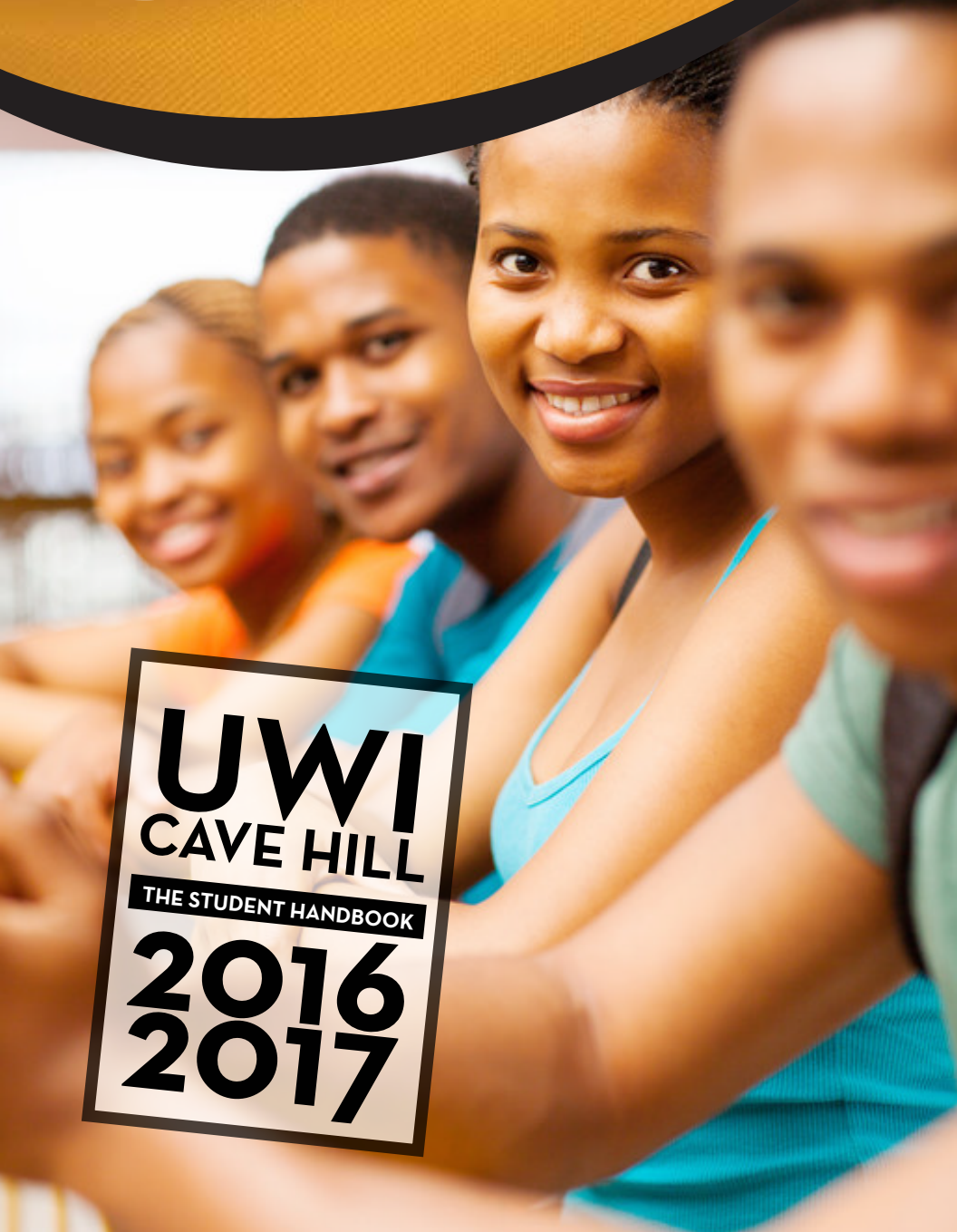




THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS



UWI
CAVE HILL

THE STUDENT HANDBOOK

2016
2017



UWI

CAVE HILL CAMPUS
BARBADOS, WEST INDIES

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 a regionally integrated, 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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**All telephone extensions in this Handbook can be reached
through the UWI PBX: (246) 417-4000**

THE UNIVERSITY OF THE WEST INDIES CAVE HILL CAMPUS

This handbook provides a general introduction to the regulations of the UWI, and the facilities and services available to you as a registered student at the UWI, Cave Hill Campus. Faculty handbooks, the Code of Principles and Responsibilities and relevant regulations booklets are provided as separate publications.

If you have any questions or queries, contact:

Deans or Deputy Deans

Directors of Institutes

Campus Coordinator of the School for Graduate Studies and Research

Postgraduate Students

Head of Department

Senior Assistant Registrar (*Graduate Studies and Research*)

Postgraduate Students

Assistant Registrar (*Student Affairs*)

Undergraduate Student Admissions,

Summer School & Recruitment

Senior Assistant Registrar (*Examinations*)

Records & Scholarships

Director of Student Services

Halls Administrator

All telephone extensions listed
can be reached through the
UWI PBX: (246) 417-4000
www.cavehill.uwi.edu

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THE ARMS OF THE UNIVERSITY

The arms of the University consist of a **shield** and a **crest**.

The background of the **shield** is the sea represented by blue and white wavy lines on which is an open book. The upper part of the shield is red with a lion to show the connection with the Crown. This is the lion borne by H.R.H. Princess Alice, Countess of Athlone, appointed by King George VI to be the first Chancellor, so that this appointment is recorded forever in the Arms of the University.

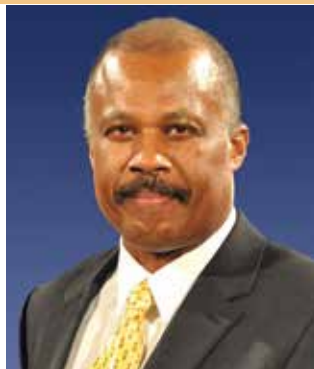
The **crest** is the brown pelican which fishes in its prehistoric fashion along the coast of all the Caribbean Lands: the pelican is a symbol of care for the young because of the medieval, but untrue, belief that it punctures its breast to feed its young on its blood. It is also used as a crest by the Corpus Christi Colleges of Oxford and Cambridge.

THE MOTTO OF THE UNIVERSITY

“Oriens ex Occidente Lux:

“A Light Rising from the West”

MESSAGE FROM THE VICE-CHANCELLOR



Professor Sir Hilary Beckles
Vice-Chancellor

A very warm welcome to The University of the West Indies family! The UWI family comprises approximately 47,000 students and 5,000 staff across four campuses - the Cave Hill Campus located in Barbados, the Mona Campus in Jamaica, the St. Augustine Campus in Trinidad and Tobago and the Open campus which provides face-to-face and on-line delivery of courses and continuing professional education in more than 50 sites across the seventeen countries served by The UWI. The extended family also includes more than 120,000 alumni represented at the highest levels of government, corporate and professional life across the Caribbean and worldwide.

As you enter the academy, we are undergoing a period of introspection and reengineering to be better able to serve our many stakeholders – you, your families, our contributing Governments, private sector and industry. I reiterate a fundamental truth: universities are not built to serve themselves. The UWI was built and sustained in order to serve the people of the Caribbean and to enhance humanity's development globally. The Caribbean is one nation created as a unique civilization. It continues to be influenced and fertilized by many cultures and is inferior to none but equal to all. The UWI's priority has to be rebuilding our economic competitiveness and the achievement of economic growth and development, to drive our region out of recession. To get us out of the recession, we need an activist university committed to conceptualising and implementing solutions aimed at improving the quality of life in the Caribbean. To bring this activism to the fore, we shall launch the "Triple A" strategy:

- **Alignment** of industry and academia for wealth creation and distribution
- Expansion of **Access** to tertiary education
- **Alertness** to global opportunities.

This vision shall be achieved through:

- **INTEGRATION:** Reshaping UWI into one indivisible academy that moves a unified Caribbean forward.
- **ACCESS:** Making education the building block of our economic development and social progress by ensuring and equipping at least one university graduate in every Caribbean household.
- **PEOPLE IN FOCUS:** Celebrating the rise of everyday Caribbean men and women, as citizens with energy and ideas to shape and mould the trajectories of our communities.
- **JUSTICE:** Rekindling intellectual engagement that presents our region with radical alternatives toward freedom and social justice.

Continued ...

MESSAGE FROM THE VICE-CHANCELLOR Continued ...

- **INNOVATION:** Building strong industry-academy links, in which innovation and value creation are prioritized.
- **EXPANSION:** Making UWI a global university for our region.

You will be part of achieving this vision. Over the next few years, our student body will be called upon to play its role in maintaining our relevance through sustained high performance in academics, sports, innovation and service to our community.

We are widening our global reach to provide more opportunities for collaboration, and student and faculty movement. Through programmes such as the Erasmus Mundus and CARPIMS mobility schemes, the just established UWI-China Institute for Information Technology, cooperation agreements with Sophia University in Japan, the State University of New York, joint degree programmes, partnerships in Latin America, The UWI is more globally connected than it has ever been. You are now part of that exciting evolution and we look forward to you playing a full role in our development.

The next few years are also about establishing meaningful friendships and networks. The connections you build will extend beyond your years at University and some will last a lifetime. Take every opportunity presented you to travel to another campus or another of the countries served by The UWI. The UWI Games which takes place very two years – hopefully annually in the not too distant future - is a wonderful opportunity to meet your counterparts at another campus. Additionally, we will be ensuring that all students benefit from teaching by faculty members from another campus in order to deepen your learning experience as members of a regional university. We have agreed to begin with the Foundation Courses, thereby creating a culture of cross campus teaching to bring students together across physical boundaries and give each of you a truly regional university experience. We hope that your relationship with us will extend beyond your graduation and that you will continue to be engaged as alumni.

Each year, our new students inspire enthusiasm and hope. Your University is committed to ensuring that we deliver programmes of high quality and relevance to national and regional development. Your enthusiasm and engagement help us to stay the course. Our contributing Governments have been supportive through funds provided directly to the university and support to students. However, we are mindful of the challenges they themselves face in meeting their many obligations and The UWI has been making efforts to diversify the funding base to complement existing funding sources and to streamline operations to make them more efficient and cost effective. Your responsibility will be to ensure that the resources expended in your training are maximised as much as possible. Whether you are funded by your Governments, your families or yourselves, it is an investment in your future, in our collective future.

My best wishes to each of you for a fulfilling and rewarding experience at the UWI!

Professor Sir Hilary Beckles
Vice-Chancellor, The University of the West Indies

MESSAGE FROM THE PRINCIPAL

My dear students, I am delighted to welcome each of you to The University of the West Indies, and especially to the Cave Hill Campus. In deciding to pursue your education at Cave Hill you have chosen to enter into a distinguished institution with a proud and rich heritage of commitment to teaching, research and service to the region and the world.

You have also joined a large and diverse family comprised of over fifty thousand students and more that 120,000 alumni who may be found contributing to the development of their communities, countries and professions at every level and in nearly every corner of the world.

We are all aware that our region continues to face challenging times and that many of you would have had to make serious economic sacrifices to continue your education. We commend you highly for this choice which has the ability to transform your lives and that of your families and communities.

As Principal of the Cave Hill Campus, I am pleased that you have chosen The UWI Campus by the sea. As an alumna, teacher, researcher and the leader of this great institution, I am deeply committed to your development and success and to ensuring that you are exposed to the highest quality educational experience. You have my sincerest commitment to providing the highest standards of programme delivery and an enhanced learning environment within the constraints of our current resources. I assure you of my commitment to maintaining standards of quality assurance, actively listening to your concerns and ensuring that Faculty and Staff at all levels deliver the quality service that we have agreed to provide.

As a student of The UWI, you have a very important role to play in the life and future of this institution. You are the fortunate beneficiary of the wisdom and contributions of those who have gone before you. You also have the responsibility of both maintaining the legacy and continuing to define The UWI of today. Even more importantly, you are being entrusted in guarding and protecting its proud legacy and ensuring the future for those who will follow in your footsteps.

As you read through this Handbook, I hope you will actively consider the possibilities the Campus presents. You will find numerous opportunities to extend your learning



Prof. V. Eudine Barriteau, GCM
Pro Vice-Chancellor and Principal

Continued ...

MESSAGE FROM THE PRINCIPAL Continued ...

and research inside and outside of the classroom. Use the opportunity to venture beyond your comfort zone. Take an active part in your education and make the time to reflect on who you are and who you are trying to become. Wherever possible, take classes in areas that introduce you to fields and ideas outside of your majors and which will help you develop new ways of thinking and understanding. Participate in activities you have never tried and seize all opportunities to reach out to and connect with people who are different from you.

We all know that in the early days, life on Campus may seem to be confusing and sometimes overwhelming. Remember that there are many persons available to help you work through these moments both academic and otherwise. We want you to remember that we are all here to serve and that we have complete faith in your abilities and future. Welcome to this new academic year. Make it exciting, fulfilling and rewarding.

Very best wishes for a healthy, happy and productive period of study!

Prof. V. Eudine Barriteau, GCM
BSc UWI, MPA New York, PhD Howard

Pro Vice-Chancellor and Principal
Cave Hill Campus

MESSAGE FROM THE GUILD PRESIDENT



Mr. Olvine D. Holas
President, Guild of Students

Today, we look ahead towards a new Academic Year that may one day be known as a redefining moment in your life, that of this noble institution, and the region at large.

The University of the West Indies, Cave Hill Campus prides itself in advancing, education and creating “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.” The Guild of Students, faculties, staff, alumni and all other stakeholders of the institution are known for their commitment to excellence in all these areas.

This Campus plays an integral role in nurturing the minds of our region. I have never seen a more accurate definition of diversity than here at Cave Hill. Unfortunately, in recent years, the Campus has seen a heavy decline in funding and resources and thus a decline in students. But with a vision, hope, determination and action we must keep moving forward.

We hold the key to harnessing the power for the advancement of all the sectors within our university and this region despite the challenges. We are pioneers with the ability to supersede the transformative potential that we are perceived to contain. With the right attitude and actions, we cannot be surpassed in our impact. The time is now for us to epitomize the university’s mission, both home and abroad. Our talents are immeasurable. Our creativity as a people is often unfathomable. Our greatness is insurmountable.

One prolific statement made by former Vice Chancellor of The UWI, Professor Ralston “Rex” Nettleford, is that The UWI is this region’s greatest gift to itself. We therefore cannot let that gift wither away. We have a duty to use, maintain and develop that gift in order to harness the undisclosed treasures that are within it.

I am honored and humbled to serve as your Guild President for this academic year. I pray that as you embark on this academic journey, your lives will be transformed and that transformation will be made evident in your development, that of The UWI Cave Hill and our region.

Mr. Olvine Holas BSc.

**President, Guild of Students 2016-2017,
The University of the West Indies, Cave Hill Campus**

Map of Barbados



THE UNIVERSITY OF THE WEST INDIES, CAVE HILL CAMPUS IN BRIEF

The University of the West Indies (UWI) is a regional university serving the English-speaking Caribbean countries of Anguilla, Antigua and Barbuda, Barbados, Belize, Bermuda, The Commonwealth of Dominica, Grenada, Jamaica, Montserrat, Federation of St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, The Bahamas, The British Virgin Islands, The Cayman Islands, The Turks & Caicos Islands, and Trinidad & Tobago.

The University started in Jamaica in October, 1948 as the University College of the West Indies in a special relationship with the University of London, UK. It was subsequently granted University status in 1962. In the following year Colleges of Arts and Sciences were established in Trinidad & Tobago and Barbados.

In August 1967 the College of Arts & Science in Barbados was moved from its temporary quarters at the Deep Water Harbour, Bridgetown to its present site at Cave Hill, St. Michael. The College became a full campus with the establishment of the Faculty of Law in 1970 and the name was changed to the Cave Hill Campus of The University of the West Indies.

The main Campus is located on 47 acres of land which the UWI holds on long-term lease from the Government of Barbados. The physical expansion has taken place in a manner sympathetic to the original architectural design of low-rise buildings, simplicity and orderliness. This, combined with the scenic attractiveness of the site and the relatively small size of the University community, has resulted in an atmosphere of intimacy and friendliness which is immediately felt by visitors to the Campus.

In 2008 the Government of Barbados granted an additional 33 acres of land contiguous to the existing campus which the University continues to develop. The Postgraduate Teaching Complex and a FIFA-rated football field are located on this site. Through subsequent lease arrangements with Government and a private donation, the land area of the Campus has expanded to approximately 98.12 acres.

From its nascence in 1963 as the College of Arts and Science, the Campus has become a leader in tertiary education and an internationally-recognised beacon of academic excellence.

In 2013 Cave Hill celebrated its golden anniversary reflecting with pride on its contribution to regional development and the upliftment of Caribbean people. In 2016 the UWI Cave Hill Campus joins the people of Barbados in celebrating their 50th anniversary of Independence.

BARBADOS in brief

- Barbados is the most easterly island of the Caribbean island chain. The closest islands are St. Vincent & the Grenadines and St. Lucia located to the west, and Trinidad & Tobago located to the south. Barbados is located approximately 2,573km (1,600 miles) southeast of Miami, Florida.
- The island's total land area is 430 sq. km (166 sq. miles). It measures 33.79km (21 miles) long by 22.53km (14 miles) wide and is divided into eleven parishes. The capital city, Bridgetown, is located in the parish of St. Michael. The Historic Bridgetown and Garrison area was designated a World Heritage Site in June 2011.
- Barbados falls within the Atlantic time zone. The standard time is Greenwich Mean Time minus four hours. Barbados does not observe daylight saving time.
- Bounded by the Caribbean Sea and the Atlantic Ocean, Barbados enjoys north-east trade winds all year which help to keep the island cool. The island experiences a dry season from December to May, and a rainy season between June and November. The average temperature is 28 degrees Celsius (82.4 degrees Fahrenheit).
- Barbados was first inhabited by the Arawak Indians who migrated from Venezuela. It is believed that they inhabited the island from 350-400 BC. When the British arrived in 1625 they found the island uninhabited and they claimed it in the name of King James I. Two years later on February 17, 1627 the first settlement landed on the west coast of the island, near what is now called Holetown (formerly Jamestown).
- Barbados has been a sovereign independent state within the Commonwealth since 1966 when full independence was gained from Britain. However, ties to the British monarchy are still maintained through the Governor-General.
- The government of Barbados is a parliamentary democracy where the political party with the greatest representation in parliament forms the government. The leader of government is the Prime Minister, who selects a cabinet from party members in the legislature. The first leader of Barbados as an independent nation was the Right Excellent Errol Walton Barrow. The current Prime Minister is The Honourable Freundel Stuart, M.P.

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UNIVERSITY CENTRE

FACULTIES / INSTITUTES / AFFILIATED BODIES AT CAVE HILL

The UWI delivers programmes through four campuses: the Cave Hill Campus in Barbados; the St. Augustine Campus in Trinidad & Tobago; the Mona Campus in Jamaica; and the Open Campus which serves over 16 countries in the English speaking Caribbean.

The work of the 4 campuses is coordinated through the University Centre situated at Regional Headquarters in Jamaica.

The Cave Hill Campus offers **undergraduate** and **postgraduate** programmes in the Faculties of **Humanities and Education, Law, Science & Technology, Social Sciences,** and **Medical Sciences**. Programmes are also delivered by the **Institute for Gender & Development Studies: Nita Barrow Unit (IGDS: NBU)** and the **Sir Arthur Lewis Institute of Social and Economic Studies (SALISES)**.

The Cave Hill Campus is affiliated with the following bodies in Barbados.

- **Codrington College.**
This is a Theological College that offers the BA, L.Th, MA, MPhil, and PhD. degrees of The University of the West Indies.
Head: The Reverend Dr. Michael Clarke
- **The Caribbean Institute of Meteorology and Hydrology (CIMH).**
www.cimh.edu.bb
Under an agreement with the Caribbean Meteorology Council this institute offers a major in Meteorology within the BSc. degree.
Head: Dr. David A. Farrell
- **The Caribbean Agriculture Research and Development Institute (CARDI)**
Head: Dr. Cyril Roberts
- **The Cave Hill School of Business (CHSB).**
www.uwichsb.org
This School offers Diploma and various Master's degree programmes as well as the DBA.
Director/CEO: Dr. Jeannine Comma

UNIVERSITY ADMINISTRATION

OFFICERS OF THE UNIVERSITY OF THE WEST INDIES

Chancellor	Prof. the Honourable Sir George Alleyne OCC, MBBS <i>UCWI</i> , MD <i>Lond</i> , FRCP, FACP, (Hons.) Hon. D.Sc. <i>UWI</i> ,
Vice-Chancellor	Prof. Sir Hilary Beckles BA, PhD, Hon. D.Litt, <i>Hull</i> , Hon. D.Litt <i>Knust</i>
Chairmen, Campus Councils	
Cave Hill	Mr. Paul B. Altman GCM, BCH, JP, BBA <i>Mia</i> , Hon. Lld <i>UWI</i>
Mona	Dr. Marshall Hall CD, BSc <i>Col</i> , PhD <i>Wis</i>
St. Augustine	Mr. Ewart Williams BSc, MSc <i>UWI</i>
Open Campus	Sir Dwight Venner, KBE, CBE BSc, MSc, LLD <i>UWI</i>
Pro Vice-Chancellors & Campus Principals	
Cave Hill	Prof. V. Eudine Barriteau BSc <i>UWI</i> , MPA <i>New York</i> , PhD <i>Howard</i>
Mona	Prof. Archibald McDonald MBBS, DM (Surg) <i>UWI</i> , FRCS Ed, FACS
St. Augustine	Prof. Brian Copeland BSc <i>UWI</i> , MSc <i>Toronto</i> , PhD <i>Southern Calif.</i>
Open Campus	Dr. Luz Longworth BA, MBA <i>UWI</i> , MA <i>Queens</i> , DBA <i>Bath</i>
Pro Vice-Chancellors	
Board for Graduate Studies & Research	Prof. Dale Webber BSc, MSc, PhD <i>UWI</i>
Board for Undergraduate Studies	Prof. Alan Cobley BA <i>Manc</i> , MA <i>York-UK</i> , PhD <i>SOAS</i>
Global Affairs	Ambassador Dr Richard L. Bernal OJ BSc <i>UWI</i> , MA, PhD <i>New School for Social Research</i> , MIPP (IPP) <i>Johns Hopkins</i>
Planning	Prof. Densil Williams BSc MSc <i>UWI</i> , PhD <i>Manchester</i>

Deputy Campus Principals

Cave Hill

Prof. Clive Landis

BSc *Birm*, MSc, PhD *Loyola*

Mona

Prof. Ishenkumba Kahwa

BSc, MSc *Dar*, PhD *Louisiana State*

St. Augustine

Prof. Rhoda Reddock

BSc *UWI*, MSc *ISS The Hague*, PhD *AMST*

Open Campus

Prof. Julie Meeks Gardner

BSc, Dip Nutrition, PhD *UWI*

University Registrar

Mr. C. William Iton

BSc *UWI*, LLM *Essex*

University Bursar

Mr. Archibald Campbell

BSc MSc *UWI*, FCA

University Librarian

Ms. Karen Lequay

BSc *UWI*, MSc *Soton*, MSc *Lough*

CAVE HILL CAMPUS

The Central Administration of the Cave Hill Campus consists of the following members of staff:

SENIOR MANAGEMENT

The Principal & Pro-Vice-Chancellor

Prof. V. Eudine Barriteau

BSc UWI, MPA New York, PhD Howard

Deputy Principal

Prof. Clive Landis

BSc Birm, MSc, PhD Loyola

Campus Registrar

Mr. Kenneth Walters

BA UWI, MSc Manc

Campus Bursar

Ms. Lisa A. C. Alleyne

BSc UWI, FCCA, FCA, MBA Oxford Brookes, MCMI

Campus Librarian

Dr. Grete Pasch

*BSc (CSE) UFM (Guatemala), MSc Econ LSE,
MLIS & PhD U of Texas at Austin*

Dean, Humanities & Education

Dr. Jennifer Obidah

BA CUNY, MA Yale, PhD Berkeley

Dean, Law

Dr. David S Berry

*BA Toronto, LLB UBC, LLM Queen's
(Canada), PhD Edin, Leg Ed Cert HWLS*

Dean, Medical Sciences

Dr. Peter Adams

MBBS UWI, MSc Fam. Med UWI

Dean, Science & Technology

Dr. Colin Depradine

BEng, MSc Lond, PhD UWI

Dean, Social Sciences

Dr. Justin Robinson

BSc UWI (Hons), MSc FIU, PhD Manc.

MEMBERS OF CENTRAL ADMINISTRATION

Senior Assistant Registrar (Graduate Studies & Research)	Mrs. Gail E. Carter-Payne BSc London, MBA Heriot-Watt
Senior Assistant Registrar (Examinations)	Ms. Betty Thorpe BSc UWI, MSc UWI, ACIS
Senior Assistant Registrar (Records Management)	Mrs. Sharon Alexander-Gooding BA UWI, MA British Columbia
Senior Assistant Registrar (Human Resources)	Mr. Rommel Carter BA UWI, MBA Hull
Senior Assistant Registrar (Planning and Development)	Ms. Barbara Forde BSc UWI, MSc York (UK)
Senior Assistant Registrar (Administration)	Mrs. Jennifer Hinkson BA UWI, MSc Sheffield Hallam MA University Camilo José Cela"
Assistant Registrar (Undergraduate Admissions)	Mr. David Marshall BSc, MSc UWI
Assistant Registrar (Human Resources) (ATS)	Ms. Sandra E Grant BSc UWI, MBA Surrey
Assistant Registrar (Human Resources) (ASA)	Ms. Anthea Hinkson BSc UWI, MSc UWI
Officer-in-Charge, Senior Assistant Registrar (Planning & Development)	Mr. Owen Ellis BSc, MSc UWI
Senior Assistant Registrar (Secretariat)	Mrs. Halda Davis-Woodroffe BA, MA UWI
Programme Officer (Principal's Office)	Dr. Yolande Cooke BBA, CUNY, MSc Birm, PhD Manc
Business Development Officer	Ms. Sonia Johnson BA UWI, MBA Miami
Communications Officer	Mr. Chelston Lovell MJ Carleton

Head, Recruitment and Marketing Office	Ms. Janet Caroo MBA <i>UWI</i>
Head Academy of Sport	Mrs. Amanda Reifer BSc, MSc <i>UWI</i>
Director Institutional Planning	Mrs. Gale Hall BA, Dip Ed, MBA <i>UWI</i>
Director Student Services	Ms. Dale Lynch BSc <i>UWI</i> , MSW <i>Howard University Law School</i>
Director, Operations Campus IT Services	Mr. Patrick Gill BSc <i>UWI</i> , MSc <i>Alta</i> , MBA <i>Phoenix</i>
Director International Office	Dr. Anthony Fisher BA <i>CUNY</i> , MSc <i>Syracuse</i> , PhD <i>Syracuse</i>
Director Security Services	Mr. Oral Reid BA <i>UWI</i> , MA <i>Exeter</i> Dip. HRM
Campus Quality Assurance Coordinator	Mrs. Koelle Boyce BSc (Hons), MEB <i>City</i> , CMRS
Health, Safety and Environment Officer	Mrs. Nicole Sue BSc <i>UWI</i> , Msc <i>Newcastle</i>
Manager, Properties & Facilities	Mr. Martin Warrington BSc <i>Leeds Met</i> , MSc <i>UWI</i>
Officer-in-Charge Centre for Excellence in Teaching and Learning	Mrs. Patricia Atherley BA <i>UWI</i> , MSc <i>Sheffield</i> , MEd <i>Southern Queensland</i>
Officer-in-Charge Law Library	Capt. Junior Browne BSc <i>UWI</i> , LLB <i>UWI</i> , MA <i>University of South Florida</i>
Halls Administrator	Ms. Diana Bryan Dip. <i>Westminster</i> MSc <i>UCL</i>

ACADEMIC HEADS

School for Graduate Studies & Research**Campus Coordinator (Ag.)****Prof. Sean Carrington**BSc *Edin*, DPhil. *York* (UK)

HUMANITIES & EDUCATION

Head**Department of
History & Philosophy****Dr. Elaine Rocha**BA, MA *Sao Paulo*, MA *Pretoria*,
PhD *Sao Paulo***Head****Department of Language,
Linguistics & Literature****Prof. Kahiudi Mabana**BA *Mayidi*, BA *Pontifical Urbaniana*,
MA, PhD *Fribourg***Director****Errol Barrow Centre for
Creative Imagination****Prof. Gladstone Yearwood**BA *NY*, MA *Ohio*, PhD *Ohio***Director****School of Education****Dr. Babalola Ogunkola**BSc PGDE *Lagos*, MEd, PhD *Ibadan*

MEDICAL SCIENCES

Director**Chronic Disease Research Centre****Dr. T. Alafia Samuels**MBBS *UWI*, MPH, PhD *Johns Hopkins*

SCIENCE & TECHNOLOGY

Director**Centre for Resource Management
and Environmental Studies****Dr. Adrian Cashman**BSc *Kings*, Msc *Imperial*,
Msc *York*, PhD *Sheffield***Head****Department of Biological
& Chemical Sciences****Dr. Francis Lopez**BSc, PhD *UWI***Head****Department of Computer Science,
Mathematics & Physics****Prof. Upindranath Singh**BSc, MPhil *UWI*, PhD *Delaware*

SOCIAL SCIENCES
Head**Department of Economics****Prof. Winston Moore**BSc *UWI*, MSc Warwick, PhD *Surrey***Head****Department of Government,
Sociology & Social Work****Dr. Tennyson Joseph**BA, MPhil *UWI*, PhD *Cambridge***Head****Department of
Management Studies****Dr. Philmore Alleyne**PG Dip *Bradford*, MBA, *Oxford Brookes*,
PhD *Bradford***Shridath Ramphal Centre for International
Trade Law, Policy and Services****Officer-in-Charge****Mr. Neil C A Paul**Dip *ECIAF*; Dip *UWI*; BSc *UIUC*;
MPhil *UWI***Principal Advisor****Mr. Phil Rourke**BA *Windsor*, MA *Carleton*, MBA *Queens***Institute for Gender & Development
Studies: Nita Barrow Unit (IGDS: NBU)****Head****Dr. Charmaine Crawford**BA *Guelph*, MA, PhD *York (Canada)***Sir Arthur Lewis Institute of
Social and Economic Studies****Director****Dr. Don Marshall**BA, MPhil *UWI*,
PhD *Newcastle-Upon-Tyne*

STUDENT ADMINISTRATION

These sections of the Campus supervise admissions, registrations, examinations, records, grants, scholarships, student exchanges and financial matters.

UNDERGRADUATE ADMISSIONS

Email: admissions@cavehill.uwi.edu

www.cavehill.uwi.edu/admissions

Responsible for: The acceptance and processing of all applications and transfers as well as registration for undergraduate study at Cave Hill Campus.

Located: On the entry floor (level 2) of the Main Administration Building.

Assistant Registrar	Mr. David Marshall	Ext. 4119
Administrative Assistants	Mrs. Deborah Knight	Ext. 4122
Administrative Assistant (Ag.)	Ms. Carol Jordan	Ext. 4123
Secretary	Ms. Kathy-Ann Watson	Ext. 4120
Help Desk Administrator	Ms. Cherice Walcott	Ext. 4125

Faculty Clerks

Humanities & Education	Ms. Kathy Constantin	Ext. 4113
Law	Ms. Kathy-Ann Long	Ext. 4124
Science & Technology	Mrs. Denise Greenidge	Ext. 4471
Medical Sciences	Ms. Tonya Watson	Ext. 7558
Social Sciences	Ms. Marla Thomas	Ext. 4115
TLI/Cave Hill School of of Business	Mrs. Nidra Grant	Ext. 4114
Exchange/Summer School	Ms. Neisha Applewhaite	Ext. 4127

GRADUATE STUDIES AND RESEARCH

Email: gradstudies@cavehill.uwi.edu

www.cavehill.uwi.edu/gradstudies

Responsible for: The administration of all postgraduate programmes at the Cave Hill Campus – including applications, admission, registration, scholarships, examinations, (oral, research papers, theses), and graduation.

Located: In the postgraduate teaching complex at the Paradise Park site. PARADISE PARK Ref 43 (page 148)

Senior Assistant Registrar (Graduate Studies & Research)	Mrs. Gail E. Carter-Payne	Ext. 4902
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Administrative Assistants	Mrs. Fay Williams	Ext. 4909
	Ms. Maria Dodson	Ext. 4910

Faculty Clerks:

Humanities & Education	Ms. Cherri-Ann Davis	Ext. 4903
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Law	Ms. Monica Legall	Ext. 4904
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Medical Sciences / Science & Technology	Ms. Tara Moseley	Ext. 4905
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Social Sciences	Ms. Anita Carter	Ext. 4908
	Mr. Antonio Springer	Ext. 4939

Records Clerk	Ms. Roslyn Griffith	Ext. 4906
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Secretary to the Campus Coordinator	Mrs. Kay Davis	Ext. 4911
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EXAMINATIONS

Email: examinations@cavehill.uwi.edu

www.cavehill.uwi.edu/administration/examinations.asp

Responsible for: The conduct of all University examinations, and the management of all matters which affect a student's performance in his/her examinations.

Location: On the entry floor (level 2) of the Main Administration building. MAIN CAMPUS Ref 42 (page 148)

Senior Assistant Registrar	Ms. Betty Thorpe	Ext. 4134
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Administrative Assistants	Mrs. Eudene Spooner	Ext. 4139
	Ms. Ingrid Lashley	Ext. 4135

STUDENT RECORDS

Email: records@cavehill.uwi.edu

www.cavehill.uwi.edu/administration/records.asp

Responsible for: The management of all student records incorporating the different types of data that accrue throughout the life cycle of a student. This section is also responsible for the production of transcripts and the administration of scholarships and bursaries.

Located: On the entry floor (level 2) of the Main Administration building.

MAIN CAMPUS Ref 42 (page 148)

Temporary Assistant Registrar	Mrs. Orwyn Herbert	Ext. 7514
Administrative Assistant	Ms. Nakita Squires	Ext. 4140

THE INTERNATIONAL OFFICE

Email: internationaloffice@cavehill.uwi.edu

www.cavehill.uwi.edu/international

Responsible for: Giving students an opportunity to gain global experience through negotiating international internships. This department also organizes study abroad, facilitates academic exchanges for students and faculty, and arranges strategic partnerships with foreign universities, international bodies, Foundations and the international private sector.

Location: In the Leslie Robinson building on the MAIN CAMPUS Ref 21 (page 148)

Director	Dr. Anthony Fisher	Ext. 4656
Administrative Assistant	Mrs. Paula Jarvis	Ext. 4972

STUDENT ACCOUNTS, THE BURSARY

Email: thebursary@cavehill.uwi.edu

www.cavehill.uwi.edu/administration/bursary.asp

Responsible for: Supervision and administration of student accounts.

Located: On the second floor (level 3) of the Main Administration building
MAIN CAMPUS Ref 42 (page 148)

The Bursary cashiers accept payment of fees via:

- Cash
- Debit Cards
- Credit Cards – the UWI accepts all major credit cards (except American Express).
- Cheques – only Managers' Cheques and Certified Cheques are accepted
- Royal Bank of Canada's online payment system *
- Bank of Nova Scotia's online payment system *
- At any branch of the Barbados National Bank *
- Any SurePay outlet in Barbados **
 - * Allow two (2) business days for processing to student account.
 - ** Allow one (1) business day for processing to student account.
(Notes/cheques in British Virgin Island, Guyana, Jamaica, Bahamian and Trinidad & Tobago currency cannot be negotiated).

Business hours for the Bursary are:

During registration week (Semesters I & II)	8:30 am – 6:00 pm
Normal hours	9:00 am – 4:00 pm

Accountant	Mr. Armond Bourne	Ext. 7577
Accounting Supervisor	Ms. Angela Headley	Ext. 4110
Accounts Clerk	Ms. Maxine Reifer	Ext. 4099

FACULTY / INSTITUTE ADMINISTRATIVE ASSISTANTS

Each Faculty, Institute and Department has an office and at least one Administrative Assistant (AA). The AA assists with queries on academic matters and arranges interviews with the Dean or Departmental Heads, as necessary.

ADMINISTRATIVE ASSISTANTS

Humanities & Education	Ms. Andrea Walker	Ext. 4386
Law	Ms. Karen Primus	Ext. 4218
Medical Sciences - Pre-Clinical	Ms. Suzanne Archer	Ext. 4264
Medical Sciences - Clinical	Mrs. Judy Best	429 5112
Science & Technology	Mrs. Kay Browne	Ext. 4311
Social Sciences	Mrs. Althea Greene-Forde	Ext. 4266
IGDS: NBU	Mrs. Veronica Jones	Ext. 4493
SALISES	Miss Alicia Graham	Ext. 4477

PRINCIPAL'S OFFICE / DEPUTY PRINCIPAL'S OFFICE

Executive Assistant to the Principal	Mrs. Deborah Deane	Ext. 4035/32
Project Officer, Deputy Principal's Office	Ms. Kerry-Ann Haynes-Knight	Ext. 4985

STUDENT SUPPORT SERVICES

THE OFFICE OF STUDENT SERVICES (OSS)

Email: studentservices@cavehill.uwi.edu

www.cavehill.uwi.edu/studentservices

Responsible for: Providing a range of health, wellness, safety, academic and other support services (personal and career counselling, Health Clinic services, Disability Accommodation services, Living and Learning Curriculum and Financial Hardship Assessments) that maintain or enhance the academic achievement and personal and professional development of students. OSS also coordinates volunteer activities for students who are required to complete community service to satisfy scholarship criteria, the Student Shuttle Service, Student Health Plan, co-curricular, mentorship and internship programmes.

The office serves as Advisor to the Guild of Students and all Clubs and Societies, and plays an integral role on all University committees that promote student success.

Located: Near to the Bookshop on the MAIN CAMPUS Ref 15 (page 148)

Director of Student Services	Ms. Dale Lynch	Ext. 4165
Psychological Counsellor	Dr. Jacqueline Benn	Ext. 4169
Career Counsellor	Ms. Don-Marie Holder	Ext. 4168
Medical Officer	TBA	Ext. 4867
Student Services Manager	Mr. Timothy Arthur	Ext. 4166
Student Services Assistant	Ms. Katanya Toppin	Ext. 4037
Nurse Administrator	Mrs. Sandra Vaughn	Ext. 4171
Programme Assistant	Mrs. Roachell Murray	Ext. 4007
Student Health Plan Administrator	Ms. Robena Nicholls	Ext. 4915
Shuttle Service Supervisor	Mr. Wayne Harewood	Ext. 4008
Programme Assistant	Mrs. Franz Harewood-Hamblin	Ext. 4010
Receptionist / Customer Serv. Rep.	Ms. Andrea Cumberbatch	Ext. 4165
Office Assistant	Mr. Ian Small	Ext. 4011
Stenographer Clerk	Ms. Angela Ward	Ext. 4167

STUDENT ACCOMMODATION

Email: accommodations@cavehill.uwi.edu

www.cavehill.uwi.edu/accommodation

www.chillhousing.com

Responsible for: The co-ordination of services in relation to accommodation.

Located: In the Frank Worrell Hall of Residence. MAIN CAMPUS Ref 33 (page 148)

On Campus

Halls Administrator Halls of Residence	Ms. Diana Bryan	Ext. 4175
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Asst. Halls Administrator	Ms. Stacia Ifill	Ext. 4176
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Temp. Stenographer-Clerk	Ms. Shari Lynch	Ext. 4180
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Off Campus

Accommodation Officer (Office in Sherlock Hall)	Mr. Charles Boyce	Ext. 4578
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RECRUITMENT AND MARKETING OFFICE

email: recruitment@cavehill.uwi.edu

Fax: (246) 424-3320

Responsible for: Providing a dedicated central referral service, providing regional students with helpful information and offering support and advice. It is also responsible for student recruitment, the promotion of the Cave Hill Campus through the maintenance of a powerful internet and social media presence, brochures, advertising, events and workshops.

The office also seeks to establish and strengthen mutually beneficial partnerships with various private and public sector organisations throughout the Caribbean region, and creates opportunities for engagement with targeted groups and communities.

Located: In the Leslie Robinson building on the MAIN CAMPUS Ref 21 (page 148)

Contact:

Head	Ms. Janet Caroo	Ext. 4057
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Research Assistant	Dr. Sonya Gift	Ext. 4057
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Administrative Assistant	Ms. Margo Thompson	Ext. 4057
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THE ACADEMY OF SPORT CAVE HILL

'One flies, All soar'

Email: sports@cavehill.uwi.edu

(246) 417-4856/57



Responsible for: Offering sports enthusiasts of all levels the opportunity to engage in meaningful and healthy sporting activity using 'state of the art' sporting facilities. These well-appointed facilities foster the creation of world class administrators, athletes and coaches through educational programs in sport science and sport management.

The Academy of Sport is aware of the challenges which student athletes face in balancing their academic commitments with sports. It therefore facilitates its student athletes through a mentorship program involving academic support in the form of tutoring and counselling.

Sport at Cave Hill is always exciting, and with the help of our Blackbird mascot 'Chilly' along with our cheerleaders, we encourage a sporting spirit across the campus.

Located: At the Usain Bolt Sports Complex at the PARADISE PARK site Ref 46 (page 148)

Office Staff

Head	Mrs. Amanda Reifer	Ext. 4545
Academic Prog. Coordinator	Dr. Rudolph Alleyne	Ext. 4733
Operations Manager	Mr. Kevin Grant	Ext. 4526
Administrative Assistant	Mr. Jeremy Bradshaw	Ext. 4856
Marketing Consultant	Ms. Betty Lewis-Brown	Ext. 4873
Sports Coordinator	Ms. Katheryn Stewart	Ext. 7591
Sports Coordinator	Mr. Christian Renwick	Ext. 4857
Sports Coordinator	Mr. Aundrea Wharton	Ext. 4212
Assistant Coach	Mr. Ryan Hinds	Ext. 4732
Programme Assistant	Mr. Nevin Roach	Ext. 4734
Stenographer/Clerk	Ms. Josanne Thomas	Ext. 4733
Head Coach (Football)	Mr. Roland Butcher	Ext. 4855
Head Coach (Cricket)	Mr. Floyd Reifer	Ext. 4732
Assistant Coach	Mr. Ryan Austin	Ext. 4732
Reception		Ext. 4732

Continued on page 36

Groundstaff

Operations Assistant	Mr. Geoffrey Mapp	Ext. 4728
Groundsmen	Mr. Lyndon Atkinson Mr. Ronald Beckles Mr. Clyde Estwick Mr. Joseph Japal	Ext. 4732

37 REGULATIONS

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HANDBOOKS

All students must ensure they review the documents relevant to them.

These are available online at

www.cavehill.uw.edu/chol and www.cavehill.uwi.edu/gradstudies/prospective-students/document-library.aspx

ALL STUDENTS

- a. The Code of Principles and Responsibilities for Students
- b. Examination Regulations
- c. The UWI Student Charter

UNDERGRADUATE STUDENTS

- d. Faculty Regulations

POSTGRADUATE STUDENTS

- e. Regulations for Graduate Diplomas and Degrees
- f. Faculty Postgraduate Regulations and Syllabuses
- g. Thesis Guide
- h. Graduate Studies Guide for Students and Supervisors

THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS

FORMS PART OF YOUR CONTRACT WITH THE UNIVERSITY ON YOUR REGISTRATION. ***MAKE SURE TO RECEIVE YOUR COPY.***

UNIVERSITY REGULATIONS

Students at the Cave Hill Campus are subject at all times to the discipline and authorities of the University. The Principal is the final authority on the interpretation of these regulations.

A. GENERAL REGULATIONS

1. **Payment of fees and other debts to the University**

- (a) All fees and other charges are payable in advance in the manner prescribed from time to time.
- (b) Only students in **good standing** will be registered or entered for Degree, Diploma or other examinations of The University of the West Indies. (“**In good standing**” means that all debts owed by the student to the University are fully paid or that arrangements satisfactory to the University have been made for their payment).

Note: The University reserves the right to refuse to issue academic records or information about students who are not in good standing.

2. **Rebates**

- (a) If a student is forced by illness to discontinue his or her studies, part of the fees paid in advance by the student may be refunded according to the University’s Refund Policy.
- (b) Examination fees, where payable, cannot be transferred from one examination to another and can be returned only under exceptional circumstances.
- (c) There will be no refund of Hall fees to students withdrawing from the Hall before the end of the semester.

3. **Place of Residence**

Students are required, on registration, to notify the Campus Registrar, in writing, of their permanent address, and their address in Barbados during the semester. Students are also required to notify the Campus Registrar, in writing, of any change of address within 14 days of any such change, and to ensure that all address changes are recorded in the online student administration system.

4.1 **Leave of Absence**

- (a) A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Faculty Board, through the appropriate Dean (undergraduate) or Campus Coordinator, School for Graduate Studies and Research (postgraduate), stating the reasons for the application.

- (b) The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned (undergraduate) or Campus Committee for Graduate Studies and Research (postgraduate), but will not exceed one year in the first instance terminating at the end of the academic year for which the application is approved.
- (c) Leave of absence will not be granted for more than two consecutive academic years.
- (d) Leave of absence may be granted for one semester or for an academic year.
- (e) Applications for leave of absence for a semester shall normally be submitted by the end of the third week of the relevant semester.
- (f) Applications for leave of absence for the academic year shall normally be submitted by the end of the third week of Semester I.

4.2 Leave of Absence from Classes

Undergraduate students are required to apply to the appropriate Dean, or Faculty Board Chair, for permission to be absent from classes, except in cases of illness. In cases of illness a medical certificate should be submitted to the Campus Registrar.

4.3 Absence from the Island

Undergraduate students must apply in advance to the Principal, through the appropriate Dean, or Faculty Board Chairman, for permission to be away from Barbados during the semester, and shall state the grounds for requesting such leave.

4.4 Departure from Campus before End of Semester

Undergraduate students shall be required to submit in writing to the Campus Registrar, through the Dean, at least 3 weeks before the planned date of departure, requests for permission to leave the Campus Country before the semester ends. Students may be exempted from the prescribed three-week notice in the event of emergency requests, as in the case of a death in the family.

5. University Property

- (a) Students must not alter or transfer furniture or fittings of any kind from any part of the University buildings including rooms in Halls of Residence without prior written permission from the proper authorities. Students are not permitted to interfere in any way with the layout of the University grounds without similar permission.
- (b) Students will be liable to pay for any loss of/or damage to the furniture and fittings or equipment of any kind.
- (c) Students must not interfere with the electrical or plumbing installations in any student rooms or in any part of the University.

6. Students' Property

The University accepts no responsibility for the loss or damage of property of students.

7. Academic Dress

Gowns will be worn by students at such formal academic ceremonies as may be prescribed by the Principal.

8. Normal Dress

Students are required when attending classes or other formal business on University premises to be neatly and appropriately dressed.

9. Marriage of Students

A student who intends to get married, while still a member of the University, should inform the Principal through the Director of Student Services. Students who are not resident on Hall shall do so through the Campus Registrar. (Students should note that the University will not support requests for increased financial assistance of any kind on the grounds of marriage).

10. Responsibility of Students

- (a) It shall be the responsibility of students to see that they are registered and entered for Degree, Diploma or Certificate examinations.
- (b) It shall be the responsibility of students to leave a forwarding address (where this is different from their home or semester address) at the Student Affairs or Graduate Studies Office, at the beginning of each vacation period.

11. Health Requirements

- (a) Students are required to comply with current health requirements of the University.
- (b) Students must report all cases of illness to Student Health Services.
- (c) No student who is suffering from an infectious illness, or in whose home or lodging there has been such illness, is allowed to attend classes or use facilities on Campus unless a medical practitioner certifies that there is no longer any danger of the infection being conveyed.

12. Student Publications

Two copies of all publications by student organisations or groups, or by any individual student, whether published by the Guild of Students or not, shall be deposited with the Campus Registrar within two days after such publication.

13. Ragging, Firearms, etc.

- (a) The organisation of, or participation in, initiation or other ceremonies in the form of displays of noisy, disorderly conduct, carried on in defiance of authority or discipline, and involving any risk against health or damage to property is prohibited.

- (b) Except as indicated in (c) below, no student is allowed to keep or use dangerous weapons (including firearms) on University premises, even though he/ she may have received permission from a public authority to keep and use a firearm.
- (c) Where there is an authorised Rifle Club, its members may obtain from the Campus Registrar written permission to keep certain firearms in certain places at stated times for a limited period, and to keep the firearms in an approved place such as the armoury of the Rifle Club.
- (d) The firing of squibs and rockets is prohibited on University premises.
- (e) Violation of any part of this regulation will lead to strong disciplinary action which may include expulsion from the University.

14. **Mechanically Propelled Vehicles**

- (a) Students using motor vehicles and bicycles are required to comply with the laws and regulations of Barbados.
- (b) Students are required at all times to observe any Campus traffic and parking regulations which may be determined from time to time. Failure to observe these will result in withdrawal of permission to drive or ride on Campus.

B. REGULATIONS GOVERNING REGISTRATION

15. **Registration**

- (a) Registration refers to the online selection of courses and includes the payment of all fees required for such course selection in addition to other relevant University fees. Registration creates class lists, examination registers and the entry of names into the electronic grade book where course work and examination marks are entered.
- (b) All students are required to register every semester in accordance with the published period.
- (c) Changes of registration involving the addition or substitution of courses, or withdrawal from courses, shall be permitted up to the end of the third week of each semester.
- (d) Late registration shall be permitted up to the end of the third week of each semester on payment of a late Registration Fee
- (e) Late registration and changes in registration after the third week of the semester may be facilitated only in exceptional circumstances at the discretion of the Academic Board (undergraduate students) or the Campus Committee for Graduate Studies and Research (postgraduate students), and on payment of requisite fees.
- (f) All students who are eligible to continue in their academic programme are required to re-register at the beginning of each new semester within the published period.
- (g) Undergraduate students who fail to complete the registration process by the published deadline in Semester 1 will be given Compulsory

Leave of Absence for that semester. Similarly those students whose registration for Semester 2 is still pending on the published deadline in Semester 2 will be given Compulsory Leave of Absence for Semester 2. Students must fulfill all financial obligations to the University before attempting to register for the semester following the Compulsory Leave of Absence. Postgraduate students should refer to the Regulations for Graduate Diplomas and Degrees.

16. Transfers

- (a) Applications from undergraduate students for transfer from one Faculty to another shall be made in the academic year immediately prior to the proposed year of transfer. Applications for transfer to the Faculties of Medical Sciences & Law must be made by January 10. Applications for transfer to all other Faculties must be made by March 31.
- (b) Postgraduate students wishing to transfer their registration must refer to the Regulations for Graduate Diplomas and Degrees.

C. REGULATIONS REGARDING RESIDENCE

17. Halls of Residence

- (a) Full-time students of the University may apply to live in the Hall of Residence. Where there is competition, overseas students will have preference. Returning students should apply to live on hall not later than March 15 each year.
- (b) Application should be made to the Halls Administrator, Halls of Residence on approved forms available on the Campus website.
- (c) Students given permission to live in a Hall of Residence will not normally, during that year, be given permission to live off Campus.
- (d) Students must observe the regulations in force in their Hall of Residence.
- (e) Halls of Residence ID cards are issued to all residents on hall and must be produced for admittance to the hall.

D. REGULATIONS REGARDING STUDENT PASSAGES

18. Payment of First Passage

A candidate residing in a contributing Caribbean country who has been accepted for registration as a **full-time** student in an undergraduate or postgraduate programme leading to a degree, diploma or certificate of The University of the West Indies, will be provided with free economy passage on **first** coming to the University and on completion of his/her course of study subject to (i), (ii), (iii) and (iv) below. Such passage includes a baggage allowance of the cost of 10 kilos overweight to a maximum of Bds\$75.00.

- (i) A candidate resident in a campus country (Barbados, Trinidad & Tobago, and Jamaica) who has applied for entry to a campus in another country in order to pursue a preliminary programme in the Faculty of Science & Technology, will not be provided with a first passage to that country if the programme he/she wishes to pursue is offered at the campus situated in his/her country of residence.
- (ii) A candidate travelling to a campus country to pursue a part-time course of study will not be provided with a first passage.
- (iii) A candidate who pays his/her own passage to pursue a course of study covered in (i) above, will be eligible for refund, if he/she successfully completes the original course of study and registers for the first year of an approved degree programme.
- (iv) Any student on scholarship, where that scholarship already makes provision for payment of passage, will not also be eligible for refund by the University.

19. Payment of Return Passage

- (a) On completion of a first course of study (undergraduate or postgraduate), a student residing in a contributing country may claim a return passage to his/her home country plus a baggage allowance not exceeding 20 kilos to a maximum of Bds\$150.00
- (b) If he/she intends to pursue and is accepted for a further course of study, he/she may waive the claim for a return passage until completion of the further course of study.
- (c) Claims for return passages may be made up to three months after completion of the course of study. In special circumstances the period may be extended on application.
- (d) A student whose passage has been paid to enable him/her to pursue an approved course of study at a campus country and who withdraws voluntarily or transfers to another campus before the completion of that course of study, will not be given a return passage.
- (e) A student who has been asked to withdraw from the University before the completion of his/her course of study will be provided with a return passage to his/her home country. Passages will be by air, or by sea at the discretion of the University.

Note: *Students who have paid their own passage and are entitled to have that passage paid by the University in accordance with the above regulations may claim a refund. Such claims should be submitted to the Student Affairs section, not later than September 30 of the current academic year and must be accompanied by the relevant tickets and receipts.*

**45 ORIENTATION SESSIONS, ACADEMIC ADVISING
AND REGISTRATION**

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ENGLISH LANGUAGE PROFICIENCY

NEW UNDERGRADUATE STUDENTS

- (a) The English Language Proficiency Test (ELPT) is used to assess whether persons offered places in undergraduate degree programmes at the UWI Cave Hill Campus possess a satisfactory level of writing and reading proficiency in English for University academic purposes. The ELPT is used as a diagnostic tool and entrants who pass the test are allowed to enter directly into the Foundation Language Programme.
- (b) Entrants who were unsuccessful or were unable to take the ELPT in April 2016 are required to take the English course – FOUN 0100 Fundamentals of Written English – before going on to take the Foundation Language courses. There is a charge of BDS \$500.00 to register for the course FOUN0100. This amount is assessed and added to your account on registration and must be settled during the normal period.
- (c) Entrants are allowed to take the ELPT only once and results are valid for five years.

NEW POSTGRADUATE STUDENTS

Any postgraduate student whose first language is not English is required to submit results of a recent TOEFL or approved EFL test prior to registration.

ORIENTATION SESSIONS

Orientation sessions focus on helping new students adjust to life at Cave Hill Campus. Students get information on where to go for assistance, are sensitised to safety and security issues, and get tips on how to succeed with their studies and maximise the benefits of their undergraduate education. Regional and International students will get special insights into Barbadian society as well.

During Orientation week, various Campus tours as well as other activities are coordinated by the Office of Student Services and the Guild of Students.

YOU ARE ENCOURAGED TO ATTEND ALL OF THE EVENTS THAT HAVE BEEN DESIGNED TO MAKE YOUR ENTRY TO THE UNIVERSITY AS SMOOTH AS POSSIBLE.

INTERNATIONAL STUDENTS

Students who are part of the Student Exchange Programme are required to meet with Mrs. Paula Jarvis (Administrative Assistant, Education Abroad Programmes), upon arrival at the Campus for an orientation and to be briefed on Campus life.

International students are also invited to all orientation activities organised by the University for the benefit of incoming undergraduates at the Campus, as well as to activities organised by the Students' Guild.

UNDERGRADUATE STUDENTS

Undergraduate students must first be counselled in their Faculties before they attempt to register for courses. New students are therefore expected to attend the Welcome Address given by their Dean and then meet with Faculty Academic Advisors. Advisors will discuss with each student their intended programme, and help the student choose an appropriate combination of courses.

Note: Students who wish to select an elective course in Management or Law must first seek the written approval of their Dean. Students will only be permitted to select such a course after written approval has been granted.

POSTGRADUATE STUDENTS

The orientation session for new postgraduate students in face-to-face programmes will be held on Tuesday, August 30 at 5:30 pm. During this session, postgraduate students will receive general administrative information and information on student support services. They will then meet with their Programme Coordinator / Academic Advisor / Supervisor to receive academic counselling and to discuss selection of courses.

Faculties and Departments may also arrange other orientation events.

ALL STUDENTS

SIDNEY MARTIN LIBRARY ORIENTATION

Monday, August 22– Friday, August 26, 2016

9:30 am, 10:30 am, 12:30 pm, 2:30 pm, 3:30 pm daily

Monday, August 29 – Friday, September 03, 2016

10:00 am, 2:00 pm, 5:00 pm daily

Monday, September 05 – Friday, September 09, 2016

5:30 pm daily

In addition to these scheduled sessions, the Sidney Martin Library is prepared to conduct orientation tours for small groups throughout the semester. Please contact the Head, User Services, **Ms. Ingrid Iton** at Tel. No. (246) 417- 4841.

ALL LAW STUDENTS

LAW LIBRARY ORIENTATION

Wednesday, August 31 – Friday September 02, 2016

10:30 am and 2:30 pm daily

Tuesday, September 06 – Thursday September 08, 2016

10:30 am and 2:30 pm daily

These Law Library orientation tours are followed by library registration and students are required to view an audio-visual programme entitled “How to Use a Law Library” which is screened after each tour.

In addition to these scheduled sessions, the Law Library is prepared to conduct orientation tours for small groups throughout September. Please contact the Law Librarian or Public Services Librarian.

INTRODUCTION TO ON-LINE DATABASES

Special sessions on how to use the Law Library’s online resources will be conducted throughout the semester. A notice with **venue** and **times** will be posted on the Law Library main entrance during the first week of the semester. The following topics will be covered:-

- General Overview and Lexis-Nexis
- CariLaw (Caribbean Law On-line)
- Library and Teaching staff.

UNDERGRADUATE SCHEDULE 2016

NEW STUDENTS – Academic Advising /Commencement / Registration / Matriculation

SUNDAY, AUGUST 28, 2016 at 5.00 pm

All new undergraduate students

Commencement Service in the Roy Marshall Teaching Complex

MONDAY, AUGUST 29, 2016

Faculty of Social Sciences (Surnames A - I)

9:30 am – 10:00 am

Dean's Address in the Roy Marshall Teaching Complex

10.15 am – 1.00 pm

Academic Counselling in the Sagicor Centre for
LifeLong Learning

from 1.00 pm

Registration on-line for Surnames A - I

(Surnames J – Z)

3:00 pm – 3:30 pm

Dean's Address in the Roy Marshall Teaching Complex

3:45 pm – 6:00 pm

Academic Counselling in the Sagicor Centre for
LifeLong Learning

from 6.00 pm

Registration on-line Surnames J – Z

Faculty of Law (New Level I Students)

9:00 am – 9:30 am

Dean's Address in the Law Lecture Theatre (LLT)

10:00 am – 12:30 pm

Academic Counselling in the Law Lecture Theatre

from 1.00 pm

Registration on-line for all New Level 1 Students

Faculty of Medical Sciences

9:00 am – 12 Noon

Academic Counselling in the Medical
Sciences Lecture Theatre

from 1.00 pm

Registration on-line for all Medical Science Students

TUESDAY, AUGUST 30, 2016

Faculty of Humanities and Education

9:00 am – 9:45 am

Dean's Address in the Roy Marshall Teaching Complex

10:00 am – 2:00 pm

Academic Counselling in the Sagicor Centre for
LifeLong Learning

from 2.00 pm

Registration on-line for all Humanities &
Education Students

Faculty of Law (New Direct Entry & Level II Transfer Students)

9:00 am – 9:30 am

Dean's Address in the Law Lecture Theatre (LLT)

9:30 am – 12:30 pm

Academic Counselling in the Law Lecture Theatre

from 1.00 pm

Registration on-line for all New Direct Entry &
Level II Transfer Students

WEDNESDAY, AUGUST 31, 2016

Faculty of Science & Technology

9:00 am – 9:30 am	Dean's Address in the Roy Marshall Teaching Complex
10:00 am – 12:30 pm	Academic Counselling in the Sagacor Centre for LifeLong Learning
1:00 pm – 2:00 pm	Safety Seminar for students in Biological & Chemical Sciences
2:00 pm – 3:00 pm	Safety Seminar for students in Computer Science, Maths and Physics
2:00 pm – 6:00 pm	Academic Counselling in the Sagacor Centre for LifeLong Learning
from 1.00 pm	Registration on-line for all Science & Technology students.

THURSDAY, SEPTEMBER 1, 2016

All Faculties

9:00 am – 4:00 pm	Academic Counselling in the Departmental Offices for entrants who were unable to attend the scheduled sessions.
from 1.00 pm	Registration on-line for all late registrants who have received Academic Counselling.

FRIDAY, SEPTEMBER 2, 2016

All new undergraduate students

5:00 pm	Matriculation Ceremony in the Roy Marshall Teaching Complex.
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CONTINUING STUDENTS - REGISTRATION

FINAL YEAR STUDENTS

(54 credits or more completed)

Monday, August 22, 2016

From 10:00 am	Faculty of Social Sciences
From 1:00 pm	Faculty of Humanities & Education
	Faculty of Science & Technology

Tuesday, August 23, 2016

From 1:00 pm	Faculty of Law
	Faculty of Medical Sciences

CONTINUING LEVEL II STUDENTS

(24 – 53 credits completed)

Tuesday, August 23, 2016

From 10:00 am	Faculty of Social Sciences
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Wednesday, August 24, 2016

From 10:00 am	Faculty of Law
	Faculty of Science & Technology
From 1:00 pm	Faculty of Humanities & Education
	Faculty of Medical Sciences

CONTINUING LEVEL I STUDENTS

(less than 24 credits completed)

Thursday, August 25, 2016

From 10:00 am	Faculty of Social Sciences
From 1:00 pm	Faculty of Humanities & Education
	Faculty of Law
	Faculty of Medical Sciences
	Faculty of Science & Technology

POSTGRADUATE SCHEDULE 2016

NEW STUDENTS - ADVISING AND REGISTRATION

TUESDAY, AUGUST 30, 2016

All Faculties

5:30 pm

Orientation followed by Academic Advising

WEDNESDAY, AUGUST 31, 2016

All Faculties

Postgraduate Diploma in Education (Secondary)

from 10.00 am

On-line Registration

CONTINUING STUDENTS - REGISTRATION

FRIDAY, AUGUST 26, 2016

All Faculties

from 10.00 am

On-line Registration

REGISTRATION

REGISTRATION STEPS

REGISTRATION REFERS TO THE SELECTION OF COURSES AND THE PAYMENT OF ALL FEES ASSESSED.

STUDENTS WHO HAVE FINANCIAL QUERIES MUST CONTACT THE STUDENT ACCOUNTANT, THE BURSARY AHEAD OF THE DEADLINE.

TERMINOLOGY IS EXPLAINED IN A SUBSEQUENT SECTION (Page 57.)

1: Pay Fees

- Calculate fees for the year (Visit: <http://www.cavehill.uwi.edu/financial/home.aspx>)
- Pay all Semester 1 fees by **Friday, September 02, 2016**. (Note that you can pay fees for both Semester 1 and Semester 2 at this time)
- Keep receipt safely for ID Card collection. It must be presented at the ID card collection point.

2: Receive Academic Counselling

- Attend the scheduled academic counselling session and identify courses you are to take this semester.

3: Select Courses

- View the registration demo video if you have not yet done so.
- Consult the information in the Undergraduate or Postgraduate Faculty Handbook to identify course codes.
- Log on (on or off campus) to the online registration page: www.cavehill.uwi.edu/chol and follow the step by step instructions in the section following.
- Click **Submit/Save** when you are finished.
- Print a copy of your schedule.

4: Make Adjustment to Academic Programme

- Make changes to Course Selection (Add/Drop) online by **Friday, September 16, 2016**.
- Log on to the online registration page as in Step 3
- Add/Drop courses as necessary
- **Submit/Save**.
- Print an updated copy of your schedule
- Pay any additional fees that may have been assessed due to adding courses.

5: Change of Major / Enrolment status (Undergraduate)

- Download a Change of Registration/Change of Major form from the CHOL website www.cavehill.uwi.edu/chol and seek the Dean's approval for the proposed change(s).
- Submit the approval form signed by the Dean to the Undergraduate Admissions Office.

6: ID Cards

- Instructions will be emailed to you regarding the issue of your ID card. Follow the instructions in the time frame allotted.
- Present proof of payment of fees for Semester 1 to collect your ID card.

STEP BY STEP INSTRUCTIONS FOR ACCESSING CAVE HILL ONLINE (CHOL)

-Go to the website **www.cavehill.uwi.edu/chol** on Campus or from any other location.

-Click '**Student Access**' button on the right of the screen.
The following options will be displayed:
 - Enter Secure Area** – Log in here to view your personal information and to register for classes.
 - Campus Directory** – Provides contact information for Campus employees.
 - Class Schedule** – Provides access for you to view the schedule of classes for the current semester.
 - Course Catalog** – Provides access for you to view the catalog of all courses offered in the current semester.

-Click on **Enter Secure Area**.
-Enter your student identification number (found in your offer letter) in the User ID field..
.....Enter your personal identification number (PIN) in the PIN field. Your initial PIN is your birth date in the format *ddmmyy*. For example: If your birth date is April 21, 1995, your PIN is 210495.

-Click the **Login** button.
.....You will be asked to change your PIN number at this point and to select a question and answer designed to allow you to reset your PIN if you forget your 6-digit combination.

-Click **Student Services and Financial Aid** at top of page.

-Click **Registration**.

-Click **Add/Drop Classes**.
.....Click on the semester in which you wish to register (201610 for Semester 1 2016/17).

-Click **Submit Term**.
.....Sections are identified by their Course Reference Numbers (CRN). If you do not know the CRNs go to "A" on next page. If you know the course reference numbers for the sections you wish to select then do the following...
-Enter the CRNs in the input boxes.

-Click **Submit Changes**.

"A".

.....If you do not know the CRN for the sections you wish to select:

-Click **Class Search**..

.....*Highlight the subject(s) for which you need to register.*

-Scroll to the bottom of the screen and click **Find Classes**..

.....*Click the check-box on the left side of the screen to indicate the course.*

-Scroll to the bottom of the screen and click **Register**..

.....Scroll down and make sure that all the classes you chose show on the screen and their status is **Registered Web**. This is shown on the left side of the screen. If your schedule indicates any registration errors please contact the Admissions Office or the Office of Graduate Studies and Research as appropriate.

-Click **Student Schedule by Day & Time** at bottom of the page.

-Click **Exit** at the top right hand corner of the page.

-Click **Return to Home page**.

-Close your Internet browser.

REGISTRATION TERMINOLOGY

ADD/DROP: This is the period in which you may adjust your registration by adding or deleting courses without penalty.

CORE COURSE: A course that is required for your degree programme.

COURSE CODE: An alpha numeric code used to identify a course, thesis, research paper, or seminar, e.g. IMGT6030. The letter part of the code identifies the subject (in this case International Management) while the '6' indicates that it is a postgraduate level course.

COURSE LOAD: The maximum number of credits you are permitted to take as a full-time or part-time student.

CRN (COURSE REFERENCE NUMBER): The 5 digit-number used to identify a particular section of a course.

ELECTIVE COURSE: A course not specifically required as part of your programme, but one which you can use to meet the credit requirements of the programme.

FULL-TIME POSTGRADUATE STUDENT: This is a student who is taking the maximum number of courses permitted by the programme regulations. It does not refer to the time of day as many courses are held in the evenings or on weekends.

FULL-TIME UNDERGRADUATE STUDENT: You are considered a full-time undergraduate student if:

-you are in the **Faculty of Science & Technology** and you are taking a course load of fourteen (14) or more credits per semester, or
-you are in the **Faculty of Social Sciences, the Faculty of Humanities & Education, or the Faculty of Law** and you are taking a course load of twelve (12) or more credits per semester, or
-If you are in the **Faculty of Medical Sciences**, and undertaking a full-time course load.

HOLD: A Hold is a block placed on a student's record placed for financial reasons, failure to return library books or while examination results are pending declaration. Your CHOL account will indicate the type of Hold. If the Hold is financial or library-related then it cannot be removed without the intervention of the Bursar or Librarian. Grade Holds are automatically removed after examination results have been declared and are official.

PART-TIME POSTGRADUATE STUDENT: This is a student who is taking fewer than the maximum number of courses permitted by the programme regulations. It does not refer to the time of day of the courses as many postgraduate classes are held in the evenings or weekends.

PART-TIME UNDERGRADUATE STUDENT: You are considered a part-time undergraduate student if:

-You are in the **Faculty of Science & Technology, Faculty of Social Sciences,** the **Faculty of Humanities & Education,** or the **Faculty of Law** and register for **a maximum of three courses per semester.**
-If you are in the **Faculty of Medical Sciences,** and not undertaking a full-time course load.

PRE-REQUISITE: This is a course that must be taken successfully before you can register for another course. For example, if CHEM 0100 is a prerequisite for CHEM 0200, you will not be able to register for CHEM 0200 until your record shows successful completion of CHEM 0100.

RESTRICTION: The student administration system applies registration filters which will block you from selecting certain courses. These restrictions may be based on::

-**level** (if trying to select a postgraduate course as an undergraduate student or vice-versa),
-**programme** (if trying to select a course that is not a part of your programme),
-**college** (if trying to select a course from a different faculty),
-**duplication** (you may be trying to register for the same course with 2 different section numbers),
-**pre-requisite** (if trying to register for a course that has a pre-requisite, where you have not yet completed that pre-requisite),
-**repeat** (if trying to register for a course which has an open registration from a previous semester),
-**course load** (if trying to register for a full-time course load while a part-time student).

SEMESTER: This is normally a 13-week period of instruction (including examinations). Semester 1 runs from the end of August until the middle of December, Semester 2 runs from January until the middle of May. The summer session is not an official semester and runs from late May to July. The Campus runs a summer school for undergraduate students during this period. Many postgraduate programmes have courses or internships during the summer session.

No Guild or Amenities fees are charged for summer registration.

REGISTRATION HELP DESK

Undergraduate

If you encounter any difficulty registering please consult your Advisor, the Help Desks set up in the CLICO Centre for Teaching Excellence during Registration Week, or staff in the Computer Labs designated for registration activities.

Postgraduate

If you encounter any difficulty registering please consult your Programme Coordinators, the Help Desks set up in the CLICO Centre for Teaching Excellence during Registration Week, or staff in the Computer Labs designated for registration activities.

Students requiring special assistance from the staff of Graduate Studies should contact this office via Ext. 4909/4910 or send an email to gradstudies@cavehill.uwi.edu.

LAST DATE FOR REGISTRATION

All initial registration and payments for semester 1, 2016-2017 must be completed by **FRIDAY SEPTEMBER 02, 2016.**

Initial registrations entered during the period September 5-16, 2016 are considered to be Late.

If you delay registration to this period a LATE REGISTRATION FEE will be charged to your account.

Students may adjust their registrations by adding/dropping courses until **FRIDAY SEPTEMBER 16, 2016.**

Students will not be able to self-register after **SEPTEMBER 16, 2016.**

Any necessary administrative registrations will be entered during subsequent periods.

FINANCES AND FINANCIAL HOLDS - ALL STUDENTS

On **Monday September 05, 2016** financial holds will be placed on the accounts of any student (new or continuing) with unpaid fees. If a Financial Hold is placed on your account you will not be able to access your network account or elearning. To avoid this disruption you are urged to note the deadline and to communicate any challenges you may be experiencing to the Student Accountant, in the Bursary **ahead** of this date. Visit <http://www.cavehill.uwi.edu/financial/home.aspx> for further information on fees.

All additional fees related to adjustments of registration are to be settled by **FRIDAY SEPTEMBER 16, 2016**. These can be paid online until midnight (local time).

COMPULSORY LEAVE - CONTINUING STUDENTS

If you are a continuing student and have not completed re-registration by the end of the Add/Drop period, i.e. **Friday September 16, 2016**, you will be placed on **Compulsory Leave of Absence** for the semester. You should communicate with the Undergraduate Admissions Office (undergraduate students), Office of Graduate Studies and Research (postgraduate students) before that date for advice if there are circumstances preventing you from re-registering.

Your Final Checklist

- All fees paid
- Academic Counselling received
- Academic programme selected/adjusted
- ID cards obtained

Congratulations! You are now a registered student at The University of the West Indies, Cave Hill Campus for Semester 1 of 2016/2017 academic year.

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GENERAL INFORMATION

CREDITS / EXEMPTIONS

Credits/ Exemptions may be awarded for courses already passed at this or another institution. Undergraduate students applying for credit/exemptions should make such requests through their respective Dean or the Student Affairs/ Admissions Office. An official transcript is required for assessment by the appropriate authority.

In special circumstances requests for Credits/Exemptions made by postgraduate students will be considered by the Board for Graduate Studies and Research. Requests should be made through the Office of Graduate Studies and Research.

Requests for Credits/Exemptions must be made before the start of registration.

PAYMENT OF FEES

Payments for Semester 1 are accepted from July 1, 2016. The Bursary will accept part payments but payment must be complete by **September 02, 2016**.

Fees may be paid online by credit card, to the UWI cashier, at any branch of the Barbados National Bank, through the Bank of Nova Scotia on-line payment system the Royal Bank of Canada's (RBC) on-line payment system, or at SurePay locations in Barbados. Students should note that payments made through a Bank will be credited to your account in two (2) business days, while online payments or payments made to the UWI cashier or SurePay will be credited to your account within one (1) business day.

Students opening new accounts can register for online banking at the same time and those with existing RBC accounts can visit the University Drive branch to register for the service which is free to UWI students.

You must present your UWI student ID number (in your offer letter) when paying fees.

The Campus' Refund Policy is detailed in Appendix A Page 116.

IDENTIFICATION CARDS

Issue of Cards

- (a) Every student must have a valid student identification (ID) card which they must produce at the library, Student Guild, examination rooms and other places as may be requested. The card must be visibly worn at all times while on the University Campus.
- (b) Arrangements for issue of ID cards will be posted on the registration webpage **www.cavehill.uwi.edu/chol**. Accommodation will be made for students who need to register before or after the published dates.

Note If you have changed your Faculty you must receive a new ID Card.

Renewal of ID cards is required when the card has expired. Continuing students must present proof of payment of fees for renewal of their ID cards. Renewals are done in the Records Section of Student Affairs.

Replacement of ID cards is required when an ID card has been damaged or lost. If an ID card is lost, this must be reported immediately to the Records Section, Student Affairs. A student will be issued with a new ID card when he/she presents the receipt for payment of Bds\$30.00 for a replacement (along with the damaged ID if applicable) to the Records Section.

The student ID card is the property of the University and is to be returned to the Records Section, Student Affairs on completion of the programme for which the student is registered, or on withdrawal from the University.

CAMPUS SECURITY AND SAFETY

While the Campus and island of Barbados are relatively very safe, students are advised to take sensible safety precautions. Students should exercise caution when travelling near the wooded areas on the environs of the Campus, avoid walking alone near these areas in the late evening and at night, and use the clearly defined walkways and access road to the Campus.

Students are also very strongly advised to accept car rides only from persons well known to them and to report any suspicious looking person seen on the Campus to the security personnel. Students living in Halls of Residence are reminded to secure their books, personal belongings, money etc., and to make sure their rooms are locked before leaving.

Students should note that as a safety and security measure, they may be stopped and challenged on Campus by authorised security personnel. For this reason, **students should visibly wear their Student ID card.**

The Campus Registrar invites students to report to him, through the President of the Guild of Students, any security or safety risks which need attention and in particular, structural defects to buildings, damage to windows, doors, and the like.

STUDENT VISAS

Non-Barbadian students must obtain a student visa. This process is started after you arrive on the Campus. The visa is granted for one year on completion of a Certificate of Eligibility (H-1 and H-2 forms) from the University and is renewable on completion of a Non-Immigration Notice and Report Form (H-3). To comply with the immigration requirements **new students** must submit the completed application forms (H-1 and H-2) and **continuing students** must submit the (H-3) form along with:

- 1) One (1) passport size photograph for new students and continuing students
- 2) Proof of accommodation
- 3) Proof of financial support (which must be submitted along with your offer letter

to the Records Office *before* you arrive in Barbados). Ensure you have copies for Barbados Immigration officials who may request them.

- 4) Application fee of Bds\$300.00*

* *The Government of Barbados has agreed to waive the visa application fee of Bds\$300.00 for citizens of the countries that contribute to the University's recurrent budget.*

Students from a contributing country who hold a foreign (e.g. Canadian) passport must satisfy immigration of their citizenship of a contributing country.

The contributing countries are Antigua & Barbuda, Anguilla, Barbados, Belize, Bermuda, The Bahamas,

The British Virgin Islands, Cayman Islands, Dominica, Grenada, Jamaica, St Kitts & Nevis, St Lucia, St Vincent & The Grenadines, Trinidad & Tobago and Turks & Caicos.

Students must be properly registered with fully paid fees before submitting the completed forms and supporting documents to the Records Office, Student Affairs. This submission must be made within two (2) weeks of the start of your programme. That office will liaise with the Immigration Office on your behalf.

Students must submit their passports to the Immigration Office for endorsement on receipt of the visa which is normally issued at the beginning of Semester II.

All immigration forms H-1, H-2 and H-3 are to be downloaded from **www.immigration.gov.bb/pages/downloads.aspx**

EXAMINATIONS

Students are normally required to write examinations at the end of each semester, i.e. December, April/May and at the end of the summer session in July. Examinations are administered in accordance with the University's Examination Regulations.

Supplemental examinations where permitted, take place in July/August or as prescribed in Faculty Regulations. The examination timetable is published on the **official notice board at least one (1) month** in advance of examinations. Only registered students in **good financial standing are allowed to write examinations.**

Overseas students should note that examinations are held simultaneously on the three Campuses of the University and only in very exceptional circumstances would they be permitted to write an examination outside of the schedule. Since the semester ends after the examination period, students should book their passage to travel **after** the semester ends.

Examination Cards

The Cave Hill Campus requires each student writing examinations to be in possession of a valid examination card issued as determined by the University's Examination Office. Examination cards must be presented along with student identification cards to gain entry to any examination room. The schedule for collecting examination cards is available from the Examinations Office (undergraduate students) or the Graduate Studies Complex (postgraduate students). The schedule is also published online.

Examination cards are produced for students who are in good financial standing.

*Students must present **both** their student identification and examination cards to enter examination rooms and must collect examination instructions from the Examinations Office.*

Conduct of Examinations

The University views cheating in Examinations, including the introduction or use of unauthorised materials, as a very serious offence and the penalties imposed if an allegation of cheating is admitted or proved include the following:

- (1) Disqualification from the Examination in the course concerned.
- (2) Disqualification from all Examinations taken in that session.
- (3) Disqualification from all further Examinations of the University, for any period of time.
- (4) A discretionary additional fine.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES ARE NOT PERMITTED IN AN EXAMINATION ROOM.

Registration for "Examinations Only" (Undergraduate students)

Some Faculties' Regulations permit undergraduate students who are finalising students to register "Examinations Only" under specific circumstances. To do so, such students must apply to the Dean of the relevant Faculty. The following rules apply for sitting examinations only:

- (1) The student must be a finalising student and have a maximum of two courses to complete, and
- (2) A student must have at least a mark of 45% in the failed course(s).

If permission is granted, the student will be advised in writing and would be required to pay any requisite registration and examination fees as soon as advised to do so.

Postgraduate Students should note the relevant regulations with regard to Examinations contained in the General Regulations for Graduate Diplomas and Degrees. Fees for re-sitting examinations and for retaking courses are detailed in the Financial Handbooks available on-line.

GRADE POINT AVERAGE & HONOURS

Undergraduate

The Undergraduate GPA system is listed in each faculty handbook. The following grading scheme became effective in academic year 2014/2015:

Grade	Mark	QUALITY POINTS
A+	90-100	4.30
A	80-89	4.00
A-	75-79	3.70
B+	70-74	3.30
B	65-69	3.00
B-	60-64	2.70
C+	55-59	2.30
C	50-54	2.00
F1	45-49	1.70
F2	40-44	1.30
F3	0-39	0.00

GPA	Honours Degree Classification
3.60 and Above	First Class
3.00-3.59	Upper Second
2.50-2.99	Lower Second
2.0-2.49	Pass

Postgraduate

There is currently no Postgraduate GPA system.

STUDENT EXCHANGE PROGRAMMES

You have decided that The University of the West Indies is the institution best placed to provide you with the tertiary education you desire and to prepare you for your future contribution to Caribbean development. However we are sure that you would welcome the chance to experience life as a student at another University.

The University of the West Indies makes it possible for its students to enjoy the best of both environments. Through our International Exchange/Study Abroad Programme, UWI enjoys collaborative links with more than 30 institutions worldwide, allowing students to spend a semester or a year pursuing courses for credit at one of these institutions.

Students may also opt to spend the exchange period at the Mona Campus in Jamaica, or the St. Augustine Campus in Trinidad.

For details of this programme, overseas universities, application procedures, etc. visit www.cavehill.uwi.edu

SUMMER SCHOOL

Email: summerschool@cavehill.uwi.edu

Undergraduate

The University of the West Indies organises a Summer School which is intended to assist undergraduate students in accelerating their programmes and to assist others in early recovery from failure. The programme is of approximately 6 weeks' duration followed by a 2-week examination period. Regulations, course lists and other relevant information may be obtained from the Summer School Office, Student Affairs or on the Web

Postgraduate

Teaching continues in some postgraduate programmes during the summer session. Your Programme Coordinator will provide further information.

Note that no Guild or Amenities fees are charged for the summer session.

TRANSCRIPTS

Transcripts of academic records are supplied on request directly. Unless advised otherwise, our Records Office will send transcripts for exchange students to their universities at the end of their period of study. The Records Office also sends annual progress reports on undergraduate scholarship holders to governments and donors. Transcript Request forms are available for download from **www.cavehill.uwi.edu/studentaffairs/request_transcript.asp**

SCHOLARSHIPS, BURSARIES AND PRIZES

The University of the West Indies administers a number of University scholarships, bursaries and prizes, as well as other scholarships, exhibitions, and bursaries from government organisations and individuals. The awards vary in value and criteria for eligibility and are usually awarded on an annual basis. The Records Section, Student Affairs, administers undergraduate scholarships, awards and prizes donated by the Faculties, Departments, businesses, service clubs or interested persons in the community.

The Postgraduate Scholarship committee of the School for Graduate Studies and Research administers postgraduate scholarships and awards.

All students should refer to the Financial Aid website: **<http://www.cavehill.uwi.edu/financial/home.aspx>** for information on scholarships available.

ROUTE FOR STUDENT CONCERNS

Undergraduate students should raise academic and administrative concerns first with their Staff/Student Liaison Committee. If the matter cannot be resolved at that level, the student should escalate matters in the following order: - their Head of Department, Deputy Dean (Undergraduate); Faculty Dean; Deputy Principal.

Postgraduate students should raise academic and administrative concerns first with their Staff/Student Liaison Committee. If the matter cannot be resolved at that

level, the student should escalate matters in the following order: - their Programme Coordinator / Supervisor; Head of Department; Faculty Dean; Campus Coordinator for Graduate Studies and Research, Deputy Principal.

Matters should only be escalated if not resolved.

STAFF/STUDENT LIAISON COMMITTEE

Staff/Student Liaison Committees provide a platform for student views, concerns and suggestions to be brought to the attention of the staff by student representatives in order to improve the quality of the educational experience by dealing with issues in a timely fashion.

The committee meetings, usually convened at least once per semester by each Faculty and/or Department, are chaired by the elected Faculty student representative and are constituted for undergraduate and postgraduate studies. Other members of the committee usually include student representatives from each discipline, programme or class level and selected faculty members such as Heads of Departments and discipline or programme Coordinators. The meetings therefore allow for frank discussion and serve to foster a greater interaction between students and staff.

Become involved by contacting your elected student representative if you wish to draw attention to a particular challenge you are facing or to indicate your willingness to serve as a discipline or class level representative on the committee.

WITHDRAWAL FROM THE UNIVERSITY

Students who intend to withdraw from the University should advise the Student Affairs Office (undergraduate students) or School for Graduate Studies and Research (postgraduate students), in writing by the end of the third week of the relevant semester.

A student considering withdrawing is strongly advised to consult with their Dean (undergraduate students) or the Campus Coordinator for Graduate Studies and Research (postgraduate students) before taking a final decision.

Please review the *Refund Policy* (included in this document as Appendix A. Page 116) for relevant details of refunds and the timelines in which they apply.

Students who withdraw voluntarily from the University after having been absent for an examination for which they were registered will be deemed to have been absent from that examination. The result of this examination will normally be declared as absent/fail.

REMOVAL FROM REGISTER

Students may be required to withdraw from the University and have their name removed from the Register of Students for the following reasons:

- unsatisfactory academic performance, or
- failure to re-register every semester.

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LIBRARIES

SIDNEY MARTIN LIBRARY (SML)

www.cavehill.uwi.edu/mainlibrary

Welcome to your library! As a registered student, the Sidney Martin Library (SML) offers access to resources and services that will help you succeed in your academic work. We encourage you to visit the special collections area, where you may consult rare books and historical publications from the West Indies. You can use the SML spaces to study individually or in small groups, and you will also find a computer lab, photocopiers, a bindery, and WiFi throughout the building.

While at the SML, we ask you to be mindful of your surroundings, respectful of other readers, and careful when handling all items in the collections. Please also make yourself aware of our guidelines for checking out library materials. The staff at the circulation desk will be happy to provide further details.

Elizabeth Watson Audio Visual Unit (EWAU)

Users of the audiovisual collection have access to a wide range of formats covering all disciplines as well as a range of Caribbean topics. Resources include photographs, postcards, glass slides, scrapbooks, music, lectures, audio books, and film. Effective this coming semester 2016–2017, in addition to faculty, postgraduates and other staff, undergraduate students will now be eligible to borrow film. Faculty and researchers now have an additional resource in the Dame Olga Lopes Seale Collection which was gifted to the University in 2012. Provision is made in the unit for individual viewing/listening.

Kerryann Ifill Unit

The following assistive technologies are available in the Kerryann Ifill Unit to support library services to the visually impaired: JAWS XIV, MAGIC Pro magnification with speech, TOPAZ 20, SARA reading machine, and, a Focus Blue 40 Cell Braille display unit. Persons wishing to use these resources should contact **Mr. Ryan Carrington** at **Tel. No. 417-4454** in the SML. The Audiovisual Collection is also a very useful resource for those with visual challenges. Students who are differently-abled are required to register in the SML in order to access the special services that are available to them.

Faculty Liaison Librarians

These subject specialists are responsible for, inter alia, developing, managing, and delivering information literacy courses as well as rendering library services to staff and students in the designated faculties.

Mrs. Ingrid Iton	Humanities and Education	
	Science and Technology	Ext. 4841
Ms. Valerie Clarke	Medical Sciences/Pre-Clinical	Ext. 4201
Ms. Beverley Wood	Medical Sciences/Clinical	(246) 271-7127
Ms. Judith Toppin	Social Sciences	Ext. 4845

Other services

During the semester, the Library offers instructional programmes in Information Literacy via FOUN1001 and FOUN1008. Similar courses are also offered on a pre-arranged basis to postgraduate students.

A twenty-four hour reading room facility is available to students during the semester. All students are strongly advised to familiarise themselves with the *General Regulations For Patrons* (Appendix E Page 128) and will be expected to adhere to all of the regulations contained therein.

Sidney Martin Library (SML) Opening Hours

Semesters I and II

Monday – Friday	9:00 am – 6:00 pm (week 1)
Monday – Saturday	9:00 am – 11:00 pm from week 2 of the semester
Sundays	3:30 pm – 10:00 pm from week 4 of the semester only

Summer

Monday – Friday	9:00 am - 9:00 pm
Saturday	9:00 am - 4:00 pm
Sunday	CLOSED

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

Semester Breaks

Monday – Friday	9:00 am - 5:00 pm
Saturday & Sunday	CLOSED

Elizabeth Watson Audio Visual Unit Opening Hours:

Semesters I and II

Monday – Friday	9:00 am – 8:00 pm
Saturdays and Sundays	CLOSED

Summer & Semester Breaks

Monday – Friday	9:00 am – 4:30 pm
Saturdays and Sundays	CLOSED

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

Patrons are advised to check our website or contact our **Circulation Desk** at telephone number (246) 417-4440 for the latest updates to our opening hours.

THE LAW LIBRARY

Email: lawlib@cavehill.uwi.edu

www.cavehill.uwi.edu/lawlibrary

The Law Library is centrally located within the Faculty of Law building. It has an extensive collection of West Indian and other Commonwealth legal materials, and is considered the premier legal library in the region. The collection is now in excess of 125,000 volumes. It includes 620 periodical titles and 400 law reports, statutes, digests and citators. The collection's unique feature is the West Indian Section, including theses and research papers produced by staff and students and approximately 32,000 West Indian cases, most of them unreported.

The Law 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 Board for Graduate Research to fund this project in co-operation with the Department of History and Philosophy, the Sidney Martin Library, UWI Cave Hill; the Archives Department and the Barbados Public Library. Content lists to the Laws on microfilm have been compiled.

The Law Library aims at providing a legal reference service for practitioners and researchers in general, in addition to supporting the teaching programmes in the Faculty of Law where approximately 425 students, including postgraduate students, are registered. The Law Library has access to several online legal databases. These include Lexis-Nexis, West Indian Reports Online, Index to Legal Periodicals, US Supreme Court Reports and UN Treaty Series. An electronic database of West Indian legislation and cases, CariLaw, was launched in 2005. The Law Library's online catalogue was also launched in 2004, and is now available on the Internet.

Law Library Opening Hours

Semesters I and II

Monday – Friday	9:00 am - 10:00 pm
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Saturdays	9:00 am - 8:00 pm
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Sundays	9:00 am - 5:00 pm
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Summer & Semester Breaks

Monday - Fridays	9:00 am - 6:00 pm
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Saturdays	9:00 am - 1:00 pm
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Temporary changes to opening hours will be posted on the front door of the Library and on the Faculty notice board.

The Library is closed on Public holidays throughout the year.

Officer-In-Charge	Capt. Junior Browne	Ext. 4250
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THE AUDINE WILKINSON LIBRARY

www.cavehill.uwi.edu/salises/library

The Audine Wilkinson Library, formerly the Sir Arthur Lewis Institute of Social and Economic Studies (SALISES) Library, is located on the ground floor of the CARICOM Building on University Drive. The collection consists of texts on research methods and techniques; social and public policy; economic development policy and governance with special reference to small and developing countries especially the Eastern Caribbean. Also included are current and back issues of serials and government documents.

The Audine Wilkinson Library is open to the academic, research and administrative staff of the University of the West Indies, registered postgraduate students, visiting researchers from recognised institutions, and outside researchers.

Audine Wilkinson Library Opening Hours

Semesters I and II

Monday – Friday	8:30 am - 4:30 pm
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Summer & Semester Breaks

Monday - Friday	8:30 am - 4:30 pm
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Librarian	Ms. Beverley Hinds	Ext. 4063
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Library Clerk	Ms. Rashida Cox	Ext. 4479
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Fax		(246) 421 6867
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LANGUAGE LABORATORY

The Language Laboratory facilities are available for all students of French and Spanish. Students can work with material designed to correct errors in pronunciation as well as with drills and listening comprehension which reinforce what is covered during the lecture periods. The Department receives recordings such as Champs-Élysées and FDM, which are a rich source of information on current events in France; and Puertadel Sol, which serves the same function for Spain and Latin America. These tapes may be borrowed for home listening.

Also at your disposal in the Language Laboratory are video-cassettes on matters pertaining to the African, Caribbean and Pacific countries (ACP) countries. French versions and Spanish versions of these video-cassettes are available.

NO EATING OR DRINKING is allowed in the Language Laboratory.

Students are not permitted to interfere with the hardware or the software programmes installed in the facility.

THE MEDICAL LIBRARY

Email: medlibrary@cavehill.uwi.edu

www.cavehill.uwi.edu/fms/about-us/faculty-of-medical-sciences-library.aspx

Telephone (Circulations Desk): (246) 271-1512 or Ext. 7184

Formerly The Queen Elizabeth Hospital Medical Library, it became part of the Campus Libraries network in 2014. Patrons may use the library on production of a Medical Library or UWI identification card.

The Medical Library has a collection of approximately 9,000 resources – printed texts and serials, AV materials and human anatomy models. These are supplemented by the databases and other e-resources available via the UWILinC portal. There is the general lending collection, an overnight collection, a reference collection, and a growing West Indian medical collection.

The library offers laminating, photocopying, printing, scanning and spiral binding services. Plus there is site wide WiFi access, two discussion rooms for small groups and a 24-hour reading room.

Located: The Medical Library is located on the ground floor of the Errol Walrond Building at the UWI Clinical Skills Complex at Jemmott's Lane, St. Michael.

Medical Library Opening Hours

Monday - Friday 9:00 am - 5:00 pm

The library is closed on weekends and public holidays.

For further information regarding the use of any of our resources or facilities, please contact the Medical Library as follows:

Librarian	Ms. Beverley Wood	Ext. 7181
Library Clerk	Ms. Tanya Cummings	Ext. 7182
Library Clerk	Ms. Letitia Tull	Ext. 7183

UNIVERSITY BOOKSHOP

Email: bookshop@cavehill.uwi.edu

www.uwibookshop.com

Fax: (246) 246 417 4520

The University Bookshop is a resource centre for students, faculty and staff, and offers a total shopping experience.

The Bookshop specializes in the sale of academic and scholarly books, required and recommended material for courses, general books, magazines and newspapers. Merchandise available include laptops, computer accessories and supplies, cell phones, phone cards, confectionery, greeting cards, stamps, University wear, Campus wear and Campus memorabilia.

Services offered by the Bookshop include document printing, special ordering, reservation of texts and a Buy-Back programme at the end of the second semester.

The Bookshop accepts personal and company cheques, debit and credit cards and cash.

Opening Hours

Monday-Thursday 8:30 am - 7:00 pm

Friday 8:30 am - 5:00 pm

Saturday 9:00 am - 2:00 pm

The Bookshop is closed on Sundays and Public Holidays.

Senior Sales Assistant	Mrs. Sandra Cumberbatch	Ext. 4515
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Management Consultant	Mrs. Beverly Smith-Hinkson	Ext. 4515
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CAMPUS IT SERVICES

Email: cits@cavehill.uwi.edu

www.cavehill.uwi.edu/campusitservices

Campus IT Services (CITS) is responsible for providing technology services to the Campus. CITS is located south of the Roy Marshall Teaching Complex.

Student IT Services include:

- Internet access (wired & wireless)
- Computer lab management
- Printing services
- Self Service Password management
- The Student Portal
- Email services
- The Online Software Store
- Student Help Desk Online.

UNIVERSITY ICT POLICY

www.cavehill.uwi.edu/campusitservices/policies

The use of the Campus IT resources indicates compliance with The University's ICT policies. Take a moment now to read these policies.

CAVEHILL ACCOUNT

On enrolment into the University, each student is issued a **CaveHill account**. This account allows access to the Lab computers, Student Portal, WIFI network, the Learning Management System (my E-Learning), the Library E-Journals, photocopiers etc.

The default login for new accounts is:

Username: **"Your Student ID Number"**

Password: **FL@ddmmyy**

(**Password - First and Last Name** initials in upper case, followed by the "@" sign and **DOB** - day, month, year, 2 digits each).

Do not disclose your password to anyone, as you will be held responsible for all network activity associated with your account.

SELF-SERVICE PASSWORD RESET

<https://reset.cavehill.uwi.edu>

The password for the CaveHill account expires every 180 days. To prevent a disruption in access, you must change your initial password within the first 180 days and every 180 days thereafter. Use the self-service password reset tool to change the password or to reset a forgotten password.

COMPUTER LABS

All computer labs on Campus are accessible to students 24 hours every day using their student ID card. There are six general-purpose labs located in the following areas:

Micro-Lab 1 (ML1) Campus IT Services building

Micro-Lab 2 (ML2) The Faculty of Science & Technology building (top floor)

Micro-Lab 3 (ML3) The Management Studies Building

Micro-Lab 4 (ML4) The Chemistry building (top floor)

Micro-Lab 5 (ML5) The Roy Marshall Teaching Complex

Micro-Lab 6 (ML6) Sagicor Building (2nd Floor)

Postgraduate Lab The Postgraduate building (1st floor)

Each computer lab is equipped with approximately 30 computers, providing internet access and printing services. Entry into any lab denotes acceptance of the guidelines governing the use of ALL CITS facilities.

myCaveHill STUDENT PORTAL

(Single Sign On (SSO) to all Campus Online Services)

<https://mycavehill.uwi.edu>

The Student portal provides a central gateway to access multiple resources with the convenience of a single login.

Use your **CaveHill Account** to access:

- **CHOL** (Cave Hill Online) – *student records, timetables, financial services*
- **myCaveHill eLearning** – *quizzes, tutorials, lectures notes*
- **myCaveHill Mail** – *All university related communication*
- **Library Resources** – *Electronic Journals and books*
- **Campus Information** – *Notices, Campus Calendar, News & Events.*

myCaveHill MAIL

Student E-mail Services

<http://mail.mycavehill.uwi.edu>

The University of the West Indies, Cave Hill Campus provides web-based e-mail services to all students through the Microsoft Live mail programme. You can access your e-mail on Campus and off campus at anytime by visiting: <http://mail.mycavehill.uwi.edu>

Your default Email account information is:

Email: **firstname.lastname@mycavehill.uwi.edu**

Password: **FL@ddmmyy**

(**Password** using **First** and **Last Name** initials in upper case, followed by the “@” sign and **DOB** - day, month, year, 2 digits each).

OFFICIAL MAIL WILL BE SENT TO YOUR MYCAVEHILL EMAIL ADDRESS SO YOU MUST REPORT AND RESOLVE ANY PROBLEMS AS QUICKLY AS POSSIBLE.

myCaveHill ELEARNING

(Online Lecture Notes and Course Tools)

<http://myelearning.cavehill.uwi.edu>

myCaveHill eLearning is where students can view course material, submit assignments, complete quizzes and participate in discussions. You only have access to courses for which you have registered in CHOL.

You can access your myCaveHill eLearning using your **CaveHill Account**.

The default login for new accounts is:

Username: **"Your Student ID Number"**

Password: **FL@ddmmy**

NEW STUDENTS

(**Password** using **First** and **Last Name** initials in upper case, followed by the "@" sign and **DOB** - day, month, year, 2 digits each).

Access to myeLearning requires that you are in good financial standing with no Holds on your account. If you have Holds you need to clear these with Student Accounts and Admissions.

If you experience problems with your login, not related to Holds on your student account, please visit the Campus IT Service Desk with your validated Student ID. Passwords will **NOT** be reset over the telephone.

ONLINE SOFTWARE STORE

<https://www.cavehill.uwi.edu/eacademy>

The online software store offers a selection of software at academic prices. In addition, students in the Faculty of Medical Sciences and the Faculty of Science and Technology can access free software through the **Microsoft Science, Technology, Engineering and Mathematics (STEM)** Programme.

Your default login information for your **CaveHill Account**:

Username: **Student ID**

Password: **FL@ddmmy**

(**Password** using **First** and **Last Name** initials in upper case, followed by the "@" sign and **DOB** - day, month, year, 2 digits each).

STUDENT HELP DESK ONLINE

<http://studenthelpdesk.cavehill.uwi.edu>

Students can search the knowledge base, chat with IT support staff or create tickets to get assistance. It's quick and easy, simply visit <http://studenthelpdesk.cavehill.uwi.edu>. Also look for the "Live Support" icon on other web locations.



IT SERVICE DESK

Email:	itservicesdesk@cavehill.uwi.edu
Online Help:	http://studenthelpdesk.cavehill.uwi.edu
Helpdesk Line:	(246) 417-4595

The IT Service Desk is the central point of contact for all IT Services.

Service Desk Regular Opening Hours

Semesters I and II

Monday - Friday:	8:00 am - 7:00 pm
Saturday:	9:00 am - 1:00 pm

Semester Breaks

Times vary. Notices of changes will be posted on the IT Service Desk website.

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RESOURCES FOR STUDENTS

THE OFFICE OF STUDENT SERVICES (OSS)

email: studentservices@cavehill.uwi.edu

www: www.cavehill.uwi.edu/studentservices

Twitter: [OSS_CaveHill](https://twitter.com/OSS_CaveHill)

Tel: 417-4165

The Office of Student Services (OSS) coordinates out-of-classroom learning experiences and activities for postgraduate and undergraduate students.

OSS seeks to facilitate the adjustment of students to University life by providing a number of developmental programmes such as the **First Year Experience (FYE)** programme, and the **RAPS & PACE** programme. These seek to provide students with the tools necessary to be successful at University and in life. The **Vision and Fortitude programme** offers students the opportunity to engage in activities that focus on character building and civic responsibility.

The OSS provides a variety of holistic support services such as Students Health Services and Insurance Plan, Student Shuttle Services, and Psychological and Career Counselling.

Additionally, OSS coordinates a number of leadership training workshops for student leaders and provides support to the Guild of Students, Clubs and Societies. Other skills-based activities are facilitated through the Co-curricular credit programme, Mentorship, Internship, and Students Helping Students programmes.

Through its services and programmes, the OSS continues to seek ways to assist students to develop into well-rounded and equipped entry-level professionals and/or industry leaders.

PROGRAMMES

- Mentorship
- Internship
- Personal Academic Career Enrichment (PACE)
- Reasoned Action for Problem Solving (RAPS)
- Students Helping Students
- Co-Curricular Courses
- First Year Experience (Strictly First Years)
- Vision & Fortitude.

SERVICES

- Psychological Counselling
- Career Counselling
- Students Health Clinic
- Students Medical Insurance Plan

- Students Shuttle Service
- Chaplaincy
- Locker Access
- Financial Advising.

MENTORSHIP

The Mentorship Programme was established in 1994/95 academic year to increase the number of experiential learning opportunities available to students. The mentorship programme allows students to interface with professionals, gain increased practical knowledge about their chosen discipline and be exposed to possible routes to gain both personal and professional development. It also helps students to link theoretical knowledge with practical experiences.

Many distinguished professionals including politicians, economists, accountants, lawyers, insurance executives, teachers, and doctors participate in the programme. Students in their second or final year of study are given preference.

INTERNSHIP PROGRAMME

The internship programme provides on-the-job training where students gain valuable work experience while exploring their career choice. Some interns find permanent, paid employment with the organizations with which they intern. Employers can also benefit significantly, as experienced interns often need little or no training when they begin regular employment.

This programme enables the University to forge links with the professional community and gain feedback relating to the strengths and weaknesses of our young professionals, with the objective of developing more purposeful academic programmes to meet present and emerging employment needs. The programme also affords students the opportunity to build a network in the business community.

PERSONAL ACADEMIC CAREER ENRICHMENT (PACE)

PACE aids students to develop the skills to map a personal and career success plan. PACE Workshops explore:

1. Peer Support from students who share(d) similar challenges.
2. The skills to critically evaluate ones methods of learning.
3. Skills to maintain and forge healthy relationships.
4. Insight into the power of working in groups.
5. The ability to chart successful and comprehensive career and life plans.

REASONED ACTION FOR PROBLEM SOLVING (RAPS)

RAPS helps students to develop critical thinking skills and effective study skills.

RAPS Workshops explore:

1. Reinforcement of critical reading and thinking and problem-solving skills.

2. Steps to possessing academic and personal integrity.
3. The skills to collectively generate new solutions to problems.
4. Techniques to plan for future careers.
5. The opportunity to acknowledge and honour individual abilities.

STUDENTS HELPING STUDENTS

Undergraduate Students are trained to be resource persons for fellow students who may be experiencing a problem or crisis. Student helpers are selected by an application process.

Opportunities for training are offered through two mediums:

- Basic Peer Helping course (COCR 2071). On completion, you may apply to become a student helper.
- Peer Helping Workshop. Once selected, you will be required to participate in a workshop. This will be offered prior to the beginning of semester II of each academic year.

Many students who have participated in this training indicated that it has assisted them in their personal lives.

CO-CURRICULAR CREDITS

Undergraduate Students in Level 2 or Level 3 of their programme are eligible to take co-curricular courses.

Co-curricular courses are leadership, sporting and creative activities that promote personal and professional development. These courses allow students to pursue their social interests and earn credits while having fun. Students are permitted to undertake one (1) co-curricular course throughout their academic tenure.

Students should consult with the academic advisor in their Department before registering for Co-curricular credits.

The following co-curricular courses are each worth three (3) credits.

1. Alcohol and other Drugs of Abuse
2. Basic Peer Helping
3. Debating
4. Leadership with Service
5. Peer Education in response to HIV and AIDS
6. Sports (athletics, basketball, cricket, football, Netball and Volleyball)
7. Student Entrepreneurial Empowerment Development (SEED)
8. University Choral Singing
9. Using Photography to document University life.

Co-curricular credits do count and can enhance your curriculum vitae!



FIRST YEAR EXPERIENCE

Strictly First Years is an initiative to facilitate the personal, academic, career and social success of all first year undergraduate students. Students participate in weekly, semester long and fun activities that support their academic endeavours. Strictly First Years is a great social outlet for developing cross faculty relationships and for meeting people from across the region. Participating in the first year programme can assist in the holistic development of students, and ensure a seamless transition to university life.

VISION & FORTITUDE PROGRAMME

VISION & FORTITUDE sensitises students to the value of differences and giving back to their communities. Several character building and service learning workshops & activities are provided, as well as many service learning and community based activities.

Conscious Vibrations & Community Outreach

Students participate in character building and service learning workshops to enhance their community engagement experience. They discuss issues that affect their society, the value of differences, and giving back to their communities. Creative arts methods such as music and poetry are used in these sessions.

The programme explores the following areas:

- Purpose
- Civic responsibility
- Perseverance and Success
- Resiliency
- Vision and Fortitude
- Integrity
- Service

Braille

The Mentor for Vision and Fortitude promotes Braille literacy across the Campus community. The programme aims to increase mutual understanding between the visually impaired and persons with vision. The interaction also serves to broaden participants' worldview and serves as a platform to understanding diversity in the broader context.

PSYCHOLOGICAL AND CAREER COUNSELLING

Starting University is as much exciting as it is challenging and perhaps stressful. Counselling can help you proactively problem-solve around your concerns, and formulate plans to resolve many personal and career related issues.

The Cave Hill Campus' Counselling support team consists of a Psychological Counsellor, a Career Counsellor and a part-time Consultant Psychiatrist. All services are provided on a voluntary basis and it remains the student's decision whether or not to seek services. Emergency services are available through local private and public health services (see health services section).

DISABILITY SERVICES

Students with disabilities may apply for accommodations that support their learning and well-being while at UWI Cave Hill.

The UWI Cave Hill Student Disability Policy adopted in February 2014 promotes *“equal access to all academic and non-academic programmes offered by the Campus, as well as accessibility to the various resources, services and amenities on Campus”* for academically qualified students with disabilities.

The ***UWI Cave Hill Student Disability Policy*** is available for download or viewing at <http://www.cavehill.uwi.edu/newstudents/resources/studentdisabilitypolicy.aspx>

HEALTH SERVICES

Through doctors, nurses and a support team, the Student Health Clinic provides clinical services for registered students. The Health Clinic is located next to the Guild of Students.

Normal Clinic Hours

Monday - Friday:	8:30 am - 9:00 pm
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In case of emergencies outside of Clinic hours, students may go directly to the Accident & Emergency Department at Queen Elizabeth Hospital or any other emergency provider of their choice. However, please note that students will be required to make any necessary payments at the point of care. The CariCARE Medical Assistance Plan may be used for reimbursement in this eventuality.

The University does NOT undertake to provide or meet the cost of medical services which cannot be obtained from the Health Clinic. Where, in extraordinary circumstances these are necessary, they must be met by the student, his/her parents, guardians or donors. An emergency loan may be available from the Student Emergency Loan Fund where circumstances warrant.

CAMPUS PHARMACY

MedicAid - UWI Pharmacy operates a full service dispensary on Campus.

The Pharmacy is conveniently located next to the Student Health Clinic and offers dispensary services and as well as over the counter pharmaceuticals including all chronic illness prescription drugs, vitamins and minerals and personal toiletries.

Opening Hours

Semesters I and II

Monday – Friday	9:00 am - 9:00 pm
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Summer & Semester Breaks

Monday – Friday	9:00 am - 4:00 pm
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Pharmacist	Ms. Alison Rampersad	(246) 417-3333
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CariCARE MEDICAL ASSISTANCE PLAN

All full-time and part-time students of The University of the West Indies, Cave Hill Campus are eligible to join the Cave Hill Campus Medical Assistance Programme and are automatically enrolled at registration. Full details are available in an Appendix to this document and also from the Office of Student Services. Enrollment for new students is effective on the August 1st policy anniversary date coinciding with their enrolment to the Cave Hill Campus.

RELIGION AND CHAPLAINCY

The Campus is non-sectarian where various faiths are represented. Several religious societies such as Universities and College Christian Fellowship (UCCF) and Adventist Fellowship meet regularly for fellowship. Chaplains representing the various faiths are available to support the student religious organizations and offer services to the wider community as needed. As part of the Orientation activities for New Students the campus hosts a multi-faith service to mark the start of the academic year.

Anglican	Fr. Jerome Small	jeromersmall@gmail.com
Baha'i	Mrs. Lisa Estwick	nsa.barbados.external.affairs@gmail.com
Roman Catholic	Mnsgr. Vincent Blackett	mrg.vhblackett@icloud.com
Methodist	Rev. Tanya Conliffe	tatianya2000@yahoo.com
Moravian	Re. Ezra Parris	radiant_ep@yahoo.com
Muslim	Mr. Suleiman Bulbulia	islambarb@hotmail.com
Pentecostal	Apostle Elector Pearson	office.church@gmail.com
Seventh Day Adventist	Rev. Deborah Spooner	spodeb2015@gmail.com

LEGAL REPRESENTATION

Students who find themselves in circumstances where legal representation is required should immediately get in touch with the Director of Student Services. **Please note that the University does NOT meet the cost of legal representation for students.**

STUDENT ENTREPRENEURIAL EMPOWERMENT DEVELOPMENT (SEED) Project

email: seed@cavehill.uwi.edu

www.cavehill.uwi.edu/seed

Telephone: **(246) 417-4300** Fax: (246) 438-9167

The ScotiaBank-supported Student Entrepreneurial Empowerment Development (SEED) Project is an exciting, motivational resource designed to develop self-reliance, innovativeness and entrepreneurship. The ultimate goal of the project is to expand employment choices so that upon, or before, graduation students would not have to rely entirely on jobs in the public and private sectors, but would consider launching their own businesses thereby ensuring employment for themselves and others.

The Entrepreneurs' Forum Series 2016 will cover the following topics:

- Are You Ready to Start Your Business?
- Marketplace Simulation;
- Ideation and Business Canvas Modeling;
- Business Etiquette;
- Personal Development and Life Skills;
- Green Business;
- Marketing Strategies;
- Using Social Media to Market Your Business;
- Accounting for Small Businesses;
- Raising Capital and Navigating the Numbers;
- Choosing the Right Legal Structures: Forms of Business Ownership;
- Protecting Your Intellectual Property Rights;
- Negotiation Skills; and,
- Entrepreneurial Opportunities in:
 - o Agriculture
 - o Services
 - o Renewable Energy
 - o Information and Communication Technology
 - o Creative Industries
 - o Opportunities stemming from Trade Agreements

Coordinator

Mrs. Ayanna Young-Marshall
Department of Management Studies

HIV & AIDS RESPONSE PROGRAMME (UWIHARP)

email: uwiharp@cavehill.uwi.edu

Telephone: **(246) 417-4145/6** Fax: (246) 438-9173

The University of the West Indies HIV & AIDS Response Programme (UWIHARP) was established in 2001 with offices at Cave Hill (Barbados), St. Augustine (Trinidad & Tobago) and Mona (Jamaica). UWIHARP is a regional institutional response, tasked with the mission of promoting strategies for the prevention of HIV and AIDS epidemics at the UWI.

UWIHARP is a member of the Caribbean Community's (CARICOM) Pan-Caribbean Partnership against HIV/AIDS (PANCAP) and works with international, regional and local partners who are dedicated to reducing the transmission of HIV among the Caribbean's most precious resource; and one of the most vulnerable populations-our youth.

The UWIHARP programme is primarily student-centered, with outreach strategies delivered among the academic and non-academic staff. UWIHARP combines a multi-sectorial approach which encompasses research, education, training and sensitization, and outreach and advocacy. While there is a concentration on HIV and AIDS, the focus includes other sexually transmitted infections (STI), and sexuality and reproductive health related matters. Additionally, a gender and human rights frameworks is the focal point throughout the programme.

The UWIHARP Mission

To build and harness capacity within the University in order to contribute maximally to the national, regional and international effort to control the HIV epidemic, and to mitigate the impact of HIV&AIDS on the University itself and on the wider society.

UWIHARP Principles

UWIHARP takes a multi-pronged, secular approach to provide an enabling and empowering environment that supports male and female students to:

1. Exercise their sexual and reproductive rights;
2. Think critically and responsibly about their sexual identities and practices;
3. Make informed decisions on whether or not to engage in sexual activities;
4. Safely negotiate sexual encounters;
5. Access student friendly sexual well-being services, including sexual and reproductive health information, commodities and HIV testing.

What we do

Guided by the Mission statement and the overarching principles, UWIHARP uses a rights-based frame to:

1. Build capacity in the area of youth leadership & HIV programming;
2. Provide gender responsive sexual and reproductive health (SRH) outreach strategies;
3. Support the scaling up of access to youth friendly sexual and reproductive health services;
4. Conduct action-based HIV and sexuality research.
5. Support the implementation of UWI HIV Policy among staff.

How we do it

1. Support student centred activities
 - *Co-Curricular Course- COCR 2030: Peer Education in Response to HIV&AIDS*;
 - *Curriculum Infusion*;
 - *Peer Education Programme (UWIHARP CHAPTER)*.
2. Provide technical support to student and staff led HIV initiatives on Campus.
3. Distribute sexual and reproductive health commodities for safer sexual practices.
4. Support HIV testing on Campus.
5. Provide information, education and communication materials to students.

ACCOMMODATION

ON-CAMPUS ACCOMMODATION

Email: accommodation@cavehill.uwi.edu

The **Frank Worrell Hall** consists of 180 single study rooms in suites of six, contained in ten three-storey blocks, arranged in three clusters. Each cluster is enclosed by a combination of garden walls and common facilities including Resident Assistants' apartment and laundry unit. The Junior Common Room is the central feature of the communal life of the Hall and is located at the heart of the complex.

Situated on a knoll overlooking the main Campus, the complex captures a panoramic view of the beautifully laid out Campus and the distant view of the Caribbean Sea. The design of the buildings reflects an architectural vernacular of the Barbadian style with modest overhangs and hipped vented gable roofs to permit natural ventilation.

The internal arrangements define each student's space whilst permitting a family life style on each floor and a community in each cluster. Each study room is furnished with a bed, built-in desk and wardrobe and all are equipped with face basins. On each floor there is a communal living/lounge area and fully equipped kitchenette and bathroom facilities. All rooms have Internet access.

Sherlock Hall, the first and for many years the only Hall of Residence on Campus can accommodate approximately 90 students. The study rooms comprise single rooms, double rooms and postgraduate flats. Each floor is served by a fully-equipped kitchenette and bathroom facilities and has Internet access.

At Sherlock Hall the communal facilities include a students' lounge/ TV room, a study room, laundry unit and 2 small seminar rooms. The latter are mainly used for student development and counseling sessions organized and facilitated by the office of Student Services.

The **Keith Hunte Hall** is named after Sir Keith Hunte, a former principal of The UWI Cave Hill Campus. On completion, the Hall will accommodate three blocks and will house 176 students. One block has been completed and contains 64 single rooms in suites of 4. Each floor is arranged in 4 clusters of 4 students each served by a spacious, well equipped kitchen, living and dining area, and bathroom facilities. Each student's room is outfitted with a ceiling fan, a single bed, built-in desk, wired & wireless internet access, wardrobe and face-basin.

The Keith Hunte Hall is located on University Drive and Highway 1, with easy access to shopping, supermarkets, the main city of Bridgetown and nearby West Coast beaches. It is within five minutes walk from the main campus.

Each Hall has fully equipped laundry facilities where the washers & dryers are operated by tokens sold at the Halls of Residence Business Offices.

During vacation periods, students who wish to remain in residence may do so only with the permission of the Halls Administrator and will be required to pay in advance for their rooms.

OFF-CAMPUS ACCOMMODATION

www.chillhousing.com

The Accommodations Assistant provides a list of off-campus accommodation for new students who have not been allotted places in the Halls of Residence. All final arrangements on terms and conditions of lodging and/or board must be made by students and the landlords or settled among themselves by students sharing the cost of rented houses on a cooperative basis.

The University entreats students in their own interest and in the interest of the University, to treat their lodgings with care, and to honour their financial obligations to the property owner.

Accommodations Assistant

Ext. 4578

Fax: (246) 424-6482

For estimates of living expenses visit

<http://www.cavehill.uwi.edu/financial/home.aspx>

TEMPORARY ACCOMMODATION AND TRANSPORTATION

Students are asked to note the following with regard to transportation from the airport and temporary accommodation.

- Taxis are available at the airport.
- The taxi fare from the airport to the University is approximately Bds\$50.00.
- Temporary accommodation may be available at the following locations near the Campus:

Walmer Lodge Apartments Tel: (246) 425-1026

Studio (without AC) US\$50.00 + 12.5% tax per night

Studio (with AC) US\$55.00 + 12.5% tax per night

Double US\$95.00 + 12.5% tax per night

Paradise Villas Tel: (246) 424-4581

1-bed US\$75.00 + 12.5% tax per night

2-bed 2 bath Apartment US\$100.00 + 12.5% tax per night

RESIDENT ASSISTANTS

The resident assistants are University students who have undergone a rigorous selection process in order to qualify for the oversight of student life in the Halls of Residence. They provide consultations, assistance in illness/medical emergencies, matters of dispute and conflict resolution and help to foster a sense of community amongst the residents.

Ms. Eddyka Dean	Frank Worrell Hall	fwhra@mycavehill.uwi.edu
Mr. Dalano Da Souza	Frank Worrell Hall	fwhra@mycavehill.uwi.edu
Ms. Renee Thompson	Keith Hunte Hall	khhra@mycavehill.uwi.edu
Ms. Leah Heath	Sherlock Hall	pshra@mycavehill.uwi.edu
Ms. Maurissa Horne	Sherlock Hall	pshra@mycavehill.uwi.edu

POSTAL MAIL

All incoming student mail is kept at the Business Office located within the Frank Worrell Hall complex. Students should make a point of checking with that office regularly for correspondence addressed to them. Students who no longer reside on hall are reminded to update their address with the relevant businesses.

FOOD SERVICES

Cafeteria

The Campus Cafeteria is located next to Sherlock Hall, adjacent to the building which houses the Student Health Service and the Guild of Students. The Cafeteria is fully air-conditioned, comfortable and is designed to seat 120 patrons. The panoramic view of the Bridgetown Harbour and the Caribbean Sea can be seen from the west patio. The Cafeteria, which is operated by a concessionaire, opens seven days a week and offers breakfast, lunch, dinner, and snacks to the entire Campus community.

Kiosk

The Campus Cafeteria also operates a kiosk which is located in the car park of the Faculty of Social Sciences at the southern corner of the Campus. The kiosk caters to patrons who prefer a take-away meal or snack.

The Campus Mart

The Campus Mart, a convenience store located in the basement of the CLICO Building, sells a variety of food items in addition to other goods.

CREDIT UNION

UWI (Cave Hill) Cooperative Credit Union Limited

www.cavehill.uwi.edu/creditunion

Email: creditunion@cavehill.uwi.edu

Located: In the CARICOM Research Building. CARICOM PARK Ref 37 (page 148)

OFFICE HOURS

Monday - Thursday:	8:00 am to 3:30 pm
Friday:	8:00 am to 4:30 pm
TELEPHONE:	(246) 417-4716/4539
FAX:	(246) 424-0662

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THE GUILD OF STUDENTS

email: guildofstudents@cavehill.uwi.edu

Tel : 417 4534/4535

GETTING INVOLVED

A variety of out-of-classroom learning experiences await your participation. These organised activities are much more than “fun ways” to spend your non-class time. These activities provide opportunities to enhance your leadership, communication and interpersonal skills, develop your organisational ability and help to develop your time management, decision making, and problem solving abilities. Prospective employers expect a university graduate to possess these competencies. So, get involved!!

Involvement in Campus activities is your opportunity to build friendships and to make your “mark” and contribute to your personal growth and development and to the development of this honourable institution.

THE GUILD OF STUDENTS

The Guild of Students is the recognised student government on Campus. The Guild Council is the recognised means of communication between students as a body and the authorities of the University, with Guild Council members serving on major Campus and University Bodies. It is very important because it gives students a voice on Campus to represent their rights, interests and concerns throughout their university life.

According to its constitution the objectives of the Guild are:

- The furthering of educational and social purposes of The University of the West Indies.
- The furthering of the common interest of members of the Guild of Students.
- The advancement and promotion of unity and fraternity among the members of the Guild.

All matriculated undergraduate and postgraduate students pursuing a course of study at The University of the West Indies are full members of the Guild of Students.

Full Members of the Guild shall have the following privileges:

- The right to frequent the Students’ Union and to enjoy all its facilities and amenities.
- The right to vote at all Guild elections and to stand for election for any office in the Guild except when debarred by lack of any special qualification.
- The right to wear the official University colours.
- The right to frequent the games fields and enjoy all the facilities and amenities offered.
- The right to participate in all activities sponsored by the Guild.
- Such other rights as may be conferred by this constitution from time to time.

CAVE HILL ASSOCIATION OF POSTGRADUATE STUDENTS (CHAPS)

email: chaps@cavehill.uwi.edu

The Cave Hill Association of Postgraduate Students (CHAPS) is the representative body for all postgraduate students at the Cave Hill Campus of The University of the West Indies. All postgraduate students are automatically members of CHAPS. There is no application process nor is there any payment for membership. In order to register with CHAPS simply send an email to **chaps@cavehill.uwi.edu**.

CHAPS seeks to enrich the postgraduate experience at Cave Hill on academic and personal levels. The association serves as the link between the postgraduate student body and University administration. Representation is provided for postgraduate students on important committees at the Campus and University levels. CHAPS is committed to fostering a strong community among students at Cave Hill and the wider academic community. Assistance can be provided for academic purposes, particularly for research initiatives, as well as for personal concerns.

All postgraduate students are encouraged to get involved with the activities of CHAPS.

ELECTIONS

The Guild's year runs from April 01 to March 31 and elections are constitutionally due on or before March 15.

Candidates vie for the twenty-two positions available. Being a council member is a serious undertaking, and any elected member of the Guild Council is subject to recall on the basis of non-performance or misconduct according to procedures outlined in the constitution.

GUILD SECURITY

A 24-hour security station is located near the doorway leading to the Guild Office.

Any student whose behaviour is contrary to the accepted norm may be suspended from the Students' Union for a period not exceeding three months, and in addition, shall lose all or any of the rights, at the discretion of the Guild Council.

STUDENTS UNION

The Students' Union is managed by the Guild Council and by extension the Union Committee Chairperson. The Union is the centre for student activities and entertainment. The Students' Union is more than just a spot for Union Socials and Fetes. It's the place for cultural experiences, and to relax and unwind after or during a stressful day of classes. You can "slam-a-dom," shoot pool, tune into cable TV, play games or simply take part in some interesting debates.

The Union is always a hive of activity during the semester and especially when the activities for the clubs, societies and faculties are scheduled.

Come, "**BE KNOWN**". Your full participation is essential.

STUDENT CLUBS & SOCIETIES

Student organisations and activities are a vital part of University life and are organised and controlled through the Guild of Students. These are academic societies catering to the special interests of students as well as artistic and cultural societies.

The membership fee for a full member of the Guild of Students is Bds\$60 per semester, payable with your other University fees at the beginning of Semester I. This fee gives students full access to the Guild Lounge Area as well as Voting and Candidacy Rights at Guild Elections.

The Student Societies are coordinated by the Inter-Clubs Committee while the Games Committee coordinates the sporting activities. Students are encouraged to join the Sports Clubs, Social Clubs, Island Associations, Cultural Clubs, Service Clubs/Volunteer Organisations, "Hobby" Clubs, Academic Campus Associations & Societies or any other club of their liking.

To join any of these Associations, Societies and Clubs contact the Guild Office directly at guildofstudents@cavehill.uwi.edu or feel free to visit the office in person for information.

Island Associations

- Antigua & Barbuda Students' Association (ABSA)
- The Association of Bahamian Students (TABS)
- Barbados Students' Association (BSA)
- Belize Students' Association at Cave Hill (BELSAC)
- Dominica Students' Association at Cave Hill (DOMSAC)
- Grenada Students' Association at Cave Hill (GRENSAC)
- Jamaican Students' Association at Cave Hill (JASAC)
- St. Lucian Students' Association at Cave Hill (LUSAC)
- St. Kitts & Nevis Students' Association (SKNSA)
- Trinidad & Tobago Students' Association (TTSA)
- St. Vincent & the Grenadines Students' Association (VINSA)

Academic /Outreach

- Accounting Student Association (ASA)
- Circle K
- Debating Society
- ROTARACT
- UWI HIV/AIDS Response Program (UWIHARP)
- UWI Students Today Alumni Tomorrow (UWISTAT)
- Young Economists Association (YEA)

Religious Groups

- Adventist Fellowship (ADFEL)
- Campus Crusade for Christ (CCC)
- Catholic Student Movement (CSM)
- Universities and Colleges Christian Fellowship (UCCF)

Hobby

- Dance Society
- Music Society
- Photography Association of Cave Hill Campus (PHOTACC)

SPORTS AND GAMES FACILITIES

The sports programme at Cave Hill offers a range of sports including athletics, water sports (sailing, scuba, windsurfing and swimming), football, cricket, volleyball, netball, lawn tennis and basketball.

UWI Games are held every two years with all three campuses competing in several sports. The games are held on each campus in rotation and students are encouraged to participate.

The 3Ws Oval, named in honour of the three Barbadian cricketing greats, Worrell, Weekes and Walcott, was officially opened in 2003. The facility offers an attractive cricket pitch and field, which meet international standards, as well as a cricket school comprising six indoor and two outdoor nets. There is also a “Walk of Fame” monument celebrating West Indies cricket and a charming “verandah” for watching sports activities on the cricket and football fields.

OTHER FACILITIES

Guild facilities include drink machines, food service (open everyday until 7.00 pm), Hair Salon, Smoothie Bar and Guild Bar.

GUILD PUBLICATIONS

The Publications Committee provides an integral and active component of student life on Campus. With publications such as *THE CAVE Newspaper*, *Freshers’ Guide* and the *Calendar of Events* as examples, students are well informed of all aspects of Campus life. Your contribution of articles, things of interest, ideas and comments for the publication is always welcome. These submissions can be sent to **guildpcc@mycavehill.uwi.edu**.

CIVIC ACTIVITIES

The Guild is actively involved in the international and regional struggles of students, as well as community outreach projects, such as The UWI Summer Camp for Children. Most importantly, the Guild represents students in disputes arising between themselves and the administrative body of The University of the West Indies.

Orientation – Guild Council members and student volunteers assist new students with their registration. They also organise Campus tours in an effort to make the registration exercise and settling-in as pleasant and painless as possible.

Freshers' Week – This is a fun-filled week of activities designed to welcome new students to our host country and to the lighter side of Campus life. These activities provide excellent opportunities to get out, find out, hang out and make friends. So come and enjoy the fun.

Freshers' Week of Activities:

- Orientation
- Island Tour
- Cocktail Reception
- Registration Assistance
- Clubs & Societies
- Gospel Fest
- Karaoke
- Freshers' Fete
- Guild Talks (Lecture/Panel discussion)

Please look out for notices of dates and times of events.

CULTURAL ACTIVITIES

International Students' Day is celebrated annually on November 17. This day should be significant to all students as a symbol of what students of the world are fighting for or against at the local, national and regional level. Issues include the struggle for social justice, the fight against fascism and all other forms of dictatorship and discrimination, the fight for peace, justice and equality combined with the right to education and its liberating potential.

Events to celebrate this day include cultural and academic activities, bazaars, fairs and Woodstock. (Great bargains on jewellery, clothing and food.)

Caribbean History Month is celebrated in the month of February and heightens students' awareness of important events in the development of Caribbean people and society.

Carnival

This is the most anticipated activity on the student's calendar. Students and staff alike enjoy the camaraderie of the Calypso Competition, the Jump Up Day & After Fete, and the Carnival King & Queen Show.

Activities for Carnival include:

- Calypso Competition
- Treasure Hunt
- Carnival Lime
- J'ouvert
- Carnival Jump-up & After Show

Come enjoy the activities. A full schedule of Guild Activities is available from the Guild Office.

Remember, the Guild can only function effectively with your FULL SUPPORT. You must therefore make a conscious effort to support the Guild to ensure its continued relevance to the needs of the student body and the institution of The University of the West Indies.

Please feel free to visit the Guild Office between the hours of 9:00 am and 5:00 pm. We are always willing to answer questions, deal with your problems, or offer advice.

MEMBERS OF THE GUILD COUNCIL 2016-2017

Tel : 417 4534/4535

President

Mr. Olvine Holas guildpresident@mycavehill.com

Vice President

Mr. Jassem Phillip guildvicepresident@mycavehill.uwi.edu

Secretary

Ms. Samantha Orr guildsecretary@mycavehill.uwi.edu

Treasurer

Mr. Jabari Nicholls guildtreasurer@mycavehill.uwi.edu

Public Relations Officer

Ms. Kayrel Edwards guildpublicrelations@mycavehill.uwi.edu

Post Graduate Rep

Ms. Dania Hamilton guildpostgraduaterep@mycavehill.uwi.edu

Games Committee Chair

Mr. Kyle Smith guildgcc@mycavehill.uwi.edu

MEMBERS OF THE GUILD COUNCIL 2016-2017 cont.

*Union Committee Chair***Mr. Reco Blackman** guilducc@mycavehill.uwi.edu International*Affairs Committee Chair***Mr. Najee-O'Neal Cherry** guildiacc@mycavehill.uwi.edu*National Affairs Committee Chair***Mr. Ken Mason** guildnacc@mycavehill.uwi.edu*Publications Committee Chair***Mr. Joseph Buffong** guildpcc@mycavehill.uwi.edu*Social Sciences Rep***Mr. Raymar Haynes** guildsocialsciencesrep@mycavehill.uwi.edu*Humanities Rep***Ms. Chavier Cummins** guildhumanitiesrep@mycavehill.uwi.edu*Science & Tech Rep***Mr. David Carter** guildscitechrep@mycavehill.uwi.edu*Law Rep***Ms. Vern Ashby** guildlawrep@mycavehill.uwi.edu*Medical Science Rep***Mr. John Alao** guildmedicalsciencesrep@mycavehill.uwi.edu*Keith Hunte Hall Rep***Ms. Virginia Requena** guildkeithhuntehallrep@mycavehill.uwi.edu*Frank Worrell Hall Rep***Mr. Kai Bridgewater** guildfrankworrellrep@mycavehill.uwi.edu*Sherlock Hall Rep***Mr. Christian Attong** guildsherlockhallrep@mycavehill.uwi.edu*Part Time Rep***TBA** guildparttimerep@mycavehill.uwi.edu*Librarian***Mr. Tilon Gordon** guildlibrarian@mycavehill.uwi.edu*Returning Officer***Mr. Israel Alpuche** guildelections@mycavehill.uwi.edu

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Shuttle Service and Park-and-ride

Bus Shuttle Service and Park-and-ride

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The NCF Shuttle Service

The Heights & Terraces Shuttle Service

The Warrens Circle Shuttle Service

The Lazaretto Direct Shuttle Service

IMPORTANT TELEPHONE NUMBERS 112

GENERAL INFORMATION

SEMESTER DATES 2016/2017

Semester 1

Registration period (New students)	Monday August 29–Friday September 02, 2016 from 10:00 am – midnight daily
Semester Begins	Sunday, August 28, 2016
Teaching Begins	Monday, September 05, 2016
Applications for Leave of Absence	Friday September 16, 2016
Teaching Ends	Friday December 02, 2016
Examinations Begin	Tuesday December 06, 2016
Examinations End	Thursday December 22, 2016
Semester I Ends	Thursday December 22, 2016

Semester 2

Semester Begins	Sunday January 15, 2017
Teaching Begins	Monday January 16, 2017
Teaching Ends	Thursday April 13, 2017
Semester Break	April 18, 2017 to Sunday April 23, 2017
Examinations Begin	Friday April 28, 2017
Examinations End	Friday May 19, 2017
Semester II Ends	Friday May 19, 2017

Graduation Dates

Open Campus	October 08, 2016
Cave Hill	October 15, 2016
St Augustine	October 20-22, 2016
Mona	October 28-29, 2016

SHOPPING

Stores open:

from 9:00 am to 5:00 pm	Mondays to Fridays and
9:00 am - 1:00 p.m.	on Saturdays.

In addition to the large department stores and supermarkets in Bridgetown, (5 miles from Campus), shopping plazas are located along Black Rock, Rock Dundo, Cave Hill, and Warrens, St. Michael, as well as Sunset Crest and Holetown, St. James.

BANKS

Normal banking hours are:

Mondays to Thursdays	8:00 am - 3:00 pm
Fridays	8:00 am - 5:00 pm

TRANSPORTATION

www.cavehill.uwi.edu/studentservices/services/ShuttleServices

Shuttle Service and Park-and-ride

To assist with the acute shortage of parking spaces available on Campus, a Park and Ride System is in effect at Cave Hill. Students are strongly advised to park at the National Cultural Foundation (NCF) parking lot and board a University-provided shuttle for the short journey to Campus. This student-only service is provided free of cost. ID cards must be presented upon boarding the shuttle. Shuttle schedules for the new academic year will be posted on the Office of Student Services Website and on Notice Boards around Campus.

The NCF shuttle begins at 7:45 am and continues through to 10:15 pm at half hour intervals.

Campus Bus Service

Our aim remains to ultimately assist in the safe and timely commute of the student population to and from the city centre and the immediate surroundings of the Campus.

The Bridgetown UWI Bus service begins at 7:15 am and continues at half hour intervals until 11:15 pm. The buses make drop offs and pick-ups at both Probyn Street and Lower Broad Street and return to Campus. Students going to the Graduate Studies Complex at Black Rock should check the schedule for the relevant timetable.

The Warrens Circle bus route begins at 4:15 pm and continues half hourly intervals through to 11:15 pm.

There is ongoing effort to continue to enhance the management and scheduling of the buses to ensure quality service to students.

Notes on the regular Barbados bus services

Regular bus services are operated by the government owned Barbados Transport Board, which services the entire island, and by privately owned and operated minibuses. Both services are available up to about 11:00 p.m. daily. The Campus is located on **Route 24** "Wanstead Drive". This route begins in Bridgetown, Cheapside Bus Terminal and runs along University Crescent to Wanstead Drive in Cave Hill.

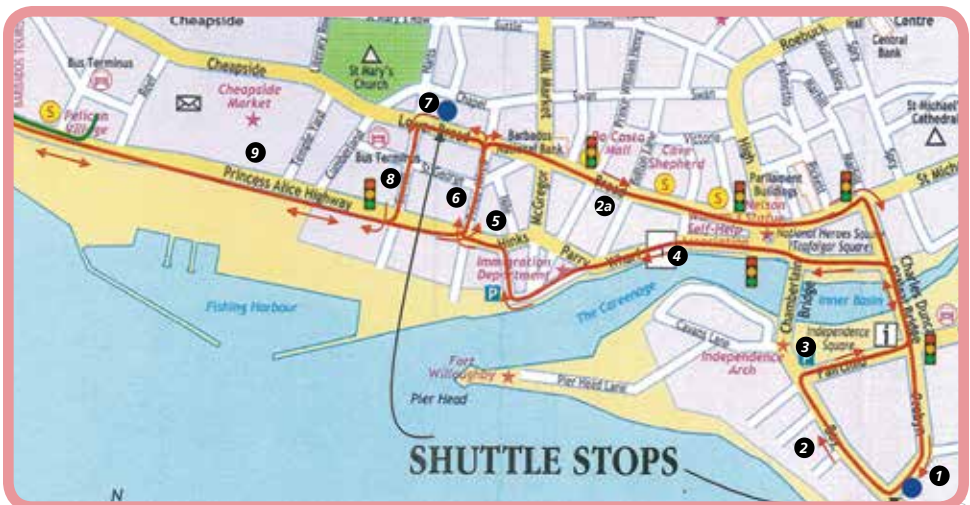
Bus fare is Bds\$2.00 for a one-way trip.

Due to legal implications, students should embark and disembark from buses ONLY at signposted bus-stops.

The Bridgetown Express Shuttle Service



The Bridgetown Express Shuttle Service - Town Detail



Routes From the CITY to Campus

- | | |
|------------------------------|-----------------------------------|
| 1 Probyn Street | 8 Cowell Street |
| 2 Lower Bay Street | 9 Princess Alice Highway |
| 3 Independence Square | 10 Prescod Boulevard |
| 4 Wharf Road | 11 President Kennedy Drive |
| 5 Hincks Street | 12 Spring Garden Hwy |
| 6 Prince Alfred | 13 University Drive |
| 7 Lower Broad Street | |

Routes From CAMPUS to the City

- | | |
|-----------------------------------|---------------------------------|
| 13 University Drive | 9 Princess Alice Highway |
| 12 Spring Garden Hwy | 6 Prince Alfred Street |
| 11 President Kennedy Drive | 2a Broad Street |
| 10 Prescod Boulevard | 1 Probyn Street |

Times CITY to Campus

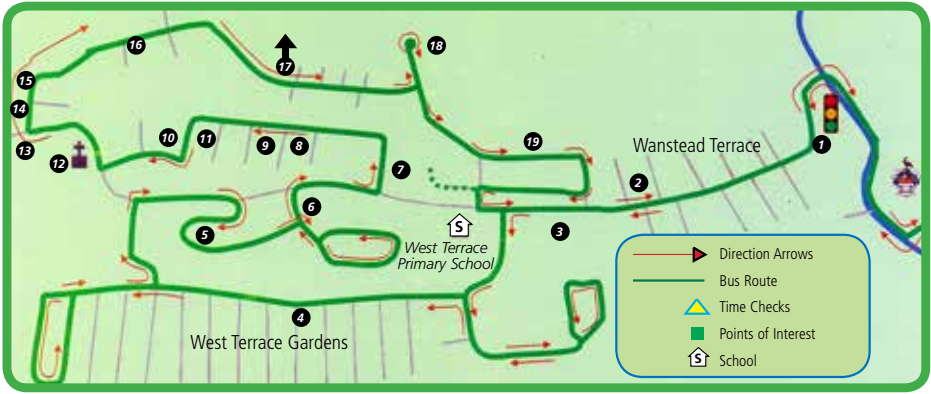
1	07:15 AM
2	08:30 AM
3	09:30 AM
4	10:30 AM
5	11:30 AM
6	12:30 PM
7	01:30 PM
8	02:30 PM
9	03:30 PM
10	04:30 PM
11	05:30 PM
12	06:30 PM
13	07:30 PM
14	08:30 PM
15	09:30 PM
16	10:30 PM

Times CAMPUS to the City

1	08:10 AM	UWI Main
2	09:10 AM	Campus
3	10:10 AM	
4	11:10 AM	
5	12:10 PM	
6	01:10 PM	
7	02:10 PM	
8	03:10 PM	
9	04:10 PM	
10	05:10 PM	
11	06:10 PM	
12	07:10 PM	
13	08:10 PM	
14	09:10 PM	
15	10:10 PM	
16	11:00 PM	

- Please note that this service is not a door to door service and drivers are only able to set down passengers in front of their bus stop.

The NCF Shuttle Service Map



- All routes and times subject to change without notice and consultation. However, changes will be posted as soon as possible after the change has been made.

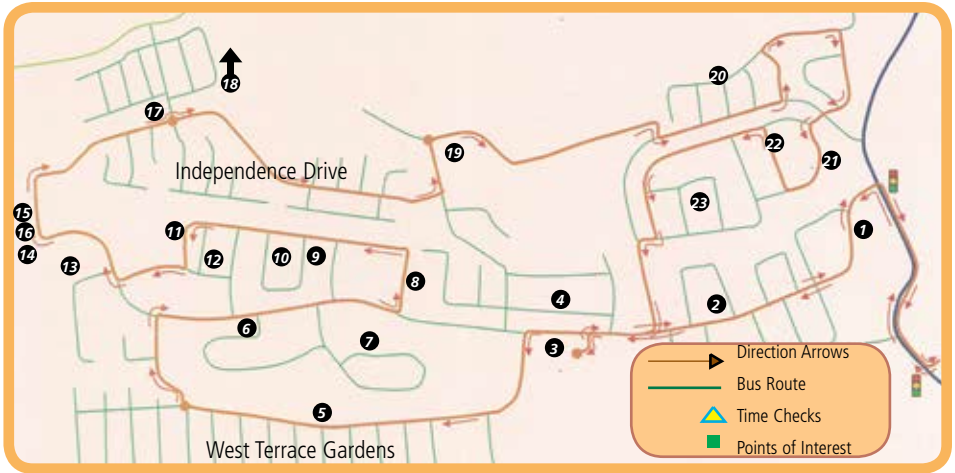
The NCF Shuttle Service

- | | |
|------------------------|-----------------------------|
| 1 Wanstead Drive | 11 Tulip Drive |
| 2 Wanstead Terrace | 12 Western Light Church |
| 3 The NCF | 13 Oxnards Crescent |
| 4 West Terrace Gardens | 14 Melbourne Cricket Ground |
| 5 Cherry Drive | 15 Haynesville |
| 6 Oxnards | 16 Independence Drive |
| 7 Blue Bell Drive | 17 Metrological Institute |
| 8 Croton Drive | 18 Desert Rose Ridge |
| 9 Gladiado Drive | 19 Oxnards Heights |
| 10 Marigold Drive | |

Times (This is a round trip service from the campus)

1 04:10 PM	4 07:10 PM	7 10:10 PM
2 05:10 PM	5 08:10 PM	8 11:00 PM
3 06:10 PM	6 09:10 PM	

The Heights & Terraces Shuttle Service Map



- All routes and times subject to change without notice and consultation. However, changes will be posted as soon as possible after the change has been made.

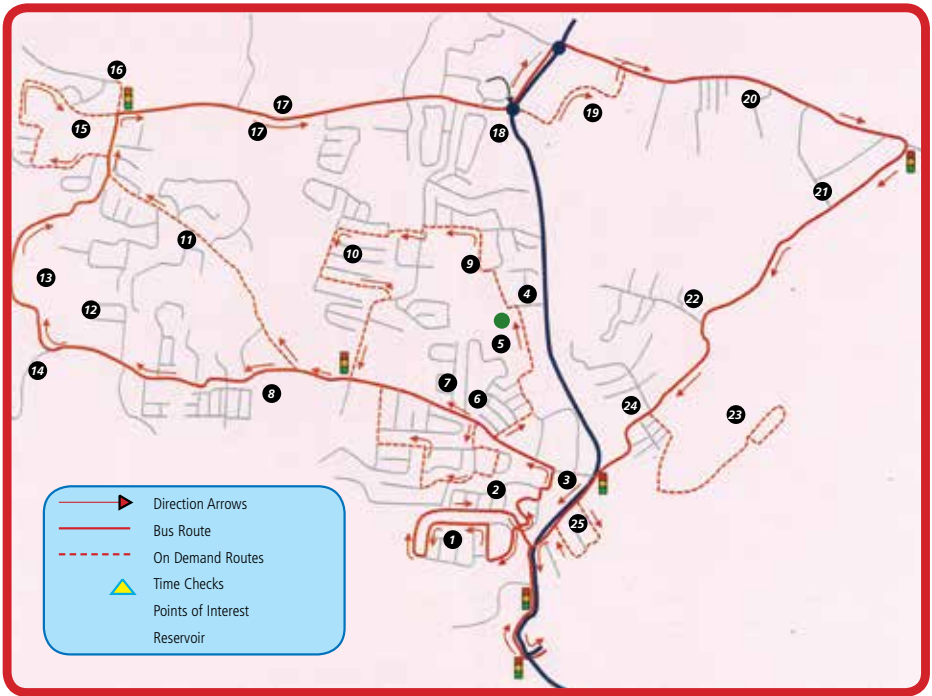
The Heights & Terraces Shuttle Service

- | | |
|------------------------|-----------------------------|
| 1 Wanstead Drive | 13 Western Light Church |
| 2 Wanstead Terrace | 14 Oxnards Crescent |
| 3 The NCF | 15 Haynesville |
| 4 Oxnards Heights | 16 Melbourne Cricket Ground |
| 5 West Terrace Gardens | 17 Independence Drive |
| 6 Cherry Drive | 18 Metrological Institute |
| 7 Oxnards | 19 Desert Rose Ridge |
| 8 Blue Bell Drive | 20 Wanstead Heights |
| 9 Croton Drive | 21 Lily Drive |
| 10 Gladiado Drive | 22 Alamanda Drive |
| 11 Tulip Drive | 23 Wanstead Gardens |
| 12 Marigold Drive | |

Times (This is a round trip service from the campus)

1 07:40 AM	4 10:40 AM	7 01:40 PM
2 08:40 AM	5 11:40 AM	8 02:40 PM
3 09:40 AM	6 12:40 PM	9 03:10 PM

The Warrens Circle Shuttle Service Map



The Warrens Circle

- 1 Wanstead Gardens
- 2 Wanstead Heights
- 3 Hinds Hill
- 4 Lodge Hill
- 5 Reservoir Road
- 6 New Husbands Development
- 7 Husbands Crescent
- 8 Queens College
- 9 Clermont *
- 10 Crystal Heights *
- 11 Prior Park *
- 12 Thorpes
- 13 Hoytes Village
- 14 the top of Holders Hill

Shuttle Service

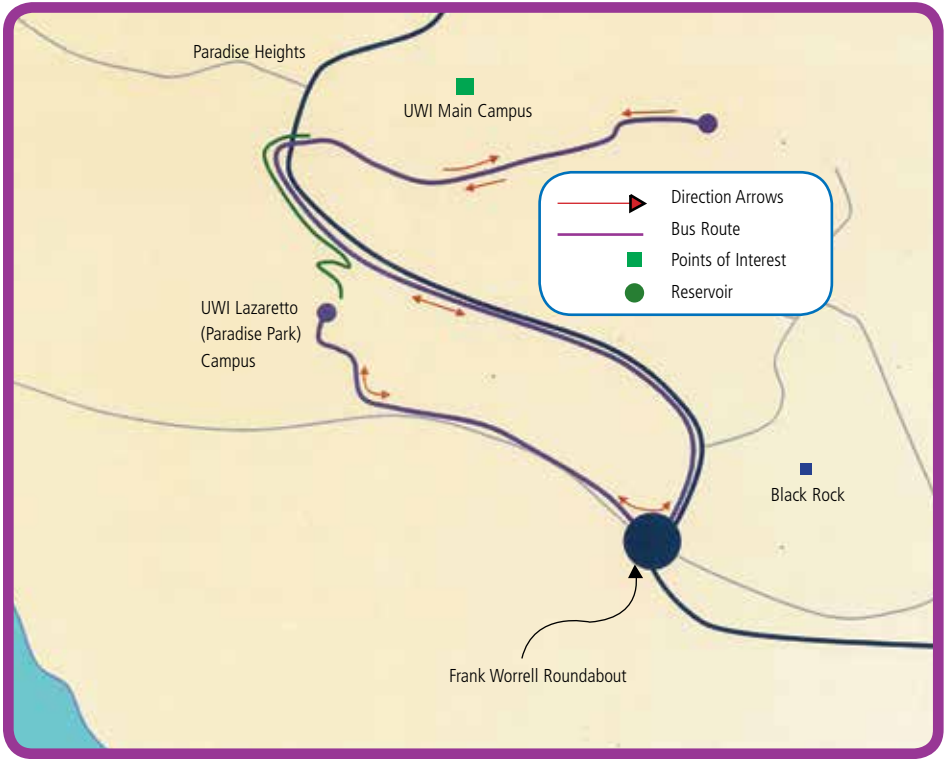
- 15 Bagatelle *
- 16 Redmans Village *
- 17 Highway 2A
- 18 Warrens
- 19 CGI, SuperCentre bypass road
- 20 Green Hill
- 21 White Hall
- 22 Rock Dundo
- 23 Cadogan Road *
- 24 Cave Hill
- 25 Pleasant View

(This is a round trip service from the campus)

Times

1	04:10 PM
2	05:10 PM
3	06:10 PM
4	07:10 PM
5	08:10 PM
6	09:10 PM
7	10:10 PM
8	11:00 PM

The Lazaretto Direct Shuttle Service Map



Times (This is a round trip service from the campus)

1	09:10 AM	10	06:10 PM
2	10:10 AM	11	07:10 PM
3	11:10 AM	12	08:00 PM
4	12:00 PM	13	09:00 PM
5	01:00 PM	14	10:00 PM
6	02:00 PM	15	11:00 PM
7	03:00 PM		
8	04:10 PM		
9	05:10 PM		

- Please note that this service is not a door to door service and drivers are only able to set down passengers in front of their bus stop.
- All routes and times subject to change without notice and consultation. However, changes will be posted as soon as possible after the change has been made.

IMPORTANT TELEPHONE NUMBERS

**All telephone extensions in this Handbook
can be reached through the UWI PBX: (246) 417-4000**

University PBX (246) 417-4000

University FAX (246) 425-1327

Director Student Services	(246) 417-4169
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Director Security	(246) 417-4160
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HALLS OF RESIDENCE

Each block and floor has its own number accessible through the UWI PBX

<i>Frank Worrell Hall</i>	<i>Office:</i>	(246) 417-4175/6
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	<i>Security:</i>	(246) 417-4689
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<i>Sherlock Hall</i>	<i>Office:</i>	(246) 417-4578
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	<i>Security:</i>	(246) 417-4177
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<i>Keith Hunte Hall</i>	<i>Office:</i>	(246) 417-7603
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	<i>Security:</i>	(246) 417-7602
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Students' Union	(246) 417-4535
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Guild President	(246) 417-4534
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STUDENT AFFAIRS SECTIONS

Undergraduate Admissions	(246) 417-4113 / 4114 / 4115 / (246) 417-4120 / 4122 / 4123 / (246) 417-4125 / 4124
Undergraduate Help Desk	(246) 417-4125
Examinations	(246) 417-4134 / 4135 / 4136 (246) 417-4137 / 4138 / 4139
Records	(246) 417-4140 / 4141 / 4142 (246) 417-4143 / 4148 / 4932
Summer School	(246) 417-4114 / 4862
Regional Office / Recruitment Office	(246) 417-4057
International Office	(246) 417-4972

GRADUATE STUDIES & RESEARCH

Postgraduate Administration	(246) 417-4909 / 4910
Campus Coordinator	(246) 417-4912

THE BURSARY

Student Accounts	(246) 417-4109 / 4110 / 4099
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FACULTY OFFICES

Faculty of Humanities & Education	(246) 417-4386
Faculty of Law	(246) 417-4224
Faculty of Science & Technology	(246) 417-4311
Faculty of Social Sciences	(246) 417-4266 / 65
Faculty of Medical Sciences	(246) 417-4262 / (246) 429-5112 / (246) 437-8335

UNIVERSITY INSTITUTES

Institute for Gender and Development Studies Nita Barrow Unit (IGDS:NBU)	(246) 417-4490
Sir Arthur Lewis Institute for Social & Economic Research	(246) 417-4476

EMERGENCY NUMBERS

Police	211
Fire	311
Ambulance	511
Queen Elizabeth Hospital	(246) 436-6450

115 APPENDICES

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GENERAL REGULATIONS FOR PATRONS 128

A. REFUND POLICY

Refunds to students are granted for:-

- 1) Overpayment of fees;
- 2) Approved requests for leave of absence/withdrawal;
- 3) Change of academic/registration status or Reduction in course load;
- 4) Donors paying money to UWI and authorising a refund to the student.

A student is not deemed to have been granted deferral of entry, leave of absence or withdrawal without written approval by Academic Board or the Campus Committee for Graduate Studies & Research. The percentage of refund given is dependent on the date of application.

Refunds to students who have received scholarships, grants or other financial assistance cannot be processed until the funds have been received by the University. The refunds will be in accordance with the terms and conditions of the scholarship/grant.

Refund Schedule

Students will be granted a refund of fees for the relevant semester based on the date on which applications for the leave of absence or withdrawal are made in writing.

Within the first 3 weeks of the semester	100%
Week 4	75%
Week 5	50%
Week 6	25%

Refund of miscellaneous fees will be granted only if the student has been granted deferral of entry by Academic Board or the Campus Committee for Graduate Studies and Research. Refunds based on LOA and withdrawals are subject to an administrative charge of Bds\$50.00.

Students who have not paid fees and have applied for a leave of absence or withdrawal will be asked to pay the fees due based on the schedule above before they resume their programme of study.

Students who request leave of absence or withdrawal on medical grounds may be given special consideration based on the documentation provided. Students who pay Hall fees but do not take up residence will be granted a full refund.

Requests for refunds should be made by completing a Refund Request Form at the Student Accounts Section of the Bursary and the cheque will be available within 5 working days of the receipt of the Refund Request Form.

B. CariCARE MEDICAL ASSISTANCE PLAN

INTRODUCTION

The University of the West Indies Cave Hill Campus' Medical Assistance Programme provides health insurance protection.

ELIGIBILITY

All full-time and part-time students of The University of the West Indies, Cave Hill Campus are eligible to join the Cave Hill Campus Medical Assistance Programme. New students shall join the Plan on the August 1st policy anniversary date coincident with their enrolment to the Cave Hill Campus.

DESCRIPTION OF MEDICAL BENEFITS

The UWI Cave Hill Campus' Medical Assistance Programme is a Comprehensive Major Medical Plan, which will assist in the payment of expenses for serious illnesses or accidents. The coverage includes most types of necessary medical expenses. Eligible expenses are reimbursed up to the maximum benefit as shown in the Schedule of Benefits.

This plan does not cover the following benefits:

- Dental Care
- Vision Care
- Maternity
- Preventative Care

IMPORTANT TERMS

Deductible: The deductible is the amount of eligible expenses that an insured must satisfy in each calendar year, before any benefit payments are made.

Co-insurance: The arrangement by which the insurer and the insured share a percentage of the covered expenses, after the deductible is met.

Reasonable & Customary Charges: The usual fee charged for a procedure by most of the physicians or providers in the same field, within the same geographical area.

Prescription Drugs: Any medicinal substance, sera or injectable, available legally only with a prescription from a physician or surgeon, as set out and required by law in the Insurer's jurisdiction and dispensed by a licensed pharmacist, physician or surgeon.

SUBMITTING CLAIMS

Students should first utilise the University's panel of doctors for medical attention.

To claim for expenses outside the university's panel of doctors, a Sagicor Claim form must be completed and submitted through the Office of Student Services. All expenses must be supported by original and detailed bills.

Hospital bills must state the number of days and the charge for each day, as well as itemised charges for other hospital services. Prescription drugs must show the date of purchase, details of medication, prescription number and cost. All other services must be detailed by the service provider.

Claims forms must be completed in full to avoid delay in processing and should be submitted within **3 months** of being incurred to be eligible for reimbursement.

COMPLETION OF CLAIM FORMS

- The student must complete section 1 through 15 on the claim form.
- If you have other insurance, indicate at section 6 and provide details at 13 – 13d
- If benefits are to be paid directly to the provider of services, section 7 must be signed and dated.
- If section 14C is indicated as "yes", the description of the injury must be provided on a separate sheet. The statement must contain details of when, where, and the manner in which the injury occurred, and the address of the party at fault if applicable.
- The provider of service completes section 16 through 30.
- Students must ensure that the provider indicates a diagnosis or nature of illness or injury at section 21.

CLAIMS REFUND

The Office of Student Services processes claim refund cheques between the hours of 8:30 am and 4:00 pm, Monday through Friday.

The Office advises students to follow-up with the Health Plan Administrator regarding their refund. Alternatively, students may view the cheque reimbursement list at The Student Health Clinic.

SCHEDULE OF BENEFITS

Comprehensive Major Medical		Bds \$
Benefit Maximum		\$100,000
Benefit Period		While at Cave Hill Campus
Deductible per calendar year		\$50
Co-insurance Factor:	First \$20,000	80%
	Thereafter	100%
Daily Room and Board Limit		
	Local or CARICOM	\$300
	Intensive Care	2.5 times ASPRR*
	(ASPRR) Average Semi-Private Room Rate	
Surgical Expense Benefit		
	Benefit Payment after deductible	80%
Other Hospital Services Benefit		
	Benefit Payment after deductible	80%
Miscellaneous Benefit		
	Benefit Payment after deductible	80%
Prescription Drug Benefit		
	Benefit Payment after deductible	80%
Diagnostic Expense Benefit		
	Benefit Payment after deductible	80%
Doctors Visit Benefit		
	Benefit Payment:	
	• Within UWI Panel of Doctors	\$30
	• Outside UWI Panel of Doctors	
	(Subject to the deductible)	80%

Specialist (by referral only)

Benefit Payment	
• Within UWI Panel of Doctors	\$50
• Outside UWI Panel of Doctors	
(Subject to the deductible)	80%

Emergency Doctors Visit Benefit

Benefit Payment	80% of R & C
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Psychiatric Benefit

Lifetime Maximum	\$25,000
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Out-patient Care

Maximum per Treatment	\$50
Co-insurance after deductible	50%
Maximum visits per year	20

In-Patient Care

Co-insurance after deductible	80%
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Physiotherapy and other Health Care Professionals

Maximum per visit	\$40
Benefit Payment after deductible	80%

Local Ground Ambulance

Benefit Payment after deductible	80%
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Medical Air Transportation Benefit

Maximum Number of Trips	2
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Airfare

Benefit Maximum per calendar year	\$1,500
Benefit Payment after deductible	80%

Emergency Air Ambulance

Benefit Payment percentage	100%
HIV/AIDS and AIDS related illness	\$20,000

Please note that all benefits are subject to reasonable and customary charges except for the doctors and Specialist visit within the UWI panel of doctors.

DISCLAIMER

*The above is **not** a contract. It does not confer any rights and therefore is not binding. The exact terms of the plan are outlined in the more detailed provisions of the Master Policy issued to the University of the West Indies, Cave Hill Campus, Barbados.*

For further information, please contact **(246) 417-4915 or (246) 417-4165.**

C. STUDENT CHARTER

The University of the West Indies (UWI) Cave Hill Campus Student Charter establishes the standard of provision that students can reasonably expect at The UWI Cave Hill Campus. It guides all employees as they provide, or support the provision of, academic programmes and administrative, professional, technical or support services. The Charter also acknowledges a reciprocal commitment on the part of students to ensure a high quality educational experience and specifies their corresponding responsibilities.

The Charter supports The UWI's:

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 recognized as a regionally integrated, innovative, internationally competitive university, deeply rooted in all aspects of Caribbean development and committed to service the diverse people of the region and beyond; and

Core Values: Integrity, intellectual freedom, excellence, civic responsibility, accessibility, diversity, equity.

The Charter reflects commitments that are fully defined in Campus and University policy, procedure and planning documents including:

- Guidelines for Submission of Undergraduate Academic Programme Proposals, Board for Undergraduate Studies (2008)
- Guidelines for Submission of Taught Graduate Programmes, School for Graduate Studies & Research (2007).
- The UWI Cave Hill Campus Role & Function of Academic Advisors and Guidelines for Staff and Students, Academic Board, Cave Hill (2012).
- Graduate Studies Guide for Students and Supervisors (2008-09).
- Undergraduate Student Plagiarism Policy, Office of the Board for Undergraduate Studies (2010).
- The UWI Policy on Graduate Student Plagiarism, The School for Graduate Studies & Research (2010).
- The UWI Policy & Procedures on Research Ethics, The School for Graduate Studies & Research (2011).
- The UWI Code of Principles & Responsibilities for Students.
- The UWI Strategic Plan 2012-17.

Upon successful completion of a programme of study at The UWI Cave Hill Campus, graduates will be:

-
1. **Qualified:** equipped to successfully pursue employment, whether in industry or academia
as the Campus:
 - designs its academic programmes to keep pace with national and regional needs as well as international standards for higher education;
 - offers guidance and support for students' decisions about their study options;
 - provides guidance on and insists upon academic integrity;
 - recognizes and makes provision for students' differences as learners;
 - uses information and communications technology to enhance teaching and learning;
 - promotes the development of research skills as part of course activities;
 and Students:
 - take primary responsibility for their own learning and development;
 - seek advice and assistance when needed;
 - consistently demonstrate academic integrity;
 - recognize and respect each other's differences as learners.
-
2. **Well-rounded global citizens:** demonstrating personal and social awareness and transferable skills (creative and critical thinking, problem-solving, communication and interpersonal skills, innovation and information literacy)
as the Campus;
 - offers opportunities for participation in extra-curricular, co-curricular and personal development activities promotes the development of transferable skills as part of course activities;
 and Students:
 - promote their own all-round development through active, considered participation in a variety of non-academic learning experiences.
-
3. **University advocates:** motivated, as a result of their positive Campus experience, to promote The UWI and commit to its long-term success
as the Campus:
 - provides a learning environment and educational resources that are fit-for-purpose and accessible;

- offers administrative, professional, technical and support services to facilitate students' learning;
- takes steps to ensure the privacy, health, safety and security of its students;
- provides students with information on Campus services, facilities, academic and administrative matters that is comprehensive, timely, accurate and user-friendly;
- serves its students with attentiveness, efficiency, respect and equity;
- welcomes and acts upon feedback from / dialogue with students or student organizations on any aspect of the educational experience;

and Students:

- exercise due care and consideration in their use of University books, equipment, materials, technology, amenities and facilities;
- make appropriate use of available administrative, professional, technical and support services;
- familiarise themselves with and observe published administrative guidelines and regulations;
- treat all members of staff with equal respect;
- provide constructive feedback on the quality of their educational experience.

D. ALCOHOL POLICY

University-Wide Policy

In our pursuit of excellence, intellectual and social development through education, the administration of Cave Hill Campus expects those within its community to be responsible with the use of alcohol. This policy shall guide the use of alcohol everywhere on the properties of this Campus and at all events sponsored by this University. Students and staff members are encouraged to learn about the social, physiological, and psychological consequences of drinking and alcohol abuse. Excessive and high-risk drinking can lead to negative consequences for members of the university's community. Such consequences may include but are not limited to incidents of assault, illness, injury, litter, noise, property damage, and driving under the influence. We all share responsibility for creating an environment that limits dangerous drinking behaviours and, therefore, reduces the likelihood of negative outcomes.

The following shall guide the use of alcohol on Cave Hill Campus:

- All possession, consumption, and distribution of alcohol on this Campus shall be in accordance with applicable Laws of Barbados.
- All members of this Campus are responsible for behaving in a manner that is not disruptive or endangering to themselves or others. Being under the influence of alcohol shall not be a mitigating factor for an individual's behaviour.
- When persons under 21 years of age can reasonably be expected to be present at an event, proper precautions must be taken to restrict distribution and consumption of alcohol to persons of legal drinking age. Student associations shall adhere to the specific guidelines for events outlined in the regulations governing the holding of student fetes and social events at the Cave Hill Campus.
- Advertising or other communication that references the availability of alcohol at a function must neither promote alcohol as the focus of the event nor promote excessive drinking.

Underage Possession/Consumption:

- Students under 21 years of age are not permitted to purchase, possess, or consume alcoholic beverages. Being under the influence of any amount of alcohol while underage is considered a violation of this provision. The Guild Council, Island Associations or other groups are considered in violation of this provision if they facilitate the acquisition of alcohol by anyone under the age of 21.

Unsafe / Irresponsible Behaviour:

Unsafe or irresponsible behaviour is defined as any action that is harmful or potentially harmful to one's self or others involving the use of alcohol. Such behaviour includes, but is not limited to:

- consuming an excessive quantity of alcohol in a short amount of time;
- participating in or facilitating drinking games;
- consuming through beer bongs;
- use or attempted use of fraudulent identification or another's identification to obtain alcohol; and
- making alcohol available to underage drinkers.

Community Expectations Violation:

It shall be a violation of the alcohol policy to engage in an action while under the influence of alcohol that is disruptive to the community. Such behaviour includes, but is not limited to:

- driving; exhibiting disorderly conduct, damaging property, and/or fighting; littering;
- running away or hiding from University or public officials, including Campus Security or members of the Royal Barbados Police Force;
- vomiting and/or urinating in public; and
- cursing and/or shouting at others.

General Provisions Violation:

The University has established the following general provisions regarding alcohol:

- No kegs are permitted on campus in private rooms, student apartments, commons rooms, or other public space. (Only University-approved bartenders, who will be responsible for and distribute alcohol from kegs in public space at officially-approved events.)
- Only university-approved bartenders are permitted to distribute alcohol on campus, including alcohol from common-source containers.
- Except at events in a licensed facility providing a cash bar, no spirituous liquor or fortified wines may be served to either undergraduates or postgraduates.
- All students on university property consuming or possessing alcohol must carry a valid University identification card or Driver's license.
- Alcohol may not be brought in glass containers to on-campus events.
- No alcoholic beverages are permitted on the surrounding grounds of Campus.

- No alcoholic beverages are permitted within the confines of campus athletic facilities during sporting events.
- The use of alcoholic beverages as a prize is prohibited.

Health and Safety Intervention:

Because health and safety of students are of primary importance, students are encouraged not only to look out for their own health and safety but also for that of their peers. When a person's health and/or safety is/are threatened or appear(s) to be in jeopardy, immediate action should be taken to prevent injury/illness/danger. Your action may be a call to Campus Security at 417-4003/4164, the Health Clinic at 417-4170/4171 or the Psychological Counselor at 417-4169 for assistance and guidance.

Whatever the particular need/problem, it is important to respond in a responsible and timely manner.

Formal disciplinary action for a violation of the alcohol policy will not be taken against students for whom medical assistance is sought, or against those who seek medical assistance for themselves or for others, provided that the student/group has not violated other university policies that warrant formal disciplinary action.

A student who receives medical assistance may be required to meet with a substance abuse specialist in Counseling or a Counselor from the Office of Student Services for education, assessment, and possible referral for treatment. The student may also be required to complete an educational assignment. Parents of such students under the legal drinking age may also be notified. Members of Island Associations or group who facilitated the acquisition of alcohol may also be required to notify the Office of Student Services and participate in an educational programme for its members, and/or change its processes for hosting events.

In the event that a student fails to meet with the specialist, chooses not to participate in the treatment programme outlined, or exhibits a pattern of abusive behaviour with alcohol, the student may be subject to formal disciplinary action and/or placed on a Medical Leave of Absence or Involuntary Administrative Withdrawal until he/she produces documentation that appropriate treatment has been successfully sought.

E. SIDNEY MARTIN LIBRARY: GENERAL REGULATIONS FOR PATRONS

THE FACILITY

ACCESS

To enter the library a valid Student ID must be presented to the security guard on duty. Patrons will not be allowed to enter if they do not present their ID to the guard.

BAG ROOM

Bags are not allowed in the library. All bags must be left in the Bag Room located just outside the entrance of the library. **All valuables must be removed from bags before being placed in the bag room. The Library does not accept liability for any lost valuables.**

NOISE ZONES

The Reading area in the library is divided into two spaces – one for QUIET study and the other which permits users to engage in an acceptable level of conversation, as directed by the Security Officer on the floor.

EATING

Absolutely no food or drinks are allowed in the library and no eating, drinking or smoking is permitted in the library.

CELL PHONES

Use of these is **ONLY** permitted in the Cell phone room located on level 2. Failure to comply will result in eviction from the library.

USE OF ELECTRICAL OUTLETS

Patrons are advised that the use of all electrical outlets in the library is at their own risk. The use of a surge protector at all times is strongly advised as the library accepts no responsibility for damage to equipment. **Please note that outlets dedicated to library equipment must not be used under any circumstances.**

TRANSACTION POINTS

All transactions at the Circulation Desk must be completed fifteen minutes before closing time. The Cash Point closes half an hour before the end of each shift – 4:00 pm and 10:30 pm respectively Monday through Friday. The Cash Point closes at 4:30 pm on Saturdays and is closed on Sundays.

STUDY ROOM

Patrons have access to a 24/7 study room which is located just before the main entrance to the library. Access to the room is via swiping of the patron's ID card. Cards which do not function must be taken to **Campus IT Services** to have corrective measures taken. Patrons are allowed to take their personal belongings into the room.

SERVICES

COMMUNICATION

The library will **only** communicate with patrons using their *mycavehill* email address. Patrons will receive email confirmations for every loan and return transaction. Similarly, patrons will be notified via this medium when they have overdue items. Patrons can also check their own library account to ascertain the status of the account. **It is the patron's responsibility to ensure that the information on their account is correct and that any anomalies are brought to the library's attention in a timely manner. Failure to do so will result in the system information being considered the definitive record.**

LOANS

Patrons will be required to present a valid UWI ID irrespective of the collection from which they are requesting material. Only material which has gone through the relevant loan procedure can be taken out of the library. Material from the **Reading Room** which has been borrowed and signed for is the responsibility of the borrower until the item has been returned and the record of the loan is cancelled. Students leaving the library with such material will be subjected to a heavy fine.

RENEWALS

Borrowed items from the general collection can only be **renewed once**. Patrons can renew items online before the due date or on the due date before the library closes. Once the item is overdue renewal can only be done at the Circulation Desk.

LOST BOOKS

Patrons will be charged the replacement cost plus a processing fee for any item they report as lost. Similarly, patrons will be expected to assume liability for any item returned damaged or mutilated.

FINES

The fine for the late return of books borrowed from the general collection is calculated at \$1.00 per day for each day (excluding public holidays and days when the library is closed) the loan is overdue. Unpaid fines result in the cancellation of borrowing privileges until fines have been paid. **All Reserve items** available for three hours loan periods are subject to a fine of 10 cents per hour for late return.

PRINT & PHOTOCOPYING ACCOUNT

The patron's ID card is used to add credit to their account for printing and photocopying. The minimum amount which can be deposited to the account at any one time is \$5.00. The account is automatically debited at the photocopying machine and/or when the patron uses a computer anywhere on campus to send work to a printer.

GROUP WORK

This is facilitated through a number of Discussion Rooms located on level 2. These rooms can be reserved at the Circulation Desk and can be used for a maximum of three hours. Each student in the group must leave their ID card at the Circulation Desk in order to gain access to the room.

131 GALLERY and CAMPUS MAP

GALLERY of Cave Hill Campus Buildings 132

CAVE HILL CAMPUS MAP 148

CAVE HILL CAMPUS MAP KEY 149



“The Golden Stool” Main Administration Building (Map MAIN CAMPUS Ref 42)



Leslie Robinson Building / Medical Sciences Administration
(Map MAIN CAMPUS Ref 21)

Please refer to the Campus Map on page 148 for site locations.



Roy Marshall Teaching Complex (Map MAIN CAMPUS Ref 24)



Medical Sciences - Laboratory and Teaching Complex (Map MAIN CAMPUS Ref 11)

Please refer to the Campus Map on page 148 for site locations.



Sagicor Centre for Lifelong Learning (MAIN CAMPUS Map Ref 27)



CLICO Centre for Teaching Excellence (Map MAIN CAMPUS Ref 27a)

Please refer to the Campus Map on page 148 for site locations.



Dept. of Biological and Chemical Sciences (Map MAIN CAMPUS Ref 18)



The Errol Barrow Centre for Creative Imagination (Map MAIN CAMPUS Ref 39)

Please refer to the Campus Map on page 148 for site locations.



CARICOM Research Building (Map CARICOM PARK Ref 37)



Postgraduate Administration & Teaching Complex (Map PARADISE PARK Ref 43)

Please refer to the Campus Map on page 148 for site locations.



UWI Cafeteria (Map MAIN CAMPUS Ref 5)



Office of Student Services / SEED (Map MAIN CAMPUS Ref 15)

Please refer to the Campus Map on page 148 for site locations.



Dept. of Management Studies (Map MAIN CAMPUS Ref 22)



Faculty of Humanities and Education (Map MAIN CAMPUS Ref 20)

Please refer to the Campus Map on page 148 for site locations.



Arts Lecture Theatre (Map MAIN CAMPUS Ref 20a)



Campus IT Services (Map MAIN CAMPUS Ref 23)

Please refer to the Campus Map on page 148 for site locations.



Dept. of Computer Science, Mathematics & Physics (Map MAIN CAMPUS Ref 17)



Cave Hill School of Business (Map CARICOM PARK Ref 36)

Please refer to the Campus Map on page 148 for site locations.



Faculty of Law (Map MAIN CAMPUS Ref 26)



CERMES (Map MAIN CAMPUS Ref 12)

Please refer to the Campus Map on page 148 for site locations.



Sidney Martin Library (Main Library) (Map MAIN CAMPUS Ref 19)



Campus Bookshop (Map MAIN CAMPUS Ref 8)

Please refer to the Campus Map on page 148 for site locations.



The Pavilion, 3Ws Oval (Map MAIN CAMPUS Ref 1)



CLR James Centre for Cricket Research (Map MAIN CAMPUS Ref 2a)

Please refer to the Campus Map on page 148 for site locations.



The Oval (Map MAIN CAMPUS Ref 31)



Walk of Fame (Map MAIN CAMPUS Ref 31)

Please refer to the Campus Map on page 148 for site locations.



Sherlock Hall (Map MAIN CAMPUS Ref 3)



Frank Worrell Hall (Map MAIN CAMPUS Ref 33)

Please refer to the Campus Map on page 148 for site locations.



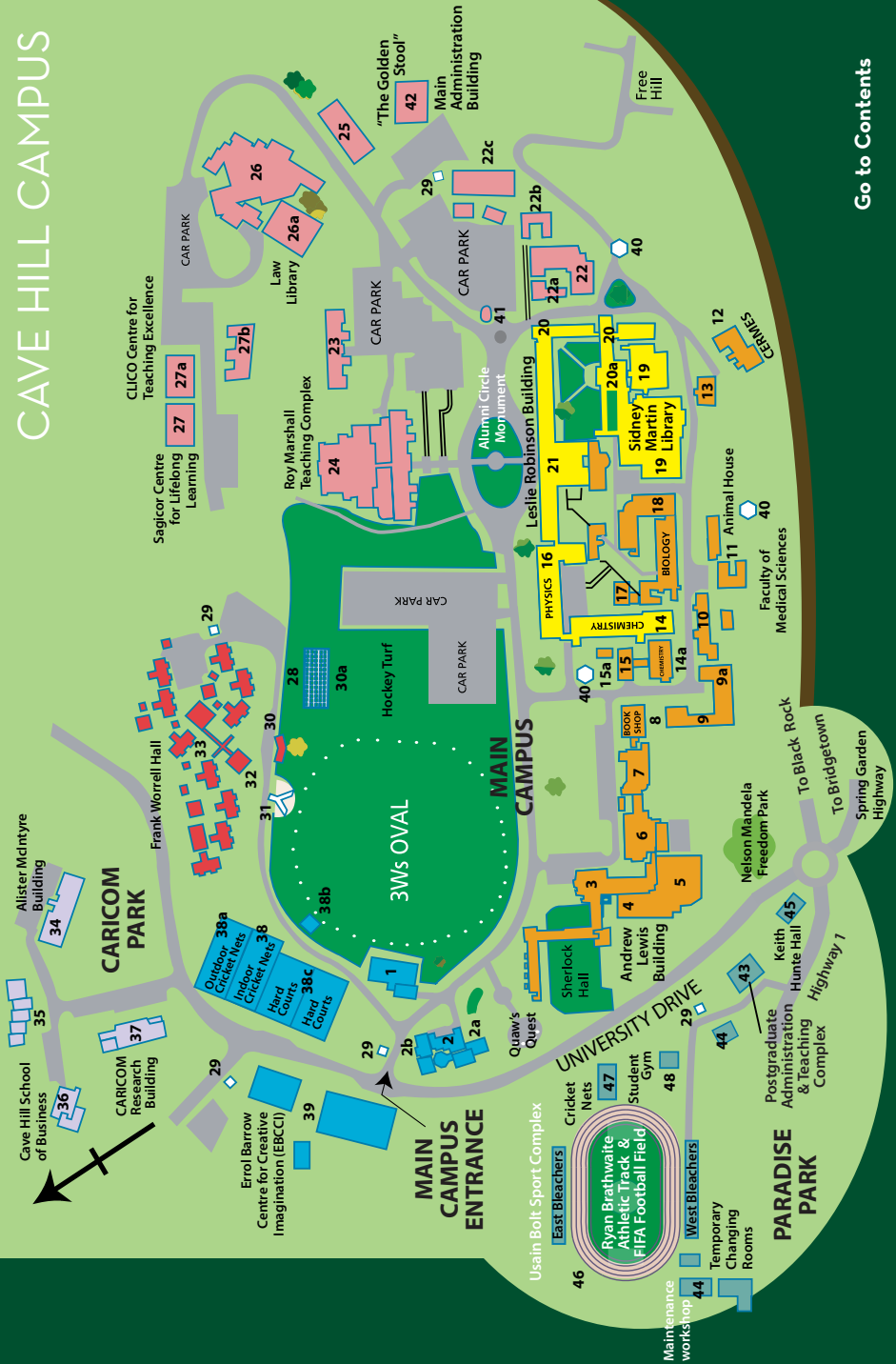
Keith Hunte Hall (Map PARADISE PARK Ref 45)



Usain Bolt Sports Complex (Map PARADISE PARK Ref 46)

Please refer to the Campus Map on page 148 for site locations.

CAVE HILL CAMPUS



<i>Location</i>	<i>REF</i>
CARICOM PARK	
Alliance Française de Bridgetown	● 34
Alister McIntyre Building	● 34
Archives of the West Indies Federation	● 34
(The) Board for Undergraduate Studies	● 37
Campus Office of Planning and Projects	● 35
CARICOM Research Building	● 37
Cave Hill Campus Archives	● 34
Cave Hill School of Business	● 36
Lexicography Projects/Caribbean Law Institute	● 34
Office of the Vice Chancellor	● 34
Office of the Pro Vice Chancellor	● 37
Office of Research (1st Fl.)	● 37
Security Admin Office	● 35
Shridath Ramphal Centre for International Trade Law, Policy and Services (Lower Ground Floor)	● 37
Sir Arthur Lewis Institute of Social and Economic Studies (SALISES) (1st Fl.)	● 37
Tertiary Level Institutions Unit (ACTI)	● 34
University Office of Planning and Development (1st Fl.)	● 37
UWI Consulting (1st Fl.)	● 37
UWI Credit Union (Ground Floor)	● 37

<i>Location</i>	<i>REF</i>
MAIN CAMPUS	
3Ws Oval Pavilion	● 1
3Ws Walk of Fame	31
Academy of Sport	● 2
Administration (The Golden Stool)	● 42
Aquaculture Research Laboratory	● 13
Arts Lecture Theatre	● 20a
Arts Seminar Rooms (Grd Flr) <i>Rooms : ASR1, ASR2</i>	● 21
Archaeology Lab (Grd Flr)	● 21
Bursary	● 42
Bruce St John Conference Room	● 21
Cafeteria Kiosk	● 41
Campus IT Services <i>Rooms : ML1</i>	● 23
Campus Mart (Lower Ground Floor of the CLICO Centre for Teaching Excellence)	● 27a
Campus Pharmacy	● 6
Campus Records	● 9a
CARDI	● 10
Centre for Resource Management & Environmental Studies (CERMES)	● 12
Center for Excellence in Teaching and Learning (CETL) (Grd Floor)	● 21
Chemical Sciences <i>Rooms : ML4, NCSR</i>	● 14
Chemistry Building <i>Rooms : CSR, InorgLab,</i>	● 14a
CLICO Centre for Teaching Excellence <i>Rooms : LR6, LR7, LR8, LR9, LR10, LR11, LT4</i>	● 27a
CLR James Centre for Cricket Research <i>Rooms : ROOM1, ROOM2</i>	● 2a
Confucius Centre	● 28

<i>Location</i>	<i>REF</i>
MAIN CAMPUS	
Confucius Institute (Top Flr)	● 21
Cultural Studies Department	● 20
Dept. of History & Philosophy	● 20
Dept. of Language, Linguistics & Literature (Top Floor)	● 20
Dept. of Biological Sciences <i>Rooms : BL Down, BL Ext, BSR</i>	● 18
Dept. of Computer Science, Maths and Physics	● 17
Dept. of Government, Sociology & Social Work	● 22a
Dept. of Management Studies <i>Rooms : MSR1, MSR2, MSR3</i>	● 22c
E-Commerce Building	● 15a
Elizabeth Watson Audio Visual Library (Ground Floor)	● 21
Errol Barrow Centre for the Creative Imagination <i>Rooms : Art Stud 1, Art Stud 2, Gallery Music Room, Pedagogical Centre, Theatre</i>	● 39
Evaluation Centre	● 9
Faculty of Humanities and Education <i>Rooms : A27, ALT, ASR1, ASR2, SOE Sem</i>	● 20
Faculty of Law <i>Rooms : LLT, Moot Court</i>	● 26
Faculty of Medical Sciences <i>Rooms : MMS10, MMS9, MSS1, MSS4, MSS5, MSS6, MSS8, MSTL, MSLT</i>	● 11
Faculty Medical Sciences Administration	● 21
Faculty Office of Humanities and Education	● 21
Faculty of Social Sciences <i>Rooms : S6, S7, S8</i>	● 22
Frank Worrell Hall	● 33
Frank Worrell Memorial	32

<i>Location</i>	<i>REF</i>
MAIN CAMPUS	
Gazebo	40
Guard Hut	29
Hard Courts	● 38c
Henry Fraser Lecture Theatre	● 11
Hockey Turf Stand	● 30a
Indoor Cricket School	● 38a
Indoor Cricket Nets 1	● 38a
Institute of Gender and Development Studies : Nita Barrow Unit	● 22b
International Office (Grd Flr)	● 21
Language Laboratory	● 21
Law Library	● 26a
Leslie Robinson Building <i>ClassRooms (Ground Floor) : MSSR1-MSSR10</i>	● 21
Main Administration Building (The Golden Stool)	● 42
Maintenance Administration	● 27b
Mount Restaurant	● 7
Multimedia Lab (Grd Flr)	● 21
Office of Business and Internationalisation (Grd Flr)	● 21
Office of the Deputy Principal (First Floor)	● 21
Faculty Office of Humanities and Education	● 21
Office of the Principal	● 42
Office of Recruitment and Marketing (Grd Floor)	● 21
Office of the Registrar	● 42
Office of Student Services	● 15
Office of the Guild of Students (First Floor)	● 6
Open Campus Centre <i>Rooms : LR5, TSR4, TSR5, TSR6</i>	● 25

Location	REF
MAIN CAMPUS	
Outdoor / Indoor Cricket Nets	● 38
Physics Building <i>Rooms : Lab Up, Lab Down, SLT</i>	● 16
Quality Assurance Office (1st Fl.)	● 9a
Roy Marshall Teaching Complex <i>Rooms : TSR1, TSR, LR1, LR2, LR3, LR4, LT1, LT2, LT3</i>	● 24
Sagicor Centre for Lifelong Learning <i>Rooms : TSR7, TSR8, TSR9, TSR10, TSR11, TSR12, Computer Lab #6, LR12, LR13, LR14</i>	● 27
Sagicor/WICB High Performance Centre	● 2b
School of Education	● 9
Science Lecture Theatre (Grd Flr)	● 21
Science Laboratories <i>ESL - Embedded Systems Lab. LAB DOWN - Physics Lab Down (Grd Flr), LAB UP - Physics Lab Up (Top Flr)</i>	● 21
SEED Project <i>Rooms : ECL, ESCL</i>	● 15
Sherlock Hall	● 3
Sir Sidney Martin (Main) Library	● 19
Solutions Centre <i>Rooms : ROOM B, ROOM C</i>	● 7
Staff Lounge	● 30
Student Affairs	● 42
Student Health Clinic	● 6
Student Lounge (Andrew Lewis Building)	● 4
Students Union (Ground Floor)	● 6
Tim Hector Media Centre	● 38b
University Bookshop	● 8
UWI Cafeteria	● 5
UWI HIV/AIDS Response Programme (UWIHARP)	● 3

Location	REF
PARADISE PARK	
Athletics Track & FIFA Football Field	● 46
Keith Hunte Hall	● 45
Maintenance Storage	● 45
Maintenance Workshop	● 44
Maintenance Storage	● 45
Outdoor Cricket Nets 2	● 47
Postgraduate Administration & Teaching Complex <i>Rooms : GR1 – GR12, GRCL, GRLT</i>	● 43
Student Gym	● 48
Usain Bolt Sporting Complex	● 46



THE UNIVERSITY OF THE WEST INDIES

Cave Hill Campus

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Recruitment and Marketing Office

July 2016