



THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS, BARBADOS

THE FACULTY OF **Law**

UNDERGRADUATE REGULATIONS

&

FACULTY OF LAW LIBRARY REGULATIONS

2012-2013

Information Guide





THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

FACULTY OF LAW
UNDERGRADUATE REGULATIONS
AND
FACULTY OF LAW LIBRARY REGULATIONS
2012 - 2013

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

THE UNIVERSITY RESERVES THE RIGHT TO MAKE SUCH CHANGES TO THE CONTENTS OF THIS PUBLICATION AS MAY BE DEEMED NECESSARY.

Students should consult the Dean's office where clarification is required.

These regulations govern the programmes of study for all students entering in 2012/13. Students who started programmes in previous years are governed by the regulations in force in their year of entry which can be found online at www.cavehill.uwi.edu/law

Disclaimer:

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

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THE MISSION OF THE FACULTY OF LAW

The Faculty of Law is an integral part of the regional development strategy. Its principal mission is to provide prospective West Indian lawyers with a rich, intellectually-based and humanistically-motivated, academic foundation in law, that teaches the skills of good writing and critical reason, and that prepares the law graduate to pursue professional training for the successful practice of law, or the pursuit of a career outside of the professional field of law. Put differently, the central purpose of legal education at the University of the West Indies is to cultivate in the prospective lawyer or law graduate the arts of critical thought and reasoned exposition as they apply to the growth and functioning of our legal systems in the Commonwealth Caribbean and to the advancement of a more just and humane West Indian society. In support of this objective, the Faculty of Law is committed to:

- deepening the intellectual and humanistic content of the law curriculum to ensure that the student derives a critical understanding of legal concepts, and a solid academic foundation for the practice of law or for the pursuit of a career in any other field;
- the undertaking of fundamental enquiries in collaboration with relevant disciplines into the adequacy of existing laws to meet the developmental needs of our societies;
- the organization and pursuit of research through the publication of books, monographs, internationally recognized journals, reviews and bulletins to meet the need for critical appraisals of current legal developments in both case and statute law;
- the thorough examination and scholarly exposition of current West Indian Law and West Indian Legal history;
- the provision of services to regional Governments pursuing legal and constitutional reform;
- the provision of intellectual support through research and training essential for the successful operation of the Caribbean Single Market and Economy (CSME) and the Caribbean Court of Justice;
- the provision of courses in law for students reading for degrees in the humanities and the social sciences;
- the provision of continuing legal education programmes for practising attorneys, civil servants, social workers, police officers, teachers and the general public;
- the provision of advanced training in law through the development of postgraduate programmes in such critically needed areas as Legislative Drafting, Corporate and Commercial Law and Public Law;
- the enhancement of the Faculty's ability to serve as an intermediary in the delivery of special programmes, workshops or projects that are funded through international agencies.

UNDERGRADUATE STUDIES

ADMISSIONS

ENTRY REQUIREMENTS

The normal entrance qualification for the Faculty of Law is the basic Matriculation standard of **FIVE** subjects, at least **TWO** of which must be at 'A' level or equivalent level, the remainder at CXC general. There are no special subject requirements in addition to those necessary for Matriculation. **The competition for places in the Faculty is such that very high "A" level grades and very high averages in undergraduate degrees are required for an applicant to stand a reasonable chance of gaining admission.**

The Faculty is prepared to consider applications from persons who do not strictly satisfy Matriculation standards but who have equivalent academic qualifications. In particular, mature applicants over 21 who have shown evidence of academic and professional achievement can be considered. (Reference should be made to the Regulations Governing Matriculation in the University Calendar). This may provide an opportunity to read for a Law degree for those who have already been associated with the practice of law in some way - e.g. clerks of the courts, legal assistants, civil servants, police officers and so on.

APPLICATION PROCEDURE

Application

We encourage online applications for entry into the Faculty. Where necessary applicants may obtain application forms from the Students Affairs Section on any of the Campuses or from the Resident Tutor in non-campus countries. Completed applications along with original certificates (which will be returned to the applicant), transcripts from Universities attended previously (in the case of non-UWI graduates) and

the relevant application fee of Bds. \$30.00 should be submitted by January 31 of the year in which entry is sought.

Applicants from Guyana

Guyanese students are asked to apply to the University of Guyana for admission to the LL.B. programme at that University.

Applications are to be made to:

The Registrar
University of Guyana
Turkeyen Campus
P.O. Box 101110
Georgetown
GUYANA

Applicants from the Commonwealth Caribbean (Except Guyana)

Applicants from other parts of the Commonwealth Caribbean must apply to the Assistant Registrar (Student Affairs), Cave Hill, Barbados.

Applicants are reminded that the deadline date for applications must be complied with. **The closing date for applications to the Faculty of Law is January 31. Late applications will not be considered.**

Students from Non-Contributing Countries

Following a ruling of the University Grants Committee, students from Commonwealth Caribbean Countries which have not yet agreed to contribute to the Faculty of Law will only be admitted when applicants from contributing countries have all been placed.

International Students

A limited number of international students may be admitted to the Faculty of Law, provided that there is an exchange programme or cooperative agreement in place between their home university and the University of the West Indies. Other international students who do not fall into this category may be accommodated under the University's Study Abroad Programme.

ADMISSIONS PROCEDURE

(i) Firm offers will be made to the students selected from those who are already qualified for entry.

(ii) Since the Faculty operates within limits on the total number of places available, and the number of places available under the agreed country quotas, the standard which qualified candidates must achieve in order to be offered places will vary according to the number and standard of applications in any given year from any given country.

For similar reasons, it may in some circumstances be possible to offer a candidate a place only at a campus other than that of his or her first choice.

(iii) A waiting list will be drawn up of persons to whom offers can only be made late in the summer when it is known how many places are available following the examination results.

(iv) Late offers may be made by cable, fax or e-mail in late summer. Again, it may not be possible to offer a candidate admission to the campus of preference.

All applicants will receive notification of their eligibility and the decision in relation to their case when first offers are made. **It is imperative that any deadlines for acceptance set by the University are adhered to.** Applicants should therefore read University replies with the utmost care.

DIRECT ENTRY TO PART II

Exemption from all the non-law subjects in Part I is a concession granted by the Board of the Faculty of Law. Students who qualify under Faculty Regulations for such exemption may be considered for direct entry to the Part II course at Cave Hill. A limit on numbers may be imposed on the grant of this direct entry.

COURSE EXEMPTIONS

- (i) Graduates holding Arts or Social Science degrees from the University of the West Indies or from the University of Guyana, may already have studied certain subjects specified for the U.W.I. law degree. Any student fulfilling the required conditions of the Faculty Regulations may apply for appropriate exemption.
- (ii) Students who hold Commonwealth common-law type law degrees from other universities will not as a rule be accepted for the LL.B. degree. Such students may in certain circumstances be admitted to read for the LL.M. degree. These graduates will, in any case, be able to apply for entry to the Professional Law Schools for the practical training.
- (iii) Students who have already studied a single subject in the course but who are not granted exemption may be required to study a different subject in its stead.

TEACHING AND EXAMINATIONS

TEACHING ARRANGEMENTS

The course of study provided on all campuses will be designed for full time students. Thus, students will be required to attend classes during the day, although some may take place in the evening. **Law studies, in addition, require frequent and intensive use of the Law Library for reference to the basic source materials, such as law reports, statutes and texts.** The programme of work provided will involve the preparation of written and oral opinions which call for concentrated library work at regular intervals.

LECTURES AND TUTORIALS

Teaching in law subjects will in most of the courses in Part I and Part II take the form of **lectures** and **tutorials**. Tutorials are arranged on a small-group basis. In these classes, the student will be expected to develop the techniques of argument and presentation of cases and to produce essays, opinions and small project work under tutorial guidance. **The tutorial is a very important aspect of the teaching programme in the Faculty, and attendance at tutorials is compulsory.**

CASEBOOK METHOD

The student will be encouraged to learn the art of legal reasoning by use of the case-book method. This involves the preparatory reading of selected materials, followed by class discussion designed to deduce the legal rules inherent in the materials and their use and limits in future situations.

SEMINARS

In the advanced courses, teaching may be conducted by means of seminars. This involves the preparatory reading of selected materials and the use of this to analyse and discuss a presentation based on these materials.

MOOTS

With Faculty encouragement, the students' Law Society has organised a programme of mooting. This involves the preparation and presentation of argument and counter-argument on points of law in a simulated court situation. Success lies not in the winning of the case but in the demonstration of legal skills in making the best argument from the materials available. Opportunities also exist for the participation in International competitions, e.g. the Inter-American Human Rights Moot Court Competition, the Philip C. Jessup International Moot Court Competition and the Caribbean Court of Justice Moot subject to the availability of funds.

BOOK LISTS

Book lists will be issued separately for each course and detailed reading and work sheets will be made available from time to time during the session. Course books may also be prepared and sold to students at cost.

FACULTY ADVISERS

Students are each assigned to a Faculty Adviser for the duration of their undergraduate career in the Faculty. The Adviser will give help and advice on matters both of an academic and non-academic nature if such advice is sought. The Faculty Adviser is to be regarded by students as an important Faculty resource.

EXAMINATIONS

Examinations are normally held at the end of each Semester. In some courses, however, examinations may take the form of essays submitted during the Semester, together with an examination at the end of a Semester, or solely of an extended research paper, submitted during the course of the academic year, as in the Independent Research Paper Course.

LEAVE OF ABSENCE

- (a) A student who for good reason wishes to absent himself or herself from the programme, must apply for formal leave of absence to the Faculty Board, through the Dean, stating the reasons for the application.
- (b) The length of a leave of absence, if granted, will be subject to the approval by Academic Board, but will not normally exceed one year in the first instance, terminating at the end of the academic year for which the application is approved.
- (c) Save in very exceptional circumstances, leave of absence may not be granted for more than two consecutive years.
- (d) The deadline for requests for leave of absence for any semester shall be the end of the third week of the semester and the third week of Semester I for leave of absence for the academic year.

PROFESSIONAL TRAINING

Entry into the legal profession of all of the Commonwealth Caribbean territories is regulated by the law of the particular territory, but as a result of a regional agreement the basic requirements tend to follow a common pattern.

Since 1975, a Legal Education Certificate is normally required by a prospective lawyer. This is granted by the (West Indian) Council of Legal Education which was established in April 1971. The Certificate will be granted to a student who successfully completes a two year course of full time training at one of the Council's three Law Schools in Jamaica, Trinidad or The Bahamas.

The students will be taught by a system of practical instruction designed to give training in the basic and essential skills of the practising lawyer.

Entry into a Law School will normally be granted to any applicant holding the U.W.I. LL.B. degree. Students who hold law degrees from other universities are required to sit an entrance examination which is held in July of each year. The deadline for applications to the Law Schools is January 31 of the proposed year of study. Application forms are obtainable from the Faculty of Law or from either of the three Law Schools at the addresses below:

Norman Manley Law School
P.O. Box 231
Mona Campus,
Kingston 7
JAMAICA

The Eugene Dupuch Law School
P.O. Box SS-6394
Nassau
THE BAHAMAS

Hugh Wooding Law School
P.O. Bag 323
Tunapuna Post Office
TRINIDAD

Holders of a Certificate of Legal Education will be regarded by all Governments in the West Indies as having satisfied institutional and educational requirements for practice, but local legislation may add further requirements such as the requirement of nationality, which must be satisfied before the right to practise is granted in a particular territory.

REGULATIONS FOR THE DEGREE OF BACHELOR OF LAWS (LL.B)

All students of the University of the West Indies are subject to the General Regulations for Students approved by the Senate of the University. Where there is a conflict between these Regulations and the University Regulations, the University Regulations shall apply, except where a Regulation of the Faculty is expressly permitted by the Board for Undergraduate Studies.

REGISTRATION

1. A candidate for the LL.B degree shall be registered as a full-time student.
2. It shall be the responsibility of the candidate to consult the Faculty Regulations to ensure that he or she is properly registered.

COURSE OF STUDY

3. Subject to Regulations 13 and 14 candidates for the LL.B degree shall pursue a course of study extending over not less than three academic years and with a minimum value of ninety credits, which must include credits for the Law courses listed in Regulations 5 and 7, before being eligible for the award of the degree.
4. Subject to Regulations 13 and 14, the course of study for the LL.B degree shall be in three parts. Unless otherwise permitted by the Board of the Faculty, Part I courses shall be taken in the first year, Part II courses in the second year and Part III courses in the third year.

5. The courses offered in Part I for examination shall be:

YEAR I

Semester I

| | |
|----------|--|
| LAW1010 | Law and Legal Systems |
| LAW1110 | Criminal Law I |
| LAW1230 | * Legal Methods, Research and Writing (continued in second semester) |
| FOUN1002 | Language Argument |
| FOUN1101 | Caribbean Civilization |
| FOUN1210 | Science, Medicine and Technology in the Commonwealth Caribbean |

Semester II

| | |
|---------|---|
| LAW1020 | Constitutional Law |
| LAW1120 | Criminal Law II |
| LAW1230 | * Legal Methods, Research and Writing (continued from first semester) |
| LAW1410 | Law of Contract I |
| LAW1310 | Law of Torts I |

* Students are asked to note that in Semester II they must register for Legal Methods, Research & Writing, a course continued from Semester I.

6. (i) For purposes of these Regulations a Foundation Course means any course designated a foundation course by the University.
- (ii) All questions relating to the permitted number of opportunities to sit a Foundation Course shall be governed by regulations and procedures of the relevant Faculty.

7. The courses offered in Part II for examination shall be:

YEAR III

Semesters I and II

YEAR II

Semester I

| | |
|---------|----------------------------|
| LAW2010 | Law of Torts II |
| LAW2110 | Law of Contract II |
| LAW2210 | Real Property I |
| LAW2310 | Public International Law I |
| LAW2510 | Jurisprudence |

Semester II

| | |
|---------|---|
| LAW2220 | Real Property II |
| LAW2420 | Public International Law II |
| LAW2710 | Administrative Law |
| LAW2810 | Equitable Remedies |
| LAW2910 | Commonwealth Caribbean Human Rights Law |

| | |
|---------|--|
| LAW3020 | Employment Law |
| LAW3110 | Company Law |
| LAW3120 | Law of Corporate Management |
| LAW3140 | Law of Corporate Insolvency |
| LAW3150 | Revenue Law |
| LAW3170 | Law of Trusts |
| LAW3180 | Administration of Trusts and Estates |
| LAW3210 | Family Law I (Relating to Husband and Wife) |
| LAW3220 | Family Law II (Law Relating to Children) |
| LAW3260 | Gender and the Law in the Commonwealth Caribbean |
| LAW3280 | International Mooting |
| LAW3290 | Supervised Independent Research Paper |
| LAW3330 | International Trade Law |
| LAW3340 | European Union Law |
| LAW3400 | Insurance Law |
| LAW3450 | Caribbean Environmental Law |
| LAW3460 | International Environmental Law |
| LAW3550 | General Principles of Private International Law |
| LAW3560 | Specialized Problems in Private International Law Litigation |
| LAW3620 | Law of International Organisations |
| LAW3630 | Caribbean Integration Law |
| LAW3640 | Introduction to Offshore Law |
| LAW3650 | Competition Law in the CSME |
| LAW3720 | International Law of Human Rights |
| LAW3760 | Intellectual Property |
| LAW3840 | Alternative Dispute Resolution |
| LAW3850 | Public Law Remedies |
| LAW3870 | Poverty Law I |
| LAW3880 | Poverty Law II |

8. (i) The courses offered in Part III for examination shall be ten courses chosen from the List of Optional Courses as may be made available in that year.

(ii) Each candidate is required to take five courses in each Semester.

(iii) The List of Optional Courses comprises such of the following courses as are offered in the relevant Semester, including not more than 2 one-semester courses offered in a Faculty other than the Faculty of Law and approved by the Dean of the Faculty of Law. They must be Level 3 courses.

9. Every course has a value of three 3 credits unless otherwise specified

EXEMPTIONS

Foundation English Course

10. (i) The Board of the Faculty may recommend to the Senate of the University that a candidate who is a graduate of another University whose degrees are recognised by the Senate as conferring eligibility for matriculation for entry to degree programmes be exempted from the required Foundation English Course in any part of the LL.B programme.
- (ii) The Board of the Faculty may recommend to the Senate of the University that a candidate who has a Foundation English course pass be exempted from the required Foundation English Course in any part of the LL.B programme.

Other Non-Law Courses

11. The Board of the Faculty may recommend to the Senate of the University that a candidate who possesses any of the following:
- (a) a regional Social Science degree;
 - (b) a regional Social Science biased degree;
 - (c) a mixed Law degree;
 - (d) a regional non-Social Science degree and a Social Science course qualification;
 - (e) a recognised non-regional degree with Social Sciences;

be exempted from any or all of the Foundation courses listed in Regulation 5 above, and be

required to take the Foundation course or courses for which exemption has not been granted, in addition to all the Law courses and examinations in Part I of the LL.B programme.

12. The Board of the Faculty may recommend to the Senate of the University that a candidate who possesses a Caribbean History degree course qualification in addition to any of the following:
- (a) a regional Social Science degree;
 - (b) a regional Social Science biased degree;
 - (c) a mixed Law degree;
 - (d) a regional non-Social Science degree and a Social Science course qualification;
 - (e) a recognised non-regional degree with Social Sciences;

be exempted from any or all of the Foundation courses listed in Regulation 5 above, and be required to take the Foundation course or courses for which exemption has not been granted, in addition to all the Law courses and examinations in Part I of the LL.B programme.

Definitions for Purposes of Exemptions

13. For purposes of Regulations 10 to 12 above, the following definitions shall apply:
- (i) a regional Social Sciences degree means a degree offered by the Faculty of Social Sciences of the University of the West Indies or by the Faculty of Social Sciences of the University of Guyana;

- (ii) a regional Social Sciences biased degree means a degree offered by a Faculty of the University of the West Indies or of the University of Guyana other than the Faculty of Social Sciences in either case comprising to the satisfaction of the Board of the Faculty a sufficient number of courses in Economics, Sociology or Government or any combination thereof;
 - (iii) a regional non-Social Sciences degree means a degree offered by a Faculty of the University of the West Indies or the University of Guyana other than the Faculty of Social Sciences which does not comprise to the satisfaction of the Board of the Faculty a sufficient number of courses in Economics, Sociology or Government or any other combination thereof;
 - (iv) a mixed Law degree means a degree offered by the Faculty of Social Sciences or the Faculty of Humanities of the University of the West Indies comprising to the satisfaction of the Board of the Faculty a substantial number of courses offered by the Faculty of Law;
 - (v) a recognized non-regional degree with Social Sciences means a degree offered by a University, not being the University of the West Indies or the University of Guyana, but whose degrees are recognized by the Senate as conferring eligibility for matriculation for admission to degree programmes in the University of the West Indies and which degree comprises inter alia such Social Science content as the Board of the Faculty shall, on the advice of the Board of the Faculty of Social Sciences, consider acceptable;
 - (vi) a Social Science course qualification means a pass in the examination for, and the completion of, at least one course of degree standard in Economics, Sociology, or Government at the University of the West Indies or the University of Guyana;
 - (vii) a Caribbean History degree course qualification means a pass in the examination for, and the completion of, a course in Caribbean History which the Board of the Faculty shall, on the advice of the Board of the Faculty of Humanities and Education, recognise as of degree standard;
 - (viii) a Foundation English pass means a pass in the examination for, and the completion of, a Foundation English course in the University of the West Indies or the University of Guyana or any other such course which the Board of the Faculty shall, on the advice of the Faculty of Humanities and Education, recognise for the purposes of this Regulation;
 - (ix) Part II LL.B qualification means a pass in all prescribed Part II courses of the LL.B programme.
- Direct Entry**
14. Students who gain Direct Entry into Year-Two of the LL.B programme may be exempted from all Foundation courses, but would be required to take a combination of Part I and Part II Law courses and examinations prescribed for Direct Entry Students in Regulation 14(i) below and, in the following year, such combination of Part II and Part III law courses prescribed for Direct Entry Students in Regulation 14(ii) below

- (i) The courses offered for the examination for Part II for the purposes of Regulation 14 shall be:

Semester I

| | |
|---------|-------------------------------------|
| LAW1010 | Law and Legal Systems |
| LAW1110 | Criminal Law I |
| LAW1210 | Legal Methods, Research and Writing |
| LAW2310 | Public International Law I |
| LAW2510 | Jurisprudence |
| LAW2210 | Real Property I |

Semester II

| | |
|---------|---|
| LAW1120 | Criminal Law II |
| LAW1020 | Constitutional Law |
| LAW1410 | Law of Contract I |
| LAW2320 | Public International Law II |
| LAW1310 | Law of Torts I |
| LAW1220 | Legal Methods, Research and Writing (continued) |

- (ii) The courses offered for the examination for Part III for the purposes of Regulation 14 shall be:

Semester I

| | |
|---------|--------------------|
| LAW2010 | Law of Torts II |
| LAW2110 | Law of Contract II |

AND

Five courses chosen from the List of Optional Courses stated in Regulation 8 (iii) above.

Semester II

| | |
|---------|---|
| LAW2710 | Administrative Law |
| LAW2810 | Equitable Remedies |
| LAW2220 | Real Property II |
| LAW2910 | Commonwealth Caribbean Human Rights Law |

AND

Three courses chosen from the List of Optional Courses stated in Regulation 8 (iii) above.

Students Who Read Law Courses While Not LL.B Students

15. Subject to the University Regulation regarding the time limits for maintenance of credits a candidate who has completed any course of study in another Faculty of the University of the West Indies and has passed the examinations in any of the courses (other than in non-law courses) in any part of the LL.B programme, when not registered as a candidate in the Faculty of Law, shall be entitled to full exemption and credit for any course or courses he or she has successfully completed, and shall be required to take, in addition to all Part I and Part II courses not yet completed, such number of Part III courses as would be required in order to complete a minimum of two year's work of 60 credits before being awarded the LL.B Degree.

Students Re-Admitted to the Faculty

16. In the event that the Senate of the University permits a candidate to register afresh notwithstanding any other regulation that would otherwise have barred that candidate

from registering for further Parts of the LL.B degree, the Board of the Faculty may recommend to the Senate that such a candidate who has already successfully completed the courses and examinations prescribed for Part I and Part II of the LL.B programme, be exempted from the courses and examinations for those Parts and be permitted to register for the required number of courses and examinations for Part III.

(iii) A candidate shall, subject to Regulation 8, not be eligible to enter for the examinations for Part III unless:

(a) he or she is exempted from Part I under Regulation 14, Regulation 15, or Regulation 16; or

(b) he or she has passed the examinations for Part II; or

(c) he or she would have passed the examinations for Part II on his or her first or second sitting but for a failure in some of the courses in that Part.

Scheme of Examinations

17. The examinations for each Part may comprise all or any of the following: written papers, oral examination or continuous assessment of semester work as shall be determined in accordance with University Examination Regulations.

18. (i) A candidate must pass the examinations set for each Part.

(ii) A candidate shall, subject to Regulation 5, not be eligible to enter for the examinations for Part II unless:

(a) he or she is exempted from Part I under Regulation 14, Regulation 15, or Regulation 16; or

(b) he or she has passed the examinations for Part I; or

(c) he or she would have passed the examinations for Part I on his or her first or second sitting but for a failure in some of the courses in that Part.

19. (i) Where a candidate is eligible to enter for the examinations for Part II by virtue only of Regulation 18(ii)(c), he or she shall, as a condition of such entry, enter also to sit the examinations in Part I in the courses in which he or she has failed.

(ii) If the candidate, by the end of the year in which he or she enters Part II, has not passed the courses which he or she had failed in Part I, he or she may not, without the permission of the Board of Examiners, be permitted to resit the examinations or to sit any further examinations in any Part of the LL.B degree.

(iii) Where a candidate is eligible to enter for the examinations for Part III by virtue only of Regulation 18 (iii)(c), he or she shall, as a condition of such entry, enter also to sit the examinations in Part II in the courses in which he or she has failed.

- (iv) If the candidate, by the end of the year in which he or she enters Part III, has not passed the courses which he or she had failed in Part II, he or she may not, without the permission of the Board of Examiners, be permitted to resit the examinations or to sit any further examinations in any Part of the LL.B degree.

PART I EXAMINATIONS

20. The Examination for each Part I course thereof shall be taken at the end of the semester in which the course is offered.
- 21 (i) A student who has failed in any of the examinations for courses in Part I offered in Semester I or II during the current academic year is entitled to sit a supplemental examination during the summer immediately following the semester in which the course was failed. The student is not required to register to sit the supplemental examination. Supplemental exams shall be available for all law courses offered in Part I examinations.
- (ii) Supplemental Examinations for the Foundation courses offered by the Faculties of Humanities and Education shall be governed by the Regulations and Procedures of the relevant Faculty.
- (iii) Supplemental Examinations for the Foundation courses offered by the Faculties of Social Sciences shall be governed by the Regulations and Procedures of the relevant Faculty.

- (iv) Supplemental Examinations for the Foundation courses offered by the Faculties of Pure and Applied Sciences and the Faculty of Science and Agriculture (St. Augustine) shall be governed by the Regulations and Procedures of the relevant Faculty.

22. (i) A candidate who has failed in not more than two courses at the end of Part I may, with the permission of the Board of the Faculty, enter for the examinations for Part II, under Regulation 18 (ii) (c) above, trailing the courses he or she has failed.
- (ii) A candidate who has failed in more than two courses at the end of Part I may, with the permission of the Board of the Faculty, be required to repeat the courses he or she has failed while entering for the examinations for only that number of courses from Part II as may be necessary to complete the requisite number of courses for an academic year.
- (iii) A candidate who has failed all the courses in Part I shall be required to withdraw.

PART II EXAMINATIONS

23. Save as otherwise specified, the Examination for each Part II course thereof shall be taken at the end of the semester in which the course is offered.

24. A student who has failed in any of the examinations for courses in Part II offered in Semester I of II during the current academic year is entitled to sit a supplemental examination during the summer immediately following the semester in which the course was failed. The student is not required to register to sit the supplemental examination. Supplemental exams shall be available for all law courses offered in Part II examinations.
25. (i) A candidate who has failed in not more than two courses at the end of Part II may, with the permission of the Board of the Faculty, enter for the examinations for Part III, under Regulation 18(iii)(c) above, trailing the courses he or she has failed.
- (ii) A candidate who has failed in more than two courses at the end of Part II may, with the permission of the Board of the Faculty, be required to repeat the courses he or she has failed while entering for the examinations for only that number of courses from Part III as may be necessary to complete the requisite number of courses for an academic year.
- (iii) A candidate who has failed all the courses in Part II shall be required to withdraw.
27. A candidate who has failed all the courses he or she has taken in Part III is entitled to resit the whole of the Part III examinations in the year following his or her failure. In exceptional circumstances, and with the permission of Academic Board on the recommendation of the Board of the Faculty, a candidate may repeat the whole of the Part III examinations in a year other than that following his or her failure.
28. A candidate who has failed only some of the courses he or she has taken in Part III may resit those courses he or she has failed or may substitute any other courses in Part III he or she has not already passed in order to complete the requisite number of credits for the award of the LL.B degree.
29. A candidate who has not passed the required number of courses for Part III by a second occasion, may be required to withdraw.

**REGULATIONS TO ENABLE THE HOLDING OF
SUPPLEMENTAL EXAMINATIONS IN PART III
OF THE LL.B DEGREE PROGRAMME**

PART III EXAMINATIONS

26. Save as otherwise specified, the Examination for each Part III course thereof shall be taken at the end of the semester in which the course is offered.
30. Notwithstanding any other regulation, rule or practice to the contrary, a Supplemental Examination to the Part III Examinations for the LL.B degree shall be held in July/August.
31. A candidate who has failed in any of the examinations for the courses in Part III offered in Semester I or Semester II during the current academic year may be required to take all the Part III courses in which he or she has failed in the Supplemental Examinations.

32. A candidate to whom Regulation 31 applies shall, for the purpose of being eligible for the award of the LL.B degree, be required to pass all the courses which he or she is required to take in the Supplemental Examinations. without attendance at classes, lectures or tutorials for the purpose of sitting the examinations in the courses he or she has failed, at the time such examinations are offered.
33. A candidate who is allowed to take a Supplemental Examination under Regulation 31 shall be entitled to keep the passing grade he or she has earned on the Supplemental Examination, but the passing grade earned on the Supplemental Examination shall be computed along with all failing grades that the candidate has received in that course, whether or not in Supplemental Examinations, in determining the candidate's cumulative GPA. (iii) A candidate who fails four or more courses offered at the Supplemental Examinations may be required to repeat those courses he or she has failed; or, in the alternative, substitute the equivalent number of final-year courses he or she has not yet completed. However, the failing grades received in the courses for which other courses have been substituted shall be taken into account in computing the candidate's cumulative GPA.
34. (i) Subject to Sub-Regulation 34(iii), a candidate who fails in one or more examinations offered at the Supplemental Examinations shall be entitled to repeat in the following academic year, subject to the existing Regulations, all the courses and examinations which he or she has failed in the Supplemental Examinations, provided that the candidate may select another course and examination in place of any course and examination which he or she has failed; but the failing grade received in the course and examination for which another course and examination have been substituted shall be taken into account in computing the candidate's cumulative GPA. 35. Notwithstanding any other regulation, rule or practice to the contrary, a candidate who fails in any course after four attempts, including Supplemental Examinations, shall not be eligible to resit any examination in any course offered under the Regulations governing the Faculty of Law. An attempt in a course shall count as an attempt in any course substituted therefore as provided for in Sub-Regulation 34(i).
- (ii) Subject to Sub-Regulation 34(i), a candidate may be granted permission by Academic Board on the recommendation of the Board of the Faculty to be registered in the following Academic Year with or

**REGULATIONS FOR EXAMINATIONS IN THE
SUPERVISED INDEPENDENT RESEARCH
PAPER COURSE**

36. (i) A candidate registered in Part III of the LL.B degree programme may submit an original research paper of between 8, 000 to 10, 000 words, properly documented with footnotes and bibliography. Two copies of the research paper in typewritten form shall be submitted for examination. The research paper shall be typed on 8¹/₂ x 11 paper or A4 paper.
- (ii) A candidate may register for the Independent Research Paper Course in any Semester of Year Three and shall submit the paper not later than the last day of classes for the Semester in which he or she is registered for the Course.
- (iii) The candidate shall choose a topic which is capable of legal analysis in its broader social context. An inter-disciplinary approach may be adopted, and is encouraged, where appropriate to the topic chosen. All topics must be approved by the Board of the Faculty.
- (iv) The candidate shall, at the beginning of the academic year, submit an abstract of his or her research topic indicating the coverage, the inter-disciplinary consideration and method of approach. In the preparation of the abstract, the candidate is expected to consult teachers in the appropriate disciplines on the Cave Hill Campus, who are willing to supervise his or her research paper.
- (v) The supervisor shall normally be a member of the Faculty of Law at the Cave Hill Campus or of the Department of Law at The College of The Bahamas. Law teachers on other campuses of the UWI may be involved in guiding any work conducted at those campuses. Where an inter-disciplinary approach is taken, an additional supervisor from another Faculty may be selected.
- (vi) The candidate is expected to consult at regular intervals with his or her supervisor and, in any case, at least once a fortnight during the semester.
- (vii) The research paper shall represent one full paper in the final examination.
- (viii) The research paper shall be assessed separately by two examiners, who shall be the assigned supervisors. Where only one supervisor is assigned, a second examiner will be appointed.
- (ix) The candidate who fails to submit a research paper for good and sufficient reason may be granted permission by the Board of Examiners to submit the paper as a Supplemental Examination.
- (x) The candidate who receives a failing grade for his or her research paper may, in a borderline case, be given a viva voce examination or may be granted permission by the Board of Examiners to resubmit the paper as a Supplemental Examination.

- (xi) The candidate who has successfully completed the Independent Research Paper Course, but who is required to repeat Part III of the LL.B programme, shall be credited with the grade he or she has received in that Course.
- (xii) A copy of each research paper shall be retained by the University. The second copy may be returned to the candidate.
- (xiii) Copies of selected research papers will be placed permanently in the Law Library and may be consulted in accordance with the rules of the Law Library.

NOTE: A student who does not sit or pass a supplemental examination when that student is entitled to take it is required to register to take the supplemental exam when next it is offered.

REGULATIONS FOR SUPPLEMENTAL EXAMINATIONS IN LEGAL METHODS, RESEARCH AND WRITING

37. A candidate who has been awarded a pass in Legal Methods, Research and Writing but who nonetheless has failed any or all other courses in Part I of the LL.B and is therefore required to repeat those courses he or she has failed in a subsequent year, shall not be required to repeat Legal Methods, Research and Writing in that subsequent year, but shall be credited with the grade awarded in Legal Methods, Research and Writing in that former year irrespective of the category of registration.

38. (i) Any candidate who has not obtained an overall pass mark in Legal Methods, Research and Writing shall be required to re-submit as many assignments as he or she has failed to pass, but shall retain the marks which he or she has obtained in the assignment which he or she has passed.
- (ii) Fresh assignments shall be made available to the candidate who has failed to obtain a pass mark.
- (iii) Where a candidate is required to undertake additional assignments as a result of his or her failure to obtain a pass mark, his or her mark in the new assignment shall be either *pass or fail*, i.e. he or she shall not be awarded more than 40%.
- (iv) The candidate can pursue his or her new assignments at any time before the last date of the Supplemental Examinations.

GENERAL

39. (i) For the purposes of Regulations 17 - 29 above, a candidate shall be regarded as having failed an examination either if he or she sits that examination and has failed to pass it or if he or she is otherwise deemed under the Examination Regulations to have failed that examination.
- (ii) Subject to University Examination Regulations, where a candidate's performance in any examination to which these Regulations apply has been affected by illness, the Board of the Faculty of Law may, on the recommendation of the

Board of Examiners of the Faculty, allow the candidate an opportunity to sit the examination on a future occasion on which another examination would be scheduled in the relevant Part of the LL.B programme or course or courses or part thereof, as the case may be, in addition to any opportunity which the candidate might otherwise be allowed under Regulations 17 to 29 above, provided that the Board of the Faculty of Law may not allow a candidate more than four such additional opportunities.

- (iii) For the purposes of (ii) above, any additional opportunities in respect of examinations held within any semester shall be counted as a single additional opportunity only.

REGULATIONS GOVERNING COURSEWORK

40. (i) For the purposes of Regulation 40 and Regulation 41, “coursework” shall include “take-home” written assignments and mid-term written examinations.
- (ii) These Regulations shall operate, subject to any other Regulation to the contrary, where provisions are made for assessment by way of coursework.
- (iii) A candidate’s coursework marks shall be computed with the candidate’s marks in the final examination at the end of the semester (or where appropriate, with the marks awarded in a supplemental examination) to calculate the final grade for the course.

(iv) A candidate who fails a course on the totality of the marks for both coursework and the written examination at the end of the semester, may be entitled to sit a supplemental examination for the end-of-semester examination only, and not for the coursework.

(v) A candidate who fails the coursework component shall not be entitled to resubmit the coursework or take a supplemental examination for coursework.

(vi) Where provisions exist for coursework assessment, a candidate who fails or refuses to submit any assignments or materials for coursework assessment will be assigned no marks for the coursework component of the course.

(vii) A candidate who has failed a course and is allowed under these Regulations to repeat the course and re-sit an examination in the year following his or her failure, may not carry the coursework marks acquired in the previous year but shall redo the coursework component.

41. Where provisions exist for assessment by coursework, the examiner shall return the coursework scripts to the student as soon as practicable after the examination process is completed.

ENTRY TO EXAMINATIONS

42. (i) Entry for the examinations for any Part shall consist of registration for that Part of the LL.B programme.

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|---|---|
| <p>(ii) Registration for any Part of the LL.B programme shall take place during the first week of the First Semester.</p> <p>(iii) Registration later than the first week of the Semester shall be subject to the conditions laid down in general University Regulations.</p> | <p>46. The GPA Scheme for the Award of Class of Degree shall be as follows:</p> <ol style="list-style-type: none"> 1. First Class Honours – Weighted GPA of 3.60 and above. 2. Second Class Honours, Upper Division – Weighted GPA of 3.00 – 3.59. 3. Second Class Honours, Lower Division – Weighted GPA of 2.00 – 2.99 4. Pass – Weighted GPA of 1.00 – 1.99. 5. The minimum Weighted GPA required for the award of the LL.B degree shall be 1.00. |
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AWARD OF DEGREE

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| <p>43. The LL.B degree may be awarded with First Class Honours, with Second Class Honours, Upper and Lower Division, or as a Pass Degree, on the basis of a Weighted Grade Point Average (GPA) for Parts II and III Courses only, save and except where Part I courses may be taken into account in determining the class of degree for Direct Entrants.</p> <p>44. The class of the degree shall be determined on the basis of a candidate's performance in the Part II and Part III examinations, but the Board of Examiners may take into account any special merit shown in the Part I examinations.</p> <p>45. (i) In the calculation of the Weighted GPA, no weight shall be given to any Part I courses, except where Part I courses may be taken into account in determining the class of degree for Direct Entrants.</p> | <p>47. The GPA Marking Scheme for Examinations in the Faculty of Law shall be as follows:</p> <ol style="list-style-type: none"> 1. In the determination of the GPA, the grades with corresponding quality points shall be defined in the University Regulations governing the GPA. 2. The authorized marking scheme is as follows: |
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| <p>(ii) Parts II and III courses shall have equal weight in the determination of the Weighted GPA.</p> <p>(iii) Non-Law Foundation Courses, whether taken in Year II or III, shall not count in the determination of the Weighted GPA.</p> | |
|--|--|

| GRADE | GPA | MARKS |
|--------------|------------|--------------|
| A+ | 4.3 | 86 and above |
| 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 | | the final year of the LL.B programme shall be that candidate's cumulative GPA for the second year only. |
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48. (i) A candidate 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 Faculty of Law Regulations and subject to the stipulation that the courses previously passed are not determined by the Board of the Faculty of Law to be obsolete.
- (ii) Where exemption and credit are granted in accordance with (i), the grades obtained at previous attempts in such courses shall be used in the determination of the candidate's GPA.
49. (i) A candidate who fails to achieve a cumulative Semester GPA of 1.00 at the end of the first Semester of his or her first or second year will be warned and will be informed that he or she may be required to repeat that year should he or she fail to achieve a cumulative GPA of 1.00 at the end of the academic year.
- (ii) A candidate who fails to achieve a cumulative GPA of 1.00 at the end of his or her first or second year may be required to repeat that year. If upon repeating the year the candidate still has not achieved a cumulative GPA of 1.00, he or she may be required to withdraw for one year.
- (iii) The cumulative GPA to be used to determine whether a candidate advances to
50. A candidate 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 candidate's GPA;
- (iii) Work done at an institution other than the UWI during the period that the candidate was required to withdraw from the University may be eligible for credit under these Regulations, by a decision of Academic Board on the recommendation of the Board of the Faculty.
51. (i) For the purposes of these Regulations, where a candidate has completed a course of study in another Faculty of the University of the West Indies and has passed the examinations in any of the Part II and Part III courses, when not registered as a candidate in the Faculty of Law, and for which courses the candidate has received exemption and credit, subject to the University Regulation regarding time limits for the maintenance of credits, the grades received in such Part II and Part III courses shall be taken into account in the calculation of the candidate's GPA for class of degree; and the candidate shall be required to take, in addition to all

- Part II courses not yet completed, such number of Part III courses as would be required in order to complete a minimum of two year's work of 60 credits before being awarded the LL.B Degree.
- (ii) Where, however, depending on the number of Part II and Part III courses a candidate had already completed before enrolling as a full-time candidate in the Faculty of Law, there is not a sufficient number of Part II and Part III courses from which that candidate may choose twenty (20) for graduation, he/she will consult with the Dean in order that, with the approval of Academic Board on the recommendation of the Board of the Faculty, an appropriate course of study can be determined for completion of the LL.B degree.
52. Where a candidate fails a course and subsequently repeats the course and passes it, or resits the examination at Supplementals and passes the course, the candidate shall be awarded the final grade obtained when he or she has passed the course; but the grade earned on the Supplemental Examination or upon repeat of the course shall be computed along with the failing grade or grades that the candidate has received in that course in determining the candidate's cumulative GPA.
53. (i) A candidate who completes the requirements for the LL.B degree after the Honours eligibility date under this Regulation shall not be eligible for the award of the LL.B degree with Honours.
- (ii) The Honours eligibility date shall be the date following the publication of results for the last examination held in the relevant calendar year for any course for which the candidate has at any time been registered in any Part of the LL.B programme.
- (iii) In the case of a candidate exempted from the courses and examinations for Part I under Regulation 11, Regulation 14 or Regulation 15 above, the relevant calendar year shall be the third calendar year after that of his or her date of first registration for Part II.
- (iv) In the case of a candidate not falling within (iii) above, the relevant calendar year shall be the fourth calendar year after that of his or her date of first registration for Part I.
- (v) Where a candidate is permitted to withdraw from the examinations for any Part of the LL.B programme, the calendar year in which that examination takes place shall be excluded from the computation of the relevant calendar year.
- (vi) Where a candidate does not sit the examination in any calendar year by virtue of the grant of leave of absence from the University of the West Indies, that calendar year shall be excluded from the computation of the relevant calendar year.
- (vii) The calendar year of the date of first registration for any Part of the LL.B programme shall be the calendar year in which the first examinations are held for which the candidate was thereby registered.

54. The names of the candidates who have passed the Part I, Part II and Part III examinations, as the case may be, shall be published in separate pass lists in which the names of the successful candidates shall be arranged alphabetically as follows:
- (a) in relation to the Part I examinations, in two divisions;
 - (b) in relation to the Part II examinations, without divisions; and
 - (c) in relation to the award of the degree, in the following classes:
 - (i) First Class Honours;
 - (ii) Second Class Honours;
 - (a) Upper Division
 - (b) Lower Division
 - (iii) Pass.
57. The Board of Examiners for the Faculty of Law shall not recommend the award of an Aegrotat Degree to a candidate applying under Regulation 55 above, unless in the view of the tutors, the candidate has achieved a satisfactory standard in all the coursework for those courses, from the examinations of which the candidate has been absent through illness.
58. The Chairman of the Board of Examiners and Examination Co-ordinators for Part III may designate all or any of the examiners for any course from the examination of which a candidate applying under Regulation 55 has been absent through illness, to hold an oral examination in that course, where, in the opinion of the Chairman of the Board of Examiners and the Examination Co-ordinators for Part III, such oral examination would be appropriate in the circumstances of the case and might further assist the Board of Examiners in determining, pursuant to Regulation 57 above, whether the candidate has achieved a satisfactory standard in all the coursework for that course.

AEGROTAT DEGREE

55. A candidate who has been absent through illness from one or more of the examinations in the courses for the Second Semester in his or her Part III year may apply for the award of the Aegrotat degree provided that he or she has passed or has been exempted from Part I, has passed Part II and, in the case of a candidate registered for the Independent Research Paper Course, has successfully completed the research paper for the course.
56. Applications from or on behalf of candidates must be accompanied by a medical certificate signed by (a) the University Health Officer, or (b) other Medical Personnel approved for this purpose by the University, and shall reach the Registrar not later than thirty days from the date of the last course examination which should have been taken by the candidate.

APPLICATION OF REGULATIONS

59. (i) These Regulations shall apply in their entirety to students entering the Faculty of Law in 2011-2012 as First Year candidates, as well as to those students re-admitted to the Faculty; and, thereafter, to both First Year candidates and Direct Entrants. Students admitted to the Faculty prior to 2011-2012 will continue to be governed by the Regulations in force at the time of their admission.

- (ii) Students admitted to the Faculty of Law as Direct Entrants in 2008-2009 shall be governed by the Regulations in force in the 2007-2008 academic year.

Students Pursuing Co-Curricular Activities for Credit

- 60. (i) Students registered as full-time candidates in the Faculty of Law shall be eligible for no more than three (3) credits for their involvement in co-curricular activities for which the University has determined that credits may be awarded. However, the credits earned for any co-curricular activities shall not form part of the 90 credits required for the award of the LL.B Degree, but shall be listed on a student's transcript as credits in addition to those required for the award of the degree.
- (ii) Co-curricular activities may be pursued in any of the three (3) years of the LL.B programme. However, any student wishing to pursue co-curricular activities for credit must first seek the approval of the Dean.

SECTION B: APPENDICES GRADE POINT AVERAGE

Regulations (Revised March 2006)

1. The Board for Undergraduate Studies, in the delegated exercise of Senate's powers as the academic authority for the University under Statute 25, makes the following regulations to govern the Grade Point Average system in the University, effective 2003/2004 academic year for all candidates newly entering a programme. Persons who enter the system prior to 2003/2004 academic year to pursue first degrees will be considered under the GPA scheme effective 2006/2007. All students entering the Faculty of Law in the academic year 2005/2006 and the Faculty of Medical Sciences in the academic year 2006/2007 shall be governed by the GPA Regulations in the calculation of the award of their respective degrees. However, students entering the Faculty of Law prior to 2005/2006 and the Faculty of Medical Sciences prior to 2006/2007 will be treated under the old system of classification. A student who entered the University prior to 2003/2004 and changes his/her major subsequent to the introduction of GPA will be considered to be "newly entering a programme"
2. In accordance with Statute 47 and subject to these regulations all students shall normally spend a minimum of three academic years in the University of the West Indies before being eligible for the award of a First Degree.

3. (i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
- (a) Credit Hours Earned: “Credit hours earned” means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
 - (b) Quality Hours: “Quality hours” means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.
 - (c) Quality Points: “Quality points” means the numerical value assigned to the relevant letter grade earned.
- (ii) For the purposes of these Regulations:
- (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(v).
 - (d) Weighted Grade Point Average: Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out at Regulation 3(ii)(c) above.
 - (e) Credit Hours: The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Undergraduate Studies.
- (iii) Pass/Fail Course Provision: Credit hours earned in courses taken on a Pass-Fail basis shall not be included in calculating grade point averages.
4. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.
- (ii) In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.

- (iii) Except for the purpose of determining the class of degree the term GPA in these regulations shall mean the GPA as defined at Regulation 3(ii)(c) above.
5. (i) First Degrees awarded by the University, with the exception of the BSc (Engineering), The Bachelor of Science (Petroleum Geoscience), the Bachelor of Science (Surveying and Land Information), LLB, MBBS, DDS, and DVM, shall be classified as follows:
- First Class Honours
(Weighted GPA 3.60 and Above)
- Upper Second Class Honours
(Weighted GPA 3.00 - 3.59)
- Lower Second Class Honours
(Weighted GPA 2.00 - 2.99)
- Pass (Weighted GPA 1.00 - 1.99)
- (ii) Award of Honours in GPA System: Honours shall be awarded taking into account all Level II and Level III courses excluding the Foundation courses.
- (iii) First Degrees awarded by the University for the Bachelor of Science (Engineering), the Bachelor of Science (Petroleum Geoscience) and the Bachelor of Science (Surveying and Land Information), shall be classified as follows:
- First Class Honours
(Weighted GPA 3.60 and Above)
- Upper Second Class Honours
(Weighted GPA 3.00 - 3.59)
- Lower Second Class Honours
(Weighted GPA 2.00 - 2.99)
- Pass (Weighted GPA 1.00 - 1.49)
- (iv) 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
- (v) 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. requirement but has failed to satisfy the Examiners in the examination component of the course
- (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 | AM: Absent Medical |
| A- | = 3.7 | C | = 1.7 | IM: Incomplete Medical |
| B+ | = 3.3 | D+ | = 1.3 | V: Audited - when the course has been taken in accordance with Regulation 14 |
| B | = 3.0 | D | = 1.0 | NV: When a student has been permitted to audit a course but has not done so satisfactorily |
| B- | = 2.7 | F | = 0.0 | P: Pass - a pass obtained in a course taken on a Pass/Fail basis |
- (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
- ANP: Absent No Penalty - when a student is absent from an examination for acceptable reasons other than medical reasons
- I: Incomplete - indicated that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the I designation is replaced by an F letter grade at the end of the first six weeks into the next semester. An

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

NR: Not Reported – grade not yet available.

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

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

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

8. The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Faculty Regulations.

9. Where a course has been repeated, the penalty to be applied for failure and the grade to be used in the computation of the student's GPA if the course is subsequently passed, shall be as prescribed in Faculty Regulations.

10. For the purpose of determining the Weighted GPA, failed courses shall be treated as prescribed in Faculty Regulations.

11. (i) Where credit for a course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable it to assess the course.

(ii) Credit hours earned from another institution at the time of admission to the University of the West Indies will not be used in the computation of a grade point average.

12. The following shall apply to credits earned by a UWI undergraduate from another approved institution:

(i) A UWI student who wishes to take academic courses elsewhere and apply those credits toward the UWI degree must obtain approval in advance from the relevant Academic Board on the recommendation of the Board of the Faculty in which he/she is registered.

- (ii) A student must have obtained a minimum UWI GPA of 3.00 to be approved to take courses as an exchange/ transfer student.
- (iii) Only the grade equivalent as determined by the Board for Undergraduate Studies of the results achieved and not the marks or grades so earned at another institution shall be used in the computation of the student's GPA.
13. (i) Except where otherwise prescribed in Faculty Regulations, a student whose GPA for a given semester is less than or equal to 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 maintainance 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.

Revised December 16, 2011

July 26, 2012

**THE LAW LIBRARY
UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS**

Address: Faculty of Law Library
University of the West Indies
Cave Hill Campus
P.O. Box 64
Bridgetown, Barbados.

Website: <http://lawlibrary.cavehill.uwi.edu/index.html>

Professional Staff:

Mr. Junior Browne, C.I.T., B.Sc., M.A., Librarian II,
Officer-in-Charge

Ms Waveney Webster - B.Sc Econ. Information and
Library Studies

Ms. Sheldine Greene, BSc. Management (UWI)

Telephones:

| | |
|-------------------------|-------------------|
| Law Librarian | (246) 417-4250/51 |
| Circulation Desk | (246) 417-4245 |
| Reference Librarian | (246) 417-4246 |
| Acquisitions Librarian | (246) 417-4247 |
| Workroom (Acquisitions) | (246) 417-4248 |
| Cataloguing Librarian | (246) 417-4249 |
| Fax: | (246) 424-1318 |

E-mail: Administration - lawlib@cavehill.uwi.edu
Acquisitions - acqlaw@cavehill.uwi.edu
Cataloguing - catlaw@cavehill.uwi.edu
Reference/Public Services - pubserv@cavehill.uwi.edu

NB: Students and members of the public are not permitted to receive or make calls from the library. There is a pay phone in the students' recreation area for this purpose.

LIBRARY HOURS

SEMESTER

| | |
|-------------------|------------------------|
| Mondays - Fridays | 9:00 a.m. - 10:00 p.m. |
| Saturdays | 9:00 a.m. - 8:00 p.m. |
| Sundays | 9:00 a.m. - 5:00 p.m. |

SUMMER AND CHRISTMAS VACATIONS

| | |
|-------------------|-----------------------|
| Mondays - Fridays | 9:00 a.m. - 6:00 p.m. |
| Saturdays | 9:00 a.m. - 1:00 p.m. |

Temporary changes will be posted in advance on the Law Library's front door.

ABOUT THE LAW LIBRARY

The Law Library is centrally located within the Faculty of Law, and forms an integral part thereof. With modern and functional facilities and a rapidly developing collection of West Indian and other Commonwealth legal materials, it is considered the premier legal library in the region.

The book collection - its first volumes acquired by gift from the Attorney General of the West Indies Federation Library in mid 1970 - now numbers in excess of 125,000 volumes. Significant benefactors include the British Overseas

Development Administration, the Canadian Bar Association, the Caribbean Law Institute (CLI), Ford Foundation, University of Virginia Law Library, York University Law Library, and most of the Commonwealth Caribbean Governments.

The collection can satisfy most of the ordinary research needs of the region. Its content reflects the West Indian common law legal heritage. Included are most of the statutes, law reports, texts, law revision commission reports, etc. of the major Commonwealth countries as well as a basic selection of American and civil law legal materials. Strong points are the English and Canadian sections. The Law Library subscribes to approximately 620 periodical titles and 400 law report, digest, statute and citator titles.

The collection's unique feature is the West Indian section, including approximately 36,000 unreported West Indian cases, theses, and research papers produced by staff and students. The library also has one of the most extensive collections of West Indian legislation in existence, including pre-1900 laws of the region which have been acquired on microfilm. The Law Library received substantial grants from the UWI Board for Graduate Studies and Research to fund this project in co-operation with the Department of History, the Main Library, Cave Hill, UWI, the Archives Department and the Barbados Public Library. Content lists to the laws on microfilm have been compiled.

The Library aims at providing a legal reference service for practitioners and researchers in general, in addition to supporting the teaching programmes at the Faculty of Law where approximately 425 students, including postgraduate students, are registered. Since 2005 the Library has maintained Carilaw, its own electronic database of regional cases. The range of cases is from the mid 1950s to 2007 with new cases being added on a weekly basis. The Library has access to several electronic resources which include Lexis Nexis, West Indian Reports Online, Index to Legal Periodicals, U.S Supreme Court Reports and U.N Treaty series.

LIBRARY SECURITY

A security guard is on duty during the Library's opening hours. The security guard may ask any person seeking entry into the library to identify himself/herself and to show material on leaving. U.W.I. students and staff from faculties other than law (who may not be known to the security guard) are expected to present current valid ID cards on request.

Outside Users (non-UWI staff or students) need permission from the Law Librarian to use the Law Library. The names of persons who are given the necessary permission are included on a list which is kept by the security guard and updated on a two weekly-basis.

Briefcases and other large bags are not to be brought into the Law Library, but must be left in the bag bay which is on the right side of the main entrance door. Any bag larger than 9" x 12" is considered a large bag and the security guard may ask its holder to remove valuables and leave the bag in the bag bay, or in a locker.

Lockers are provided in the student lobby and are available for a rental of \$20.00 per year (2 semesters). Students must remove their locks from the lockers by June 15 or the locks will be removed by the Law Library.

Please note that personal printers and scanners are not allowed in the Library. Laptops are allowed.

LAW LIBRARY MEMBERSHIP

The Law Library is primarily a reference library. Its primary users are students and staff of the University, who must bring current U.W.I. I.D. cards when registering. Other persons may use the Library with the permission of the Law Librarian.

Limited loan privileges are allowed as follows:-

(1) Teaching Staff, Faculty of Law

(a) Professors/Senior Lecturers/Lecturers

Persons in this category may have on loan at any given time two (2) reserve items with red strips on an overnight or weekend basis.

They may also have on loan up to eight (8) textbooks and treatises from the open shelves for up to six weeks.

The total number of overnight and open shelf items which teaching staff may have on loan at any time is as follows:

Professors/Senior Lecturers/Lecturers - 10 items

In addition, full time teaching staff may also borrow up to three bound volumes of law reports and periodicals on a two-hour per day basis for class use.

(b) Part-Time Tutors

Persons in this category may have on loan at any given time a maximum of two (2) items from the reserve collection with red strips on an overnight or weekend basis.

They may also have on loan at any given time a maximum of two (2) textbooks and treatises from the open shelves for up to two (2) weeks.

(2) Professional Law Library Staff

Persons in this category may borrow up to two (2) items from the reserve section with red strips on an overnight or weekend basis.

They may also borrow up to two (2) textbooks and treatises from the open shelves for up to two (2) weeks.

The total number of overnight and open shelf items, which professional Library staff may have on loan at any time, is 4 items.

(3) Graduate Students (Law)

Persons in this category may have on loan at any given time a maximum of two (2) items from the reserve collection with red strips on an overnight or weekend basis.

They may also have on loan at any given time a maximum of two (2) textbooks and treatises from the open shelves for up to two (2) weeks.

(4) Undergraduate Students (Law)

Persons registered as full-time law students and those pursuing a minor in law are permitted to borrow up to (2) items from the reserve collection. Other students with valid UWI ID cards are only permitted use of materials within the Library.

(5) Law School Students

Graduate Law Students enrolled in the Eugene Dupuch, Hugh Wooding and Norman Manley Law Schools are required to pay a caution fee of Bds. \$50.00 which entitles them to borrow two (2) items only on an overnight basis from the reserve collection. This deposit will cover the two years period at Law School.

On July 1 following their final year at Law School, students must pay an additional \$100.00 to be registered as outside users until the end of that calendar year, if they work as private practitioners. If they are employed in a government department their names must appear on the outside users list submitted by the Permanent Secretary of the department and then no additional fee is payable.

It will be assumed that students would have completed the Law School programme after two years, unless documentary evidence to the contrary is produced to the Law Librarian.

(6) Teaching Staff (other than Faculty of Law)

Persons from other U.W.I. Campuses are included in this category. To use the library, a valid UWI ID card must be given to the Security Guard on entry to the Library.

However, no borrowing privileges or access to computers will be allowed.

(7) Non UWI Students

Non-U.W.I. tertiary level students from Barbados and elsewhere must obtain permission to use the Law Library from the Law Librarian. No borrowing privileges are allowed.

(8) Local non-U.W.I. students registered in Accounting, Banking and other Programmes

(a) Inter-semester

Permission granted ONLY for: June 1 - August 31 & December 15 - January 15

\$40.00 per month or part thereof.

(b) During semester

Permission granted for no more than 4 days during any semester if there is a need to use Law Library materials - \$35.00 per period.

(9) Visitors from overseas academic institutions who are undertaking legal research

Members of the teaching staff or students of other academic institutions may use the Library free of charge for 1 to 3 days but permission must be sought.

Those who wish to use the Library for four (4) days to one (1) month must obtain permission and also pay a fee of \$40.00.

(10) Visitors from overseas non-academic institutions conducting legal research

\$40.00 per month or part thereof.

(11) Community College and High School Students

5th form, 6th form & Community College:

No general permission given to use Law Library. May be given access by Law Librarian for short periods if working on projects verified by the relevant college tutor. For Associate Degree students at the Community College arrangements may be made for interlibrary loans through Librarian, Community College.

(12) Outside Users (Barbados) (Includes Members of the General Public, Private Practitioners, Accounting Firms, Other Organisations and Government Departments)

Outside users are persons who, in writing, have sought and obtained the Law Librarian's permission to use the library. Permission is not given automatically and may be denied to persons who on previous occasions have failed to abide by the Law Library's rules or have been uncooperative and discourteous to Law Library staff.

The categories are as follows:

(a) Temporary users with no borrowing privileges. Users in this category may be given permission by the Law Librarian to use the library free of charge for between one (1) and two (2) days. The charge for three (3) days to one (1) month is \$40.00.

(b) Members of the Barbados Bar, other professional associations and organizations in Barbados who need to consult legal material on a regular basis. Individual users in this category are required to pay an annual fee of Bds\$300.00, with an additional \$25.00 for processing being paid by first time registrants. Where more than one employee of a firm or association is to be registered the fees are as follows:

2 users \$570.00 (5% discount)
3 users \$810.00 (10% ")
4 users \$1080.00 (10% ")
5 users \$1350.00 (10% ")
6 users \$1620.00 (10% ")
7 users \$1890.00 (10% ")

8 users \$2160.00 (10% “)
9 users \$2430.00 (10% “)

The annual fee is for a calendar year.

- (c) Employees of Government departments whose names are on an annual list submitted by the relevant Permanent Secretary or department head.

Outside users in categories (b) and (c) may have on loan at any time up to two items for two (2) weeks from the open-shelf textbook section. They may not borrow from any other part of the collection.

The fine for late return of these books is \$2.00 per day.

All loans are subject to recall by the Law Librarian at any time.

General Note on Loans

Please note that loans to outside users do not include unreported cases, law reports, periodicals, statutes, reference materials (including encyclopedias and digests in the R&S Section and bibliographies) nor reserve material with a yellow strip.

(13) Outside Users (Visiting from Overseas)

Persons in this category are usually given permission to use the Library on payment of Bds.\$35.00 per day. No borrowing privileges are allowed.

BORROWING PROCEDURES

READING ROOM MATERIAL

Reserve books, including theses, unpublished W.I. judgments, microfiche/microfilm and CD ROM being

borrowed for reading room use must be signed out at the circulation desk by filling out the Reading Room loan form (commonly called the 'blue slip'). This blue slip should be completely filled out before the item is issued. The book is to be returned to the Circulation Desk after use.

Blue slips must also be filled out for reserve books etc. which users wish to consult at the issue desk. Only two (2) items are allowed for reading room loan at any one time, and each item is only to be kept for two hours. If a student fails to return an item in this category to the issue desk after two hours and it is needed by another user a fine of \$1.00 must be paid.

If a student fails to return material borrowed for reading room use to the Issue Desk by the end of the day on which it is borrowed a fine of \$5 for that day and \$10 for each subsequent day that the book has not been returned to the Issue Desk must be paid.

OVERNIGHT BOOKS

A patron should first check the catalogue for the call number and fill in the overnight reservation form with the required details.

The patron must then give the form to the library assistant at the circulation desk. These reservation forms must be submitted between 9:00 a.m. and 5:00 p.m., and are treated on a first come, first serve basis. Only students in good standing will be permitted to borrow items.

Students must themselves hand in completed slips for items which they are reserving.

From Monday to Friday during semester a reservation is valid until 7:00 p.m., and if not claimed by the requester by that time, any other reader in good standing with the library may borrow the item requested.

An overnight book may not be borrowed for more than two (2) consecutive nights by the same person unless there are no other requests.

Between Monday and Friday during semester overnight books should be collected from the circulation-reference desk after 5:00 p.m. and returned by 10:00 a.m. of the date on which they are due.

An overnight book may be borrowed from 3 p.m. on Saturdays and Sundays.

The two book cards found inside the cover of the overnight book must be signed and left at the circulation desk when the book is collected.

A reader who has made a reservation on a weekday but is unable to collect the book between 5:00 p.m. and 7:00 p.m. may request, through the circulation staff, to have someone else collect the book. The requester must provide the name of the collector who must sign both cards in the book on the requester's behalf, and the collector must present an I.D. card.

An overnight book may be borrowed for reading room use during the day. There is a two-hour limit on Reading Room material which may be enforced particularly during examination periods. Overnight books which have been requested, if in use in the reading room, must be relinquished on request at 5 p.m. These may be exchanged for reading room copies, if any are available at the time.

When overnight loans are returned, students must ensure that Issue Desk staff checks back in the items. Students may request a copy of the cancelled borrowing slip as evidence that the book has been returned.

RENEWALS

Staff, postgraduate students and outside users who wish to keep books beyond the two week limit should return the item(s) to the library and have a new return date stamped on the date due card. On rare occasions these users may ask to have renewals done via the telephone.

BOOK RETURN

The Library's book return container is situated next to the entrance to the Law Library. You are urged to make use of this facility when the library is closed. Please note that the book return is closed on a daily basis at 9:00 a.m. Overnight books which are due at 10.00 a.m. are to be brought to the Issue Desk and not placed in the book return, or fines will be incurred.

FINES

Fines are charged for damage to, or late return of books as follows:

Undergraduate Students

Reserve Books

Overnight books must be returned by 10:00 a.m. on the date due. For student borrowers a fine of \$1.00 per hour per book becomes payable immediately thereafter, and fines continue to accumulate at the rate of \$1.00 for each subsequent hour or part thereof, starting at 10:00 a.m. Days on which the library is closed are excepted.

Graduate Students

Reserve books

As stated above for undergraduates.

Open shelf books

The fine for late return of books in this category is \$1 per day. Days on which the Library is closed are excepted.

Outsider Users

Open shelf books

Persons in this category whose items become overdue will pay a fine of \$2.00 per day for each overdue item. Days on which the Library is closed are excepted.

DAMAGE AND LOSS OF BOOKS

Unauthorized removal, minor damage or defacement of Law Library materials renders a user liable to a fine not exceeding Bds.\$25.00, at the discretion of the Law Librarian.

The reader must pay the cost of replacing a lost or seriously damaged book or other item, in addition to any fine which the reader may have incurred before reporting the loss or damage.

(UWI Calendar, Vol 1., 1978, p. 129, Regulation 15).

USERS IN BAD STANDING

All borrowing privileges are automatically suspended until all outstanding fines are paid, and overdue material returned. Failing this:-

Students

- (a) The Law Library will send a list of names to the Campus Bursar prior to the commencement of exams.
- (b) The student who is in bad standing prior to an examination period may not be permitted to sit examinations.

(c) The names of all those who are not in good standing with the library – that is, those who have failed to return overdue items or have failed to pay fines or the cost of items lost or damaged – will be submitted to the Principal for further action.

(d) In addition, the names of those in bad standing will be placed on the Law Library's entrance door.

Outside Users

If the user in bad standing is an Outside User he/she may be denied use of the Law Library by the Law Librarian.

CONDUCT IN THE LIBRARY

Eating, drinking and smoking are forbidden in the law library.

Sitting on tables, or propping feet on tables, chairs, etc. are forbidden.

Students will be permitted to reserve a place for one (1) hour only. On expiry of that time, if the student has not returned to his/her place, another student may use the place vacated.

Users are not permitted to use cellular phones in the Law Library.

Users are not permitted to lock the computers when they leave computer stations. If they do so, staff will disable the computers.

Students are not permitted to tamper with the Law Library's property.

Silence must be observed in the reading room. Any member of the Law Library's staff and the security guard may remind users of the need for silence.

Please note that the bell will be sounded on any occasion that the noise level becomes too high.

HANDLING OF LIBRARY BOOKS & MATERIALS

Reasonable care should be exercised when using library books and materials.

No person should remove, destroy or mutilate any part of a book or other material belonging to the library. Marking publications with pen or pencil is prohibited. Stacking more than five volumes of reports or statutes on a desk for personal use will not be permitted.

Reports and statutes must be reshelved after use. Any steps necessary to alleviate the problem of untidiness in the library will be taken. This will include CLOSING THE LIBRARY for specified periods.

CLOSING TIME

The bell is rung twice before closing: the first bell at 50 minutes before closing time and the second bell at 30 minutes before closing time. No borrowing whatsoever will be allowed after the second bell. Readers are reminded that they must leave the Law Library by ten (10) minutes to closing time.

METHODS OF ACCESS TO THE COLLECTION

(a) Unreported Commonwealth Caribbean Cases. These cases may be consulted on Carilaw (Caribbean Law Online) or hard copies requested at the Issue Desk.

(b) Reported Commonwealth Caribbean Cases. Available in bound volumes on the shelves or electronically (check Law Library's website).

(c) Other Cases. Available in bound volumes on the shelves or electronically (check Law Library's website).

(d) CARD CATALOG

All material catalogued in the Law Library prior to November 2002 is recorded in the Card Catalogue under one or more of the following heads: author (personal or corporate), subject, title, editor, compiler, translator, series.

The Catalogue is divided into two parts: The Author/Title Catalogue and the Subject Catalogue.

The Author/Title Catalogue records alphabetically by name, the person or corporate body responsible for the work in question. It also contains entries for titles, editors, compilers, translators and series, where such entries would contribute to the location of the material. All Periodicals are listed under their title.

The Subject Catalogue records material according to the subject or subjects dealt with. Arrangement is alphabetical. A 'See' reference card in the catalogue indicates that a given word or phrase is not used as a subject in this catalogue, but that the user should look under another term. A "See Also" reference means that additional material on a subject may be found under other headings. (e.g. FAMILY see also PARENT AND CHILD).

Textbooks and Periodicals listed in the card catalogue can be found by checking the call number, i.e. the group of letters and numbers in the top right hand corner of the card. Cards for primary materials bear a location stamp, REPORTS, STATUTES, etc. or REPORTS, STATUTES SECTION.

If a catalogue card is encased in a plastic RESERVE BOOK jacket, the book in question must be requested at the Circulation Desk.

(e) ELECTRONIC CATALOG

From the first Semester of 2003 students were able to search the electronic catalog on the Public Access computers in the Reading Room. Detailed instructions on using the catalog are available at each PC. The catalog can also be accessed via the internet at lawlibrary.cavehill.uwi.edu/index.html.

CLASSIFICATION SCHEME

The system of classification adopted by this library is the Moys Classification Scheme, which is in common usage in English Law Libraries. Books are grouped by subject, with an alphabetical symbol assigned to each. Here is an outline of the list of classes:-

CLASSIFICATION CLASS K: LAW LIST OF CLASSES

General and non-national legal systems

- K Journals
- KA Jurisprudence
- KB General and Comparative Law
- KC International Law
- KD Religious Legal Systems
- KE Ancient and Medieval Law

Modern (national) Legal Systems
Common Law Primary Materials

- KF British Isles
- KG Canada, U.S.A.
- KH Australia and New Zealand
- KJ West Indies

Treatises

- KL General
- KM Public Law
- KN Private Law

Other Modern Legal Systems

- KR Africa
- KS Latin America
- KT Asia and Pacific
- KV Europe
- KZ Non legal subject

Each subject is then broken down numerically to indicate specific aspects, for example:

- KM 31-440 Constitutional and Administrative Law
- KM 500-615 Criminal law and procedure
- KN 5-39 Contracts and torts
- KN 50-143 Property
- KN 150-198 Persons and social laws (includes Family law and industrial law)
- KN 210-235 Equity
- KN 250-349 Commercial Law
- KN 350-395 Civil Procedure (General Matters)

For periodicals, Moys class numbers generally follow an alphabetical arrangement by title of the periodical. To find periodical articles if you do not have references,

consult the Index to Legal Periodicals located at the end of the periodical section, or online on the UWI Law Library Home Page by clicking Electronic Resources and Index to Legal Periodicals.

SERVICES

(i) REFERENCE SERVICE

Public Services Staff can often help a user by:

- suggesting or searching for appropriate reference books, indexes and bibliographies;
- advising on problems of research method;
- pointing out additional or alternative source material;
- interpreting the card catalogue and other library records;
- assisting in locating answers to specific questions e.g. "Where can I find the Dominica 'Dreads Act'?"
- locating material on any of the electronic databases.

A research fee may be charged to the public for any research which takes more time than is normally allocated to a request.

Please note that library staff cannot do extensive research on points of law for individual patrons, or give legal advice.

Please note also that the Law Library's computers are to be used by law students and not by outside users in any category.

(ii) PHOTOCOPYING SERVICE

The library provides a photocopying service at a cost of 25 cents per exposure. All users are expected to locate and copy their own material. There is a 35% surcharge on

photocopying for institutions and individuals outside the University. Copying done by the Law Library for persons who are not members of the University, is charged at 40 cents per exposure.

Vendor Cards

The machines are operated by vendor cards. To obtain a vendor card a deposit of \$10.00 must be paid. Cards are then issued in denominations of \$10.00, \$20.00, \$30.00 and 50.00. Cards may be topped up from time to time. Cards may be purchased from one of the Public Services library assistants between the hours of 9:00 a.m. - 12:30 p.m. and 1:30 p.m. - 7:00 p.m.

The Law Library's policy is "NO REFUND ON VENDOR CARDS"

Outside users and staff copying for personal use (i.e. not for Law Library use) must purchase Xerox vendor cards.

Deposit Accounts

Outsider users, both overseas and local, must deposit a sum of BDS\$200.00 from which the cost of any copying done on their behalf is deducted. When the amount in a deposit account reaches BDS\$75.00 an outsider user is asked to provide another BDS\$125.00 to replenish the account.

Photocopying For UWI Departments & Libraries

If material is needed by a department or the Main or other library at the Cave Hill Campus, a photocopying form is completed, signed by the Head of Department and an account number is put on the form. This is treated as an invoice and sent to the Bursary for payment. If the form is not signed by the Head of Department then the requestor must pay for the material personally.

For Libraries at Mona and Cave Hill, an invoice is prepared and sent with any materials copied. Requests for short articles may be sent gratis with the permission of the Law librarian.

Please note this policy does not apply to:

The College of Bahamas
The Eugene Dupuch Law School
The Hugh Wooding Law School
The Norman Manley Law School
The University of Guyana

Clerical staff should pass any requests received from other libraries to the Public Services Librarian and it is the above guidelines which will be employed in relation to photocopying.

(iii) MICROFILM/FICHE SERVICE

The Law Library now has several of its serials titles in microform format, and as such the library provides a microfilm/fiche reader/printer service for its clientele.

Copies can be made at a cost of 35 cents per exposure. All users are expected to do their own copying. The library staff will train users how to use the machine.

(iv) BIBLIOGRAPHICAL AIDS

The Law Library is the publisher of the Consolidated Index of Statutes and Subsidiary Legislation in force in Commonwealth Caribbean Countries. Copies are available in the library and are sold throughout the region.

The Library also compiles and distributes quarterly lists of West Indian legislation and material catalogued and added to the collection. Staff members produce bibliographies from time to time. Copies of these are available in the library for consultation or may be offered for sale.

(v) COMMONWEALTH CARIBBEAN CASE LAW WEBSITE (Carilaw)

This is an electronic database of cases decided by the higher courts in the regions from the 1950's. It has been available since September 2003.

(vi) RESERVE COLLECTION

The Reserve Collection is located behind the Public Services Desk. It consists of recommended books and materials particularly relevant to courses offered by the Faculty, photocopied articles and cases, LL.B and LL.M theses, past exam papers, indices to West Indian statutes (WILIP Indexes), and Constitutions. The Caribbean Law Bulletin, Caribbean Law Review, West Indian Law Journal and current issues of legal periodicals and law reports (e.g. All England Reports, Weekly Law Reports) also form part of this collection.

Reserve Collection material is available for loan either for use in the reading room or overnight. Material which may be loaned overnight is identified by a red strip on the spine of the item. Reserve material for reading room use only is identified by a yellow strip; judgments by a blue strip, and theses by a yellow and blue strip. These reserve materials are not available for loan. All entry cards in the Card Catalogues denoting Reserve Collection material are encased in plastic jackets with "RESERVE BOOK" printed on them for ease of reference.

(vii) COMPUTER SERVICES

The Law Library currently has twenty-four (24) computers in the reading room for use by law students. These computers can all access the Internet, however print services are not available on the wireless computers. Four Stand-alone computers are dedicated to the Library's online catalogue.

NOTICES

Users are asked not to post any materials on the glass at the front of the library. This area is reserved for Library Notices. Any other notices should be posted on the notice board in the Student Recreation Area or on the notice board in the library. Permission for the latter case should be sought from the Public Services Librarian.

A NOTE TO TEACHING STAFF

In order to give the best possible service to your students we suggest that:-

- when preparing worksheets and reading lists for students you should check the Library's holdings and recommend quick purchase of required and recommended items not held by the Library;
- you should recommend the placing on reserve of any items to which you will be referring frequently, which are presently in the open stacks;
- you should inform the Public Services Librarian in advance of periodical articles and cases to which you intend referring students. We can then place additional Xerox copies of the articles and cases at the Circulation Desk;
- you should pass a copy of each reading list to the Public Services Librarian, so that the Library Assistants can be shown how to interpret difficult citations and locate the relevant items for students.



**THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS
BARBADOS**

***A PUBLICATION OF STUDENT AFFAIRS
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