

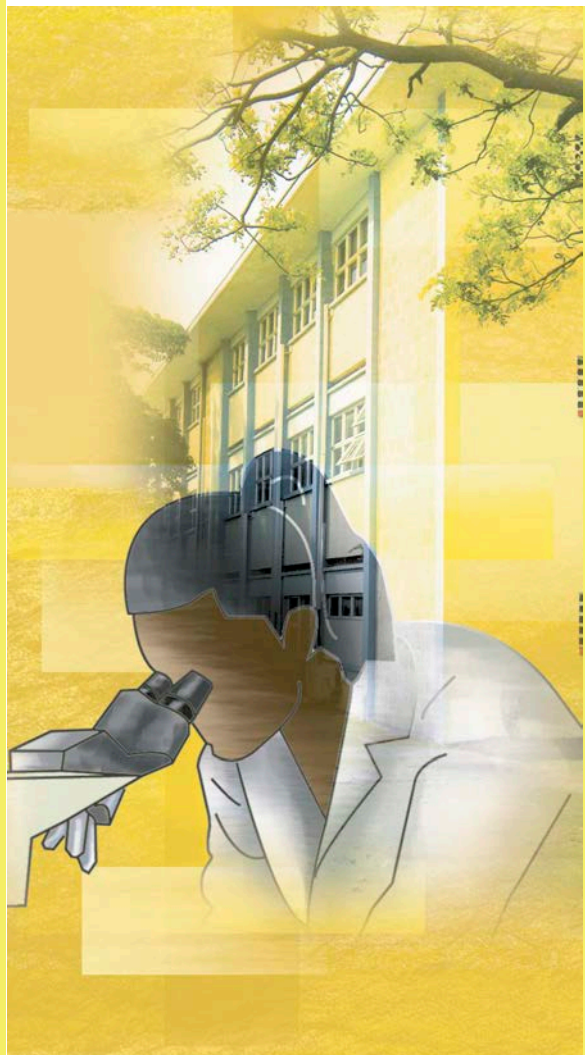


THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS, BARBADOS

THE FACULTY OF  
**SCIENCE &  
TECHNOLOGY**  
REGULATIONS

**2012-2013**

**Information Guide**







THE UNIVERSITY OF THE WEST INDIES  
CAVE HILL CAMPUS

FACULTY OF SCIENCE & TECHNOLOGY  
UNDERGRADUATE FACULTY REGULATIONS HANDBOOK 2012-2013

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

Email: [fst@cavehill.uwi.edu](mailto:fst@cavehill.uwi.edu).

## MISSION

To advance education and create knowledge through excellence in teaching, research, innovation, public service, intellectual leadership and outreach in order to support the inclusive (social, economic, political, cultural, environmental) development of the Caribbean region and beyond.

## VISION

By 2017, the University will be globally recognised as an innovative, internationally competitive university, deeply rooted in all aspects of Caribbean development and committed to serving the diverse people of the region and beyond.

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

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

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

## Disclaimer:

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

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# APPLICATION PROCEDURE

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

Certified evidence of all examinations passed;

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

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

\* Not applicable for Mature students

**Table 1:**

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

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

<sup>1</sup> Double Major also offered

<sup>2</sup> Numbers taking these Options are restricted

## INTERNATIONAL EXCHANGE/ STUDY ABROAD PROGRAMME

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

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

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

## PRIZES AWARDED ANNUALLY IN THE FACULTY OF SCIENCE AND TECHNOLOGY

### **THE GRAHAM GOODING BIOLOGY PRIZE**

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

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

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

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

### **SYSTEMS CONSULTING LTD. (SCL) PRIZES IN**

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

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

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

*None of these courses should have been repeated.*

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

### **SYSTEMS CONSULTING LTD. (SCL) PRIZE IN MATHEMATICS**

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

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

*None of the courses should have been repeated.*

### **MOORE PARAGON PRIZE IN PHYSICS**

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

*None of the courses should have been repeated.*

### **MOORE PARAGON PRIZE IN ELECTRONICS**

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

*None of these courses should have been repeated.*

### **FACULTY PRIZE**

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

### **DEAN'S PRIZES, FACULTY OF SCIENCE AND TECHNOLOGY**

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

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

The value of the Prizes shall be

<b>FIRST PRIZE (Bds)</b>	<b>\$900.00</b>
<b>SECOND PRIZE (Bds)</b>	<b>\$500.00</b>

### **THE PFIZER CARIBBEAN SCIENCE PRIZE**

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

### **LOUIS CHINNERY ECOLOGY PRIZE**

A commemorative scroll and a voucher for BDS\$900.00 to be used in the purchase of books related to the Biological/ Ecological/Environmental Sciences. Awarded to the best student majoring in Ecology with a minimum B+.



## GLOSSARY TO THE REGULATIONS

TERM	DEFINITION
Anti-requisites	Two courses of which credit may be granted for only one.
Course	A body of knowledge circumscribed by a syllabus to be imparted to students by sundry teaching methods and usually followed by an examination.
Credit	A measure of the workload required of students. 1 Credit Hour = 1 hour lecture/tutorial/ problem class per week OR 2 hours laboratory session per week, for a Semester.
Cumulative GPA	Grade point average obtained by dividing the total grade point earned by the total quality hours for which the student has registered for any period of time excluding courses take on a Pass/Fail basis, audited courses, courses taken for Preliminary credit, incomplete and in-progress courses.
Discipline	A body of knowledge encapsulated in a set of courses distinguishable from other such bodies on the basis of criteria such as method of enquiry, axioms, areas of application.
Elective	A course within a programme taken by choice of the student.
Faculty Courses	All courses except Foundation and Co-curricular courses.
Foundation Courses	Broad-based courses, three of which must be taken, and which provide a general foundation of knowledge.
Honours GPA	Weighted Grade Point Average used to determine the class of degree. This GPA is computed on the basis of all courses done in the Advanced Part (Levels 2 & 3) of the degree programme, weighted with respect to credits and to earned quality hours.
In-Faculty Courses	All Faculty courses originating in the Science Faculties.
Level	A measure of the standard of a course, designated at The UWI by the first digit in the course number.
Major	30 credits (minimum) from prescribed courses at Levels 2 & 3 (as defined).
Marginal Failure	A score for the overall examination of a course which is not more than 5 marks below the minimum pass mark for that course.
Minor	15 credits (minimum) of prescribed courses at Levels 2 & 3 (as defined).
Option	A prescribed programme, comprising in-Faculty and, in some cases, out-of-Faculty courses, leading to a specific degree.
Out-of-Faculty Courses	All Faculty courses originating in Faculties other than the Science Faculties.

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Preliminary Course	A Level 0 course used to satisfy entry requirements but does not contribute towards the requirements for the award of the degree.
Pre-requisite	A course which must be passed before another course for which it is required may be pursued.
Programme	A selection of courses (designed to achieve pedagogical goals) the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulations) makes a candidate eligible for the award of a degree/diploma/certificate.
Science Faculties	The Faculties of Science and Technology at Cave Hill, Mona and St. Augustine.
Semester GPA	Grade Point Average (GPA) computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (The terms Grade Point, GPA, Quality Hours and Quality Points are defined in The UWI Grade Point Average Regulations Booklet).
Subject	An area of study traditionally assigned to the purview of a department.
Supplemental Examination	A re-sit of an examination of a course which is not more than 5 marks below the minimum pass mark for that course.
Supplemental Oral	An oral examination, offered on recommendation of the department and Faculty, to candidates who have registered a marginal failure in a Level 2 or 3 course.

## FACULTY REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE

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

### A. Qualification for Admission

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

### B. Outline of the Degree Programme

3. The degree of BSc is awarded on the basis of a programme of studies comprising combinations of courses in Science disciplines, together with certain Foundation courses. Approved Out-of-Faculty (see Glossary) courses may be included.
4. The Science Faculties offer the following Bachelors degrees in Science (the terms Major, Minor, Option etc., are defined in the Glossary):
  - (a) A degree with a single Major (30 credits minimum from Levels 2 and 3) or a double Major in one or two Science disciplines (2 x 30 credits or 1 x 60 credits, from Levels 2 and 3). (See Appendix II for a list of Science Majors offered).
  - (b) A degree with a single Major in a Science discipline plus
    - (i) one or two Minors from other distinct Science disciplines (each with 15 credits minimum from Levels 2 and 3)
    - (ii) a Major, or one or two Minors, from other Faculties. Out-of-Faculty Majors and Minors are governed by the regulations of the Faculty of origin. Only certain such combinations are allowed and these are considered Option. (See Appendix VI).
5. The following types of courses, which may consist of both theoretical and practical parts, are offered by the University:
  - (a) Courses taught by the Science Faculties (in-Faculty courses) include Preliminary (Level 0) and Levels 1, 2 and 3 courses. (Preliminary courses may be used to satisfy entry requirements of Regulation 1 above, but do not contribute towards the requirements for the award of a degree.)

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- (b) Service courses, which provide students with basic techniques and skills needed for dealing with the academic programme.
- (c) Approved Out-of-Faculty courses which may contribute toward the requirements for the award of a degree.
- (d) Foundation courses (see Appendix III) which are given throughout the University to augment the general education of students.
6. Co-curricular activities approved for credit by Academic Board. A maximum of three credits of co-curricular activities may be included as part of the credits required for the award of a degree, but shall not be taken into account in the determination of the Cumulative GPA or the class of degree. They may not be substituted for Foundation Courses. Co-curricular credits gained in excess of three will be entered on the student's transcript but will not contribute toward the requirements for the degree.
7. Courses normally extend over not more than one semester, but in special cases may extend over two semesters. The contact hours for a course are expressed in terms of Credit Hours (credits) and the credit-rating of a course is determined by the Faculty which administers the course. (See Appendix IV).
8. In order to be eligible for award of the degree, candidates must:
- (a) have been in satisfactory attendance for a period equivalent to at least six semesters of full-time study from entry into Level 1; and
- (b) have passed courses totalling a minimum of 93 credits from Level 1, 2 and 3 Faculty and Foundation courses for the degree as follows:
- |                     |           |
|---------------------|-----------|
| Level 1             | 24        |
| Level 2 and Level 3 | 60        |
| Foundation courses  | <u>9</u>  |
|                     | <u>93</u> |
- (i) A minimum of 15 credits at Level 1 and 30 credits at Levels 2 and 3 must be taken from in-Faculty courses.
- (ii) Specific Options, or Cross-Faculty programmes, may require more than 93 credits (see Appendix VI)
- (c) have a Weighted GPA of at least 1.00.

**\* NB: These are MINIMUM REQUIREMENTS and may vary depending upon the credit requirements of your major/minor.**

### **C. Registration**

9. A student pursuing a degree in the Faculty may register full-time or part-time. A student who is in full-time employment may pursue a degree on a part-time basis only.
10. Students must register for courses at the beginning of each semester. Time limits governing changes in registration are as outlined in the student handbooks for each Campus. A student is deemed to be registered for a course only after his/her financial obligations to the University have been fulfilled.

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

#### **D. Progress through the Programme**

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

#### **E. Examinations**

17. In order to pass a course, a candidate must have satisfied the examiners in the associated examinations and must have attended at least 75% of classes associated with that course.
18. The examination associated with each course shall be conducted mainly by means of written and/or practical papers, normally taken at the end of the semester in which the candidate has registered for the courses concerned. However, oral examinations as well as performance in course work in the form of essays, in-course tests, research papers, projects, or continuous assessment of theoretical and/or practical work may contribute towards the final grade awarded in a course.

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

#### **F. GPA and Class of Degree**

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

### **G. Leave of Absence and Voluntary Withdrawal**

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

### **H. Time Limits for Completion and Enforced Withdrawals**

29. For the purposes of Regulations 30 & 31 below, any semester in which a student is registered part-time or any registration for the maximum number of credits for summer

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

30. (a) A student whose Semester Grade Point Average is less than 1.00 will be deemed to be performing unsatisfactorily and will be placed on Warning.
- (b) A student on Warning, whose Semester grade point average is less than 1.00, will be Required To Withdraw from the Faculty.
31. (a) Students admitted to the programme under Reg.1 shall complete the requirements for the degree in a minimum of six or a maximum of ten semesters of full-time study.
- (b) Students admitted to the programme under Reg.2 shall complete the requirements for the degree in a minimum of eight or a maximum of twelve semesters of full-time study.
- (c) Students who cannot complete the programme within the maximum periods given in (a) and (b) above will normally be Required To Withdraw from the Faculty at the end of the academic year in which the maximum is reached.
32. In the event that a student has exhausted the maximum periods mentioned in Reg.30 above, but still requires for the completion of the degree programme,
- Either:
- (a) passes in courses totalling no more than eight credits,
- or:

- (b) passes in Foundation courses only,  
the Faculty Board may at its discretion recommend to Academic Board an extension of the period of study by one or two semesters.
33. For the purposes of Regulations 29 to 32 above, any semester for which a student has obtained Leave of Absence from the Faculty shall not be counted (see Reg.26).
34. Notwithstanding Regulations 29 to 33 above, Academic Board may, on the recommendation of the Faculty Board, require the student to Withdraw from the Faculty at the end of any semester on grounds of persistent neglect of work and/or repeated failure in examinations.
35. A student Required To Withdraw from one Faculty:
- (a) may register immediately in another, if in the opinion of the student and the Dean of the receiving Faculty this is desirable and the student satisfies that Faculty's entry requirements;
  - (b) will be required to withdraw from the University if not granted registration in another Faculty; and
  - (c) may not register in the ensuing Academic Year, for any courses in the Faculty from which (s)he had been Required To Withdraw.
  - (d) if readmitted and Required To Withdraw for a second time, will not be considered for readmission until a minimum period of five years has elapsed.
36. A student who was Required To Withdraw for reasons of failure to progress may be readmitted to the Faculty on the following conditions:
- (a) A minimum of one year has passed since the date of withdrawal
  - (b) The Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.
  - (c) All grades previously obtained, except for courses to be repeated (having been deemed outdated), shall continue to apply for the purpose of determining the student's GPA.
  - (d) Subject to The UWI Grade Point Average Regulation 11, courses pursued at an institution other than the UWI during the period of withdrawal may be eligible for credit.
  - (e) Courses pursued in the The UWI Summer School during the period of withdrawal shall be included in all relevant grade point average calculations if the student re-enters the UWI.

### **I. Exemptions and Transfers**

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



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

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

#### **J. Aegrotat Degree**

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

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

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

## Application of these Regulations

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

## Definition of plagiarism

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

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

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

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

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

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

## Other definitions

- 5 In these Regulations,

“Chairman” means the Chairman of the relevant Campus Committee on Examinations;

“Examination Regulations” means the Examination and other forms of Assessment Regulations for First Degrees Associate Degrees Diplomas and Certificates of the University;

“set of facts” means a fact or combination of facts.

## Evidence of plagiarism

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

passages from which the passages in the student's work are considered to have been taken.

#### **Student Statement on Plagiarism**

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

#### **Electronic vetting for plagiarism**

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

#### **Level 1 plagiarism**

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

#### **Level 2 plagiarism**

- 12 Where an examiner has evidence of Level 2 plagiarism in the material being examined, that examiner shall report it to the Head of Department or the Dean and may at any time provide the Registrar with a copy of that report. In cases where the examiner and the Dean are one and the same, the report shall be referred to the Head of the Department and also to the Campus Registrar.
- 13 Where any other person who in the course of duty sees material being examined which he or she believes is evidence of Level 2 plagiarism that other person may report it to the Head of Department or the Dean and may at any time report it to the Campus Registrar who shall take such action as may be appropriate.
- 14 Where a Dean or Head of Department receives a report either under Regulation 12 or 13, the Dean or Head of Department, as the case may be, shall
  - a. where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar; or
  - b. where not concurring in the identification of evidence of plagiarism, reply to the examiner declining to proceed further on the report; or
  - c. where concluding that there is evidence of Level 1 plagiarism, reply to the examiner indicating that conclusion and the Examiner shall proceed as under Regulation 11.
- 15 Where a report is made to the Campus Registrar under Regulation 14a or 16, the Campus Registrar shall lay a charge and refer the matter to the Campus Committee on Examinations.

- 16 Where the Campus Registrar receives a report alleging Level 2 plagiarism from the Examiner or any other person except the Dean or Head of Department, the Campus Registrar shall refer the matter to a senior academic to determine whether there is sufficient evidence to ground a charge of plagiarism and where such evidence is found, the Campus Registrar shall proceed as under Regulation 15.
- 17 Where the matter has been referred to the Campus Committee on Examinations pursuant to Regulation 15, the proceedings under these Regulations prevail, over any other disciplinary proceedings within the University initiated against the student based on the same facts and, without prejudice to Regulation 21, any other such disciplinary proceedings shall be stayed, subject to being reopened.
- 18 If the Campus Committee on Examinations is satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it shall in making a determination on the severity of the penalty take into consideration:
- a. the circumstances of the particular case;
  - b. the seniority of the student; and
  - c. whether this is the first or a repeated incidence of Level 2 plagiarism.
- 19 Where the Campus Committee is of the view that the appropriate penalty for an offence of Level 2 plagiarism is for the student to be:
- (i) awarded a fail mark;
  - (ii) excluded from some or all further examinations of the University for such period as it may determine;
  - (iii) be dismissed from the University, it shall make such recommendation to the Academic Board.
- Clearance on a charge of Level 2 plagiarism**
- 20 A determination of the Campus Committee on Examinations that Level 2 plagiarism has not been found will be reported to the Campus Registrar who shall refer it to the Examiner and notify the student. Where the Committee has not identified Level 2 but has identified Level 1, it shall be reported to the Campus Registrar who shall refer it to the examiner.
- Level 2 plagiarism: Appeal to the Senate**
- 21 A student may appeal to the Senate from any decision against him or her on a charge of plagiarism made by Academic Board.
- Delegation by Dean or Head of Department**
- 22 The Dean or Head of Department, as the case may be, may generally or in a particular instance delegate that officer's functions under these Regulations.
- Conflict of interest disqualification**
- 23 Any person who has at any time been an examiner of work or been involved in procedures for laying charges in relation to which an issue of plagiarism is being considered under these Regulations shall withdraw from performing any functions under these Regulations other than those of supervisor and examiner.











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