



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



STUDENT HANDBOOK

2019-2020



UWI

CAVE HILL CAMPUS
BARBADOS, WEST INDIES

MISSION

An excellent global university rooted in the Caribbean.

VISION

To advance learning, create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world.

VALUES

Integrity, Excellence, Gender justice,
Diversity, Student-centeredness.

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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

Heads of Departments

Senior Assistant Registrar (*Graduate Studies and Research*)

Postgraduate Students

Senior Assistant Registrar (Student Enrolment and Retention Unit)

Assistant Registrar (Student Affairs)

Undergraduate Student Admissions,

Summer School

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.

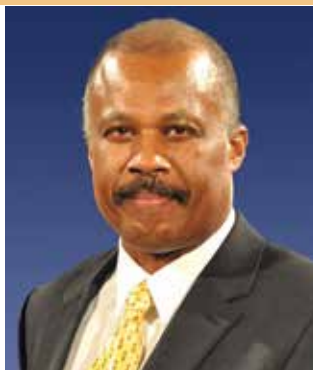
The **crest** is the brown pelican which fishes in its prehistoric fashion along the coast of all the Caribbean Lands: the pelican is a symbol of care for the young because of the medieval, but untrue, belief that it punctures its breast to feed its young on its blood. It is also used as a crest by the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

I am delighted to welcome you all to The University of the West Indies family! You are entering the academy at an exciting time in our evolution. The UWI family now includes the Five Islands Campus in Antigua and Barbuda where, from September 2019, we will be providing expanded services to the countries of the OECS. The Five Islands Campus joins the four existing 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 almost 50 sites across the seventeen countries served by The UWI. Your new, extended family consists of almost 50,000 students and 5,000 staff and includes 220,000 alumni represented at the highest levels of government, corporate and professional life across the Caribbean and worldwide.

You are also joining our community at a time when our global reputation is at an all-time high. The Times Higher Education, the world's foremost university ranking system has ranked The UWI among the top 5% of universities in the world for 2019. Keen attentiveness to achieving the three key pillars of the current 2017-2022 Strategic Plan: **Alignment** of industry and academia for wealth creation and distribution; expansion of **Access** to tertiary education and **Alertness** to global opportunities has provided the impetus for this achievement. We continue to strive for ever higher levels of recognition as reputation is a key factor in assuring our continued success in these rankings.

A key element in the rankings was our international outreach. We have increased our global reach to provide opportunities for collaboration and to facilitate movement of students and faculty. Through programmes such as the Erasmus Mundus and CARPIMS mobility schemes, the 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, specifically in Colombia, and with new Institutes established in collaboration with the University of Johannesburg in South Africa, the University of Lagos in Nigeria, and Brock University in Canada, The UWI is more globally connected than it has ever been. I urge you to learn about these institutes and to take advantage of all the opportunities available to you for academic work and for travel across the world to meet and engage with students from other countries and cultures.

Continued ...

MESSAGE FROM THE VICE-CHANCELLOR Continued ...

You will be part of achieving the vision we have articulated for the next 5 years: To be an excellent global university rooted in the Caribbean. We shall be calling upon you and the entire student body, to play a role in maintaining our relevance through sustained high performance in academics, sports, innovation and service to our community.

The friendship and networks you build over the next few years will extend beyond your University life 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 and beyond our regional borders. We are working towards 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 begun to deliver the Foundation Courses online thereby creating a culture of cross campus teaching. Students will be brought together across physical boundaries, taught by a single lecturer and this we hope, will help to 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 continue to be supportive. 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!

Blessings

Professor Sir Hilary Beckles

Vice-Chancellor, The University of the West Indies

MESSAGE FROM THE PRINCIPAL

I am delighted to welcome our new students into The UWI family. As Principal of the Cave Hill Campus, I am very pleased that Cave Hill, the campus by the sea, is your campus of choice. In deciding to pursue your education at Cave Hill, you are entering a distinguished institution with a proud and rich heritage of commitment to teaching, research and service to the region and the world. In 1948, The UWI started with 33 students. Today we can boast an enrolment of over 50,000 students and more than 120,000 alumni. The Times 2018 Higher Education Survey ranked The UWI, 1st in the region, 37th among the best 129 universities in Latin America and the Caribbean, and among the top five per cent in the world! This outstanding achievement and recognition speaks volumes with respect to the quality of The UWI's teaching and research. This is an exciting time for The UWI, and I assure you that your journey at our esteemed University will transform your lives and the lives of your families and communities.

You are entering Cave Hill just when the Campus earned institutional accreditation for seven more years, after undergoing a rigorous process of peer review and evaluation. This accreditation guarantees international recognition of the degrees awarded. Accreditation validates the quality of our institution's offerings, and we are proud to have received such a resounding vote of confidence by the Barbados Accreditation Council based on the report of the international review team.

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 personal, sincere commitment to provide the highest standards of programme delivery and an enhanced learning environment within the constraints of our current resources. I intend to listen to your concerns, while 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 over the last 71 years. You also have the



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

Continued ...

MESSAGE FROM THE PRINCIPAL Continued ...

responsibility of both maintaining the legacy and continuing to define The UWI of today. Even more importantly, you are being entrusted to guard and protect its proud legacy in order to ensure a great future for those who will follow in your footsteps.

As you peruse this Handbook, I hope you will actively consider all the possibilities the Campus offers you. You will discover numerous opportunities to extend your learning and research inside and outside of the classroom. Use these opportunities 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 experienced, and seize all opportunities to reach out to, and connect with people who are different from you.

In your 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 academically and otherwise. Our competent staff in the Office of Student Services (OSS), the Student Enrolment and Retention Unit (SERU) and across the entire Campus are here to serve you.

I offer you my very best wishes for a healthy, happy and productive period of study here at The UWI, Cave Hill Campus – a Smart Campus for the 21st Century. May this academic year be exciting, fulfilling and rewarding.

Welcome to your future!

Prof. V. Eudine Barriteau, GCM

**Pro Vice-Chancellor and Principal
Cave Hill Campus**

MESSAGE FROM THE GUILD PRESIDENT

On behalf of the Guild of Students I extend a very warm welcome to all our undergraduate and graduate students, returning or new.

Your pursuit of higher education indicates that you value the opportunity to build on your formative years as a student. I am confident that you will find your respective areas of study professionally expansive, intellectually stimulating and personally enriching.

I urge full-time students to approach their tasks with undivided focus and effort, and those who are part-time, to ensure that you manage all your responsibilities in such a way, that your study is not negatively affected. Proper time management is pivotal to your development as a scholar, hence this is the arena to hone that skill.

I trust that you will utilize your membership at this university as an opportunity to broaden your exposure, by attending a wide variety of social and academic events, as well as to capitalize on the interaction with each other.

At the University of the West Indies Cave Hill Campus you will find exceptional experiences that allow you to grow and develop, explore new interests, and fully realize your potential. The Guild of Students is one such entity that provides that opportunity.

The Guild is a team of elected students, and we exist purely to make students' life at the University of the West Indies Cave Hill Campus as enjoyable, successful, safe and memorable as possible.

As President of the Guild of Students, I take great pleasure to inform you that the Guild is one of the most important aspects of this university. We exist to formulate policies, create directions and to represent you, the students in every way. We listen to our students to find out the best way for us to assist, and develop programmes and strategies to enhance the university experience for every student. The best part of all, is that as a student, you are automatically a member of the Guild.

The Guild of Students look forward to interacting with you and to benefit from your presence and participation.

Ms.Thacher Loutin

**President, Guild of Students 2019-2020,
The University of the West Indies, Cave Hill Campus**



Ms. Thacher Loutin
President, Guild of Students

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 almost 100 acres.

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

In 2013 the Campus celebrated its golden anniversary reflecting with pride on its contribution to regional development and the upliftment of Caribbean people. In 2016 Cave Hill joined the Government and people of Barbados in celebrating our host country's 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 2,573 km (1,600 miles) southeast of Miami, Florida.
- The island's total land area is 430 sq. km (166 sq. miles). It measures 33.79 km (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 settlers 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 Right Honourable Mia Mottley, Q.C., 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 four 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, Medical Sciences** and **Sport**. Programmes are also delivered by the **Institute for Gender & Development Studies: Nita Barrow Unit (IGDS: NBU)** the **Sir Arthur Lewis Institute of Social and Economic Studies (SALISES)** and the **Centre for Professional Development and Lifelong Learning (CPDLL)**.

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

- **Codrington College**
This Theological College 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 Sagikor 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: TBD

UNIVERSITY ADMINISTRATION

Visitor: **The Hon Mr Justice Fitzherbert Rolston Nelson**

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor	Mr. Robert Bermudez
Vice-Chancellor	Prof. Sir Hilary Beckles BA, PhD <i>Hull</i> , Hon. D.Litt, <i>Hull</i> , Hon. D.Litt <i>Knust</i>

Chairpersons, Campus Councils

Cave Hill	Sir Paul B. Altman GCM, BCH, JP, BBA <i>Mia</i> , Hon. LLd <i>UWI</i>
Mona	Mr. Earl Jarrett CD, JP, Hon LLd <i>UWI</i> , FCA, MSc <i>UWI</i>
St. Augustine	Ms. Sharon Christopher LLB <i>UWI</i> , LLM <i>London</i> , LEC, Acc. Dir
Open Campus	Her Excellency Dr. June Soomer BA, PhD <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. Dale Webber BSc, MSc, PhD <i>UWI</i>
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>
Five Islands	Prof. Stafford Griffith BA, MEd <i>Guy</i> , PhD <i>UWI</i> , LLB <i>Lond</i>

Pro Vice-Chancellors

Board for Graduate Studies & Research	Prof. Stephan Gift BSc, PhD <i>UWI</i> , BSc, FAPETT, SMIEEE, MCAS <i>REng</i>
Board for Undergraduate Studies	Prof. Clive Landis BSc <i>Birm</i> , MSc, PhD <i>Loyola</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. Winston Moore

BSc *UWI*, MSc *Warwick*, PhD *Surrey*

Mona

Prof. Ian Boxhill

BSc, MPhil *UWI*, PhD *Colorado State*

St. Augustine

Prof. Indar Ramnarine

BSc *UWI*, MSc *Wales*, MBA *Heriot-Watt*, PhD *UWI*

Open Campus

Prof. Julie Meeks-Gardner

BSc, Dip Nutrition, PhD *UWI*

University Registrar

Dr. Maurice D. Smith

JP, BSc *NCU*, MSc *NSU*, EdD *Howard*

University Bursar

Ms. Andrea McNish

BSc, MSc *UWI*, FCCA

University Librarian

TBD

Public Orators

Cave Hill

Mr. Jefferson Cumberbatch

LLB *UWI*, CLE

Mona

Dr. Michael Bucknor

BA *UWI*, MA, PhD *U of Western Ontario*

St. Augustine

Prof. Christine Carrington

BSc, PhD *London*

Open Campus

Dr. Francis Severin

BA, MSc, PhD *UWI*

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 <i>UWI</i> , MPA <i>New York</i> , PhD <i>Howard</i>
Deputy Principal	Prof. Winston Moore BSc <i>UWI</i> , MSc <i>Warwick</i> , PhD <i>Surrey</i>
Campus Registrar	Mr. Kenneth Walters BA <i>UWI</i> , MSc <i>Manc</i>
Campus Bursar	Ms. Lisa A. C. Alleyne BSc <i>UWI</i> , FCCA, FCA, MBA <i>Oxford Brookes</i> , MCMI
Officer-in-Charge (Libraries)	Ms. Judith Toppin BA <i>British Colombia</i> , MLS <i>Western Ontario</i>
Dean, Humanities & Education	Prof. Frederick Ochieng'-Odiambo BA, MA, PhD <i>Nairobi</i>
Dean, Law	Dr. David S. Berry BA <i>Toronto</i> , LLB <i>UBC</i> , LLM <i>Queen's (Canada)</i> , PhD <i>Edin</i> , Leg Ed Cert <i>HWLS</i>
Dean, Medical Sciences	Dr. Peter Adams MBBS <i>UWI</i> , MSc Fam. Med <i>UWI</i>
Dean, Science & Technology	Dr. Colin Depradine BEng, MSc <i>Lond</i> , PhD <i>UWI</i>
Dean, Social Sciences	Dr. Justin Robinson BSc <i>UWI (Hons)</i> , MSc <i>FIU</i> , PhD <i>Manc.</i>
Dean, Sport	Dr. Akshai Mansingh MBBS <i>UWI</i> , MSpMed <i>University of New South Wales</i> .

MEMBERS OF CENTRAL ADMINISTRATION

Senior Assistant Registrar (Administration) **Mrs. Jennifer Hinkson**
BA *UWI*, MSc *Sheffield Hallam*, MA *Camilo José Cela*

Senior Assistant Registrar (Graduate Studies & Research) **Mr. Owen Ellis**
BSc, MSc *UWI*

Senior Assistant Registrar (Projects) **Ms. Barbara Forde**
BSc *UWI*, MSc *York (UK)*

Senior Assistant Registrar (Records Management) **Mrs. Sharon Alexander-Gooding**
BA *UWI*, MA *British Columbia*

Senior Assistant Registrar (Secretariat) **Mrs. Halda Davis-Woodroffe**
BA, MA *UWI*

Assistant Registrar (Examinations) **Ms. Orwyn Herbert**
BSc *UWI*, MSc *Surrey*

Assistant Registrar (Human Resources) **Ms. Sandra E Grant**
BSc *UWI*, MBA *Surrey*

Assistant Registrar (Human Resources) **Ms. Anthea Hinkson**
BSc, MSc *UWI*

Assistant Registrar (Planning) **Mrs. Deborah Deane**
BSc, MSc *UWI*

Assistant Registrar (Temp.) (Planning) **Mrs. Frances Hinds-Griffith**
BSc *UWI*, MBA *Surrey*

Assistant Registrar (Ag) Student Enrolment and Retention Unit (SERU) **Mrs. Sonia Mahon**
BSc *UWI*, MSc *Boston*

Assistant Registrar (Undergraduate Admissions) **Mr. Timothy Arthur**
BA *CUNY*, MSW *New York*

Smart Campus Coordinator **Mr. David Marshall**
BSc, MSc *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*

Marketing Officer **Ms. Cheryse Gooding**
BSc, MSc, MSc, *UWI*

Director, Communications and Marketing	Mr. Chelston Lovell <i>MJ Carleton</i>
Director Human Resources	Mr. Rommel Carter <i>BA UWI, MBA Hull</i>
Director Institutional Planning	TBD
Director Student Services	Ms. Dale Lynch <i>BSc UWI, MSW Howard</i>
Director Security Services	Mr. Oral Reid <i>BA UWI, MA Exeter Dip. HRM</i>
Head Academy of Sport	Mrs. Amanda Reifer <i>BSc, MSc UWI</i>
Operations Manager Centre for Bio-Security Studies	Ms. Christianne Walcott <i>BA Syracuse, MA Monash</i>
Officer-in-Charge Centre for Excellence in Teaching and Learning	Dr. Sylvia Henry <i>Cert'Ed UWI, MA Teaching Union NY, CAGS, PhD Cambridge, Boston</i>
Officer-in-Charge Law Library	Ms. Beverly Wood <i>BA, MLS UWI</i>
Campus Chief Information Officer	TBD
Campus Quality Assurance Coordinator	Mrs. Koelle Boyce <i>BSc (Hons), MEB City, CMRS</i>
Health, Safety and Environmental Officer	Mrs. Nicole Sue <i>BSc UWI, MSc Newcastle</i>
Manager, Properties & Facilities	Mr. Martin Warrington <i>BSc Leeds Met, MSc UWI</i>
Halls Administrator	Ms. Diana Bryan <i>Dip. Westminster MSc UCL</i>

ACADEMIC HEADS

School for Graduate Studies & Research*Campus Coordinator***Prof. Kahiudu Mabana**BA *Urbaniانا Pontifical*, MA, PhD *Fribourg***FACULTY OF HUMANITIES & EDUCATION***Deputy Dean – Outreach***Prof. Donna-Maria Maynard**BSc *Warrick*, MA *Sussex*, PhD *UWI**Deputy Dean – Planning***Dr. Marcia Burrowes**BA *UWI*, MA, PhD *Warrick**Head – Department of
History & Philosophy***Dr. Henderson Carter**BA, MA, PhD *UWI**Head – Department of Language,
Linguistics & Literature***Dr. Korah Belgrave**BA *UWI*, MA *Leeds*, PhD *UWI***School of Education***Director***Prof. S. Joel Warrican**BEd *UWI*, MPhil, PhD *Cantab***Errol Barrow Centre for Creative Imagination***Deputy Dean & Officer-in-Charge***Mr. Andrew Millington**BA *UWI*, MA, MFA *Howard***FACULTY OF LAW***Deputy Dean – Academic and
Student Affairs***Mr. Jefferson Cumberbatch**LLB *UWI*, Leg Ed Cert *HWLS**Deputy Dean – Postgraduate
and Research***Prof. Alina Ireland**BCL *Adam Mickiewicz*, MSc, PhD *Nice***FACULTY OF MEDICAL SCIENCES***Deputy Dean – Pre-Clinical
(Phase 1)***Dr. Damian Cohall**BSc, PhD *Pharmacology UWI**Deputy Dean – Clinical
(Phase 2)***Dr. P. Michele Lashley**MBBS, DCH, DM (Paed) *UWI*, FRCP *Edin.**Deputy Dean – Research &
Post Graduate Affairs***Dr. Madhuvanti Murphy**BSc, MPH *Miami*, DrPH *Columbia***George Alleyne Chronic Disease Research Centre***Director***Prof. Simon Anderson**BSc *UWI*, MSc *Oxford*,
MPhil *Cambridge*, PhD *UWI*

FACULTY OF SCIENCE & TECHNOLOGY*Deputy Dean***Dr. Adrian Als**BSc, MPhil *UWI*, PhD *Sheffield Hallam**Deputy Dean – Outreach and Research***Dr. Leah Garner-O’Neale**BSc, PhD *UWI**Head – Department of Biological & Chemical Sciences***Dr. Avril Williams**BSc, PhD *UWI**Head – Department of Computer Science, Mathematics & Physics***Dr. Janak Sodha**BSc, MSc, PhD *Manchester (UK)***Centre for Resource Management and Environmental Studies (CERMES)***Director***Dr. Patrick McConney**BSc *Bangor*, MEd *Dalhousie*, PhD *UBC***FACULTY OF SOCIAL SCIENCES***Deputy Dean***Dr. Donley Carrington**BSc *UWI*, MBA *Iowa State*, PhD *Hull**Deputy Dean – Outreach***Mrs. Cynthia Barrow-Giles**MA *UWI*, MSc *Consortium*, MPhil *UWI**Deputy Dean – Research***Dr. Sherma Roberts**BA, Dip *UWI*, MSc *Surrey*, PhD *Brunel**Head – Department of Economics***Dr. Troy Lorde**BSc *UWI*, MA *York (Canada)*, PhD *Surrey**Head – Department of Government, Sociology, Social Work & Psychology***Dr. Wendy C. Grenade**MA *Westminster*, MA, PhD *Miami**Head – Department of Management Studies***Dr. Dion Greenidge**BSc *UWI*, MSc, PhD *Nottingham***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***Sir Arthur Lewis Institute of Social and Economic Studies***Director***Dr. Don Marshall**BA, MPhil *UWI*, PhD *Newcastle-Upon-Tyne***Institute for Gender & Development Studies: Nita Barrow Unit (IGDS: NBU)***Head***Dr. Halimah Deshong**BA, MPhil *UWI*, PhD *Manchester*

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. Timothy Arthur	Ext. 4119
Administrative Assistant	Mrs. Deborah Knight	Ext. 4122
Administrative Assistant	Ms. Carol Jordan	Ext. 4123
Secretary	Ms. Kathy-Ann Watson	Ext. 4120
Help Desk Administrator	Mrs. Kathy Griffith	Ext. 4125

Faculty Representatives

Humanities & Education	Mrs. Nidra Grant	Ext. 4113
Law	Mr. Kemar John	Ext. 4124
Science & Technology	Ms. Annika Weekes	Ext. 4471
Medical Sciences	Ms. Tonya Watson	Ext. 7558
Social Sciences	Ms. Kathy-Ann Long	Ext. 4115
Sport/TLI	Ms. Annamaria Jordan	Ext. 4123
Cave Hill School of of Business	Ms. Kathy-Ann Watson	Ext. 4114
Exchange/Summer School	Mrs. Neisha Applewhaite-Douse	Ext. 4127

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

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 152)

Senior Assistant Registrar (Graduate Studies & Research)	Mr. Owen Ellis	Ext. 4902
Administrative Assistant	Mrs. Fay Williams	Ext. 4907 Ext. 4910

Faculty Representatives

Humanities & Education	Ms. Cherri-Ann Davis	Ext. 4903
Law	Ms. Anita Carter	Ext. 4910
Medical Sciences / Science & Technology	Ms. Tara Moseley	Ext. 4905
Social Sciences	Ms. Anita Carter Mr. Antonio Springer	Ext. 4908 Ext. 4939
Records Clerk	Ms. Roslyn Griffith	Ext. 4906
Secretary to the Campus Coordinator	TBD	Ext. 4912

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 152)

Assistant Registrar	Ms. Orwyn Herbert	Ext. 4133
Administrative Assistants	Mrs. Eudene Spooner Ms. Ingrid Lashley	Ext. 4139 Ext. 4135

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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 152)

Assistant Registrar	Ms. Orwyn Herbert	Ext. 4134
Administrative Assistant	Ms. Lisa Phillips	Ext. 4140

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 152)

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 Republic 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:

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

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

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

THE CONFUCIUS INSTITUTE

Email: confuciusinstitute@cavehill.uwi.edu

www.cavehill.uwi.edu/international

Responsible for: The provision of **free** non-credit Chinese language and culture classes to all students of the Cave Hill Campus at all levels ranging from introductory to advance. The Institute also participates in the teaching of Chinese in for-credit courses in the Department of Languages, Literature and Linguistics as well as in The UWI China Institute of Information Technology (UWICIT) BSc in Software Engineering (Mobile Application Technologies).

The Confucius Institute is a joint venture between The University of the West Indies, Cave Hill Campus the China University of Political Science and Law, Beijing.

The Institute also facilitates student and academic exchanges with China, including an annual summer camp, language competitions and scholarships for study in China.

Location: Opposite the Frank Worrell Hall of Residence

Directors:	Mr. David Bulbulia	629-4968
	Dr. Qingbao Song	629-4969
Administrative Assistant	Ms. Samantha R. Alleyne	629-4971
Stenographer Clerk	Mrs. Talita Thorpe	629-4970

THE ALUMNI OFFICE, STUDENT ENROLMENT & RETENTION UNIT (SERU)

Email address: alumnioffice@cavehill.uwi.edu

<https://www.cavehill.uwi.edu/alumni/home.aspx>

Responsible for: Managing relations between the UWI Alumni Association (Barbados) Chapter and the University of the West Indies, Cave Hill Campus. The Office is also responsible for coordinating the University of the West Indies Students Today, Alumni Tomorrow (UWISTAT) Ambassadors Corps, a student group launched in 2008 by the then Vice-Chancellor, Professor E. Nigel Harris, to increase the ties between students and alumni, create student awareness of alumni relations and improve alumni involvement.

The Alumni Office currently runs a graduate placement programme for final year students and graduates. This programme is funded by the CIBC First Caribbean International Bank, and is aimed at facilitating the transition of new graduates of The University of the West Indies, Cave Hill Campus into the workplace.

Located: In the Leslie Robinson Building on the MAIN CAMPUS Ref 21 (page 152)

Assistant Registrar (ag), SERU	Mrs. Sonia Mahon	Ext. 4208
Administrative Assistant	Mrs. Roseanne Maxwell	Ext. 4544

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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	Mrs. Nicole Glasgow	Ext. 7458
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	Ms. Marquita Griffith Ms. Nakita Squires	Ext. 4266 Ext. 4268
IGDS: NBU	Mrs. Veronica Jones	Ext. 4493
SALISES	Ms. Alicia Graham	Ext. 4477
Sport	Mr. Jermaine Bourne	Ext. 4856

PRINCIPAL'S OFFICE / DEPUTY PRINCIPAL'S OFFICE

Executive Assistant to the Principal	Ms. Kerri-Ann Haynes-Knight	Ext. 4035/32
Personal Assistant to the Principal	Ms. Sanielle Hinds	Ext. 4031
Administrative Assistant Deputy Principal's Office	Mrs. Kay Davis	Ext. 4026

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

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 services, disability accommodations, living and learning curricula and financial hardship assistance) that maintain or enhance students' academic achievement and personal and professional development. 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 courses, mentorship and internship programmes.

The office serves as Advisor to the Guild of Students and all Associations, 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 152)

Director of Student Services	Ms. Dale Lynch	Ext. 4172
Psychological Counsellor	Dr. Jacqueline Benn	Ext. 4169
Career Counsellor	Ms. Don-Marie Holder	Ext. 4168
Student Services Manager	Mr. Khaleid Holder	Ext. 4166
Medical Officer	Dr. Tania Whitby-Best	Ext. 4867
Student Services Assistant	Ms. Katanya Toppin	Ext. 4037
Nurse Administrator	Mrs. Sandra Vaughn	Ext. 4171
Programme Assistant	Mrs. Roachell Murray	Ext. 4007
Programme Assistant	Ms. Andrea Cumberbatch	Ext. 4010
Programme Assistant	Mr. Peter Callender	Ext. 4010
Student Health Plan Administrator	Ms. Robena Nicholls	Ext. 4915
Shuttle Service Supervisor	Mr. Wayne Harewood	Ext. 4008
Receptionist / Customer Serv. Rep.	Ms. Keziah Benn	Ext. 4165
Office Assistant	Mr. Ian Small	Ext. 4011
Stenographer Clerk	Ms. Angela Ward	Ext. 4165

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

STUDENT HOUSING

Email: accommodations@cavehill.uwi.edu

www.cavehill.uwi.edu/accommodation | www.chillhousing.com

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

Located: In the Frank Worrell Hall of Residence. MAIN CAMPUS Ref 33 (page 152)

On Campus

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

Off Campus

Accommodation Officer (Office in Sherlock Hall)	Mr. Charles Boyce	Ext. 4578
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STUDENT ENROLMENT AND RETENTION UNIT (SERU)

email: seru@cavehill.uwi.edu

Fax: (246) 417 4208

Responsible for: Supporting optimal student enrolment, progression and satisfaction for all students. The SERU aims to be a First Stop Shop, ensuring that potential and current students get prompt, practical and accurate answers and solutions to questions and concerns related to any aspect of their university experience, including recruitment, enrolment, retention and financial aid. The SERU also administers aspects of the Campus' International Programmes including international student recruitment and Study Abroad and Exchange programmes for Cave Hill students and staff. The SERU is particularly concerned with promoting a culture of commitment to student success throughout the institution. Students experiencing confusion, uncertainty or challenges navigating Campus services may visit the SERU for assistance or direction towards sources of information and support. Student success is our success!

Located: In the Leslie Robinson building on the MAIN CAMPUS Ref 21 (page 152)

Assistant Registrar	Mrs. Sonia Mahon	Ext. 4208
Administrative Assistant	Ms. Andrea Walker	Ext. 4656
Administrative Assistant, International Programmes	Mrs. Paula Jarvis	Ext. 4972
Administrative Assistant, Student Engagement and Retention	Mrs. Althea Greene-Forde	Ext. 4977
Administrative Assistant, Outreach and Recruitment	Mrs. Rosemary Belle	Ext. 4542
Administrative Assistant, Alumni and Student Relations	Mrs. Roseanne Maxwell	Ext. 4544
Secretary	Mrs. Shavonne DeMendonça	Ext. 4994
Stenographer/Clerk	Mr. Andre Ellis	Ext. 4994

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

OFFICE OF RECRUITMENT AND MARKETING

email: marketing@cavehill.uwi.edu

Fax: (246) 424-3320

Responsible for: Student recruitment and 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, and creates opportunities for engagement with targeted groups and communities.

Located: In the Leslie Robinson building on the MAIN CAMPUS Ref 21 (page 152)

Marketing Officer	Ms. Cheryse Gooding	Ext. 7629
Marketing Assistant	Mrs. Amanda Watkins	Ext. 7470
Administrative Assistant	Ms. Margo Thompson	Ext. 4057

THE ACADEMY OF SPORT CAVE HILL

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.



'One flies, All soar'

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

Sports at Cave Hill is always exciting, and with the help of 'Chilly' our Blackbird mascot and 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 152)

Head	Mrs. Amanda Reifer	Ext. 4545
Academic Prog. Coordinator	Dr. Rudolph Alleyne	Ext. 4733
Operations Manager	Mr. Kevin Grant	Ext. 4526
Administrative Assistant	Mr. Jermaine Bourne	Ext. 4856
Sports Coordinator	Ms. Katheryn Stewart	Ext. 7591
Sports Coordinator	Mr. Christian Renwick	Ext. 4857
Sports Coordinator	Mr. Aundrea Wharton	Ext. 4212

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Sports Coordinator	Mr. Shane Lewis	Ext. 7405
Assistant Coach	Mr. Ryan Hinds	Ext. 4732
Programme Assistant	Mr. Nevin Roach	Ext. 4734
Stenographer/Clerk	Ms. Josanne Thomas	Ext. 4733
Stenographer/Clerk	Mrs. Margaret Lamontagne-Chase	Ext. 4732
Head Coach (Cricket)	Mr. Floyd Reifer	Ext. 4732

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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 and Syllabuses

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
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 to be paid in advance in the manner prescribed from time to time.
- (b) Only students in **good standing** will be registered or entered for Degree, Diploma and Certificate 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 (undergraduate) or the 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 are to be submitted by the end of the third week of the relevant semester.
- (f) Applications for leave of absence for the academic year are to 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 Chair, for permission to be away from Barbados during the semester, and must state the grounds for requesting such leave.

4.4 Departure from Campus before End of Semester

Undergraduate students are required to submit in writing to the Campus Registrar, through the Dean, at least three (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 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 is the responsibility of students to see that they are registered and entered for Degree, Diploma or Certificate examinations.
- (b) It is 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, must 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 to 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 and air guns) on University premises, even though he/ she may have received permission from a public authority to keep and use a dangerous weapon.
- (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 Campus traffic and parking regulations which may be determined from time to time. Failure to observe these will result in prohibition to drive or ride on Campus.

B. REGULATIONS GOVERNING REGISTRATION

15. **Registration**

- (a) Registration refers to the online selection of courses and payment of all fees required for such course selections in addition to other relevant University fees. Registration leads to the creation of 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, are permitted up to the end of the third week of each semester.
- (d) Late registration is 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 Halls 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 of 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, which makes provision for payment of passage, will not 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.*

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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 Academic Literacies (formerly Foundation Languages) Programme.
- (b) Entrants who were unsuccessful or were unable to take the ELPT in April 2019 are required to take FOUN0100 *Fundamentals of Written English* – before going on to take the Academic Literacies courses. There is a charge of BDS\$500.00 to register for the course FOUN0100. This fee 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.

MATHEMATICS PROFICIENCY TEST

NEW UNDERGRADUATE STUDENTS

- (a) The Mathematics Proficiency Test (MPT) is administered to all incoming undergraduate students to the Faculty of Social of Sciences. The test is used to determine whether a student requires assistance to bring his/her mathematical skills up to the level necessary to complete an undergraduate degree in the Faculty of Social Sciences. Students who pass the test, or are exempted, are allowed to register for *ECON1003 – Mathematics for Social Sciences 1 and ECON1005 – Introduction to Statistics*.
- (b) Entrants who were unsuccessful or were unable to take the MPT are required to take *ECON101 Preliminary Mathematics for the Social Sciences*. There is a charge of BBD\$500 to register for *ECON101*. This fee is assessed and added to your account on registration and must be settled during the normal period.
- (c) Entrants are allowed to take the MPT only once and results are valid for five years.

ORIENTATION AND COUNSELLING SESSIONS

Orientation sessions focus on helping new students adjust to life at the Cave Hill Campus. Students obtain information on where to get assistance, are sensitised to safety and security issues, and get tips on how to succeed with their studies and maximise the benefits of their university 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

Orientation for International Students including students on Study Abroad and Exchange is organised by the International Office of the Student Enrolment and Retention Unit (SERU). Students who are part of the Student Exchange Programme are required to meet with Mrs. Paula Jarvis in the SERU upon arrival at the Campus.

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

UNDERGRADUATE STUDENTS COUNSELLING

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 his/her intended programme, and help the student choose an appropriate combination of courses.

Note: Students who wish to register for an elective course in Management or Law must first obtain the written approval of their Dean.

POSTGRADUATE STUDENTS COUNSELLING

The orientation session for new postgraduate students in face-to-face programmes will be held on Tuesday, August 28, 2019 at 5:30 pm. During this session, postgraduate students will receive information on general administrative processes and student support services. They will then meet with their Programme Coordinator / Academic Advisor / Supervisor for academic counselling.

Faculties and Departments may also arrange other orientation events.

RESOURCE CENTRES ORIENTATION SCHEDULE

ALL STUDENTS

SIDNEY MARTIN LIBRARY ORIENTATION

Monday, August 26 – Friday, August 30, 2019

11:00 am, 3:00 pm daily

Monday, September 2 – Thursday, September 5, 2019

11:00 am, 3:00 pm daily

Monday, September 9 – Friday, September 13, 2019

11:00 am, 3:00 pm, 5:00 pm daily

ELIZABETH WATSON AUDIOVISUAL UNIT TOUR

Wednesday, August 28 and Thursday, August 29, 2019

10:00 am, 12:30 pm, 2:30 pm, 3:30 pm daily

CLR JAMES CRICKET RESEARCH CENTRE LIBRARY TOUR

Monday, August 26 and Tuesday, August 27, 2019

10:00 am

ALL MEDICAL STUDENTS

FACULTY OF MEDICAL SCIENCES LIBRARY TOUR

Wednesday, August 21, 2019

10:30 am

Thursday, August 22, 2019

10:30 am

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. Judith Toppin** at Tel. No. (246) 417- 4845.

ALL LAW STUDENTS

LAW LIBRARY ORIENTATION

Law Library Orientation will be conducted for first year students during the *Legal Research Methods and Writing Class*. In addition to these scheduled sessions, the Law Library will conduct orientation tours for small groups throughout September. Please contact the Faculty 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 2019

NEW STUDENTS – Academic Advising /Commencement / Registration / Matriculation

SUNDAY, AUGUST 25, 2019 at 5.00 pm

All new undergraduate students

Commencement Service in the Roy Marshall Teaching Complex.

MONDAY, AUGUST 26, 2019

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 Sagikor Centre for LifeLong Learning

from 11.00 am Registration online 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 Sagikor Centre for LifeLong Learning

from 4.30 pm Registration online Surnames J – Z

Faculty of Sport

10:30 am – 11:00 am Dean's Address in the Roy Marshall Teaching Complex

11.15 am – 1.00 pm Academic Counselling in the Sagikor Centre for LifeLong Learning

from 12.00 pm Registration online

Faculty of Law (New Level 1 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 11.00 am Registration online for all New Level 1 Students

TUESDAY, AUGUST 27, 2019

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 Sagikor Centre for LifeLong Learning

from 11.00 am Registration online for all Humanities & Education Students

TUESDAY, AUGUST 27, 2019

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 11.00 am	Registration online for all New Direct Entry & Level II Transfer Students

Erdiston Teachers' Training College (Diploma Primary)

11.00 am	Registration Opens
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Tertiary Level Institutes

from 11.00 am	Registration Opens
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Codrington College

from 11.00 am	Registration Opens
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WEDNESDAY, AUGUST 28, 2019

Faculty of Science & Technology

9:00 am – 9:30 am	Dean's Address in the Roy Marshall Teaching Complex
9.45 am – 12:30 pm	Academic Counselling in the Sagikor Centre for LifeLong Learning
10:30 am	Registration Opens
2:00 pm – 6:00 pm	Academic Counselling in the Sagikor Centre for LifeLong Learning

Faculty of Medical Sciences

10:30 am	Registration Opens
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THURSDAY, AUGUST 29, 2019

All Faculties – Late Registration

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 online for all late registrants who have received Academic Counselling.

FRIDAY, AUGUST 30, 2019

All new undergraduate students

5:00 pm	Matriculation Ceremony in the Roy Marshall Teaching Complex
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MONDAY, SEPTEMBER 2, 2019

Faculty of Medical Sciences

9:00 am – 11:00 am	MBBS and BHSc New Students Orientation, Henry Fraser Lecture Theatre
11:30 am – 12:30 pm	Academic Advising (BHSc Health Sciences), FMS Conference Room

CONTINUING STUDENTS - REGISTRATION

FINAL YEAR STUDENTS

(54 credits or more completed)

MONDAY, AUGUST 19, 2019

From 10:00 am Faculty of Social Sciences
Faculty of Sport

From 1:00 pm Faculty of Humanities & Education
Faculty of Science & Technology

TUESDAY, AUGUST 20, 2019

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

CONTINUING LEVEL II STUDENTS

(24 – 53 credits completed)

TUESDAY, AUGUST 20, 2019

From 10:00 am Faculty of Social Sciences
Faculty of Sport

WEDNESDAY, AUGUST 21, 2019

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 22, 2019

From 10:00 am Faculty of Social Sciences
Faculty of Sport

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

POSTGRADUATE SCHEDULE 2019

NEW STUDENTS - ADVISING AND REGISTRATION

TUESDAY, AUGUST 27, 2019

All Faculties

5:30 pm Academic Advising/Orientation will be provided for students in face-to-face programmes, Roy Marshall Teaching Complex.

WEDNESDAY, AUGUST 28, 2019

All Faculties

from 10.00 am Registration for all new postgraduate students in all Faculties

Postgraduate Diploma in Education (Secondary)

from 10.00 am Online Registration

CONTINUING STUDENTS - REGISTRATION

FRIDAY, AUGUST 23, 2019

All Faculties

from 10.00 am Online Registration

LATE REGISTRATION and ADD/DROP PERIOD

MONDAY, SEPTEMBER 2, 2019

- **Fee Assessment activated**
- **Late Registration Fee applicable**

FRIDAY, SEPTEMBER 13, 2019

- **Deadline for Add/Drop**
- **Deadline for Payment of Outstanding Fees**
- **Deadline for Requests for Leave of Absence**

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 IN THE BURSARY AHEAD OF THE REGISTRATION DEADLINE.**
- **TERMINOLOGY IS EXPLAINED IN A SUBSEQUENT SECTION.**

1: Receive Academic Counselling

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

2: Select Courses

- View the registration demo video.
- 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.

3: Pay Fees

- Determine the fees payable by referring to the financial booklets available at: **<http://www.cavehill.uwi.edu/financial/fees/tuition-fees.aspx>**
- New undergraduate students may refer to the fees quoted in your offer letter.
- Pay all Semester 1 fees by **Friday, August 30, 2019**. (Note – you may 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.**

4: Make Adjustment to Academic Programme

- Make changes to Course Selection (Add/Drop) online by **Friday, September 13, 2019.**
- 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: Student 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.
- Undergraduate ID Cards are issued on the Main Campus.
- Postgraduate ID Cards are issued at the School for Graduate Studies at the Paradise Park location (see Campus Map on page 152 at the back of this Handbook).

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, 1999, your PIN is 210499.
-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 (201910 for Semester 1 2019/20).
-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 CRNs 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 alphanumeric 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 taking a course load of twelve (12) or more credits per semester.

HOLD: A Hold is a block placed on a student's record 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 officially declared.

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, Faculty of Sport, 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 CHEM0100 is a prerequisite for CHEM0200, you will not be able to register for CHEM0200 until your record shows successful completion of CHEM0100.

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, 2019/2020 must be completed by FRIDAY AUGUST 30, 2019.

Initial registrations entered during the period September 2-13, 2019 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 13, 2019.

Students will not be able to self-register after SEPTEMBER 13, 2019.

Any necessary administrative registrations will be entered during subsequent periods.

FINANCES AND FINANCIAL HOLDS - ALL STUDENTS

On **Monday September 02, 2019** 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 the eLearning system. 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 13, 2019**. 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 13, 2019**, 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 2019/2020 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 Student Affairs, Admissions. 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, 2019. The Bursary will accept part payments but payment must be complete by **August 30, 2019**.

Fees may be paid online by credit card, to the UWI cashier, at any branch of Republic Bank, through the Bank of Nova Scotia on-line payment system, 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.

Payment Plans: The University offers flexible Payment Plans which allow students to spread payments over several months. Students who wish to sign up for a payment plan should visit our Financial Aid website at www.cavehill.uwi.edu/financial/home.aspx for details.

ONLINE BANKING

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, 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 of this document.

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 Student Affairs, Records.

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

The student ID card is the property of the University and must be returned to Student Affairs, Records 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 safe, students are advised to take sensible safety precautions. Students should exercise caution when travelling near wooded areas in 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 roads 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 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) Birth certificate
- 5) Passport
- 6) Police Certificate of Character
- 7) Application fee of BDD\$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, Montserrat, 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 Student Affairs, Records. 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 may be downloaded from www.immigration.gov.bb/pages/downloads.aspx

STUDENT AFFAIRS, 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 by 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 possess a valid examination card. 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 issued to 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 during Examinations

The University views cheating in examinations, including the introduction or use of unauthorised materials and devices, as a very serious offence. The penalties imposed if an allegation of cheating is admitted or proven 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 OR COMMUNICATION DEVICES CAPABLE OF WIRELESS ACCESS TO THE INTERNET ARE NOT PERMITTED IN AN EXAMINATION ROOM.

Registration for “Examinations Only” (Undergraduate students)

Some Faculties’ Regulations permit undergraduate students who are finalising to register “Examinations Only” under specific circumstances. To do so, 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) The 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 online.

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 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 encourage you to consider 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 many leading 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 <http://www.cavehill.uwi.edu/international/current-students.aspx>

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 approximately 6 weeks followed by a 2-week examination period. Regulations, course lists and other relevant information may be obtained from Student Affairs, Summer School Office or www.cavehill.uwi.edu/summerschool/home.aspx

Postgraduate

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

Please note: No Guild or Amenities fees are charged for the summer session.

TRANSCRIPTS

Transcripts of academic records are supplied on request. Unless advised otherwise, Student Affairs, Records will send transcripts for exchange/study abroad 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 offers a number of scholarships, bursaries and prizes, and administers other scholarships, exhibitions, and bursaries from government and private sector organisations and individuals. The awards vary in value and criteria for eligibility and are usually awarded on an annual basis. The Student Affairs, Records Office administers undergraduate scholarships, awards and prizes donated by the Faculties, Departments, businesses, service clubs or individual donors. Applications for most undergraduate scholarships close on June 30 each year.

The Postgraduate Scholarship Committee of the School for Graduate Studies and Research administers postgraduate scholarships and awards. Postgraduate Scholarship applications close on May 31 every year.

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: - 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: - 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.**

Students who are unsure of the course to take towards resolution of a concern, or who requires urgent guidance or advice may contact the Office of Student Services (OSS) or Student Enrolment and Retention Unit (SERU).

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 Student Affairs, Admissions (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 his/her Dean (undergraduate students) or the Campus Coordinator for Graduate Studies and Research (postgraduate students) before taking a final decision.

Please review the *Refund Policy* (see Appendix A.) 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 print and electronic resources such as Ebooks and scholarly journals which will help you succeed in your academic work. These can be accessed through our online catalogue UWILInC. We encourage you to visit the special collections area, where you may consult rare books and historical publications from the West Indies. We ask you to be mindful of your surroundings, respectful of other readers and careful when handling all items in the collections.

SML has several spaces for individual and group study. The twenty-four hour study area is a very popular study space for students. The library is also equipped with a computer lab, photocopiers and a bindery. Wifi is available throughout the building. The ground floor of the library has a new Gallery area where various functions can be held including displays and exhibitions, talks and plays. Please also make yourself aware of our guidelines for checking out library materials. The staff at the circulation desk will be happy to assist and 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 films. Note that Faculty, postgraduates and other staff, undergraduate students are now 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 - Assistive Technologies

The following assistive technologies are available in the Kerryann Ifill Unit to support access for students with visual impairments and certain other disabilities: JAWS XIV, Dragon NaturallySpeaking, 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 available to students with visual challenges. Students with disabilities are required to register in the SML in order to access the special services available to them.

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 of this handbook*) and will be *expected* to adhere to all of the regulations contained therein.

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.

Education	Ms. Valerie Clarke	Ext. 4201
Gender Studies	Mrs. Ann-Marie White	Ext 4457
Humanities	Mr. Kenneth Chase	Ext 4447
Medical Sciences	Ms. Jennine Knight	Ext 7181
Science & Technology	Mrs. Ingrid Iton	Ext 4841
Social Sciences	Ms. Judith Toppin	Ext 4845
Sport	Mrs. Margaret Broomes	Ext 4162

Sidney Martin Library (SML) Opening Hours

Semesters I and II Monday – Saturday 9:00 am – 11:00 pm

Examination period & Semester break opening hours will be posted:

Please check SML website & bulletin boards for updates

Summer	Monday – Friday	9:00 am – 9:00 pm
	Saturday	9:00 am – 4:00 pm

BookLab/Bindery	Monday – Friday	9:00 am – 8:00 pm
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Elizabeth Watson Audio Visual Unit Opening Hours:

Semesters I and II Monday – Friday 9:00 am – 8:00 pm

Summer & Semester Breaks Monday – Friday 9:00 am – 4:30 pm
Saturdays 9:00 am – 4:00 pm

Librarian	Ms. Valerie Clarke	Ext 4201
Library Clerk	Ms. Francia Welch	Ext 4203
Library Clerk	Ms. Julia Atherley	Ext 4203
Library Clerk	Ms. Takiya Thorpe	Ext 4206

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.

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

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 cooperation 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. 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 - 11:00 pm
Saturday	9:00 am - 11:00 pm
Sunday	12:00 pm - 8:00 pm

Summer & Semester Breaks

Monday - Fridays	9:00 am - 6:00 pm
Saturdays	9:00 am - 1:00 pm

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	Ms. Beverley Wood	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 technique, 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	Mr. Kenneth Chase	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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CLR James Cricket Research Centre Library (CRCL)

CLR James Cricket Research Centre Library Opening Hours

Monday – Friday	9:00 am - 5:00 pm
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All telephone extensions in this Handbook can be reached through the UWI PBX: (246) 417-4000

LANGUAGE LABORATORY

The Language Laboratory facilities are available for all foreign language students. 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 lectures. The Department receives recordings such as Champs-Élysées and FDM, a rich source of current events in France and Puertadel Sol, which serves the same function for Spain and Latin America. These recordings may be borrowed for home listening.

Also at your disposal in the Language Laboratory are CDs 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 hardware or 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 presentation 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
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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. Jennine Knight	Ext. 7181
Library Clerk	Ms. Tanya Cummings	Ext. 7182
Library Clerk	Ms. Natalie Bannister	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.

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

CAMPUS INFORMATION TECHNOLOGY (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.

- ***Acceptable Use Policy.***
- ***Electronic Mail & Messaging Services Policy.***
- ***Information & Communication Technology Security Policy.***

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 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 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).

Please note if your last name is hyphenated, the password format utilizes only the first letter of the entire hyphenated name.

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

Office 365 for Students

All students enjoy an Office 365 subscription with their myCavehill email account. This includes access to the latest version of the Microsoft Office Suite, online storage and several apps to improve productivity. The Office 365 benefits are available from within your myCaveHill email portal.

myCaveHill ELEARNING

(Online Lecture Notes and Course Tools)

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

myCaveHill eLearning is the Campus' online learning management system through which students can access lecture notes and other learning materials, submit assignments online, complete quizzes, and participate in online discussions or live web classes. The eLearning system has been equipped with ReadSpeaker and TextAid software which students can use to access the learning materials in audio format. You only have access to eLearning 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@ddmmyy**

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. In addition, password resets can be done online at **<https://reset.cavehill.uwi.edu>**. Please note 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@ddmmyy**

(**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 get assistance by searching the knowledge base **and** by chatting with IT support staff. 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:	itservicedesk@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.cavehill.uwi.edu/studentservices

Twitter: [OSS_CaveHill](#)

Instagram: [OSSCaveHill](#)

Tel: 417-4165

**** Download the UWI CHILL Campus App today! ****

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, Associations, Clubs and Societies. Other skills-based activities are facilitated through the Co-curricular credit programme, Mentorship, Internship, and Students Helping Students programmes. The OSS also coordinates services and accommodations for students with disabilities.

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

SERVICES

- Academic Support Clinic
- Psychological Counselling
- Career Counselling
- Student Health Clinic
- Student Medical Insurance Plan
- Student Shuttle Service
- Chaplaincy
- Financial Advising
- Disability Services

PROGRAMMES

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

MENTORSHIP

The Mentorship Programme seeks to increase the number of experiential learning opportunities available to students. The 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 employment with the organizations where they intern. Employers 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 professionals and gain feedback about the strengths and weaknesses of our young professionals. It also has 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, thinking and problem-solving skills.
2. Steps to possessing academic and personal integrity.
3. Problems solving skills.
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 (COCR2071). On completion, students may apply to become a student helper.
- Peer Helping Workshop. Once selected, helpers will be required to participate in training workshops. 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

Co-curricular courses are three (3) credit courses which focus on such areas as leadership, sports, skills development and creative activities that promote personal and professional development. These courses allow students to pursue their social interests and earn credits. Students are permitted to undertake one (1) co-curricular course throughout their academic tenure.

Undergraduate students in Level 2 or Level 3 of their programme are eligible to take co-curricular courses. Students should consult their academic advisor before registering for Co-curricular credits.

The co-curricular courses are.

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.
10. First Year Experience

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

FIRST YEAR EXPERIENCE

First Year Experience (FYE) is an initiative to facilitate the personal, academic, career and social success of all first year undergraduate students. Students participate in weekly, semester-long learning experiences that support their personal and academic success. FYE is a great outlet for developing cross-faculty relationships and meeting people from across the region. Meet weekly with other first year students for discussions related to academic success and enjoy many social events.

VISION & FORTITUDE PROGRAMME

VISION & FORTITUDE sensitises students to the value of differences and giving back to their communities. The programme features several character building and service learning workshops and activities. Additionally students undertake many service learning and community based activities.

Conscious Vibrations & Community Outreach

Students participate in outreach and service activities to foster civic mindedness to enhance their community engagement experience and discuss issues that affect their society, the value of differences, and giving back to their communities. Creative arts such as music and poetry are used in these sessions.

The programme explores the following areas:

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

ACADEMIC SUPPORT SERVICES

This is a walk in service available where students benefit from a face to face support from an Academic Support Specialist, **Ms. Tara Walcott**.

Main areas of academic concern typically raised by students:

- Time management
- Procrastination
- Organisation
- Academic writing
- Answering Assignment/Exam Questions
- Revision strategies
- Motivation
- Presentation skills
- Academic failure
- Group work

Practical interventions include coaching on:

- Timetable relevance and development
- Audio visual aids on specific subject matter with discussion
- Review of prior pieces of academic writing to aid understanding of potential writing challenges
- Encouragement to utilize Lecturer Office Hours where it is felt that specific feedback on academic performance is required and clarity on coursework.
- Referral to other Campus resources/services.

This type of support can be supplemented by a self-guided online Academic Skills Hub at <http://myelearning.cavehill.uwi.edu/course/view.php?id=65619>

PSYCHOLOGICAL AND CAREER COUNSELLING

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

The Cave Hill Campus' Counselling support team consists of a Psychological Counsellor, 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).

Part-Time Evening Psychological Counselling Service

In order to enhance access to counselling, the OSS has added a dedicated Part-Time Counsellor who provides evening services.

DISABILITY SERVICES

Students with disabilities may apply for accommodations that support their learning and well-being while at UWI Cave Hill, through the Office of Student Services.

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 (SHC) provides clinical services for registered students. The Student Health Clinic is located next to the Guild of Students. Students may register online at:

<http://www.cavehill.uwi.edu/studentsserviceshealth-wellness/health-clinic/registration.aspx>

Opening Hours

Semesters I and II

Monday - Friday:	8:30 am - 9:00 pm
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Summer & Semester Breaks

Monday - Friday:	8:30 am - 4:30 pm
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The SHC is closed on Saturday, Sunday and Public Holidays.

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 meeting the cost of medical services which cannot be obtained from the Student Health Clinic. In extraordinary circumstances an emergency loan may be available from the Student Emergency Loan Fund.

MEDICAL EXEMPTIONS

All students are strongly advised to familiarise themselves with the *Medical Exemptions (Appendix H of this handbook)* and will be expected to adhere to the regulations contained therein.

The Student Health Clinic recognizes there will be times when a student is unable to meet his/her academic responsibilities due to physical or mental illness. Illnesses may be acute (short term), chronic (long term) or chronic with acute episodes and students are advised to seek medical advice from the Clinic in a timely fashion if illness is expected to affect academic performance.

If a student is seen by an external doctor, documentation should be submitted to:

The Medical Officer, Student Health Services, UWI Cave Hill Campus

and should indicate:

1. The length of time and nature of illness
2. Any accommodations that may be needed
3. When the student is expected to resume academic responsibilities.

DEADLINES FOR SUBMISSION OF MEDICAL CERTIFICATES RELATED TO ILLNESS

For lectures, mid semester exams, labs, tutorials etc., the deadline for submission of medical certificates is seven (7) days from the date of affected lecture/tutorial/lab.

For final exams the deadline for submission of completed medical form/certificate is seven (7) days from the date of the exam being affected by the illness as stated in UWI Examination Regulations 2011 Section II, 20 (ii).

Medical Certificate/forms may be found at the following link: **https://www.cavehill.uwi.edu/chol/documents/other-documents/medical_health_form.aspx**

Please pay special attention to the following:

1. Medical exemptions will only be considered if the student was seen prior to or on the day of the missed exam, assignment, tutorial etc. ONLY in special situations (such as hospitalizations) will applications be considered past the day of the affected exam/tutorial/course work etc.
2. Medical certificates may be issued by medical personnel at private/public clinics, emergency rooms, hospitals etc., however, the student is responsible for any cost incurred.
3. Medical exemptions are not automatic, and approval may be based on the discretion of the Resident Medical Officer.
4. Please complete all medical exemption request forms in full. Incomplete forms will not be considered, and application will be denied.
5. If you are ill on the day of your exam/ tutorial/lab etc., please arrive as early as possible to the Clinic to ensure you are seen in a timely fashion.
6. Absolutely no medical exemptions will be written by a Student Health Clinic physician for an illness not assessed at the Student Health Clinic. Documentation from external healthcare providers will need to be submitted to the Medical Officer for consideration.

Please note all information/documents will be held in students' clinic files in strict confidence.

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, over the counter pharmaceuticals, and personal care items.

Opening Hours

Semesters I and II

Monday – Friday 9:00 am - 9:00 pm

Summer & Semester Breaks

Monday – Friday 9:00 am - 4:00 pm

Pharmacist

Ms. Alison Rampersad

(246) 417-3333

CariCARE MEDICAL ASSISTANCE PLAN

All registered 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. For full details see Appendix B or visit 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 various faiths are available to support 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
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Baha'i	Mrs. Lisa Estwick	nsa.barbados.external.affairs@gmail.com
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Roman Catholic	Mnsgr. Vincent Blackett	mrg.vhblackett@icloud.com
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Methodist	Marie Filanise Sanon	
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Moravian	Rev. Dr. Adrian Smith	adrian_as@hotmail.com
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Muslim	Mr. Suleiman Bulbulia	islambarb@hotmail.com
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Pentecostal	TBD	
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Seventh Day Adventist	Pastor Alvin Lucas	allucasas@gmail.com
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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 ENROLMENT AND RETENTION UNIT (SERU)

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

Email: seru@cavehill.uwi.edu

Tel: 417-4994/4656/4977

Facebook: <https://www.facebook.com/serucavehill/>

Instagram: <https://www.instagram.com/serucavehill>

The student Enrolment and Retention Unit (SERU) coordinates a number of initiatives on behalf of the Campus Administration, dedicated to supporting the successful enrolment and progression of students. The Unit works collaboratively with several other departments in carrying out its mandate.

Major elements of the Unit's work include the following:

- **RECRUITMENT & ENROLMENT**

The SERU serves as a focal point of general information for prospective students interested in attending The University of the West Indies. It also coordinates school visits, recruitment fairs and other outreach events both locally and regionally, and embraces the partnership of current students as ambassadors in the promotion of The University in their home territories. The Unit supports enrolment efforts by serving as a source of information and guidance for applicants and supporting their journey towards enrolment and registration as necessary.

Mrs. Rosemary Belle

Tel: 417- 4968

Email: seru@cavehill.uwi.edu

- **FIRST STOP INFORMATION HUB**

The SERU functions as the Campus' First Stop Shop for the provision of information and assistance for students of the Campus who may experience challenges at any stage of their journey, from enrolment to graduation. The Unit is particularly concerned with assisting students in removing any barriers to their progress and success. This includes information on options for financing university studies or what to do if financial difficulties strike; guidance for students who experience uncertain situations and are unsure of the next steps; and assistance in overcoming any bottlenecks in service delivery in any area of operation at the university. The Unit operates on an open door basis, which means that students can walk in for assistance at any time.

Mrs Althea Greene-Forde

Tel: 417-4977;

Email: seru@cavehill.uwi.edu

- **STUDY ABROAD FOR CURRENT STUDENTS**

The International Office which is an arm of SERU, assists students who wish to add an international dimension to their education through participation in student exchange or study abroad programmes. The Office provides information on partner institutions and sources of funding and assistance with the application process. The Office also conducts pre-departure orientations.

Mrs Paula Jarvis

Tel: 417-4972;

Email: paula.jarvis@cavehill.uwi.edu

- **REGIONAL AND INTERNATIONAL STUDENTS LIAISON**

www.facebook.com/CaveHillInternational/?ref=bookmarks

www.instagram.com/cavehillinternational/

International Students Blog: <http://internationalcavehill.blogspot.com/>

SERU's International Office is the official liaison for all incoming exchange and study abroad students throughout their time at the Cave Hill Campus, and also serves as liaison for the international offices at their home institutions. SERU welcomes all international students and coordinates and conducts mandatory orientation sessions which provide an introduction to University life, senior officers and other key members of the Campus.

The SERU invites our International Students to share their experiences by contributing to our International Students Blog or other social media channels.

Mrs Paula Jarvis

Tel: 417- 4972;

Email: paula.jarvis@cavehill.uwi.edu

- **ACADEMIC SKILLS/STUDENT SUCCESS HUB**

<http://myelearning.cavehill.uwi.edu/course/view.php?id=65619>

As part of its effort to support student success the SERU maintains the Student Success Hub, an online resource available through the Moodle eLearning system. The Hub provides access to a range of multimedia resources designed to support better study skills; visual tools and strategies for improving learning; strategies for more effective academic reading and writing; and Academic Integrity. The Hub also shares tips and articles to encourage engagement and motivation on the academic journey. All registered students are automatically added to the Hub available at the link above.

Here is what some students have had to say about the Hub:

"I wish I had looked at this in my first and second year. The content in the hub outlines what I learnt on my own after two years. Relevant and useful!"

"Excellent! It made me aware of some things I am doing correctly and incorrectly!!!"

"I realized I needed to adjust my study habits and techniques.....also I realized I had some bad habits...like being distracted by the mobile phone during study sessions."

"I would appreciate it if this academic skills hub stays on the e-learning site until I finish my studies at UWI."

Students who do not have access to Student Success Hub should contact the **SERU** at seru@cavehill.uwi.edu.

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, innovation and entrepreneurship. The ultimate goal of the project is to expand employment choices for students so they 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 covers 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
- Entrepreneurial Opportunities in:
 - Agriculture
 - Services
 - Renewable Energy
 - Information and Communication Technology
 - Creative Industries
 - 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 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 & sensitization, and outreach & 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 - COCR2030: 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.

STUDENT HOUSING

ON-CAMPUS HOUSING

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 a laundry unit. There are also two live-in Resident Assistants located in the Block 1-3 cluster next to the laundry.

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 Pro-Vice-Chancellor and Principal of The UWI Cave Hill Campus. On completion, the Hall will feature 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 or by Resident Assistants.

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.

While First year students and students coming to Barbados for the first time are given preference, assignments are based on applications received by Halls.

OFF-CAMPUS HOUSING

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 HOUSING 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 (US\$25.00).
- 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.

Chavier Cummins	Frank Worrell Hall	fwhra@mycavehill.uwi.edu
Chantal Groden	Frank Worrell Hall	fwhra@mycavehill.uwi.edu
Cj Bonadie	Sherlock Hall	pshra@mycavehill.uwi.edu
Arianne Richardson	Sherlock Hall	pshra@mycavehill.uwi.edu
Tara Philip	Keith Hunte Hall	khhra@mycavehill.uwi.edu

POSTAL MAIL

Mail is received in the Halls of Residence Business Office for students residing on hall. Students should make a point to check the office regularly for correspondence addressed to them. Students who no longer reside on hall are reminded to update their mailing addresses with the relevant businesses as mail will not be kept for persons not currently residing on hall.

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, 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.

FINANCIAL SERVICES

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 152)

ATM

Located: An ATM is located adjacent to Bookshop.

CREDIT UNION 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, 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. This 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.

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 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)
- Guyanese Students Association at Cave Hill (GUYSA)
- St. Lucian Students' Association at Cave Hill (LUSAC)
- St. Kitts & Nevis Students' Association (SKNSA)
- St. Vincent & the Grenadines Students' Association (VINSa)
- Trinidad & Tobago Students' Association (TTSA)

Academic /Outreach

- Accounting Student Association (ASA)
- Circle K
- Debating Society
- ROTARACT
- The University of the West Indies Cave Hill Association for Persons with Disabilities (UWICAPD)
- 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 four 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 *CAMPUS BEATS* magazine, *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.

Please look out for more information on Freshers' Week in the Guild's Freshers' Guild "The Signpost" .

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 2019-2020

Tel : 417 4534/4535

President

Thacher Loutin guildpresident@mycavehill.com

Vice President

Terian Reed guildvicepresident@mycavehill.uwi.edu

Secretary

Jacinta Brown guildsecretary@mycavehill.uwi.edu

Treasurer

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Sydni Walker guildpublicrelations@mycavehill.uwi.edu

Events Officer

Kyle McEachnie GuildEventsOfficer@mycavehill.uwi.edu

Post Graduate Rep

Arianne Richardson guildpostgraduaterep@mycavehill.uwi.edu

Games Committee Chair

Dionisio Carey guildgcc@mycavehill.uwi.edu

Union Committee Chair

Ruel Ritch guilducc@mycavehill.uwi.edu International

International Affairs Committee Chair

Erwin Wills guildiac@mycavehill.uwi.edu

National Affairs Committee Chair

Siobhan Phipps guildnacc@mycavehill.uwi.edu

Publications Committee Chair

Rasheed Palacio guildpcc@mycavehill.uwi.edu

MEMBERS OF THE GUILD COUNCIL 2019-2019 cont.

*Social Sciences Rep***Yusuf M. Stafford** guildsocialsciencesrep@mycavehill.uwi.edu*Humanities & Education Rep***Tanya T. Boney** guildhumanitiesrep@mycavehill.uwi.edu*Science & Technology Rep***Taton David** guildscitechrep@mycavehill.uwi.edu*Law Rep***Ashleigh-Ann Dussard** guildlawrep@mycavehill.uwi.edu*Medical Science Rep***Abigail Wallace** guildmedicalsciencesrep@mycavehill.uwi.edu*Faculty of Sport Rep***Taahir Bulbulia** guildsportsrep@mycavehill.uwi.edu*Keith Hunte Hall Rep***Dylan Browne** guildkeithhuntehallrep@mycavehill.uwi.edu*Frank Worrell Hall Rep***Hasani McDonald** guildfrankworrellrep@mycavehill.uwi.edu*Sherlock Hall Rep***Kamau Grant** guildsherlockhallrep@mycavehill.uwi.edu*Part Time Rep***TBD** guildparttimerep@mycavehill.uwi.edu*Librarian***Gary Rolle** guildlibrarian@mycavehill.uwi.edu*Commuters Rep***Baldwin Alcindor** guildcommuterep@mycavehill.uwi.edu*Returning Officer***Ravi Davis** guildelections@mycavehill.uwi.edu

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GENERAL INFORMATION

SEMESTER DATES 2019 /2020

Semester 1

Registration period (New students)	Monday, August 26 – Friday, August 30, 2019 from 10:00 am – midnight daily
Semester Begins	Sunday, August 25, 2019
Teaching Begins	Monday, September 02, 2019
Applications for Leave of Absence	Friday, September 13, 2019
Teaching Ends	Friday, November 29, 2019
Examinations Begin	Monday, December 02, 2019
Examinations End	Friday, December 20, 2019
Semester I Ends	Friday, December 20, 2019

Semester 2

Semester Begins	Sunday, January 19, 2020
Teaching Begins	Monday, January 20, 2020
Teaching Ends	Thursday, April 17, 2020
Semester Break	Monday, April 20 - Friday, April 24, 2020
Examinations Begin	Monday, April 27, 2020
Examinations End	Friday, May 15, 2020
Semester II Ends	Friday, May 15, 2020

Graduation Dates

Open Campus	October 12, 2019
Cave Hill	October 19, 2019
St Augustine	October 24-26, 2019
Mona	November 1-2, 2019

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 SERVICES

Our aim remains to assist in the safe and timely commute of students to and from the city centre and the immediate surroundings of the 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 social media at the beginning of each semester.

- **The NCF Shuttle Service**

The NCF shuttle *begins at 7:45 am* and departs Campus during the day at quarter past each hour with a break between 11:15 am – 12:15 pm. *The last shuttle leaves Campus at 11:00 pm.* The Graduate Studies Complex and Usain Bolt Sport Complex at Paradise Park are serviced on this route only.

- **The Bridgetown Express Shuttle Service**

The Bridgetown UWI Bus service *begins at 7:15 am* and departs Campus during the day at quarter past each hour. *The last shuttle leaves Campus at 11:00 pm.* The buses make drop-offs and pick-ups at both Probyn Street and Lower Broad Street and return to Campus.

- **The Warrens Shuttle Service**

The Warrens Shuttle route *begins at 4:15 pm* and continues at hourly intervals. *The last shuttle leaves Campus at 11:00 pm.*

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

Visit the Office of Student Services website for the Shuttle Service schedule times, routes, and maps.

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 pm daily.
- The Campus is located on **Route 3** “Wanstead Drive”. This route begins in Bridgetown, Cheapside Bus Terminal.
- Bus fare is BBD 3.50 for a one-way trip.
- Students should embark and disembark from buses **ONLY** at signposted bus stops.

IMPORTANT TELEPHONE NUMBERS

University PBX	(246) 417-4000
University FAX	(246) 425-1327

Office of Student Services	(246) 417-4165
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Campus Security	(246) 417-4003
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Student Health Clinic	(246) 417-4170
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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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All telephone extensions in this Handbook
can be reached through the UWI PBX: (246) 417-4000

www.cavehill.uwi.edu

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
Student Enrolment and Retention Unit	(246) 417-4994
Office of Recruitment and Marketing	(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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All telephone extensions in this Handbook
can be reached through the UWI PBX: (246) 417-4000

www.cavehill.uwi.edu

FACULTY OFFICES

Faculty of Humanities & Education	(246) 417-4386
Faculty of Law	(246) 417-4224
Faculty of Medical Sciences	(246) 417-4262 (246) 429-5112 (246) 437-8335
Faculty of Science & Technology	(246) 417-4311
Faculty of Social Sciences	(246) 417-4266 / 65
Faculty of Sport	(246) 417-4732

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
Confucius Institute	(246) 629-4970/71

EMERGENCY NUMBERS

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

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

www.cavehill.uwi.edu

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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 (LOA) 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. The refund will be available within five (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 automatically enrolled at registration and 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

There are limitations to the preventative care benefit (see schedule of benefits section)

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

- Students must complete the claim form in full and ensure that the doctor indicates the diagnosis.
- If you have other insurance, provide the plan details (policy number and plan name)
- If benefits are to be paid directly to the provider of services, the authorization of payment section must be completed.
- If condition is related to an injury, 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.

CLAIMS REFUND

Claim refund cheques may be collected at the Office of Student Services 8:30 am - 11:30 am and 1:00 pm - 4:30 pm, Monday through Friday. A valid student ID is required to collect a refund cheque.

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

PREVENTATIVE CARE

(Not subject to the Deductible or Co-insurance)

Annual GYN and Pap Smear test for each female student	\$35
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Annual Proctology/Prostate Examination for each male student age 40 and over	\$35
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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 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 learning, create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world.*

Vision: *An excellent global University rooted in the Caribbean; and Core Values: Integrity, Excellence, Gender justice, Diversity and Student-centredness.*

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

- **Graduate Studies Guide for Students and Supervisors (2008-09)**
http://www.cavehill.uwi.edu/gradstudies/resources/document_library/gradstudiesguideforstudentsandsupervisors_000.aspx
- **Guidelines for Submission of Taught Graduate Programmes (2014)**
<http://www.cavehill.uwi.edu/gradstudies/resources/guidelines-for-submission-of-taught-graduate-progr.aspx>
- **Guidelines for Submission of Undergraduate Academic Programme Proposals (2008)**
<http://www.cavehill.uwi.edu/CETL/resources/aqac-2017/aqac-3-course-programme-proposal-guides-final-en.aspx>
- **The Role & Function of Academic Advisors and Guidelines for Staff and Students (2012)**
<http://www.cavehill.uwi.edu/CETL/forms/academic-advising-brochure.aspx>
- **The UWI Code of Principles & Responsibilities for Students**
http://www.uwi.edu/sf-docs/default-source/grip/codesprncples3_000.pdf?sfvrsn=0
- **The UWI Strategic Plan 2017-22**
<http://www.uwi.edu/uop/sites/uop/files/Full%20plan.pdf>
- **University Regulations on Plagiarism – Graduate Diplomas and Degrees (2013)**
http://www.cavehill.uwi.edu/gradstudies/resources/document_library/university-regulations-on-plagiarism-graduate-dipl.aspx

- **The UWI Policy & Procedures on Research Ethics (2011),
The School for Graduate Studies & Research**
<http://www.cavehill.uwi.edu/campusquality/resources/the-university-of-the-west-indies-policy-and-proce.aspx>
- **The UWI Undergraduate Student Plagiarism Policy (2010),
Office of the Board for Undergraduate Studies**
<https://sta.uwi.edu/resources/policies/Anti-Plagiarism.pdf>
- **The UWI Cave Hill Campus Student Disability Policy (2014)**
<https://www.cavehill.uwi.edu/student-services/support-services/disabilities/files/student-disability-policy.aspx>
- **The UWI Cave Hill Campus Health & Safety Policy (2014)**
https://cavehill.uwi.edu/campusquality/resources/health-safety-policy_2014.aspx
- **The UWI Cave Hill Campus Blended Learning Policy (2014)**
http://www.cavehill.uwi.edu/CETL/resources/blended_learning/blended-learning-policy_ch,-august2016.aspx
- **The UWI Cave Hill Campus Teaching & Learning Principles (2014)**
<http://www.cavehill.uwi.edu/CETL/resources/teaching-learning-principles-pics2.aspx>
- **The Academic Quality Assurance Committee Guide to the
Academic Quality**
[http://www.cavehill.uwi.edu/campusquality/resources/aqac-guide-to-academic-qms-\(approved-april-2016\).aspx](http://www.cavehill.uwi.edu/campusquality/resources/aqac-guide-to-academic-qms-(approved-april-2016).aspx)
- **Assurance System for Undergraduate Programmes and Courses (2016)**
[http://www.cavehill.uwi.edu/campusquality/resources/aqac-guide-to-academic-qms-\(approved-april-2016\).aspx](http://www.cavehill.uwi.edu/campusquality/resources/aqac-guide-to-academic-qms-(approved-april-2016).aspx)

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

1. **Qualified:** equipped to successfully pursue employment, entrepreneurship or further study
as the Campus:
 - designs its academic programmes to keep pace with national and regional needs as well as international standards for higher education;
 - offers ongoing guidance and support for students' decisions about their study and career 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: ethical; showing personal and social awareness; and demonstrating transferable skills (creative and critical thinking communication and interpersonal skills, innovation, entrepreneurship, IT competence 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 Student 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 Counselor 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, Clubs, Societies 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 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 his/her 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 documents 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 his/her ID card at the Circulation Desk in order to gain access to the room.

F. POLICY ON SMOKING AT THE CAVE HILL CAMPUS

Introduction

The Government of Barbados has issued regulations which prohibit smoking of tobacco in public places and workplaces, and which protects building occupants from exposure to second hand smoke. The Prohibition of Tobacco Smoking in Public Places Regulations, 2010, (Health Services Act Cap. 44), of the Laws of Barbados states that “No occupier of a public place shall permit a person to smoke in a public place which is under the control or management of that occupier.”.

Definitions

The Regulations define “smoke’ as “to smoke, hold or otherwise have possession over an ignited, tobacco product”.

Second hand smoke refers to the smoke emitted from a lighted, smothering or burning tobacco product.

Measures taken by Cave Hill Campus

These measures apply to all employees, students, clients, consultants, vendors, contractors, guests and visitors to/of the Campus.

Consistent with the provisions of the legislation, smoking is restricted to outdoor areas on the Campus that are away from building entrances and exits, for all University owned facilities.

1. Smoking is prohibited in all built facilities of the Cave Hill Campus and enclosed workplace areas. This includes offices, laboratories, libraries, workspaces, common rooms, staff and student lounges, private offices, auditoriums, classrooms, conference and meeting rooms, elevators, hallways, cafeterias, balconies, staircases, restrooms and Halls of Residence.
2. Smoking is prohibited inside all Campus vehicles for example; shuttle buses, escort vans and Department vehicles.
3. Smoking is prohibited in all areas that are identified by the University as non-smoking with the “No Smoking” signs.
4. No person should in any manner, obstruct, deface or remove any of the “No Smoking” signs which are erected on the campus.

Compliance

All members of the campus community are responsible for observing the provisions of this policy on smoking. Heads of Departments are responsible for ensuring, as far as is practicable, compliance by persons within their department. Management of the Guild of Students and concessionaires should also ensure that persons using their facilities comply with this policy.

Employees and students found to be in violation of this policy will be warned by the Campus Registrar. Based on the violation, the matter may be reported to the Ministry of Health for action, in accordance with the Regulations.

G. MEDICAL EMERGENCIES ON CAMPUS

The procedures outline what should be done in the event of minor illness/injury or medical emergency at the Cave Hill Campus. These guidelines apply to all students, staff, contracted workers and visitors to the Campus.

MINOR ILLNESS/INJURIES

All injuries received as a result of campus buildings, infrastructure or activities should be reported to Campus Security Services (417-4164).

- **Employees**

Report all work related injuries to your supervisor.

** Employees should follow the established procedures for reporting accidents and occupational illnesses.*

- **Students**

Students may call Student Health Services at **417-4170/1** for advice, or visit the Clinic located next to the Students' Guild.

- o **Clinic hours:** Monday to Friday 8:30 a.m. - 9:00 p.m. All registered students can access service at the clinic free of charge.
- o On campus students who require medical assistance, but are unable to go to the Student Health Clinic should contact Campus Security Services.
- o Outside of clinic hours, students on the Halls of Residence may contact their Resident Assistants or Campus Security Services for guidance.
- o Off campus students who require medical assistance, but are unable to go to the Student Health Clinic are encouraged to use any medical facility of their choice.

- **Visitors**

If you become ill and require assistance contact Campus Security Services. **(417-4164).**

EMERGENCIES

Medical emergencies that require **priority** response include:

- o Difficulty breathing e.g. asthmatic attack.
- o Seizures.
- o Sudden severe pain in the chest, abdomen or head.
- o Fainting.
- o Sudden dizziness, weakness, change in vision.
- o Change in mental state.
- o Severe burns.
- o Complications of pregnancy.

- o Bleeding that will not stop.
- o Severe or persistent vomiting.
- o Coughing up or vomiting blood.
- o Obvious trauma e.g. from gunshot, car accident or fall.
- o Death.

* *In the above situations, alert the nearest Security Officer or call Campus Security Services immediately.*

MENTAL HEALTH EMERGENCIES AND CRISIS

What is a Mental Health Emergency?

A mental health emergency occurs when there is a **life threatening** situation in which an individual is a threat to themselves or to others.

The individual may be:

- o Actively suicidal i.e. has attempted suicide or is acting on a threat to harm him/herself.
- o Threatening to harm someone else or engages in threatening behaviour.
- o Injuring self/have injured self and which needs immediate medical attention.
- o Severely impaired by drugs or alcohol.
- o Very erratic, displaying unstable behaviour; or
- o Experiencing acute psychosis where they cannot differentiate between reality and what is not real; loss of judgment.

What is a Mental Health Crisis?

A mental health crisis is a **non-life threatening** situation where the individual shows signs of:

- o Severe emotional disturbance or distress
- o Considers harming self or someone else

It is important to note that severe anxiety or panic (panic attack) are **not** emergencies.

Whether the person exhibiting the above on campus is a staff member, student or visitor to the campus, alert the nearest Security Officer or call Campus Security Services. If you believe that the person presents a danger to yourself or to others, go to a safe location before alerting Campus Security.

All students who have experienced medical emergencies (including mental health emergencies or mental health crises) which required treatment by a doctor (including those doctors who are not assigned to the Clinic) should report to the Medical Officer, Student Health Clinic before returning to campus activities e.g. classes, Halls of Residence.

REPORTING AN INCIDENT OR EMERGENCY

To report an incident call Campus Security Services at 417-4164. Outside of general office hours, call 511 (Ambulance Service) and also inform Campus Security Services.

When reporting an incident, be prepared to give the dispatcher the following information:

- o Nature of the incident/emergency.
- o Your exact location.
- o Information on the victim(s) e.g. name, sex and age if possible, whether the victim is conscious.

Provide the call taker with as much information as you can. Follow their instructions. Do not hang up until the dispatcher has instructed you to do so.

IN AN EMERGENCY

- o Stay with the victim and keep him/ her comfortable until help arrives
- o Report the emergency to a lecturer if you are a student in a class.
- o Report workplace emergencies to your supervisor.
- o Take the necessary precautions to protect yourself when there is potential for exposure to the victim's blood.
- o Don't attempt to move a seriously injured person unless they are in a dangerous environment.
- o Don't approach victims who you suspect have been electrocuted.

IMPORTANT CONTACT NUMBERS

Campus Security Services (24hrs)	(246) 417-4164 (246) 417-4003
Student Health Clinic	(246) 417-4170 (246) 417-4171
Office of Student Services (Psychological Counsellor)	(246) 417-4169
Police	211
Fire	311
Ambulance	511

H. MEDICAL EXEMPTIONS

The Student Health Clinic recognizes there will be times when a student is unable to meet his/her academic responsibilities due to physical or mental illness. These illnesses may be acute (short term), chronic (long term) or chronic with acute episodes. Students are expected to seek medical advice from the Clinic in a timely fashion.

If a student is seen by an external doctor, documentation should be submitted to the Student Health Clinic and should indicate:

1. Period of illness
2. Nature of any accommodation needed
3. When the student is expected to resume academic responsibilities.

DEADLINES FOR SUBMISSION OF MEDICAL CERTIFICATES RELATED TO ILLNESS

For lectures, mid semester exams, labs, tutorials etc., the deadline for submission of medical certificates is seven (7) days from the date of affected lecture/tutorial/lab.

For final exams the deadline for submission of completed medical form/certificate is seven (7) days from the date of the exam being affected by the illness as stated in UWI Examination Regulations 2011 Section II, 20 (ii). Medical Certificate/forms may be found at the following link:

https://www.cavehill.uwi.edu/chol/documents/other-documents/medical_health_form.aspx

Please pay special attention to the following:

1. Medical exemptions will only be considered if student was seen **prior to** or **on the day** of the missed exam, assignment, tutorial etc.
ONLY in special situations (such as hospitalizations) will applications be considered past the day of the affected exam/tutorial/course work etc.
2. Medical certificates may be issued by medical personnel at private/public clinics, emergency rooms, hospitals etc., however, the student is responsible for any cost incurred.
3. Medical exemptions will be approved at the discretion of the Resident Medical Officer.
4. Please complete all medical forms in full. **Incomplete forms will NOT be considered and application will be denied.**

5. If you are ill on the day of your exam/ tutorial/lab etc., please arrive as early as possible to the Clinic to ensure you are seen in a timely fashion.
6. Absolutely **NO** medical exemptions will be written by a Student Health Clinic physician for an illness not assessed at the Student Health Clinic. Documentation from external healthcare provider will need to be submitted to the Medical Officer for consideration.

Please note all information/documents will be held in students' clinic files in strict confidence.

GALLERY of Cave Hill Campus Buildings	136
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CAVE HILL CAMPUS MAP	152
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CAVE HILL CAMPUS MAP KEY	153
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“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 152 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 152 for site locations.



Sagikor 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 152 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 152 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 152 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 152 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 152 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 152 for site locations.



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



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

Please refer to the Campus Map on page 152 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 152 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 152 for site locations.



Student Health Services (Map MAIN CAMPUS Ref 6)



Office of Guild of Students / Student Health Clinic (Map MAIN CAMPUS Ref 6)

Please refer to the Campus Map on page 152 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 152 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 152 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 152 for site locations.



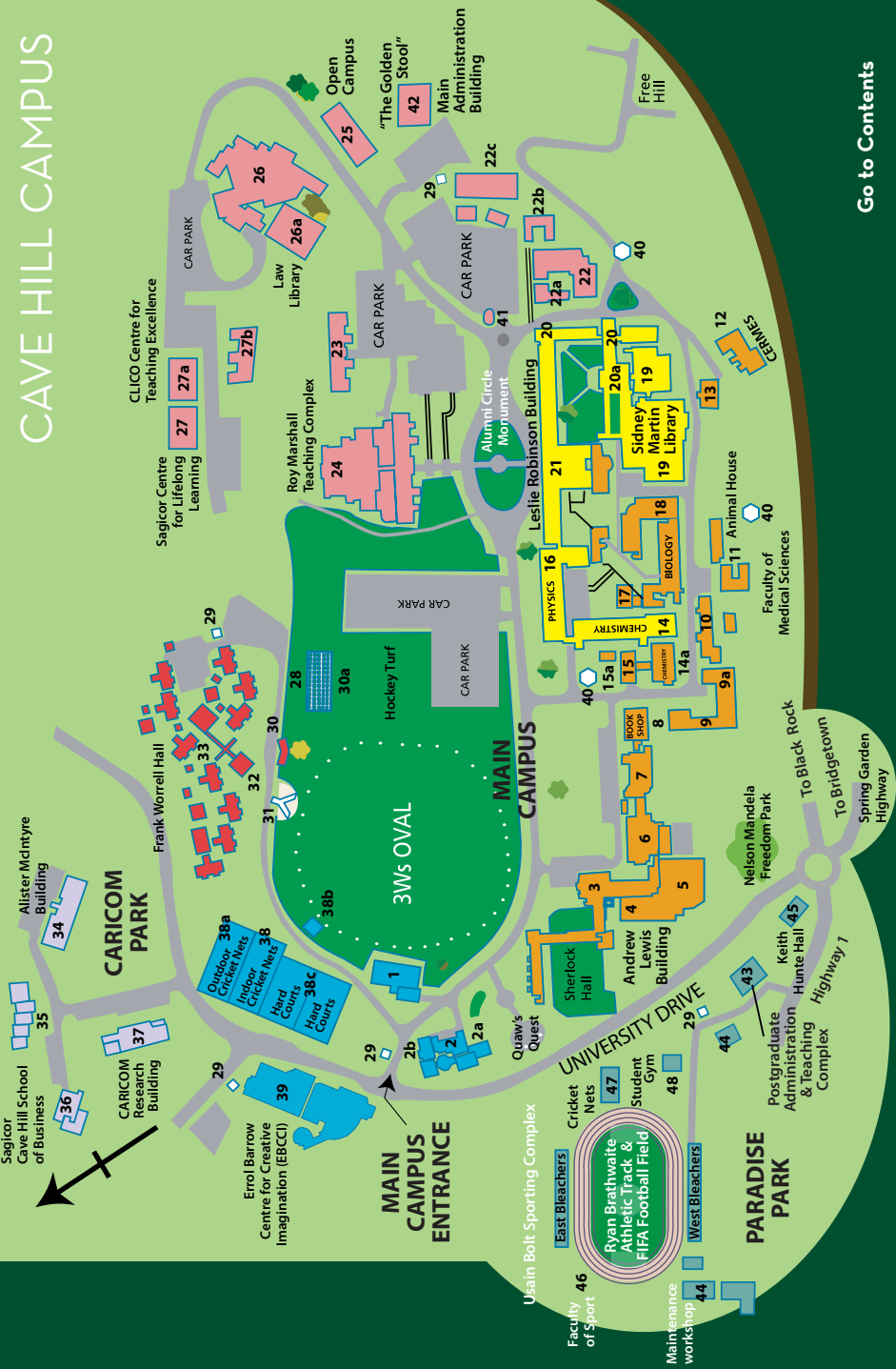
Keith Hunte Hall (Map PARADISE PARK Ref 45)



Usain Bolt Sports Complex (Map PARADISE PARK Ref 46)

Please refer to the Campus Map on page 152 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
External Relations, Inter & Intra-Institutional Collaboration Unit (ERIC)	● 34
Lexicography Projects/Caribbean Law Institute	● 34
Office of the Vice Chancellor	● 34
Office of the Pro Vice Chancellor Bus.	● 37
Office of Business and Internationalisation	● 36
Office of Research (1st Fl.)	● 37
Sagikor Cave Hill School of Business	● 36
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
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
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 (2nd Flr)	● 42
Bruce St John Conference Room	● 20
Cafeteria Kiosk	● 41
Campus Cafeteria	● 5
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
Caribbean Agricultural Research and Development Institute (CARDI)	● 10
Centre for Bio-Security Studies	● 2
Centre for Resource Management & Environmental Studies (CERMES)	● 12
Center for Excellence in Teaching and Learning (CETL) (1st 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

Campus Map on page 152 for site locations.

Location	REF
MAIN CAMPUS	
CLR James Centre for Cricket Research <i>Rooms : ROOM1, ROOM2</i>	● 2a
Confucius Institute	● 28
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 & Psychology	● 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 (1st Fl.)	● 21
Faculty Office of Humanities and Education (1st Fl.)	● 21

Location	REF
MAIN CAMPUS	
Faculty of Social Sciences <i>Rooms : S6, S7, S8</i>	● 22
Frank Worrell Hall	● 33
Frank Worrell Memorial	32
Gazebo	40
Guard Hut	29
Hard Courts	● 38c
Henry Fraser Lecture Theatre	● 11
Hockey Turf Stand	● 30a
Indoor Cricket School	● 38a
Indoor/Outdoor Cricket Nets	● 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 the Deputy Principal (First Floor)	● 21
Office of the Principal	● 42
Office of Communications and Marketing (Grd Floor)	● 21
Office of the Registrar	● 42
Office of Student Services	● 15

Location	REF
MAIN CAMPUS	
Office of the Guild of Students (First Floor)	● 6
Open Campus Centre <i>Rooms : LR5, TSR4, TSR5, TSR6</i>	● 25
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
Sidney Martin (Main) Library	● 19
Solutions Centre	● 7
Staff Lounge	● 30
Student Affairs Admissions Examinations Records	● 42
Student Enrolment and Retention Unit (SERU)	● 21
Student Health Clinic	● 6

Location	REF
MAIN CAMPUS	
Student Lounge (Andrew Lewis Building)	● 4
Student Union (Ground Floor)	● 6
Tim Hector Media Centre	● 38b
University Bookshop	● 8
University Office of Planning and Development	● 2
UWI HIV/AIDS Response Programme (UWIHARP)	● 3

Location	REF
PARADISE PARK	
Athletics Track & FIFA Football Field	● 46
Faculty of Sport	● 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



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The Office of Recruitment and Marketing
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