barbados Chamber of Commerce & Industry Scholarship
- (ii) Barbados Employers' Confederation Scholarship
- (iii) Institute of Chartered Accountants of Barbados Scholarship
- (iv) Scotia Bank Scholarship
- (v) Shell Antilles & Guianas Ltd Wendell McClean Scholarship
- (vi) Life of Barbados Scholarship
- (vii) CLICO Holdings (Barbados) Ltd. Scholarship



## 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:
  - (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.

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4. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.
- Lower Second Class Honours  
(Weighted GPA 2.00 – 2.99)
- (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.
- Third Class Honours  
(Weighted GPA 1.50 – 1.99)
- (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.
- Pass (Weighted GPA 1.00 – 1.49)
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.
- (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:
- 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 |

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- (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

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 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.

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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 0.75 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 0.75, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 0.75 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
  - a. where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar; or
  - b. where not concurring in the identification of evidence of plagiarism, reply to the examiner declining to proceed further on the report; or
  - c. 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.







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*A PUBLICATION OF STUDENT AFFAIRS  
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