



UNIVERSITY OF TECHNOLOGY, JAMAICA



Undergraduate Student Handbook 2011–2012

" EXCELLENCE THROUGH KNOWLEDGE "



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Welcome to the
**University of
Technology,
Jamaica**



MISSION STATEMENT

To Stimulate Positive Change in Caribbean Society
through the Provision of High Quality Learning and
Research Opportunities and Service to our Communities

IMPORTANT NOTICE

On registering, each student at the University of Technology, Jamaica formally agrees to observe and obey all the policies and rules governing students and the operation of the University.

The University has the right to change any information appearing in this or any other publication relating to admission, its programmes, continuation of study, fees, and the requirements for the granting of degrees, diplomas, or certificates and any other matter.

New and returning students are required to familiarise themselves with the information in the Student Handbook.

Student Services and Registry

University of Technology, Jamaica
237 Old Hope Road,
Kingston 6,
Jamaica, West Indies.

Telephone: (876) 927-1680-8
Fax: (876) 977-4388
E-Mail: regist@utech.edu.jm
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Printed & Published September 2011.

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Website: www.monacreditunion.com.jm Email: info@monacreditunion.com.jm

TABLE OF CONTENTS

Message from the President	1
Message from the Registrar	2
Message from the Students' Union President	3
College, Faculty Personnel	4
The Emblem and its Use	9
Significant Dates 2011/2012	10
Schedule of College/Faculty Meetings	24

SECTION A: INTRODUCTION TO THE UNIVERSITY GOVERNANCE

INTRODUCTION TO THE UNIVERSITY / 27

Introduction to the University History	29
Main Campus and Other Campuses	29
Franchise and Outreach Institutions	30

GOVERNANCE / 31

Academic Organisation	31
College of Business & Management	31
College of Health Sciences	31
Faculty of Education and Liberal Studies	32
Faculty of Engineering and Computing	32
Faculty of Law	32
Faculty of Science and Sport	33
Faculty of The Built Environment	33
College/Faculty Student Academic Affairs Committee (C/FSAAC)	34

**SECTION B: DIVISION OF STUDENT SERVICES & REGISTRY
SUPPORT SERVICES FOR STUDENTS**

DIVISION OF STUDENT SERVICES AND REGISTRY / 37

Division of Student Services and Registry Personnel	38
Office of the Registrar	39
University Secretariat	39
Student Relations Office	39
Academic Services Department	40
Office of Admissions and Enrolment Management	40
University Examinations Centre	40
Student Records Office	40
Scheduling Office	41

STUDENT SERVICES DEPARTMENT / 41

Office of the Assistant Registrar, Student Services	41
Student Insurance	42
Special Needs Students	42
Chaplaincy	43
Accommodations Office	43
Career & Placement Unit	43
Counselling Unit	45
International Students' Office	45

SUPPORT SERVICES FOR STUDENTS / 47

Bryan's Bookstores Ltd.	47
Caribbean Poison Information Network (CARPIN)	47
Community Service Secretariat	48
Cynthia Shako Early Childhood Education and Day Care Centre	48
Drug Information Service (DIS)	49

TABLE OF CONTENTS

Intergared Student Administrative System (ISAS)	49
UTech Foundations	52
Library Services	52
Medical Centre	54
Printery/Bindery	55
Self-Access Communication Learning Centre	56
Joan Duncan School of Entrepreneurship, Ethics & Leadership & TIC	56
UTech Alumni Association	56
UTech Centre for the Arts	57
UTech Pharmacy	59

SECTION C: RECENT DEVELOPMENTS

RECENT DEVELOPMENTS / 61

Online Add/Drop Electronic Procedure	62
UTech Academy	62
Office of the Customer Service Advocate	63
Energy Conservation and Going Green	64

SECTION D: STUDENT FINANCIAL SERVICES REGISTRATION AND ENROLMENT

FEE PAYMENT / 68

Payment Information	69
Financial Clearence	70
How to Pay Your Fees	71
Financial Assistant	73
Scholarships/Sponsorship.....	74
Scholorship and Financial Aid	74
Earn and Study (Campus Employment)	74
Scholarships and Bursaries	75
Grants	75

TABLE OF CONTENTS

Student Data	76
Re-do Registration	76
Refunds	76
Fee Refunds Policy	77

REGISTRATION & ENROLMENT / 79

Registered Student – Definition	79
Enrolment	79
Deferrals	79
Withdrawal	80
Frequently Asked Questions Regarding Fee Payment	80

STUDENT RESPONSIBILITIES / 79

Class Attendance	84
Dress Code	84

SECTION E: STUDENT RESPONSIBILITIES & EXAMINATIONS

STUDENT RESPONSIBILITIES / 88

Class Attendance	88
Dress Code	88

EXAMINATIONS / 89

Examination Timetable	89
Examination Clashes	89
Policy on the “Resheduling of Examinations for Students Representing University during Scheduled Examination Sessions”	90
Rescheduling of Examinations under other Circumstances	92
Registration on Modules	92
Examination Cards	92
Examination Receipts	92

T A B L E O F C O N T E N T S

Identification for Examinations 92
Absence from Examinations..... 92
Official Notification of Examination Results 93
Lost Examination Grades 93
Examination Grade Review 93
Re-do Examination Policy & Procedures..... 94
Registration for Re-do ExaminationsExternal Examinations 94
Externally-Moderated Examinations 94
Completion of Instructor/Course Evaluation Forms..... 94
Projects Assessments 94
Instructions for Candidates Taking Examinations..... 94

SECTION F: SECURITY & STUDENT LIFE

SECURITY / 100

Display of ID Cards for Security Purposes 100
Procedures for LOST Identification Cards 100
Security Gate Passes for Motor Vehicles 100
Speed Limits 101
Parking Violation Ticket & Clamping 101
Halls of Residence 101
Campus Events 102

STUDENT LIFE / 103

Student Life 103
Dining Facilities..... 103
Sports & Recreation 103
Intrecollegiate Sports 103
UTech Classic Series 104
Students' Union 104
Welfare and Services..... 105

TABLE OF CONTENTS

Community Outreach Services	108
Teach the Youth	108
Tag Drive Week of Activities	108
Clubs & Societies	108
The Students' Activity Centre	110
Students' Council Members	111

SECTION G: GRADUATION INFORMATION PRESIDENT'S HONOUR ROLL AND DEAN'S LIST

GRADUATION INFORMATION / 116

Application to Graduate	116
Registration for Graduation Ceremony	116
Circumstances Affecting Graduation	116
Requirements for Granting of Awards	116

PRESIDENT'S HONOUR ROLL AND DEAN'S LIST / 117

President's Honour Roll	117
Dean's List	117
Types of Awards	118

SECTION H: IMPORTANT REGULATIONS AND ORDINANCE 1999/14

REGULATION 3 – ACADEMIC PROGRESS AND GRANTING OF AWARDS / 122

Student Status	122
Academic Terminology Policies and Procedures	124
Granting of Awards	128
Evaluation	129
Classes of Academic Awards	131
Community Service Programme (CPS)	132
Policy for Effecting Student Name Change	133

TABLE OF CONTENTS

**REGULATION 4 – REGULATIONS GOVERNING EXAMINATION
IN COURSES OF STUDY / 134**

Appointment of College/Faculty Boards of Examiners 134
Appointment of External Examiners 136
Appointment of School Internal Examination Panels 139
Publication of Results 139
Retention of Examination Material 140
Review of Decisions on Academic Progress 140
Presentation of Evidence of Extenuating Circumstances 141
Dissertation/Major Project 141
Regulation 4: Examination Procedure Chart..... 142

**REGULATION 5 – CONDITIONS AND PROCEDURES GOVERNING STUDENT
ACADEMIC MISCONDUCT / 143**

General Application 143
Academic Misconduct 143
Categories of Academic Misconduct..... 143
Procedural Rules 146
Academic Misconduct Inquiry Panel (AMIP)..... 147
Appeals 149
Right to Representation..... 151
Sanctions/Penalties..... 151
Confidentiality Clause..... 152

ORDINANCE 1999/14 – STUDENT DISCIPLINE / 153

Responsibility for Discipline..... 153
Breach of Discipline..... 153
Offences: Jurisdiction 153
Disciplinary Procedures 154
Suspension or Exclusion by the President..... 157

TABLE OF CONTENTS

Disciplinary Committee	149
The Appeal Board	160
Schedule A – Classification of Offences	161
Schedule B – Classification of Punishment	164
Schedule C – Procedure to be followed by the Disciplinary Committee	165
Schedule D – Appeal Board	166

SECTION I: POLICIES AND PROCEDURES

Re-do Examination Policies and Procedures	170
Add/Drop Policy and Procedures	171
Credit Allocation for Major and Minor Undergraduate Courses of Study Specializations Policy	173
Transfer Credit and Exemption Policy	174
Policy Governing the Implementation of Academic Advisement	180
Policy Governing the Use of Cellular Phones and Multimedia/Mobile Devices in Classrooms and the Calvin McKain Library	182
Policy and Procedures for Handling Student Complaints	184

SECTION J: ADDITIONAL INFORMATION

Other Frequently Asked Questions	192
Important Contact Numbers	195
Declaration of Authorship Form	200
The University Song	201
Glossary	202

PRESIDENT'S MESSAGE

PROF. THE HON. ERROL MORRISON OJ, MD, PhD, FRCP (Glasg), FACP, FRSM (UK), FRSH



A very warm UTech welcome to new and returning students. Indeed, you have made an excellent choice by making Jamaica's premier national University your place to proceed on your lifelong path to excellence through knowledge.

You are entering an institution that is student – centred in focus where each student is provided with the opportunity to learn, grow, develop, and reach his/her full potential as a valued member of the UTech community, the nation and the global workforce. It is with this in mind that our students have the opportunity to pursue studies in a variety of programmes relevant to the demands of an increasingly competitive knowledge-based economy.

I implore you to take a responsible approach to your education so that you will reap the full benefits of the privilege of acquiring a world class tertiary educational experience. I encourage you to read widely, focus keenly on your academic goals and explore all avenues that will challenge you to think incisively, creatively and independently.

Additionally, you should seek to become involved in campus life, as the experiences that you gain from that exposure will help to make you a more rounded individual. Do ensure that you participate in cultural activities, intellectual and sporting events, student clubs and societies, as well as community service.

Do read your handbook thoroughly and take advantage of all the channels for open communication and cooperation between the student body and the University's faculty and administration.

My best wishes to our entire student body for a successful and rewarding academic year.

UNIVERSITY REGISTRAR'S MESSAGE

DIANNE MITCHELL, BSc, MPhil *UWI*, MBA *UNO*



It is always a pleasure for me to welcome our new student to the University of Technology, Jamaica. Every new cohort brings a diversity of views, traditions and cultures which contribute to the richness of the University.

As you embark on this new phase of your educational journey, I am sure that you do so with much anticipation and excitement and possibly some apprehension as you look forward to all that the University will offer. We are delighted to have you and we too look forward to helping you pursue and achieve your career goals in a friendly, warm and welcoming atmosphere.

You are investing time and money in your education and you must ensure that you maximize both by participating fully in all aspects of the education process – attendance at lectures and tutorials, research seminars and by frequent visits to the Library: physically and/or electronically.

The University continues on its path of continuous improvement and new plans are constantly unfolding as we strive to provide the best experience for our students. The semesterised system is now in its third year with incremental implementation having taken place over the past two years. The Pre-Registration Forum, introduced last year, was a resounding success and enabled new students to familiarize themselves with the University and the enrolment and registration processes to facilitate the transition to University life.

Please take the time to peruse this Handbook, in hard copy or online, and keep abreast of information through other communication media: notice boards, text messaging, the students' portal and your UTech email. Social networks, particularly Facebook, are also used as a part of our communication strategy. These have been carefully selected and designed to reflect those media most preferred by students.

Again, I welcome you heartily and wish you a truly successful and rewarding year.

STUDENTS' UNION PRESIDENT MESSAGE

JHEANELL JOHNSON



In celebrating fifty- three years of continued meritorious service, I extend a very hearty welcome to all new and returning students of the University of Technology, Jamaica.

As you embark on a new academic year The Students' Union wishes that your knowledge base be enlarged, powered by innovative ideals to contribute to nation building.

As registered students you are a part of the Students' Union. Since its inception the Union has been the "Refuge" and will continue to effectively serve, represent and protect student rights. Consequently, in continuing our legacy the benchmark "Innovate and Sustain – The way forward, quality above quantity with service surmounting self" will ensure accountability and will spearhead our efforts in promoting your academic, spiritual, social, cultural and physical development.

The afore- mentioned are all vital to your University experience and as empowered students, the Students' Union Council encourages you to familiarize yourselves with all student responsibilities, policies and ordinances outlined in this handbook.

KNOWLEGDE IS POWER, THE POWER TO KNOW YOUR RIGHTS!

Help us serve you, help us re- present your concerns to effectively protect your interests. Martin Luther King Jr. stated "The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy".

Our efforts to impact on our University will only prove fruitful if the "Union" of the students, by the students and for the students **STANDS TOGETHER!**

COLLEGE OF BUSINESS AND MANAGEMENT (COBM)



Prof Ashok Kulkarni
Deputy President



Dr Paul Golding
Dean – COBM



Dr. Claudette Williams-Myers
Associate Dean – COBM



Dr. Neville Swaby
Associate Dean – COBM



Reginald Nugent
Head of School – SOBA



Marilyn Cornelius
Head of School – SHTM



Dr. Mauvalyn Bowen
Head of School – JDSEEL



Clavery Allen
Assoc. Head of School – SOBA



Vanetta Skeete
Assoc. Head of School – SOBA



Sharon Anderson-Roach
College Administrator

COLLEGE OF HEALTH SCIENCES (COHS)



Dr. Eugenie Brown-Myrie
Dean – COHS



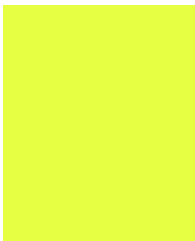
Patricia Bullock
Vice Dean – COHS



Prof. Winston Davidson
Head of School – PH&HD



Dr. Janet Campbell-Shelly
Head of School – Pharmacy



Vacant
Head of School – Allied Health
and Nursing



Dr. Irving McKenzie
Interim Head – SOHS



Delva Barnes
College Administrator

FACULTY OF THE BUILT ENVIRONMENT (FOBE)



Dr Carol Archer
Dean – FOBE



Cadien Murray-Stuart
Head of School – SBML



L. Mark Taylor
Head of School – CSA



Sonia Young
Faculty Administrator

FACULTY OF EDUCATION AND LIBERAL STUDIES (FELS)



Dr. Rohan Lewis
Dean – FELS



Dr. Jennifer Hall
Vice Dean – FELS



Dr. Leonie Clarke
Head of School – SOTAVE



Dr. Nova Gordon-Bell
Head of School – DOLS



Claudine Campbell
Faculty Administrator
(Actg.)

FACULTY OF ENGINEERING AND COMPUTING (FENC)



Charmaine DeLisser
Dean – FENC



Dr. Felix Akinladejo
Vice Dean – FENC



Dr Nilza Smith
Head of School – SOE



Arnett Campbell
Head of School – SCIT



Paula Allen
Faculty Administrator
(Actg.)

FACULTY OF SCIENCE AND SPORT (FOSS)



Dr. Colin Gyles
Dean – FOSS



Beverly Myers
Vice Dean – FOSS



Dr. Neville Graham
Interim Head – CSOSS



Dr. James Smith
Head of School – SONAS

UTECH ACADEMY



Errol Rowe
Head of School – SOMAS



Anna-Marie Thompson
Faculty Administrator – FOSS



Prof. Geraldene Hodelin
Director



Maxine Daley
Administrative Assistant

FACULTY OF LAW (FOL)



Prof. Oswald Harding
Dean – FOL



Karen Rhule
Faculty Administrator – FOL



Dawn McNeil
Associate Dean – FOL



Antoinette Smith
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THE EMBLEM AND ITS USE



The emblem embodies the dignity of the University and should not be used in any manner that would bring dishonour to the Institution.

In creating the Emblem or Arms, the University sought to reflect its values and focus while maintaining a link with the College of Arts, Science and Technology (CAST). The components, which are generally stylised, are interpreted below:

The Doctor Bird (feeding on the Hibiscus – a source of sustenance) and pineapples (part of the Jamaica Coat of Arms) symbolize the uniqueness of the institution as the foremost national university. The *Lignum vitae*, a native Jamaican flower, is abundant on the Liguanea Plains on which the University is located and symbolises productivity and the capacity to withstand adversity.

The sun symbolises life, light and energy; the mountains – strength, majesty and beauty; the open book on its sides, which follows the contours of the mountains, the generation, accessibility and transfer of knowledge; and the pair of dividers, also a component of the CAST logo – technology and the continuity between CAST and UTech.

Guidelines already accepted by the Governance Committee are as follows:

- The emblem should be used only on official University documents. These include letterheads, faculty brochures and other University stationery.
- The emblem should be placed at the top left-hand corner of documents or top centre of degree parchments and certificates issued by the University alone, or the University in collaboration with other academic institutions.
- No writing should appear above the emblem or to the left of it.
- The original colours (the University colours) should be represented exactly.
- It should not be encircled by lines or decorations.

Permission to use the emblem should be sought from the Governance Committee through the Vice-President – Student Services and Registrar. Forms are available on the Intranet.

The University's motto, "*Magna per artem gesta*" is engraved on the emblem. This Latin phrase translates to "Excellence through knowledge."

SIGNIFICANT DATES

SIGNIFICANT DATES¹ FOR ACADEMIC YEAR: AUGUST 2011–JULY 2012

ACADEMIC YEAR 2011/2012

Date	Activity
July 11 – August 26	Registration for All Students Boarding Registration for All Resident Students
July 21	Academic Awards Review Panel Meeting
July 25 – August 12	Financial Aid Office – Earn and Study for Semester 1 & 2 Application Period
August 01	Emancipation Day (Public Holiday)
August 02–08	Summer Session Final Examinations
August 06	Independence Day (Public Holiday)
August 08	Summer Sessions end
August 09	Check-out for All Summer Residents
August 09, 24	Academic Awards Review Panel Meetings
August 17	Check-in of Halls of Residence student Executive body
August 18	Academic Board Meeting
August 21	Check-in of New Resident Students
August 21–27	Orientation Week (inclusive of Parent/Spouse Orientation, Halls of Residence Orientation & Community Service Conference

1. Please visit the University website (www.utechjamaica.edu.jm) for the dates for activities of the College, Faculties, Institute and Divisions.

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
August 26	English Language Proficiency Test (International Students)
August 27	Fresher's Social
August 28	Check-in of Returning students to Halls of Residence

CALENDAR YEAR 2011, SEMESTER 1 – ACADEMIC YEAR 2011/2012

August 29	Classes begin for All students, Semester 1 2011/2012 (16 weeks)
August 29–September 03	Validation - Summer Session Final & Re-do Examination results
August 29–September 28	Late Registration
September 03	Final Date for students to submit Add/Drop & Exemption forms for Semester 1 Modules to Schools
September 03	FELS – Classes begin for Master of Education Degree in Educa- tional Leadership and Management Studies and Master of Science in Workforce Education and Development
September 05–17	Grade Reviews – Summer Session Final & Re-do Examination results
September 06	FELS – Classes begins for Master of Science in Career and Technical Education students
September 06, 20	Academic Awards Review Panel Meetings
September 07	Career and Placement – Mentoring Programme Workshop
September 09	Career and Placement – Deadline for submission of mentee application

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
September 10	Final date for Colleges/Faculties/Schools to submit approved Exemption forms for Semester 1 modules to Senior Assistant Registrar, Academic Services
September 12	Financial Aid Office – Earn and Study for Semester 1 & 2 commences with Orientation
September 15	Career Placement – Registration opens for Mock Interviews: Series One COBAM – Launch of Student Incubator
September 15 – October 20	Career and Placement – Employment Empowerment Sessions – Thursdays at 3:00 p.m. in LT4
September 16	Student Relation Office – Deferrals of Registration and Leave of Absence for Semester 1 AY 2011/2012 – Final date for the submission of requests
September 17	UWI/UTECH Sports Championships
September 22	Career and Placement – Mentee Briefing Session International Students' Reception
September 24 – 25	Golf Classic (Caymanas)
September 26 – October 08	Registration for Graduation
September 26 – September 30	Payments accepted for Semester I Finals & Summer Re-do examination from current/registered students (Years 4–5 only)
September 30	Fresher's Fete

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
October 01	Applications open for All programmes AY 2012/2013 Boarding applications open for 2012/2013
October 03	Financial Aid Office – Grant Application Opens
October 04, 20	Academic Awards Review Panel Meetings
October 08	1st Semester Sports Programme begins
October 09–14	Students Union – Faculty Quiz Competition Finals (Semi-final on October 13, 2011)
October 10–14	FELS – School Observation for First Year Students
October 12–14	COBAM – International Conference on Business, Hospitality and Tourism Management
October 13	FELS – Family and Consumer Studies Conference Career and Placement – Mentoring Programme Opening Reception
October 14 – November 18	SHTM – International Cuisine Dinner Series begins
October 17	National Heroes Day (Public Holiday)
October 20	SHTM – Internship Orientation for 2nd and 3rd Year (tentative) COBAM – Launch of Business Clinic Alliance (tentative)
October 21	Final date for the submission of withdrawals from a Module offered in Semester 1 to the Senior Assistant Registrar Academic Services. Addition of Modules or refunds not applicable (see Regulation 3)

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
October 21	Final date for submission of All exam papers for Semester 1 Examinations to the University Examinations Centre
October 28–29	FELS – Pre-Practice visits for Fourth Year Students
October 31	Halls of Residence Developmental Programme – Managing Interpersonal Relationships
November 02	Annual General Meeting of Council
November 04	Halls of Residence Joint Beautification/Welfare Work Day
November 04–12	Tag Drive Activities (Classes suspended on November 11th)
November 05	Graduation Ceremony (The National Arena at 10:00am)
November 07	Registration opens – Annual Career and Job Placement Fair
November 7–11	Career and Placement – Mock Interview Week: Series One
November 7–18	FELS – Team Teaching for Third Year Students
November 07–25	Distribution of Examination Cards (Penalty applies after this period)
November 08	COHS – Health and Wellness Day
November 10	Halls of Residence Developmental Programme – Stress & Time Management
November 17	Academic Board Meeting
November 18	Final Publication of Timetable for Semester I Final Examinations Energy Monitoring and Auditing Team (EMAT) – Eco Fusion Event

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
November 24–25	FELS – Pre-Practice visits for All Fourth Year Students
November 25–26	Basketball/Netball Classic
November 26	Bar and Beverage Extravaganza (tentative)
November 28–December 2	Study week
November 29	International Day
December 01	Early Bird Applications Close
December 01	English Language Proficiency Test
December 03	Beach Volleyball Classic (UWI Bowl)
December 5–20	Semester I Final Examinations (12 working days)
December 17–18	SCIT Aptitude Test
December 19	Council Meeting
December 22	Resident Students check out for Semester 1
December 23	University closes at 12:00 noon

CALENDAR YEAR 2012, SEMESTER 2 – ACADEMIC YEAR 2011/2012

January 03	University Re-opens
January 03–27	Registration for Semester 2
January 03–March 23	Teaching Practice for Fourth Year Students
January 09–13	Validation of Semester 1 Final and Summer Session Re-do Examination results

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
January 11–13	Resident Students Registration and Check-in Semester 2
January 16	Classes resume for All Students
January 16–May 08	Semester 2 (16 weeks)
January 16	Student Relations Office – Deferrals of Registration and Leave of Absence for Semester 1 AY 2011/2012 – Final date for the submission of request
January 16–27	Grade Reviews – Semester 1 examination results
January 18–22	Cricket Classic
January 19	Career and Placement – Mentee Mid Review Session
January 20	FELS – Seminar for Fourth Year Students
January 24	Final date for payment of Semester 2 fees for all students
January 26	Career and Placement – Registration Open for Mock Interviews: Series Two
January 26–March 1	Career and Placement – Employment Empowerment Sessions – Thursdays at 3:00 p.m. in LT4
January 27	Registration for All Students Closes
January 28	Final Date for students to submit Add/Drop & Exemption forms for Semester 2 modules to Schools
January 31	Applications close for 2012/2013 Academic Year (ALL programmes and accommodation) Boarding Application closes for 2012/2013 Academic Year

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
February 02	Career and Placement – Mentor Mid Review Session Second Semester Sports Programme begins
February 04	Final date for Colleges/Faculties/Schools to submit approved Exemption forms for Semester 2 modules to Senior Assistant Registrar, Academic Services
February 06–10	Payments accepted for Semester II April/May Re-do Examinations from current/registered students (Years 4–5 only)
February 10	SHTM – International Cuisine Dinner Series begins
February 10–24	Students' Union Election – Nomination Period
February 11	Table Tennis Classic
February 13–17	Career and Placement – Mock Interview Week: Series Two
February 16	Academic Board Meeting
February 22	Ash Wednesday (Public Holiday)
February 24	FELS – Seminar for Fourth Year Students
February 25–26	Aptitude test for SCIT
February 25–27	Lawn Tennis Classic
March 01	FELS – Interfaith Awareness Day
March 01–18	Students' Union Election – Campaigning Period
March 02	Cheerleading Competition Deadline for Registration – Annual Career & Job Placement Fair

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
March 08	Halls of Residence Developmental Programme – Managing Interpersonal Relationships
March 09	Final Date for submission of All exam papers for Semester 2 Final examinations to the University Examinations Centre Final date for the submission of withdrawals from a Module offered in Semester 2 to the Senior Assistant Registrar, Academic Services. Addition of Modules or refunds not applicable (see Regulation 3)
March 12	Anniversary Lecture
March 15	Research and Technology Day 2012
March 16	Annual Career & Job Placement Fair
March 17	University Students' Award Ceremony (tentative)
March 19	Council Meeting Students' Union – Election Day
March 25–31	COBAM Week of Excellence COBAM – Budget Debate: Panel Discussions (date to be decided) SOBA Student Conference (date to be decided) SHTM Day (date to be decided)
March 26 –April 13	Distribution of Examination Cards (A penalty applies after this period)

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
March 27–May 1	B.Eng Chemical Engineering Yr 2 students – “Spanish Immersion in Cuba”
March 29	COBAM – Budget Debate: Panel Discussions
March 31	Final Submission for boarding summer extension
April 02–13	Financial Aid Office – Applications for Earn and Study Summer Semester Scholarship Applications for Academic Year 2012/2013 open
April 05	Holy Thursday (University closes at 12:00 noon) Final Publication of Timetable for Semester 2 Final Examinations COBAM – Budget Debate: Panel Discussions (tentative) Registrar’s Dinner for Final-year International Students
April 06	Good Friday (Public Holiday)
April 09	Easter Monday (Public Holiday)
April 12	Career and Placement – Mentoring Programme Closing Reception COBAM – Budget Debate: Panel Discussions (tentative)
April 13	FOSS – Annual Coaches Conference
April 14	Track & Field Classic (National Stadium) Halls of Residence Annual Awards & Dinner

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
April 15	FELS – Dean’s Banquet for Fourth Year Students
April 16–20	Study Week
April 18	Research Development Day
April 19	Business and Computer Studies Conference (tentative)
April 23–May 08	Semester II Finals Examinations (12 working days)
May 07	Earn and Study for Summer Semester Commences with Orientation Session
	Student Relations Office – Deferrals of Registration and Leave of Absence for Semester 1 AY 2011/2012 final date for the submission of requests
May 07–11	Student Services: Leadership Development Programme (tentative)
May 07–25	Online Registration/Enrolment for summer Session
	Boarding Registration for Summer Students
May 08	Semester 2 ends
May 10	Check-out for All Halls of Residence Students
May 16 –27	CSA Exhibition
May 17	Academic Board Meeting
May 18	Annual Staff Awards (tentative)
May 20–26	Caribbean Poison Information Network (CARPIN) Poison Prevention Week

SIGNIFICANT DATES *(Cont'd)*

CALENDAR YEAR 2012, SUMMER – ACADEMIC YEAR 2011/2012

Date	Activity
May 21–August 7	Summer Session (11 weeks inclusive of examination)
May 21	Summer Classes begin Family and Consumer Studies Conference
May 23	Labour Day
May 25–27	Check in for Summer Resident students Resident Managers' Retreat
May 28–June 01	Validation of Semester I Re-do & Semester 2 Final Examination results
June 02	Final date for students to submit Add/Drop & Exemption forms for summer modules to Schools
June 04–08	Payments accepted for Summer Session Re-do Examinations from current/registered students (Years 4–5 only)
June 04–15	Grade Reviews: Semester I Re-do & Semester 2 Final examination results
June 08	FELS Postgraduate Diploma in Education Orientation
June 09	Final date for Colleges/Faculties/Schools to submit approved Exemption Forms for Summer Session modules to Senior Assistant Registrar, Academic Services
June 11–15	FELS – External Moderation of Grades
June 11–August 10	FELS – Classes for Postgraduate Diploma in Education

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
June 15	Exam papers due in University Examinations Centre for Summer Session examinations Final date for the submission of withdrawals from a Module offered in Summer Session to the Senior Assistant Registrar Academic Services. Addition of Modules or refunds not applicable (see Regulation 3)
June 18	Council Meeting
June 18–August 8	FELS – Summer Session for B.Ed. Students (inclusive of examinations)
June 25–August 10	FELS – Summer Session classes for the Master of Science in Career and Technical Education FELS – Summer Session classes for Master of Education Degree in Education Leadership and Management Studies FELS – Summer Session classes for Master of Science in Workforce Education and Development
June 29	Financial Aid Office – Scholarship Application Closing Date for Returning Students
July 01–August 31	Enrolment for 2012/13 Academic Year Registration for All Boarders for 2012/2013 Academic Year
July 05	English Proficiency Test
July 06	English Proficiency Test
July 07–08	COHS – Annual Health Professionals Conference

SIGNIFICANT DATES *(Cont'd)*

ACADEMIC YEAR 2011/2012

Date	Activity
July 09–20	Distribution of Summer Session Examination Cards (penalty applies after this period)
July 20	Final Publication of Exam Time tables for Summer Session examinations
July 26–27	COBAM Retreat
July 30–August 08	Summer Session Final Examinations (6 working days)
July 31	Financial Aid Office – Scholarship Application Closing Date for New Students
August 01	Emancipation Day (Public Holiday)
August 06	Independence Day (Public Holiday)
August 08	Summer Session Ends
August 12	Check-out of Summer Residents
August 16	Academic Board Meeting
August 20	Check-in of Executive Student body of Halls of Residence
August 23	Check-in of New Students to Halls of Residence
August 19–26	Orientation Week (inclusive of Parent/Spouse Orientation, Halls of Residence Orientation & Community Service Conference)
August 26	Check-in of Returning students to Halls of Residence English Language Proficiency Test (International Students)

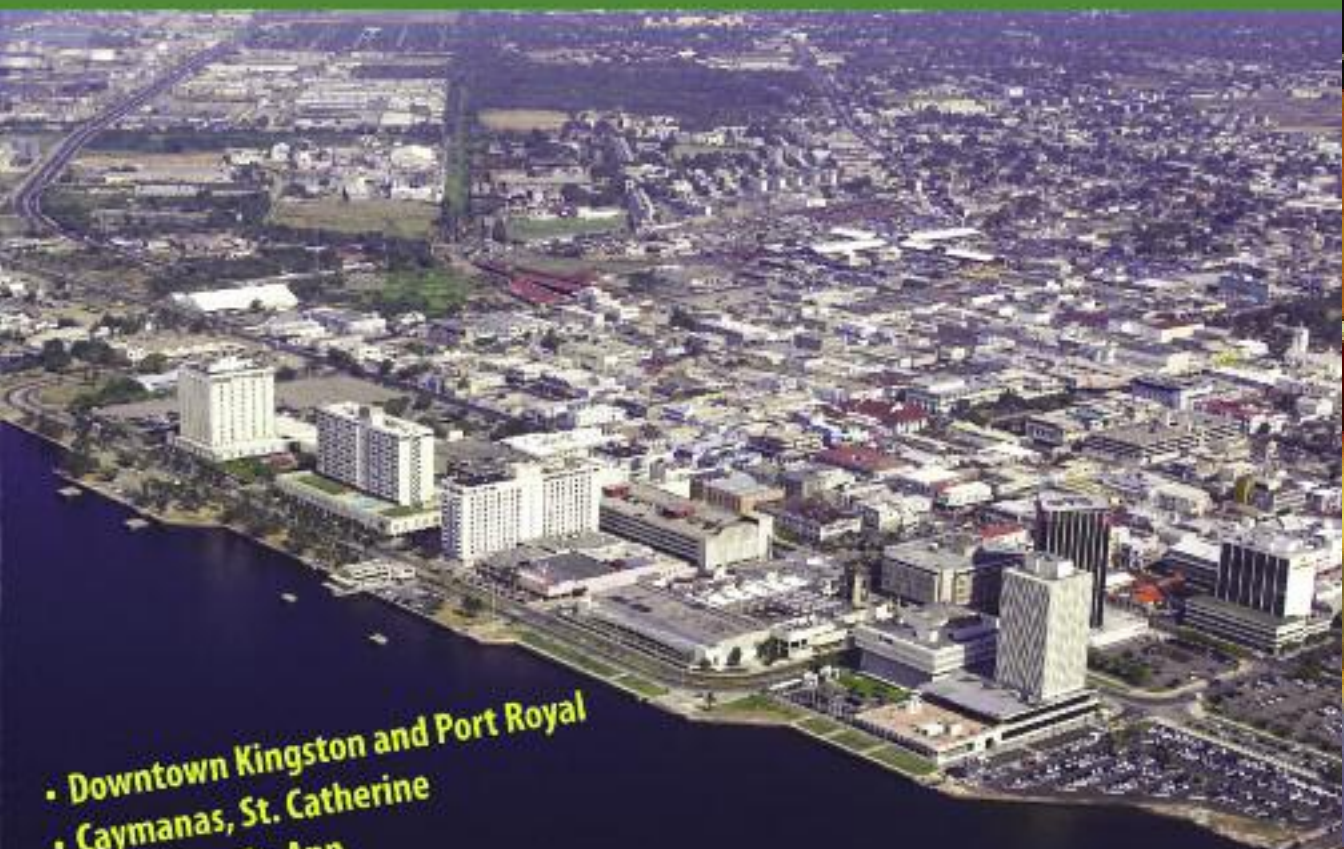
SCHEDULE OF COLLEGE/FACULTY MEETINGS

College/Faculty	Faculty Board Faculty	Student Academic Affairs Committee
College of Business & Management	Last Thursday	2nd Thursday
College of Health Sciences	Last Wednesday	No fixed date
Faculty of Education & Liberal Studies	Last Monday	3rd Thursday
Faculty of Engineering & Computing	Last Friday	2nd Friday
Faculty of Law	Last Wednesday	2nd Thursday
Faculty of Science & Sport	Last Thursday	2nd Thursday
Faculty of The Built Environment	Last Tuesday	3rd Wednesday

Note: Meetings are not held in July & December.



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SECTION A



INTRODUCTION TO THE UNIVERSITY

GOVERNANCE



INTRODUCTION TO THE UNIVERSITY

HISTORY

The University of Technology, Jamaica (UTech) began in 1958, as the Jamaica Institute of Technology. In 1959 the name of the institution was changed to the College of Arts, Science and Technology and it became incorporated in the College of Arts, Science and Technology (CAST) Scheme of 1959. This was validated by an ACT of Parliament in 1964. In 1986, the CAST Scheme was revised in order to make the College a degree-granting institution, and the College became legally empowered to conduct its affairs under a governing Council and Academic Board.

The institution was formally accorded university status on September 1, 1995 as the University of Technology, Jamaica. The University of Technology, Jamaica Act 27 – 1999, which makes permanent provisions for the establishment of the University of Technology, Jamaica was approved by Parliament on June 8, 1999 and signed into law by the Governor General on June 19, 1999.

The history of the institution is intimately connected with the social and economic development of Jamaica. From just over 50 students and four programmes in 1958, UTech has

grown to become Jamaica's premier national institution with a student population of approximately 11,000. It now offers more than 70 programmes at the certificate, diploma and degree levels.

Syllabuses are modeled on the English polytechnic system, with emphasis on flexibility of approach, work-based learning and professional linkages afforded through co-operative work-based programmes. Flexibility in the University's academic programmes is reflected in the various modes of course delivery, including semesterisation, introduced in academic year 1999/2000. Further adjustments were made in 2009/2010. Under the system, the academic year was restructured into three academic sessions and all courses of study modularized. Several credit and non credit courses are offered during the Summer Session from mid-May to August.

MAIN CAMPUS

The main campus of the University is located within the Greater Kingston Metropolitan Region in the parish of St. Andrew and occupies approximately 18.2 hectares. It lies to the east of the Hope Botanical Gardens in close proximity to the Papine/Liguanea commercial

centres. The campus is served by several bus routes and is within walking distance from the Mona Campus of the regional University of the West Indies and the University Hospital.

SLIPE PEN ROAD CAMPUS

The School of Public Health and Health Technology is located at 21 Slipe Pen Road, Kingston 5, which is in close proximity to the Kingston Public Hospital.

The B.Sc. degrees in Environmental Health and Public Health Nursing are offered at this facility.

ARTHUR WINT DRIVE CAMPUS

The School of Oral Health Sciences in the College of Health Sciences is located at 5 Arthur Wint Drive.

WESTERN CAMPUSES

The Nursing School is located at Barnett Clinic, 2 Cottage Close, Montego Bay.

Faculty of Law and School of Business Administration are located at Gloucester Avenue.

Trelawny Multi-purpose Stadium

LIONEL TOWN CAMPUS

Lionel Town Campus is located at the Lionel Town Hospital, Vere, Clarendon.

The Pharmacy Technician and Dialysis Technician Certificates are offered at this campus.

UTECH/JIM SCHOOL OF ADVANCED MANAGEMENT

The Kingston campus of the UTech/JIM School of Advanced Management, College of Business and Management is located at 47 Hope Road, Kingston 10. The School's graduate business programmes are also offered at locations in Montego Bay, St. Ann, Portland and Manchester. For further information, contact the College of Business and Management.

FRANCHISE AND OUTREACH INSTITUTIONS

The University has collaborative agreements with five local community colleges, namely, Brown's Town, Excelsior, Knox, Montego Bay and Portmore as well as the College of the Bahamas. Under this arrangement, the first and/or second years of diploma and/or undergraduate degree courses in the College of Business & Management and the Faculty of Engineering & Computing may be pursued at these institutions. The first two years of the Bachelor of Pharmacy are offered at the College of the Bahamas.

GOVERNANCE

The University operates under a bicameral system of governance comprising a governing body – the University Council – and an academic arm – the Academic Board. College/Faculty Boards, report to the Academic Board. The Students' Union Council also forms part of the governance structure of the University.

ACADEMIC ORGANISATION

The University is organised into two Colleges and five Faculties.

Each College and Faculty is headed by a Dean, who is responsible to the Deputy President and the Academic Board for its administration and academic affairs. The academic sub-divisions within each entity include Schools, Departments and Divisions.

COLLEGE OF BUSINESS & MANAGEMENT

The College of Business and Management comprises the following Schools:

- The School of Business Administration
- The School of Hospitality and Tourism Management
- UTech/JIM School of Advanced Management

- The Joan Duncan School of Entrepreneurship, Ethics & Leadership, which includes the Technology Innovation Centre (TIC). See page 56 for information on the TIC.

The policy of the College is to create and maintain close strategic alliances with corporate Jamaica and other similar entities within the Region, thereby helping to ensure the continued relevance of its programmes.

COLLEGE OF HEALTH SCIENCES

The College offers an impressive array of graduate and undergraduate courses for health-related professions in local, regional and global markets in several fields, such as Pharmacy, Dental Auxiliary, Nursing, Dietetics and Nutrition, Medical Technology, Public Health Nursing, Child & Adolescent Development, Health Information Technology and Environmental Health. It is also committed to research activities that will address and provide solutions to health care problems locally and regionally.

The College consists of four Schools: School of Public Health and Health Technology, School of Oral Health Sciences (SOHS), School of Pharmacy and School of Allied Health and Nursing. The Schools are located at different campuses

within the Corporate Area and Montego Bay.

Besides its main campus operations, the College has two satellite campuses: one at Slipe Pen Road in the Corporate Area at which the School of Public Health & Health Technology is sited, and another located in Montego Bay.

FACULTY OF EDUCATION & LIBERAL STUDIES

The Faculty of Education and Liberal Studies, through the School of Technical and Vocational Education, provides the highest quality teachers and trainers in technical specializations. The aim is to provide the Jamaican and Caribbean education and training systems with technical-vocational educators of the highest level of competence and professionalism. In addition, through its Department of Liberal Studies, the Faculty provides learning experiences that foster critical and creative thinking, a heightened awareness and practise of professionalism and the development of skills in effective communication and social learning.

FACULTY OF ENGINEERING & COMPUTING

UTech is the only tertiary level institution in Jamaica providing externally accredited programs in Engineering through its Faculty of Engineering and Computing. This Faculty also offers the only tertiary level options in both Enterprise and Forensic Computing.

All of the established programmes within the

Faculty have been accredited locally by the University Council of Jamaica (UCJ). In addition, the Electrical and Mechanical programmes are accredited by the Institute of Engineering and Technology (IET).

The wide range of programme offerings include Bachelor of Engineering (B.Eng.) degrees in Electrical, Mechanical, Chemical, Industrial, Civil, Agricultural and Biological Engineering; Mechanical and Electrical diplomas; and Bachelor of Science (B.Sc.) degrees in Computer Science, Computing & Information Technology, and Computing with Management Studies.

The professional development of students is of major importance. Accordingly, the Faculty has established students' chapters of international professional associations, such as the Association of Chemical Engineers (ACHE), the American Society of Mechanical Engineers (ASME) and, most recently, the National Society of Black Engineers (NSBE). Students participate actively in International Student Competitions that test their knowledge and design capabilities, and they have received a number of awards in those events.

FACULTY OF LAW

The Faculty of Law offers the Bachelor of Laws (LLB) degree. Students have the opportunity of completing the degree programme in three years (full-time) or in four years (part-time).

Taught by a cadre of local and international experts with interdisciplinary training and experience, the programme is delivered through lectures, tutorials, casebook methods, research, seminars and moots.

An example of the Faculty's innovative approach is the teaching of modules – such as Entertainment Law, Sports Law, and Intellectual Property – that support emerging dynamic growth sectors of the economy. In addition, the course of study provides learners with the opportunity to explore and develop an interest in the laws and legal systems of Jamaica and the Caribbean Community (CARICOM).

For those wanting to practice law, this programme provides a flexible route by which to complete the academic stage of the training needed for the progression to the vocational stage of legal education or related fields.

FACULTY OF SCIENCE AND SPORT

The Faculty of Science and Sport (FOSS) is committed to developing science and sport within the society and it provides courses, research, and consultancy services that relate science and technology to the educational, industrial, business, health and sport sectors. The courses offered include undergraduate, graduate and continuing education courses. Additionally, the Faculty delivers science, mathematics, and sport elective modules for all courses of study across the University.

The organizational structure of the Faculty comprises the School of Natural and Applied Sciences (SONAS), the School of Mathematics and Statistics (SOMAS), the Caribbean School of Sport Sciences (CSOSS), and the Centre for Science-based Research, Entrepreneurship and Continuing Studies (CSRECS).

FACULTY OF THE BUILT ENVIRONMENT

The Faculty of the Built Environment was established in 1998 under the new charter and statute of the University of Technology, Jamaica. However, its history goes back to 1958 when the Diploma in Construction Technology was offered in the Engineering Department of the then recently established College of Arts, Science & Technology (CAST).

As demand increased for widening training opportunities in Construction Engineering and related disciplines, the Building Department was established in 1978. The new department was made up of six divisions delivering diploma and/or certificate programmes. In 1988 the Caribbean School of Architecture was instituted.

The Faculty now comprises two schools, namely, the School of Building and Land Management and the Caribbean School of Architecture. The schools deliver a wide range of undergraduate diploma and degree programmes together with a postgraduate diploma and two Master's degrees. In addition,

faculty members are actively involved in research and consultancy relating to issues of the Built Environment. Programmes are recognized within the international arena by professional bodies such as UN Habitat, World Bank, COL of Architecture and Royal Institution of Chartered Surveyors (RICS). The Faculty seeks to fulfil its mandate by offering world class programmes which are tailored to the needs of the industry.

(For programme offerings, please visit our website www.utechjamaica.edu.jm.)

COLLEGE/FACULTY STUDENT ACADEMIC AFFAIRS COMMITTEE (C/FSAAC)

The College/Faculty Student Academic Affairs Committee is a committee of the College/Faculty Boards. It has been delegated powers to make recommendations to the Faculty Boards on matters relating to the academic affairs of students, collectively and/or individually. Among the student matters considered by the Committee are the following:

- Deferral of registration

- Cancellation of registration
- Fee refund
- Leave of absence
- Permanent withdrawal from programmes
- Re-admission
- Re-instatement
- Programme completion
- Deferral of examination

- Interfaculty transfers.

The scope of its responsibilities, as indicated in the “Terms of Reference” of the FSAAC, is as follows:

- “The Committee shall consider requests from students submitted to the Dean of the Faculty copied to the Student Relations Officer. (See “Schedule of Faculty Meetings” on page 24).
- Requests that are within policy shall be decided on by the Committee and the decisions forwarded to the Student Relations Office for dispatch.
- Requests that are outside of policy shall be referred to the Faculty Board for a resolution or to the Board of Undergraduate Studies (BUS) or the Board of Graduate Studies, Research and Entrepreneurship (BGSRE), if not resolved by the Faculty Board.
- On matters that require Academic Board’s review or approval, the Committee shall refer those matters to the BUS or BGSRE for submission to the Academic Board Student Affairs Review Panel.
- In discharging its duties, the Committee shall be guided by the appropriate University Policies and Regulations, as well as the relevant Faculty Regulations.”



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SECTION B



**DIVISION OF STUDENT SERVICES
AND REGISTRY**

SUPPORT SERVICES FOR STUDENTS

DIVISION OF STUDENT SERVICES AND REGISTRY PERSONNEL



Dianne Mitchell
Vice President, Student
Services and University
Registrar



Mercedes Deane
Senior Assistant Registrar
Academic Services



**Dorsett Gabbidon-
Pottinger**
Assistant Registrar
Student Services (Actg.),
Career and Placement
Officer



Barry Thomas
Assistant Registrar
Admissions and Enrolment



**Paulette Groves-
Robinson**
Assistant Registrar
Examinations



Charmagne Mortley
Assistant Registrar
University Secretariat



Pat Eves-McKenzie
Senior Counsellor



Craig McNally
Counsellor



Angella Isaac-Brown
Accommodations Officer



Janice Sinclair-Morgan
International Students'
Coordinator



Ann-Marie Lodge
Student Records
Officer



Denese Brown-Bell
Student Relations Officer



Rosie-Lyn Binns
Scheduling Officer

DIVISION OF STUDENT SERVICES AND REGISTRY

OFFICE OF THE REGISTRAR

This Division is headed by the Vice-President, Student Services and University Registrar. It is responsible for matters relating to University Governance, Corporate Records, the University Secretariat, and administering the affairs of students, from their admission to graduation. The Division also handles requests for academic records including transcripts and statements. The Office of the Registrar, which is located on the mezzanine floor of the main Administration Building, may be reached on telephone numbers 970-5034/5035.

UNIVERSITY SECRETARIAT

The Vice-President Student Services & University Registrar serves as Secretary to the Council, Academic Board and Faculty and College Boards and any Standing, Special or Advisory Committee set up by these bodies. Meetings of these bodies are serviced by the University Secretariat headed by the Assistant Registrar, University Secretariat, Mrs. Charmagne Mortley. The Secretariat also has responsibility for, inter alia, managing the use of the University's ceremonial symbols and University Seal.

OFFICE OF STUDENT RELATIONS

The Office of Student Relations serves as a resource centre for students, College/Faculty Student Academic Affairs Committees CSAAC/FSAAC, Faculty Administrators, Counsellors, Off-site Campuses and Central Administration on the University's policies, and Regulations pertaining to students. Student matters handled by the Office include, requests for consideration by the CSAAC/FSAAC; such as deferrals, leave of absence, withdrawals, change of status, reinstatement, non-academic misconduct; refunds, absence from examinations due to illness, deferrals, leave of absence, withdrawals and queries of a general nature. The decisions emanating from these requests are prepared by the Office and sent to the student and then dispatched to the related department(s) for processing. The Office also advocates for students, affected by extenuating circumstances, by presenting their cases to senior academic and administrative managers. Appeals against decisions made by student-related committees and student complaints are also handled by the Office of Student Relations. Students' issues are dealt with equitably, guided by the University's policies. The Office

of Student Relations is located on the ground floor of the Student Services Building and can be reached at: Exts. 2008/2359; email: dbell@utech.edu.jm or kbeckford@utech.edu.jm.

ACADEMIC SERVICES DEPARTMENT

This department is responsible for administering student academic affairs in the areas of admissions, examinations, international students and student records; coordinating activities relating to academic misconduct and recommending/developing student-related academic policies and procedures. Each area is headed by a supervisor who oversees its day-to-day activities. Other responsibilities include interpreting the University's academic regulations to staff and students, publishing the Student Handbook, and the preparation of Academic Awards for the graduation ceremony. The Senior Assistant Registrar, Academic Services, Mrs Mercedes Deane, may be reached at telephone # 927-1680, ext. 2441 or 2255 and 970-5441. The office is located on the mezzanine floor of the main Administration Building.

OFFICE OF ADMISSIONS & ENROLMENT MANAGEMENT

The Office of Admissions & Enrolment Management (OAEM) is responsible for developing admissions and enrolment management policies and procedures, and monitors adherence

to these procedures. The Office has ultimate responsibility for quality assurance in the admission and enrolment of students. In addition, the OAEM monitors student progression and attrition by maintaining and analyzing relevant statistical data and make recommendations and projections based on these trends. The Office also plays an integral role in promoting the Institution both locally and overseas. OAEM is located in the building behind the Credit Union and is managed by Assistant Registrar, Barry Thomas. He may be contacted at admissions@utech.edu.jm.

UNIVERSITY EXAMINATIONS CENTRE

The Examinations Centre administers all major University examinations and prepares and issues examination cards to students. The Centre is also responsible for the preparation of examination timetables, assigning of venues and scheduling invigilators for examinations. The Centre is directly supervised by Assistant Registrar, Mrs Paulette Groves-Robinson, and may be reached at telephone #970-5000. The Centre is located on the ground floor of the Administration Building. Student visits to the Centre are not allowed.

STUDENT RECORDS OFFICE

The Student Records Office:

- maintains a filing system of records of past and current students

- creates files for new students, updates files as necessary, safeguards the security and confidentiality of all students' files, liaises with Colleges/Faculties regarding all students' academic records
- stores and safeguards all examination results received
- prepares and dispatches transcripts/statements/status letters and other student academic records, and provides external organizations with information relating to students' and alumni status, in accordance with approved procedures
- processes students' academic awards for graduation
- prepares statistical data and reports, as scheduled or requested
- verifies the authenticity of academic awards, transcripts /status letters.

The Office is directly supervised by Miss Ann Lodge, Student Records Officer, and may be reached at telephone # 927-1680, exts. 2015, 2016 or 2020. The office is located on the ground floor of the Administration Building.

SCHEDULING OFFICE

This Scheduling Office is responsible for the operation and administration of all aspects of the University's teaching timetable and classroom facilities. The Unit guides the scheduling processes and ensures efficient and effective use and allocation of the University's teaching

resources from an institutional rather than a particular academic area perspective. The Office is supervised by Miss Rosie-Lyn Binns and is currently located at the Joan Duncan School of Entrepreneurship, Ethics and Leadership Building. Telephone #s 970-5628 or email: room.requests@utech.edu.jm.

STUDENT SERVICES DEPARTMENT

The Student Services Department provides professional services that are designed to enhance student experience during their stay at the University. The staff works closely with other service providers, both internally and externally, to ensure that we meet their needs. Please feel free to visit the Department, our WebPages at www.utech.edu.jm, write in, or call us at 970-5280 or 970-5193. The following support services can help you create an optimal university experience.

OFFICE OF THE ASSISTANT REGISTRAR, STUDENT SERVICES

The Assistant Registrar coordinates the student support services and is specifically responsible for the Orientation Programme, Student Leadership Development, Student Insurance, Special Needs students, and Chaplaincy. The Assistant Registrar also chairs the Graduation Committee, and coordinates the High School Mentoring Programme.

ORIENTATION

All students entering the University for the first times are required to participate in a week long Orientation Programme. The Programme introduces students to the University's history, traditions, educational programmes, co-curricular programmes and academic requirements to ensure successful completion of their programme.

The highlight of Orientation Programme is the Induction Ceremony in which new students are inducted into the University at a formal ceremony chaired by a senior member of the University, attended by the University Chancellor, Officers of the University, and Academic and Administrative staff.

STUDENT LEADERSHIP DEVELOPMENT

All students elected to serve in a leadership position are required to attend a Residential Student Leaders' Workshop at the end of the second semester. This workshop is designed to expose all student leaders to training that would assist them in successfully performing their duties. They are exposed to issues such as student governance, managing finance, communication, dining etiquette, protocol, and conflict resolution, among others. They are also given an opportunity to participate in community service.

STUDENT INSURANCE

MEDICAL

All students are required to have health insurance to register at the University of Technology, Jamaica.

INSURED STUDENTS ARE COVERED IN THE EVENT OF PERSONAL INJURY OR DEATH RESULTING FROM AN ACCIDENT:

- Students are covered on and off campus, 24 hours/365 days of the year (global coverage)
- All claims should be submitted to the Department of Student Services within thirty (30) days. The final deadline for claim submission is ninety (90) days from the occurrence of the accident.
- There is a one-time deductible fee of Seven Hundred Dollars (\$700), which is considered as the student's out-of-pocket expense for the first claim made during the contract period, September 1–August 31.
- Only claims related to or derived from the accident will be processed. Claims for taxi fare, food, etc. will not be honoured.

The Schedule of Benefits may be obtained from the Student Services Department.

SPECIAL NEEDS STUDENTS

The Assistant Registrar's office provides services to students with special needs. These services include:

- advice & information
- readers through the Community Service Programme.
- The arrangement for special sittings of exams
- special tutoring by College/Faculty
- The Job Access Work System (JAWS) – this programme was installed in the Self Access Centre and the Library to assist visually impaired students. Our services are impartial, non-judgmental and confidential.

CHAPLAINCY

Chaplains visit the campus weekly to conduct pastoral counselling sessions for any student requiring these services. Office hours are as follows:

- Tuesdays: 1:30 p.m. – 3:30 p.m.
- Wednesdays: 10:00 a.m. – 1:00 p.m.
- Fridays: 2:00 p.m. – 4:00 p.m.

ACCOMMODATION OFFICE

The Accommodation Office is located on the ground floor of the Student Services Centre. The University provides residential accommodation for 395 students. There are six halls of residence. Four halls namely, A, B, E, and Garvey Hall are allocated to females, and two halls for males, F, and Farquharson Hall. Garvey and Farquharson Halls are the largest Halls, accommodating 77 females and 149 male students,

respectively. There are no co-ed facilities. A Resident Manager, supported by a Resident Assistant and an Executive Student Committee manages each Hall.

Prospective students desirous of campus housing must complete a “Boarding Application” form. This form is available online from our website at <http://www.utech.edu.jm>. The application period for summer and year-long students is October 1–January 31.

An off-campus accommodation information listing is also provided by this Unit to students who are unsuccessful in obtaining on-campus housing.

Boarding fees are paid per semester. Hence, requests to pay fees by installments will not be considered.

For further information, please contact the Accommodation Office at 927-1680-8 extensions 2262 or 2191 or e-mail: anbrown@utech.edu.jm or cbarker@utech.edu.jm

CAREER AND PLACEMENT UNIT

This Unit engages in activities that are geared towards students’ and graduates’ total preparedness for employment and or entrepreneurship.

The Unit constantly liaises with:

- students and alumni to establish, and assist in fulfilling their goals

- administration and academic departments regarding programmes and activities for students and alumni
- corporate society to identify job placement opportunities and demand.

SERVICES OFFERED

Career Advisement: This service is offered to students individually or in small groups. In these sessions students can explore career options; complete career assessment instruments; get insight into the employment process; review items such as résumés and cover letters, and be referred to other relevant services available on or off the campus.

Employment Empowerment Sessions: These sessions are geared towards preparing final year students for the job market. However, we encourage all students to participate.

Approximately six sessions are held per semester.

Mentoring Programme: The Unit, along with team members from the Division of Students Services and Registry and Alumni Office, coordinates this programme, which is geared at linking third and fourth-year students with successful employers who can further assist in their preparation for the ‘world of work’.

Job Placement: The Unit assists students/ alumni in gaining employment or exposure to the working world. You can obtain the following forms of employment through the Unit:

- Full-time
- Part-time
- Company-initiated internships
- Referral for Internship opportunities
- Seasonal – e.g., during the summer, weekend etc
- Voluntary.

The **Annual Job Fair** is usually held in Semester 2. This gives students an opportunity to network with Human Resource professionals and other personnel who are able to offer employment or advice. Ongoing job placement opportunities are also offered throughout the calendar year.

Maximise your university education through your interaction with this Unit by taking time out to:

- Get to know more about your interest, values and abilities by visiting us to do a career assessment.
- Get advice on choosing a major or making other career related decisions
- Be empowered to enter the world of work by attending our weekly Employment Empowerment Sessions, Thursday afternoons 3 – 4 pm, semester one and two in LT4
- Experience simulated interviews.
- Update/revise your resume
- Join our mentoring programme. View our mentoring handbook for further informa-

tion on this programme at <http://www.utechjamaica.edu.jm/mentor.pdf>

- Apply for job placement and become a part of the pool of job applicants who may be referred for job opportunities as soon as they become available.
- Network with prospective employers at our annual Job fair, usually held in March of each year. Join us on face book (placementutech) and get constant updates on events and activities. Stay in touch with Career Development Information by visiting our webpage at <http://www.utechjamaica.edu.jm/offices/Career>

To participate in any of the above activities and events please email us at placement@utech.edu.jm , skype us at [career. placement](https://www.skype.com/join/utechplacement) or visit us at the Papine main campus.

COUNSELLING UNIT

The University Counselling Unit, located in the Medical Centre was established to help the University Community (students and staff) deal effectively with the inherent stresses of university life.

Professionally trained, full-time experienced counsellors and a part-time psychiatrist use a multi-disciplinary and eclectic approach in working with students and staff. In accordance with the counselling profession's Code of Ethics, all information received is held in strictest confidence.

The Counsellors offer individual, couple, group, and family therapy with a view to assisting the recipients to confidently manage the various situations with which they are confronted.

The Unit helps students develop new skills and understanding through its workshops and programmes. These workshops cover personal, academic and career development needs of individuals and groups. In an emergency, clients may be seen on a "drop in" basis.

Referrals and follow-ups are arranged.

Staff wishing to make referrals may call: 927-1680 extensions: 2028 / 2460 or 970-5028 / 5460 (direct). Our office hours are Monday to Friday – 8:00 a.m. – 6:00 p.m.

PEER COUNSELLING

The Counselling Unit trains students in basic counseling techniques. Peer counsellors help fellow students with personal, social and academic concerns. All information provided to the Peer Counsellors is treated as strictly confidential.

INTERNATIONAL STUDENTS' OFFICE

The International Students' Office (ISO) supports all aspects of student life for our international students by facilitating their recruitment, registration, accommodation and sponsorship.

To facilitate their adjustment to the new environment, the ISO organizes a number of functions for international students. A City Tour is

organized in August to familiarize students with places they need to know in Kingston and the immediate environs of the UTech campus. In September, the ISO hosts an opening reception to formally welcome students to the UTech family and in April the Registrar hosts a dinner for all final-year international students. In addition, the Host Family Programme, which was re-introduced in the 2010/11 academic year, is another planned activity, aimed at integrating new students into the Jamaican community.

Additionally, the ISO assists students with many non academic related services, including passport and immigration related issues, guidance and references for opening bank accounts and basic security and safety guidelines. The ISO also serves our International Partnership for

Service Learning (IPSL) students who are usually with UTech for a semester.

Throughout the year, the University of Technology, Jamaica, International Students' Association (UTISA), supported by the ISO, hosts other activities that showcase the students' unique cultures and talents and plans excursions, and other non-academic activities.

Finally, the ISO is responsible for promoting the University overseas and direct recruiting international students.

The Office is located at the Student Services Building and is managed by the International Students' Coordinator, Mrs. Janice Sinclair-Morgan. She can be contacted by e-mail: jsinclair@utech.edu.jm or telephone: (876) 927-1680-8, extensions 2179/2194.

The following are the extended opening hours for the various units:

Unit	Day	Time
• Assistant Registrar Student Services	Tuesday	8:00 a.m. - 5:00 p.m.
	Wednesday	8:00 a.m. - 6:00 p.m.
• Accommodation	Monday	8:00 a.m. - 5:00 p.m.
	Tuesday	8:00 a.m. - 6:00 p.m.
• International Students	Wednesday	8:00 a.m. - 6:00 p.m.
• Career and Placement	Tuesday	8:00 a.m. - 5:00 p.m.
	Thursday	8:00 a.m. - 6:00 p.m.
• Counselling Unit	Monday–Thursday	8:00 a.m. – 6:00 p.m.
• Lobby (Administration Building)	Monday–Friday	8:00 a.m. – 6:00 p.m.

SUPPORT SERVICES FOR STUDENTS

BRYAN'S BOOKSTORES LTD.

Bryan's Bookstores is the University's campus bookstore and it is located next to the Students' Union Office.

The bookstore caters to all Faculties of the University and provides a wide variety of products and services, including textbooks and a comprehensive range of stationery and school/office supplies. It also offers magazines, novels, motivational, spiritual, career and personal development books and material, as well as UTech souvenir shirts. There is also a Used Book Scheme in which students are welcome to participate; Conditions apply. In addition, a Membership Programme gives students added benefits at the Bookstore.

Services include project binding, laminating, and special order services. As an adjunct, it also offers a variety of snack items and beverages. All students of the University with valid IDs are offered a 10% discount on textbooks.

During the regular school semester, the Bookstore's opening hours are:

- Monday to Thursday: 8:00 a.m. – 6:30 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: 10:00 a.m. – 2:00 p.m.

Telephone 927-1680 ext. 2466

CARIBBEAN POISON INFORMATION NETWORK (CARPIN)

CARPIN's Mission is to:

- make poison information readily available;
- create a general awareness of poisoning and the associated dangers and how to manage poison cases.

The Network's functions include:

- collecting data from sentinel sites and generating reports;
- disseminating poison information;
- generating publications on issues related to poisonings;
- carrying out research and initiating education and training.

CARPIN also provides an opportunity for national and regional collaboration among a wide cross-section of professionals, individuals and organizations, including physicians, nurses, pharmacists, medical technologists and many other groups.

The Regional Nerve Centre is housed in the College of Health Sciences, but sentinel sites receive enquiries, make necessary referrals, and participate in public education and other programmes initiated by the Regional Centre.

Services are available during the following hours:

- Monday to Thursday 9:00 a.m. – 6:00 p.m.
- Friday 9:00 a.m. – 4:00 p.m.

Contact Information

Telephone: (876) 927-1680-8 ext 2300

Fax: (876) 927-1699

E-mail: carpin@utech.edu.jm

After 6:00 p.m. on weekdays, weekends and holidays, services are transferred to the Accident and Emergency Department of the University Hospital of the West Indies (UHWI).

Contact Information:

UHWI Emergency Division

Telephone: (876) 927-1620-8 ext. 2500

COMMUNITY SERVICE SECRETARIAT

Community Service is an integral part of the University's historic mission and forms a central part of its current activities and direction. It is inclusive – involving both students and staff.

The Secretariat coordinates the service activities on campus, as well as in the wider community with a special emphasis on the Papine area.

The Community Service Programme module, popularly called CSP is co-ordinated by the Department of Liberal Studies.

It is a 40-hour 1-credit module. A brochure is

available to all students and gives details on CSP1001, its objectives, requirements and administration. (See also "Community Service Programme").

JAMAICA VALUES AND ATTITUDES PROGRAMME (JAMVAT)

Students may apply to participate in the JAMVAT programme of the National Youth Service, in which they perform 200 hours of community service in return for 30% of tuition fees for that year. Application forms are downloaded from www.nysjamaica.org, completed and submitted to the Community Service Secretariat and routed to JAMVAT.

The Secretariat is located in the Student Services Building. Call 927-1680 extensions 2050, 2343 or 2253 or 702-4536 or e-mail us at sriley@utech.edu.jm.

CYNTHIA SHAKO EARLY CHILDHOOD EDUCATION & DAY CARE CENTRE

The Cynthia Shako Early Childhood Education and Day Care Centre offers exceptional care for children from 3 months to 12 years of age and is open from Monday to Friday, from 7:30 a.m. to 6:00 p.m.

Before and after school care is provided during the semesters as well as during the summer months. The goal at the Day Care Centre is to positively and systematically influence all aspects of the development of the young chil-

dren placed in our care while allowing their parents to continue their education and carry out their duties with confidence.

DRUG INFORMATION SERVICE (DIS)

The DIS is located in the College of Health Sciences and is an integral part of the School of Pharmacy. Its main functions are to:

- recommend specific solutions for drug related problems;
- train undergraduate students in the area of drug literature;
- provide accurate, unbiased drug information retrieval and evaluation; and
- publish a newsletter containing current and relevant drug information.

It also provides photocopying services to the students in the College. The Centre is managed by a clinical pharmacist, who is assisted by library support staff.

DIS resources include pharmaceutical literature, medical and scientific reference textbooks, journals, and software such as Martindale and Drugdex.

Opening hours are:

Mondays to Fridays: 9:00 a.m. – 4:00 p.m.

INTEGRATED STUDENT ADMINISTRATION SYSTEM (ISAS)

UTech has a state-of-the-art Integrated Student Administration System (ISAS). A major feature

of this system is e:Vision, which can be accessed via the Internet from UTech's website at www.utechjamaica.edu.jm.

e:Vision is an online tool that students must use in order to facilitate their academic journey with the University. Students need to ensure that they keep abreast of the "Calendar of Events" and "e-Notice Board" on the portal, so as to complete the relevant exercises within the allotted time.

e:Vision will facilitate the following activities:

1. Pre-enrolment for returning students (specialisation/major-minor selection)
2. Selecting University and/or School Electives
3. Enrolling online
4. Updating online curriculum vitae
5. Updating personal/favourite links
6. Selecting payment plan
7. Viewing:
 - a. Electronic Notices and Bulletins
 - b. Payment schedules/fee breakdowns
 - c. Provisional module results
 - b. Provisional course-work results
 - e. Provisional Re-do results
 - f. Provisional transcript results
 - g. Account balances
 - h. Flexible module selection/scheduling (semesterized students)

- i. Personalized class timetables (semesterized students)
- j. Personalized exam timetables
- k. Career Placement applications (final year students)

The following activities will be available on e:Vision in the near future:

- Online application
- Online payment

ACCESSING E:VISION

e:Vision is accessible anywhere in the world, once you have access to a computer with an Internet connection. It can be accessed by following the steps below:

- Click on the browser icon on your desktop or in the Start menu
- In the address bar, type www.utechjamaica.edu.jm
- Click on the 'Student Portal' link at the top right section of the page
- Click on the 'Log-in to UTech Portal here' link

ENROLLING ONLINE

Once you have been financially cleared, you can enrol online. From the Home Page go to your 'Intray' and a message will be seen with an action/link labelled "Click here to Enrol". After you have clicked on that link, your online enrolment process will begin. After completing each step, click on the "Next" buttons until you have

reached the final page and your enrolment will be complete.

E:VISION CONTENT

The "Home" tab has:

- Portal Options – change password; change security question and answer; access email information
- Intray – enrol online; check incoming messages
- Personal links – add favourite links
- Upcoming Events – view University's Calendar of Events
- e - Notice Board – view electronic notices and bulletins
- Calendar & Search
- Flexible Payment Plan – select plan; view payment schedule

The "Student" tab has:

- Student Details – personal details
- Student Actions – choose Electives online and view module information
- Your Academic Information – view provisional coursework and module results
- Student's Reports – view provisional transcript and other reports
- Your Fee Information – account payments
- Useful Links
- Advisor Information – view details on assigned academic advisor
- Career and Placements

EMAIL SERVICE

The Student Email Service is provided by Microsoft Live@edu. This service is web-based and can be accessed at <https://outlook.com>.

How to Sign In with Live@edu for UTech Student Email

SIGN IN! A Live@Edu email account is automatically created for prospective students upon payment of the Enrolment Commitment Fee. Accounts are also created for **registered** students. Sign in today to activate your account!

CHECK REGULARLY! The University will use this email address to send you important notices about your registration, course enrolment, financial aid etc.

LOGIN ID and PASSWORD: Your Windows Live ID is your student IDnumber@students.utech.edu.jm

Example: 9999999@students.utech.edu.jm

Your initial password is your birth date in the format YYYYMMDD.

Example: A birth date of April 1, 1983 is 19830401

YOUR UTECH EMAIL ADDRESS: format is:
Example: 9999999@students.utech.edu.jm

IMPORTANT TO KNOW:

- The service is supported by the Internet Explorer, Firefox and Chrome browsers.

- You will need an alternate e-mail address in case you forget your UTech Student Email password and need a reminder. If you don't have one, hotmail.com, yahoo.com and gmail.com all offer free email accounts.

WIRELESS AND WIRED CONNECTIVITY (WIFI)

The need to access posted assignments by way of the Student Integrated Administration System (ISAS), Library Information Management System (LIMS), and other on-line resources has become more important as students acquire their own personal laptops and thereby become less dependent on using the computer laboratories.

Wireless access is currently available in areas that are mainly used by students. These are:

- Calvin McKain Library
- Caribbean School of Architecture (CSA)
- School of Computing and Information Technology (SCIT)
- Alfred Sangster Auditorium
- School of Hospitality and Tourism Management (SHTM)
- Faculty of Education and Liberal Studies (FELS)
- College of Health Sciences (COHS)
- The Gazebo in front of SCIT (near the Administration Building)
- All student dormitories

The WiFi signals spread sufficiently to service the general areas used by students.

UTECH FOUNDATIONS

Two Foundations have been established as charitable organizations to support the University of Technology, Jamaica and its programmes.

The UTech Foundation in Jamaica was established in 1988 to promote academic excellence and has been providing extra-budgetary financial support to the University for scholarships to local students, financial aid, staff training and development, research and other special projects.

The American Foundation of the University of Technology, Jamaica (AFUTech) was established on March 10, 2004. AFUTech;

- supports institutions of higher learning with capital improvements, general operating expenses, provision of services or participation in joint undertakings
- sponsors and supports scholarships for students in institutions of higher learning•operates exclusively for charitable and educational purposes.

Application forms for Foundation scholarships are available at the Financial Aid Office on the Papine campus.

LIBRARY SERVICES

INFORMATION RESOURCES

The Calvin McKain Library offers a wide range of information resources and services to students and faculty in support of teaching, learning and research.

On the 31 March 2010, the library's collection stood at 121,354 books, 832 e-books via NetLibrary and 995 journal titles in print. In addition, access is available to more than 9000 journal titles through 15 online resources covering 42 databases. There are also 1,530 videos, DVDs, CD ROMs and audio tapes, including the Art & Architecture special collection. Pamphlets, newspapers, government and private sector publications, such as the PAHO Collection, are also a part of the library's stock.

A Reserved Materials Collection, located in the Client Services Division, contains textbooks and other resources available for 3-hour loans. Materials in the Caribbean Collection are available for a similar loan period. The Reference Librarian is located in the Caribbean Reading Room and provides assistance with research, inter-library loan and document delivery services.

The Archives, which is also a part of the Library, houses some of the historical records of the University.

The Instructional Media Services Unit offers

services such as editing, conversion and duplication.

FACILITIES

The facilities comprise four (4) main reading rooms, including the 24-hour reading room with a room for graduate students, a faculty reading room, a Caribbean Reading Room and a multi-purpose room. The 24-hour reading room provides access to a quiet, comfortably furnished study area during and after regular library hours. In addition, the Instructional Media Services Unit has a Graphics lab, a video studio and an audio-visual theatre and provides a variety of audio-visual equipment and materials for classroom, fieldwork and in-library use.

USE OF CELLULAR PHONES AND MULTIMEDIA/MOBILE DEVICES IN THE CALVIN MCKAIN LIBRARY

Cellular telephones and multimedia/mobile devices must be turned OFF on entry to the Calvin McKain Library. The recording of library materials using cellular or multimedia/mobile devices contravenes in most cases international copyright law. Therefore, such recording is prohibited in the Calvin McKain Library.

If circumstances require that the student or staff member have his/her cellular telephone turned on while in the Library, the device must be kept in the "Discreet" mode, and in answering the call, the student/staff member should

ensure that those around him/her are not disturbed.

Computer access is provided through a 28-station cyber lab and student kiosks in Reading Room 2, the Caribbean Reading Room. and the 24-hour reading room. All are equipped to facilitate research using online resources.

NETWORKS

The library participates in the National Information System and is the focal point for the College Libraries Information Network (COLINET). It is also a member of the Advisory Committee for National Information Systems (ACNIS), the Audio-visual Information Network (AVIN), the Science and Technology Information Network (STIN) and the Social and Economic Information Network (SECIN). These networks facilitate access to information.

LIBRARY INFORMATION MANAGEMENT SYSTEM (LIMS)

A modern integrated library system allows clients to search the library's catalogue; request information; view individual accounts; access online databases, electronic books and past examination papers of some modules.

INFORMATION LITERACY SESSIONS

Library sessions are held to assist clients to enhance their information seeking skills and to become familiar with the resources and services of their library. Sessions are held on a set

schedule in Semester 1 or by special request from groups. For further information contact: 512-2258.

GENERAL INFORMATION

Detailed information about the collections, CALCAT (online catalogue), location of materials, borrowing privileges, other services provided, opening hours, rules and regulations is provided on the website www.utech.jamaica.edu.jm/library/index.htm and in the Library Handbook.

All students, including those at off-campus locations, have borrowing and/or reading privileges.

Opening hours are:

Main Library

- Monday– Friday: 8:30 – 10:00 p.m.
- Saturday: 12:30 – 8:00 p.m.

24 Hour Reading Room

- Monday – Thursday: 10:30 a.m. – 9:00 p.m. & 10:00 p.m. – 8:00 a.m. next day
- Friday: 10:30 a.m. – 9:00 p.m. & 10:00 p.m. – 12:00 p.m. next day
- Saturday: 8:00 p.m. & all day next day
- Sunday: Open all day – 8:30 a.m. next day

Faculty of Built Environment Resource Unit

- Monday–Thursday: 10:00 a.m. – 6:00 p.m.
- Friday: 10:00 a.m. – 4:00 p.m.
- Saturday: CLOSED

Drug Information Service

- Monday – Friday: 9:00 a.m. – 4:00 p. m.
- Saturday: CLOSED

Slipe Pen Road Campus

- Monday– Friday: 8:30 am – 4:00 p.m.
- Saturday: CLOSED

Montego Bay

Barnett Clinic (Cottage Close)

- Monday–Friday: 8:00 a.m. – 5:00 a.m
- Saturday: 10:00 a.m. – 3:00 p.m.

Kent Avenue

- Monday–Thursday 11:00 a.m. – 7:00 p.m.
- Friday: 8:30 a.m. – 4:00 p.m.
- Saturday: CLOSED

MEDICAL CENTRE

The Centre is staffed with health care professionals who provide the following services for students and staff:

- medical care
- educational support and counselling related to healthy lifestyles
- formal and informal health education sessions, e.g., seminars, health fairs
- family planning services
- referrals.

Opening Hours:

September–May:

Monday–Thursday:	8:00 a.m. – 8:00 p.m.
Friday:	8:00 a.m. – 4:00 p.m.
Saturday:	9:00 a.m. – 2:00 p.m.

June–August:

Monday–Thursday:	8:00 a.m. – 6:00 p.m.
Friday:	8:00 a.m. – 4:00 p.m.
Saturday:	9:00 a.m. – 2:00 p.m.

EMERGENCY SERVICES

Persons with life threatening emergencies who visit the Health Centre receives supportive care and are then transferred via ambulance to the Emergency Department at the University Hospital of the West Indies.

STUDENT HEALTH INSURANCE PLAN

All registered students are provided with a health insurance information card. This card along with the Student Identification card is needed to access service at the Medical Centre.

MEDICAL LABORATORY SERVICE

Service is available on weekdays between the hours of 8:00 a.m. – 4:00 p.m.

COLLABORATION WITH THE FOUNDATION FOR INTERNATIONAL SELF HELP (F.I.S.H.)

Located at 19 Gordon Town Road, Kingston 6 and adjacent to the Jamaica National Building

Society, this clinic provides various services to the UTech Community. If the need arises, a payment schedule can be arranged.

Students will be able to access the following services at a discounted rate:

- Dental examination
- Medical examination
- Optical examinations / frames / lenses
- Pre/Post-Natal clinic
- Pharmacy

PRINTERY/BINDERY

The Printery, located beside the Computer Lab, in the School of Information and Technology, is responsible for most internal publications, such as books, teaching manuals and other educational and informational materials developed and produced by Faculty and other units.

The Printery also offers the following services to students at a cost:

- digital colour and black-and-white printing and photocopying of documents such as “Projects” and theses. These documents can be printed from flash drives/CDs/and other data storage devices (maximum print or copy size 11”x 17”)
- binding (ring or hard bound)
- repair and re-covering of text books.

SELF-ACCESS LEARNING CENTRE

The Self-Access Learning Centre is located in Room 8A12 in the Faculty of Education and Liberal Studies. It provides opportunities for members of the university community to enhance their oral and written language and communication skills in a pleasant, relaxed atmosphere.

Although this multi-media centre encourages self-determined, independent study, users are able to benefit from the guidance of a facilitator. The Centre supports programmes of study in English, Spanish, Japanese, French, Philosophy and Ethics offered by the Liberal Studies Department.

Opening hours are:

Monday:	11:00 a.m. – 7:00 p.m.
Tuesday:	9:00 a.m. – 6:00 p.m.
Wednesday:	9:00 a.m. – 7:00 p.m.
Thursday:	9:00 a.m. – 6:00 p.m.
Friday:	9:00 a.m. – 4:00 p.m.

TECHNOLOGY INNOVATION CENTRE

Established in 2002, the Technology Innovation Center (TIC) is a specialized division of the University of Technology, Jamaica (UTech) that supports the growth and development of early stage, technology-oriented businesses.

It was developed out of the former Entrepreneurial Centre, which was established at UTech in 1987.

The TIC holds the distinction of being the first Business Incubator in the English-speaking Caribbean. A business incubator is a facility designed to assist businesses to become established and profitable during their start up or early development phase. The main benefit is its ability to substantially reduce the start-up costs of enterprises and reduce the risk of small business failure. A research study done by the National Business Incubator Association, the US umbrella organisation, showed that 84 percent of all firms graduating from incubators remain in business for the long term.

Business Services Unit (BSU), located in the TIC offers a range of efficient and cost effective document processing services to its clients, including students. These services include; high-speed colour and black/white printing and photocopying, fax receipt and transmission, binding, laminating, scanning, internet access, enlarging of documents, ID services and lots more.

For further information on the TIC & its range of services you may call us on 970-5505 or 970-5501 or email information@ticjamaica.com.

UTECH ALUMNI ASSOCIATION

The UTech Alumni Relations Office is located in the main Administration Building of the Papine campus. The Office is the official link between the University and alumni, and provides support to the alumni chapters. A vibrant Alumni

Association is equally beneficial to alumni and their alma mater. Four chapters are already established: Jamaica, Ontario, New York and Florida.

Through the Association, graduates are afforded:

- great opportunities for networking, forging mentoring relationships and accessing UTech facilities;
- options for personal development and adding value to their certification;
- possibilities for influencing changes in UTech's policies;
- substantial discounts on goods and services with a Corporate Discount Card

We urge all current students, staff and alumni to register with the Alumni Relations Office and get your discount card now.

Students should seek to access the mentoring programme offered through the Association as many influential alumni have made themselves available to be regular mentors and e-mentors. Mentees have benefited significantly in personal development, career counseling, and employment opportunities locally and overseas. These are opportunities that are treasured by all progressive students, and we invite all students to take advantage of them.

Please remember to update your profile in our database by visiting our Alumni Page on the University Website.

The team from the Alumni Relations Office welcomes all new and returning students and invites you to visit our office at your convenience.

Hector Wheeler, Director of Advancement, has direct responsibility for Alumni Relations and can be reached on telephone at 970-5074.

UTech CENTRE FOR THE ARTS

The Centre for the Arts is situated in the heart of the campus. It is surrounded by the only Sculpture Park in the English-speaking Caribbean. The Centre was established in 1998, with a mandate to help individuals unleash their creative energy towards living as the highest and the best of who they are, through an avid exposure to the arts. It focuses on cultural training and professional development.

VISION:

The Centre for the Arts will be a nurturing and dynamic centre of excellence.

MISSION:

To facilitate the development of holistic human beings, sustained through the Arts, within an environment that fosters the growth of authentic, enquiring minds.

The Centre offers a diverse range of disciplines, of which three are recognised as electives. Each of the three accrues three (3) credits towards

the completion of the degree programme at the University. The electives offered are:

- Drama
- Dance
- Music

The other disciplines are considered as extra-curricular activities.

DRAMA

Tuesdays 6:00 – 8:00 pm

In drama, students are introduced to acting and theatre, and voice and speech. Areas covered include:

- Transformation
- Storytelling & Improvisation
- Public performance
- Dramatic verse and much more

DANCE

Fridays 5:00 – 8:00 pm

This discipline gives students a basic knowledge of elementary techniques in dance. Different genres of dance are explored.

MUSIC

Thursdays 6:00 – 8:00 pm

Training in singing, and note reading are covered in this discipline. Students also gain meaningful exposure to:

- A repertoire of music from the Caribbean & Africa.

- A basic understanding of body parts that contribute to the production of quality sounds.
- The effective use of the voice as a vehicle for cultural expression.

VISUAL ARTS

Wednesdays 6:00 – 8:00 pm

This discipline provides exposure to and an exploration of different art genres.

Two and three-dimensional art forms are experimented with. Areas to be explored include drawing, painting and ceramics.

DRUMMING

Fridays 5:00 -8:00 p.m.

In this discipline the areas explored include:

- Reproduction of different sound bases, open tone and tips from various areas of the drumhead.
- Timing and tempo (use of timelines, drum rhythm, basic beat system, cross rhythm).
- Hand techniques for dexterity and flexibility.

STEEL PAN

Wednesdays 6:00 – 8:00 pm

The intricacies of creating music via the steel pan are explored and put to practical use in this course.

INSTRUMENTAL BAND

Mondays 5:00pm – 8:00pm

This discipline exposes students to “Jamaican Folk”, “Blues” and popular music. Different techniques in playing, musicianship and theory are acquired through this course. Arts/JSIF partnership”

As part of the Centre’s continued efforts to extend its presence in neighbouring communities, Twenty (20) students from targeted communities in the ICBSP project participated in the activities for the 2011 festival. The students will be given one year scholarships tenable at the Centre for the Arts. They will be enrolled in the extracurricular programmes beginning in August 2011.

UTECH PHARMACY

The pharmacy is managed and operated by registered pharmacists with the assistance of Pharmacy students and a Pharmacy Technician. It is a legally operated facility that is registered by the Pharmacy Council of Jamaica.

The objectives for the pharmacy are to:

1. facilitate the learning process of 3rd-year

Pharmacy students, giving them real hands-on experience, and

2. provide pharmaceutical services to the UTech communities.

The pharmacy carries a wide range of prescription drugs, non-prescription drugs, toiletries, first aid supplies, multi-vitamins, contraceptives, cough and cold preparations and much more. It also has an up-to-date computerized programme for processing prescriptions.

Accepted insurance schemes include Sagicor and First Life, as well as National Health Fund (NHF) swipe cards. All Major Credit Cards and Debit Cards are also accepted.

Pharmacists are available for private consultation regarding your prescriptions, drug-related matters and disease concerns. Please feel free to talk to them.

Opening Hours:

Monday–Thursday:	10:00a.m. – 6:00p.m.
Friday:	9:00a.m. – 5:00p.m.

Contact Information:

Straight Line: 970-2492, Extension: 2301

Hewden Enterprises Ltd



Shop 4, Hagley Park Plaza
Kingston 10, Jamaica W.I
E-mail: hewden@cwjamaica.com
Tel: (876) 920-7753
Fax (876) 920-7755

Manufacturers of quality Sports Wear under the
"Gears Plus" label



SECTION C



RECENT DEVELOPMENTS

RECENT DEVELOPMENTS

ONLINE ADD/DROP ELECTRONIC PROCEDURE (REPLACES PAPER SYSTEM)

At the start of the 2011/12 academic year, a new online add/drop procedure will replace the former printed and manually processed Request to Add/Drop a Module form. The new system will enable much greater efficiency in the process, allowing students to submit their requests from anywhere that there is Internet access and Staff to process requests from any campus.

The electronic form may be accessed via the internet only by registered students who wish to add or drop modules from their diet. Programme Directors, Lecturers, Academic Advisors or any other designated person will be able to support or deny the student's request electronically. This will greatly reduce the time; effort and cost associated with processing the paper add/drop forms.

Use the link below to view the instructional video on the New Add/Drop Procedure. Click the help link on the top right hand to start the tutorial on making the request.

<http://www.utechjamaica.edu.jm/adddrop/>
(See Add/Drop policy, page 171)

UTECH ACADEMY

The UTech Academy is the newest academic unit of the University of Technology, Jamaica and is the pre- university, continuing education and outreach arm of the University.

The UTech Academy is a significant recruiting agent within the university with the responsibility for preparing future students for the Colleges and Faculties as well as providing professional courses and continuing education for personal and professional development. The UTech Academy is also the conduit for introducing the established College/Faculty programmes to distant locations where the possibilities exist.

The Papine Campus is the base for the UTech Academy but it will offer programmes from strategic locations across Jamaica. The UTech Academy will operate as the Open Learning-Open Access entity of the university serving the needs of the communities across Jamaica and the Caribbean, utilizing a range of delivery modalities. Learners with limited access to higher education as a result of inadequate secondary preparation as well as other challenges to access centers of continuous learning, should be able to now find opportunities

through the UTech Academy to grow academically and socially.

From its various sites and through innovative programme delivery the UTech Academy will:

- Coordinate outreach programmes of the university
- Respond to the training and developmental needs of businesses and industries
- Respond to the needs of people within the communities who might not have otherwise had access to the university programmes
- Prepare eligible individuals to matriculate to the UTech Faculties through the provision of Pre-University courses;
- Be the conduit for existing degree programmes offered in Faculties and Colleges through outreach centers and utilizing distance education approaches.
- Manage all the Preliminary and Foundation Courses required for each Faculty;
- Provide opportunities for personal and professional educational development through Continuing Education;
- Expand the services of UTech educational opportunities beyond the Papine campus into rural and wider communities.
- In collaboration with other academic entities at UTech, facilitate the delivery of new programmes at all levels for clients who would otherwise be challenged to access these, through the prevailing and traditional modes.

- Coordinate The UTech summer semester Continuing Education programmes.

THE OFFICE OF THE CUSTOMER SERVICE ADVOCATE

The Office of the Customer Service Advocate was established in August 2010 as a direct initiative of the university to improve the standard of customer service to all its stakeholders, in particular our primary customers, our students. The University's customer service vision seeks to consistently maintain a customer-oriented culture and actively promote and nurture service excellence.

Since its inception the Office has done the following to improve service to our primary customers, our students:

- Designed the "Papine Campus Guide", which is a directional map to all areas on campus. This guide has easy to read building numbers and legends which will allow students become familiar with the numbers associated with each College/ Faculty.
- Developed a Customer Service Charter with an explicit customer statement in which the university pledges to "individually and collectively foster the wellbeing of our stakeholders and act with respect and responsiveness to satisfy their needs".
- Spearheaded ongoing Customer Service Training of our staff members
- Established Customer Service suggestion

boxes to garner feedback from our primary customers; strategically placed forty (40) Customer Service Suggestion Boxes on all campuses and at various sites of the main university campus.

- Created a student’s blog where you can become an active participant by posting your opinions to the issues we are seeking a response to. The blog link can be accessed from the Student Portal as well as on the Students Union webpage <http://customerservicestudents.blogspot.com/>.

We recommend that you use these avenues to voice your concerns and make recommendations, as we continue to strive towards the highest level of customer satisfaction.

In this academic year, the Office will be revising the university’s processes that form part of the student life cycle and will again seek student participation.

In the event that you have a complaint, we encourage you to follow the procedures for making complaints. See page 184.

We invite you to visit our webpage, on the University’s website or at: Telephone: (876) 970-5846 / 618-1152, Toll free: 1-888-991-5130

Fax: (876) 977-6645

Website: www.utechjamaica.edu.jm

Email: customerserviceadvocate@utech.edu.jm

ENERGY CONSERVATION AND GOING GREEN

UTech is “going green” as we reduce our carbon foot print by saving energy, reducing our water consumption and using less plastics. Our sustainable development ethic requires each student to be an excellent team player together with our Energy Audit and Monitoring Team (EMAT).

- Ensure that you turn off lights, air-conditioning units, fans, computers, audio sets and other electrical equipment when not in use.
- Be energy smart and purchase energy star equipment.
- Be proactive and contact the security team to turn off air conditioning units left on in lecture rooms after classes.
- Save water by taking shorter showers; do full wash loads and do not leave taps running.
- Reduce your use of paper; reduce photocopying, reduce your use of plastic bags, plastic drinking straws and Styrofoam.

Your participation will display good citizenship and ensure that expenses at UTech are kept low. Reducing expenses means stable school fees and other added benefits. Reduce, reuse, recycle where ever possible. Use recycle bins which are well placed on the campus.

Ruth Potopsingh, PhD, Director of Sustainable Energy. Telephone (876)9271680-8 Ext. 3699.



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SECTION D



**STUDENT FINANCIAL
SERVICES**

REGISTRATION & ENROLMENT

STUDENT FINANCIAL SERVICES

FEE PAYMENT

The University of Technology, Jamaica Finance and Business Services Division has approved a fee payment guide and enrolment procedures for students attending the institution. Students are therefore required to comply with the rules stipulated in this guide which are subjected to change without notice.

FEE STRUCTURE

Fees payable upon registration at the beginning of the Academic Year are as follows:

- a. Tuition
- b. Examination/Assessment fee
- c. Ancillary (non-refundable)
 - Students' Union
 - Health
 - Student Welfare Fund
 - Registration
 - Jam Copy Tariff
 - Health/Personal Accident Insurance (non-refundable)

All students are required to pay all the fee components outlined above. In addition, some Schools/Courses of Study may have other prescribed fees for particular activities for example

the Axis Journal fee – applicable to Faculty of Built Environment and Law Library fee in the Faculty of Law.

Recipients of loans from the Students' Loan Bureau (SLB) are required to settle, prior to registration – all fees that are not covered by the SLB. **The SLB covers tuition and assessment fees only.**

Note:

- SLB will only pay for the maximum number of credits for each level.
- Students are required to check that the number of credits for each semester is in line, to ensure that they do not exceed the amount approved at the Bureau. Should they exceed the SLB amount agreed, students will be required to pay the difference
- SLB does not cover the cost for pre-university modules.

Full/Partial Scholarship students will be required to report first to the Financial Aid Office (Scholarship), with the commitment letter received from the sponsoring organization, for verification and approval.

PAYMENT INFORMATION

YEARS 1–3 STUDENTS

The University introduced new segments of its semesterisation system in the Academic Year 2009/10 – arrangements that allow Year 1, 2, and 3 students to select modules and class times online using UTech’s webpage www.utechjamaica.edu.jm. The tuition fee is based on modules students will undertake during the academic year, along with examinations / assessment fees, which should be paid per semester. Ancillary fees are paid yearly.

The tuition fee that you pay as a Year 1 or 2 or 3 student is calculated on a per credit basis. This is also based on the total number of credits that you will undertake in a given academic year. The cost per credit differs across Colleges/Faculties/Schools and for each programme, this is also applicable to the University’s General Education modules. Therefore it is important that each student ascertain the cost per credit rate assigned to their College/Faculty.

PROCEDURES APPLICABLE TO YEAR 1, 2, 3 STUDENTS for generating invoices

- Select modules to be pursued at the beginning of each semester (semester 1, semester 2 and summer)
- Submit and confirm modules then print invoice for modules selected
- Pay in full at any location as outlined below

- Await financial clearance by monitoring the in tray on the student portal. If modules are not confirmed and full payment is not received financial clearance will not be granted.
- If financial clearance (FC) is granted, follow the steps contained within the FC message to complete enrolment steps online

Please note that the financial clearance process is an automated feature and will only be granted when the full payment has been received as per the student invoice.

The commitment fee paid to secure your place at UTech represents your ancillary fee (applicable to year 1 students only), and should be subtracted from your invoice viewed online. You pay the difference. You will not be permitted to make part payment on modules selected each semester; instead you will be required to select modules based on your ability to pay the full fee amount minus the commitment fee upon registration. **Part payment will not be allowed.**

YEARS 4–5 STUDENTS

Year 4-5 students will continue to benefit from the Flexible Payment Plan for the academic year 2011/12. The conditions that apply are detailed on the fee breakdown generated by the student on the student portal. The payment options applicable are as follows:

Option A: “Payment in full” (at the beginning of a course of study)

This represents the lowest cost to the student. Fees are paid in full at the start of each year of the Course of Study.

Option B: "Payment by Semester"

This option requires that payments are made prior to the start of each semester and is more costly than Option A. This option is for persons who are unable to pay the full fees up front. This is a binding agreement that will allow you to pay the full cost of the programme on the due date outlined on the student invoice. This payment option is not dependent on the courses taken per semester.

Students are urged to review the options available and decide on the most suitable plan, as the option will not change once registration has been completed and the student will be liable for the fees. (The names of the students who fail to comply with their payment agreement as per registration will be published and sent to an external debt collector.)

The last payment plan students record online will be the plan that will be reflected on their account. Student will therefore be liable for the fee stated on the system and on their account.

PENALTIES FOR NON-COMPLIANCE

A student will be deemed to be in arrears if:

- Fees from previous years are unpaid (such a student will not normally be allowed to register).

- An expected payment is not received on or before the due date.
- Any late fees or miscellaneous fees are unpaid.

Please note:

- Students who are in arrears will not be afforded normal student privileges, including access to the library services.
- Students who are in arrears will be de-registered.
- Individuals attending class who have not registered, or who have been de-registered, are not students of the University.
- Students whose payments are late will be charged a late fee.
- Delinquent persons will not be eligible for Option B for the remainder of the duration of their course of study. Their fees must, therefore, be paid in full upon registration.

Students who have been deregistered are liable for the amount in arrears and no amounts will be refunded.

FINANCIAL CLEARANCE

Effective August 2009 students will not be required to visit the campus for "Financial Clearance". The Students Receivable Unit, in conjunction with the Enterprise Application Systems (EAS) Department, will be downloading data provided by payment agencies and uploading information to students' accounts in

accordance with payment records received from each agency to facilitate automated financial clearance for each student. Students should refer to the online Registration Guide, which outlines the steps for completing all steps for enrolment.

Students will receive messages to their portal, as well as text messages to their mobile phones, to inform them of their registration status. They should monitor their portal 'In tray' for messages regarding their financial clearance. They are urged to take note of the details of the message and follow the recommended actions. If after two (2) clear working days following fee payment a financial clearance message does not appear in the 'In tray', please contact Students Receivables by email: recaccounts@utech.edu.jm.

The notification message you will receive in your in tray may include any of the following:

1. "You have been financially cleared . . ."
2. "You have not paid the requisite amount to be registered . . . The remaining balance must be settled to avoid penalties.
3. "Your financial status cannot be assessed because you have not confirmed your selections.

Please pay special attention to the instructions displayed which indicates there is a problem with your registration. Follow the recommended actions. You cannot be registered unless

- the requisite fees have been paid
- financial clearance approval is given electronically based on your invoice and payment agreement.

HOW TO PAY YOUR FEES

The pre-enrolment process involves paying fees and completing the registration process as approved by the University Registrar. The payment gateways and instructions are outlined below.

PAYMENT AT UTECH ACCOUNTS RECEIVABLE, PAPINE CAMPUS

Payment of tuition fees on campus can ONLY be made by using the following methods:

- Debit Card
- Credit Card
- Manager's Cheque

Personal cheques are not accepted by the University, and NO cash payment of tuition fees will be permitted at Accounts Receivable.

The normal opening hours for the Accounts Receivable Unit are:

Monday–Thursday:	8:00 am – 6:00 pm
Friday:	8:00 am – 4:00 pm

Other Payment Locations in Jamaica:

Fees can be paid by cash, debit/credit card or Manager's Cheques at any of the following:

- Paymaster outlets island-wide
- National Commercial Bank (NCB) branches island-wide.

Your name and Student Identification Number are required for all payment transactions.

It will take at least two (2) working days for fees paid at the National Commercial Bank or Paymaster outlets to be cleared. Financial clearance may exceed two (2) working days during the busiest registration periods.

1. NCB customers ONLY:

Payments in local currency can be made to:

- The e-banking facility at www.jncb.com (NCB customers only); or
- Tele-midas 1 888 NCB FIRST (1 888 622 3477)

2. Bank Procedure:

All fee payments at the National Commercial Bank (NCB) must be lodged to UTech's bank account as stated below:

- UTECH Fee breakdown (Tuition/Boarding Invoice) with Student's Name, ID Number & amount to be paid.
- A completed regular NCB Deposit voucher with the following details:
 - UTECH'S Account Number:
371360247 (JA\$ Payments ONLY) OR
371060375 (US\$ Payments ONLY)

- Student's Name
- Student's Identification Number
- The name of the person making the payment must be written in the section "PAID IN BY _____"
- "UTech School Fee Payment" must be written at the section "ACCOUNT NAME _____"
- Include the amount being paid
- Indicate the type of payment being made i.e. "Tuition Payment" OR "Boarding Payment"

3. Paying fees Overseas:

Transfer of funds should be made to National Commercial Bank (NCB), Matilda's Corner, Kingston 6, Jamaica, W.I. The following should be stated to the representative at the bank.

UTech's Account Number:

- 371060375 (US\$ Payments ONLY) OR
- 371360247 (JA\$ Payments ONLY)

SWIFT CODE: JNCB JMKX

- Student's Name
- Student's Identification Number
- Indicate the type of payment being made i.e. "Tuition Payment" OR "Boarding Payment"

Include details of student's name and identification number in wire transfer details. Fax bank receipt/confirmation of payment transaction to the Student Receivables at 876-970-2302.

Wire transfers take an average up to 3 working days or more, depending on the point of origin of the transfer. Any charges incurred during the transfer will be deducted from the original amount being sent and the remainder applied to the recipient's account.

4. **Paymaster Procedure**

Students are required to indicate the following to the teller at any of the Paymaster offices island-wide:

- Student Identification Number
- Student Name
- Amount being paid
- Indicate that payment is being made to "UTech"
- Indicate the type of payment being made i.e. "tuition payment "or boarding payment"

Students should ensure that the details printed on the receipt corresponds to the information given to the teller (UTech Bank Account number is NOT required).

5. **Online Payment via UTech's Website**

Payments can be made via the university's website via the "Online Services" section. Payments via this method are possible with any of the following:

- Keycard
- Visa
- MasterCard

Upon payment a confirmation email will be sent to you as receipt of your payment.

FINANCIAL ASSISTANCE

STUDENTS' LOAN BUREAU (SLB)

Students using the Students' Loan Bureau Scheme for the payment of tuition fees will be granted financial clearance for Semester 1 only. Once the loan has been approved, communication will be sent to the University electronically by the Student Loan Bureau. Students should ensure, therefore, that they:

- submit all the required guarantors' documents to the SLB
- pay all miscellaneous fees for enrolment
- check student in tray for financial clearance message
- complete the enrolment steps outlined by the Admissions Office
- follow-up with the SLB to ascertain that they have paid the agreed fee loan to the University. Students will not be allowed to sit examinations if payment remain outstanding.

NB The SLB does not cover the cost of registration and the charges associated with pre-university or 'Zero' credit courses along with any special College/Faculty related fees. Only tuition & examinations charges are covered by the SLB.

The SLB will also, only cover a specific number of credits each Academic Year/Level and programme. Costs associated with any additional credits have to be covered by the student.

SCHOLARSHIP/SPONSORSHIP

Recipients of scholarships or sponsorships should ensure that all commitment letters have been approved and submitted to the Financial Aid Office prior to the registration period. In addition, all ancillary and miscellaneous fees should be paid. This will allow a smooth update of student records and facilitate the automated financial clearance within two working days.

All scholarship/sponsorship bodies should forward all payments by September 30, 2011.

Students should ensure that the sponsors remitting funds comply with the stipulated deadlines.

GOVERNMENT OF JAMAICA SPECIAL LOAN FUND – UWI AND COMMUNITY CREDIT UNION

Loans are available to full-time students under the Government of Jamaica Student Loan Scheme, which assists students with the payment of tuition fees. This may be of particular help to unsuccessful SLB applicants and students who are unable to access loans at other institutions. Interested applicants can contact the UWI (Mona) & Community Co-op. Credit Union (UTech) Branch for details.

SCHOLARSHIPS AND FINANCIAL AID

The University recognizes that some students are severely constrained by their inability to

secure adequate funding for their tertiary education and seeks to help them through several programmes of assistance offered through the Financial Aid Office (FAO). These programmes include Earn and Study, Scholarships, and Grants.

EARN AND STUDY (CAMPUS EMPLOYMENT)

Employment is provided for students on campus through the Earn and Study Programme. Work is scheduled to avoid conflict with the students' academic performance. Students who wish to participate in the Earn and Study Programme may choose one of the following options:

Option 1 – Working in Semesters 1 & 2, full time students are allowed to work 24 hrs per fortnight and part time students are allowed to work 48 hrs per fortnight.

Option 2 – Working in the summer session, all students are allowed to work a 40 hrs work week from Monday to Friday.

Please note the following:

- First (1st) year students are NOT allowed to work in Semesters 1 & 2 but can work in the summer session of their first (1st) year.
- Final year students are NOT allowed to work in Semesters 1 & 2 but can work in the summer session of their final year.

Application forms are available online, and the

application periods for “Earn and Study” are as follows:

- Semesters I & II – August 2011
- Summer Session – April 2012.

SCHOLARSHIPS AND BURSARIES

Scholarships and Bursaries are awarded annually, mainly to full-time Jamaican nationals studying at the undergraduate and post-graduate levels. However, there are specific scholarships which are available to other Caribbean nationals.

The application period for scholarships opens on May 4, 2011 and the closing dates are as follows (unless otherwise stated):

- Scholarships offered to (returning) students in Years 2–4 – June 30, 2011
- Scholarships are offered to (new) students in Year 1 – July 30, 2011

PROCEDURES FOR APPLYING FOR SCHOLARSHIPS

Candidates are required to complete an application form (available online) and submit the following:

- Progress Report(s) or Certificates for first year students
- Records of extra curricular activities (both on and off campus)

Students may apply for **ALL** scholarships for which they are eligible.

CRITERIA FOR SCHOLARSHIPS

A panel chaired by the Director, Student Financing and comprising representative(s) of the Schools and the donors will interview all eligible candidates. Evaluation of candidates will be based on their:

- Academic Performance
- Financial Need
- Extra-curricular Activities
- Leadership Ability
- Interview Performance.

GRANTS

The FAO manages a small Fund to assist the neediest students. Only registered students can benefit from grants, as the source of the funds is welfare fees paid during the registration period. Grants are normally given to second, third and fourth year students. In exceptional circumstances, first year students may also benefit. Applicants must clearly demonstrate need, which should be substantiated in writing by a Minister of Religion, Justice of the Peace, Lecturer or Senior Manager at the University.

Students must also prove that they have exhausted all alternative sources of funding before applying for a grant. Students who receive scholarships or grants from the Students’ Loan Bureau are **NOT** normally eligible for grants from the Financial Aid Office, but

they are allowed to participate in the Earn and Study Programme. Application forms are available online and the areas of assistance include lunch, boarding, bus fares, rent, Teaching Practice expenses, and tuition.

For further information call telephone # 927-1680, exts., 2192, 2219.

STUDENT DATA

It is the responsibility of the student to ensure that the Enterprise Application Systems (EAS) Department and, where applicable, the Accounts Department and the Financial Aid Office have his/her current telephone numbers and/or e-mail addresses. Any correction to your data must be done online before completing the enrolment procedure. It is the responsibility of the student to check e: Vision and his/her mailbox periodically, especially prior to payment deadlines and the deadline for the issue of exam cards.

Students are also encouraged to retain all receipts for transactions done with the University and our external payment agencies for future reference.

EXEMPTIONS

Students who have received approval for exemption on modules from the University's Academic Board will be required to pay the associated cost assigned to the module, and will not be entitled to a reduction in fees and or a refund.

REDO REGISTRATION

Years 4–5 students who have failed modules during the course of the academic year and wish to redo these modules (given that they are being offered during the semester) will be required to follow the steps below:

- Complete "Redo" form in triplicate and obtain the signature of the Dean of College/Faculty/Head of School/ Programme Director to register for modules
- Proceed to the Admissions Office to process and enter modules on diet and create invoice
- Proceed to Accounts Receivable to pay amount indicated on invoice (Part payment is not allowed)

The cost associated with redo is charged on a per credit per module basis. Students who have submitted forms for processing to the Admissions Office and who are absent from an exam and/or who fail to pay fees as stipulated, are liable to all redo fees as stated on their account and will be awarded a failing grade for that module.

Years 1–3 students will be required to re-register online for failed modules at the next available sitting and pay the cost assigned to modules

REFUNDS

Students who have overpaid on their account are required to submit receipts and invoice and

complete a Refund Request Form at the Accounts Receivable unit to initiate the process of refund. Cheques will normally be available within at least 10–15 working days from the date of receipt of the refund request. Refunds to students who have received scholarship, grants, students' loan or any other financial assistance will not be processed until the funds have been received by the University.

FEE REFUND POLICY – (IN CASES OF WITHDRAWAL/ LEAVE OF ABSENCE)

The University of Technology, Jamaica projects expenses for the provision of services to students prior to the beginning of each programme, based on the number of students who have indicated their intention to enrol. Normally, these expenses are not subject to change at short notice. Students who cancel their enrolment prior to the beginning of the programme or withdraw during the Semesters/Summer Session may deprive others of the opportunity to gain entry for the particular Year/Summer Session or may create vacancies that cannot be filled.

Therefore if a student needs to cancel his/her enrolment or withdraw from the University, he or she must give written notice to the Registrar's Office. Informing a faculty member of non-attendance at classes, or withdrawal, does not constitute official notification or approval.

Written approval from the Registrar is required in order for a refund to be considered under the University Refund Policy. Students desirous of withdrawing are required to complete a "Faculty Student Academic Affairs Committee Request" form and submit it to the Registrar, through the Student Relations Office.

Any student who withdraws from a programme without obtaining permission from the Academic Board will be deemed to have abandoned his/her studentship and will be subject to the University's formal re-admission process. Fees outstanding for the year of withdrawal or leave of absence must be settled before readmission is granted. Any refund of fees will be in accordance with the Fee Refund Policy outlined herein. Requests for refunds outside of the stipulated schedule will not be entertained.

The date on which the withdrawal request is received at the Registrar's Office will be used as the withdrawal date for computing any refund. Requests by mail will be dated according to the postmark.

The Finance and Business Services Office refunds tuition fees within six weeks, provided that all information and documents have been submitted. Refunds are based on the assessment of charges incurred, e.g., administrative fees, and not upon the amount paid. Refund payments are made by cheque in the name of the student, unless he or she directs otherwise.

A student who is expelled or suspended will not be entitled to any fee refund. Students who write to the University Registrar and are granted permission to withdraw from a pro-

gramme or who are granted Leave of Absence receive a refund of tuition and examination fees according to the Schedule set out below.

Tuition, Accommodation and Examination Refund Payment Schedule

Date of Submission of Request to Office of the Registrar	% of Fees Refundable (less charges incurred)
Programmes beginning at the start of the Academic year (full-time & part-time):	
1–10 working days from commencement of classes	90% of Tuition & Exam
11–25 working days from commencement of classes	60% of Tuition & Exam
Beyond 25 working days	*No refund
Students in Courses of Study Lasting Less than 15 Weeks	
Within 5 working days from commencement of classes	90% of Tuition & Exam
6–15 working days from commencement of classes	60% of Tuition & Exam
Beyond 15 working days	*No refund

* Student is liable for all outstanding fees.

Note: Students who have part paid fees and have applied for withdrawal with permission, after the specified deadlines outlined above, will not be entitled to a refund and will be required to pay the fees due before they resume their course of study.

REGISTRATION AND ENROLMENT

REGISTERED STUDENT – DEFINITION

A student will be considered “registered” when all the following conditions have been met.

1. Accepted the offer of admission and paid the commitment fee by the stipulated date;
2. Paid other fees and charges prescribed by the University by the stipulated date;
3. Signed a declaration form to abide by the regulations of the University.

ENROLMENT

Enrolment is the process by which a student selects and confirms modules and/or class times specific to his or her course of study, in conjunction with their academic advisor. Upon completion of selection and confirmation of modules students are required to collect their identification cards.

Enrolment allows students to attend lectures and tutorials and sit examinations.

ENROLMENT PERIODS

All students, including those with repeat status who intend to do re-do exams during the academic year, are required to enrol online with

the University. (Please see “Significant Dates” for periods, page 10).

DEFERRALS

Applicants offered admission to the University may request a deferral of their registration for a period of one year as stipulated in Regulation 3.

Requests for deferral should be done in writing to the Registrar and copied to the Head of School/Department before the beginning of the instructional period in which the course of study would normally commence.

Applicants who have been granted deferrals will be guaranteed places for the next academic year, in the course of study for which the original offer was made, only if there are no changes to the matriculation requirements. A new application will be required if there have been changes to the matriculation requirements.

Two months prior to the expiry of the deferral period, applicants will be contacted in writing by the Admissions Office to determine their intention to take up the offer so that appropriate preparations can be made.

Note: Applicants who are granted deferrals must complete the “Application for Readmission” form.

WITHDRAWAL

Enrolled students who are unable to commence their studies must notify the Registrar in writing, copied to their Head of School/Department and the Admissions Officer.

Refunds will be made in accordance with the Refund Policy, pages 77–78.

FREQUENTLY ASKED QUESTIONS REGARDING FEE PAYMENT

Ques: Will payments at NCB, Paymaster or UTech allow for financial clearance immediately?

Ans: No. Processing of all payment transactions requires at least 2 clear working days.

Ques: How will UTech treat excess funds received from the Students' Loan Bureau?

Ans: The Students' Loan Bureau is committed to paying Tuition and Exam fees only. All excess funds received must be returned to the Bureau by the University.

Ques: What will happen if the Students' Loan Bureau remits my loan short?

Ans: You will have to pay the difference or apply to the Students' Loan Bureau for reassessment.

Ques: If I register with a Letter of Commitment for a scholarship, can I make payment at the National Commercial Bank upon receiving the cheque from my sponsor?

Ans: No. All cheques originating from a Letter of Commitment must be presented to the Finance & Business Service Office (Scholarship Office), so that both sponsor and student accounts can be updated accordingly.

Ques: If my sponsor commits to paying more than my fees, how early will UTech give me a refund?

Ans: Refunds will not be processed from a Letter of Commitment, but a refund of the excess in payment will be made after the University receives payment from the sponsor and the sponsor's authorisation for UTech to make the refund payable to the student.

Ques: If I pay my fees to register and then am approved for a SLB loan during the year, when will I receive a refund?

Ans: A student can only be refunded his/her portion after SLB remits payment to the University.

Ques: I paid my fees in full but no modules are printed on my exam card. Will I be allowed to write the exams?

Ans: No. It is the responsibility of the student to check e-Vision to ensure that the modules registered for are on his/her diet. Missing modules must be reported to the Admissions Office, and not to the Accounts Department.

Ques: If my loan is approved by the Students' Loan Bureau and I have completed all the necessary processes at the Bureau, will UTech ensure that the Bureau remits payment on my behalf?

Ans: No. It is the sole responsibility of the student to ensure that the Students' Loan Bureau remits payment to the University. Students can either check with Accounts Receivable, through the Students' Portal on e:Vision, or with the Students Loan Bureau to verify that this has been done.

Ques: How will I know the actual payment that the Students' Loan Bureau remits to the University?

Ans: All students whose fees are paid by the Students' Loan Bureau must collect their SLB receipts at Accounts Receivable each semester as soon as they are available.

Ques: If the Students' Loan Bureau (SLB) pays my fees, will I be awarded the 'Grant-In-Aid'?

Ans: The Students' Loan Bureau awards 'Grant-In-Aid' to students after evaluating their applications. However, students should check with SLB, the Students' Receivable Unit in the Finance and Businesses Services Division and the Notice Boards on campus to see if they were approved for same.

Ques: What if I only need the 'Grant-In-Aid' and not the loan?

Ans: The Grant-In-Aid is approved for students deemed needy by the Students' Loan Bureau and, as such, students who do not need the Loan will not be given the Grant-In-Aid.

Ques: What will happen if I receive a full scholarship after being approved for the Students' Loan and Grant-In-Aid?

Ans: The University will notify the Students' Loan Bureau immediately and return both the loan and the Grant-In-Aid.

Ques: If my account is in arrears, will UTech give me the opportunity to write my final exams?

Ans: All accounts should be financially cleared as specified by the Finance Department in order for students to sit the final exam.

Ques: If I registered on a plan and decide that I need to change my option, can this be done?

Ans: No, once you have paid your fees you are locked into that plan.

Ques: If I make payment at the National Commercial Bank or Paymaster and either agency remits the payment to UTech 24 hours after midnight of the due date, will I have to pay the late fee?

Ans: UTech will not penalize you if the

payment to our collecting agencies was made to them on time yet they remitted it to us late. The late remittance will be a matter between the University and the collecting agency.

- Ques: If I register for a Re-do but did not write the exam as I was unable to pay for the Re-do, will I have to pay the outstanding fee before registering for another school year?
- Ans: If a student registers for a module by submitting the completed Re-do forms to the Admissions Office for processing and is absent from the examination without permission, a failing grade will be awarded and he/she will be liable for the associated charges. (See "Notice to Students Registering for Re-do" on the reverse of the "Re-do Registration" form.)
- Ques: If I registered and paid my Re-do fees but did not write the exams, can I request a refund of my payment or can the payment be deferred to another school year?
- Ans: The student should write to the Students Relations Office and the Faculty so that the case can be examined and a decision taken by the Faculty Board.
- Ques: If I have overpaid on my fees, what is the procedure for the funds to be returned and how long would it take?
- Ans: The "Fee Breakdown" and receipts must be copied and the copies taken to the Accounts Department and a Request for Refund Form completed. It will take a minimum of 10–15 working days after the documents are submitted before a cheque is prepared in the student's name.
- Ques: Will I be allowed to register for a new academic year with a balance outstanding?
- Ans: All outstanding balances must be settled before a student is given financial clearance for a new academic year.
- Ques: If I already have an insurance/health card, am I still required to pay the amount which is on the "Fee Breakdown"?
- Ans: Yes, No student is exempted from this fee.
- Ques: If I receive exemption for a certain number of modules will there be a reduction in my tuition fees?
- Ans: No. Students are not entitled to a reduction in their fees if they have received exemptions.
- Ques: If I am sponsored by the SLB do I still have to pay to register?
- Ans: Yes. Students are required to pay the auxiliary fees as SLB is responsible for tuition and examination fees only.

Ques: Will I be allowed to do part-payment for re-do?

Ans: No, Only full payments are acceptable.

Ques: After I have received my fee breakdown and made the necessary payments, am I registered?

Ans: No. students are not registered until they have completed the registration process online.

Ques: If my package is not ready and I need the fee breakdown to take to a financial institution for assistance, what can I do?

Ans: The student can request a letter from the Accounts Department stating the fees. This will take a minimum of three (3) working days.

Ques: If I am partially sponsored, can I do part-payment on the balance?

Ans: Students are required to act according to the payment plan they selected on registration.

Ques: Will I be allowed to register with a Commitment Letter?

Ans: Once the letter is approved by the Finance Office or the Financial Aid Office, you will be allowed to register.

Ques: Can I pay my fees in US\$ if it is quoted in JA\$?

Ans: Yes

Ques: Why do we pay a Commitment Fee?

Ans: Payment of the Commitment Fee is an indication to the University that a prospective student is seriously considering pursuing studies. This fee represents the ancillary charges of your school fee.

Ques: What is the procedure to register for re-do?

Ans: To register for re-do, year 4–5 students should retrieve “Re-do” forms from their respective College/Faculty, complete, seek approval from the authorized College/Faculty officer, proceed to the Admissions Office for a fee breakdown, and then to Accounts for payment. Year 1–3 students should select the module(s) online and pay fees.

Ques: How do you pay to “top-up” your printing quota at SCIT, CSA, and SBLM for print credit?

Ans: Pay at Accounts Department, present your ID and state the number of pages you intend to buy. Proceed to the respective lab with receipt.

Ques: I paid to top up my printing quota but was informed at the lab that they are out of paper. Can I receive a refund of my payment?

Ans: The designated personnel at the lab must immediately sign and stamp the back of the receipt requesting that refund be made to student. Receipts not

submitted on the same day will be paid by cheque, within a minimum of 10 working days.

Ques: If my Identification card is lost what should be done to get another?

Ans: Report the lost card immediately to the Admissions Office which will investigate.

Ques: What are the different methods of payment at UTech?

Ans: Payments can be made using debit/credit card, Manager's Cheque (payable to the University of Technology, Jamaica). No cash is allowed on campus for tuition fee, only for miscellaneous transactions.

Ques: Can Re-do fees be paid for at Paymaster or the Bank?

Ans: Yes

Ques: Can we make part payment for accommodation?

Ans: Accommodation fee breakdown is quoted per semester so you pay per semester.

Ques: Can I get an official statement of my account balance?

Ans: Students are required to ask the Student Receivables Section for a letter stating their account balance. This process usually takes at least three (3) working days. Students can also visit the Student Portal.





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SECTION E



STUDENT RESPONSIBILITIES

EXAMINATIONS

STUDENT RESPONSIBILITIES

(ALSO SEE UNDERGRADUATE STUDENT CHARTER)

As an academic community, the University seeks to establish and maintain an environment conducive to effective teaching, learning and research. This requires the co-operation of all members of the community to ensure academic and intellectual freedom and maintain the highest standards in teaching, learning, research, evaluation and personal integrity.

In addition to being bound by the policies, laws and regulations of the University, registered students are also bound by the specific regulations of the programme in which they are enrolled. They are expected, therefore, to familiarise themselves with these regulations.

The University is a public institution that provides educational opportunities to a large student body and serves a wide variety of interest groups. Thus, it is important for the institution to have a set of rules to govern the interaction of students, faculty and the wider University community. Acceptable standards of student conduct are based on common sense and common courtesy.

Students who breach the University or Faculty Regulations by failing to conduct themselves in

an acceptable manner or by violating the rights of others, or by damaging University property, or by being found guilty of breaching the Regulations in another way may be asked to discontinue their studies.

CLASS ATTENDANCE

Consistent class attendance will ensure you the best opportunity for optimum academic performance. Absence from laboratory/practical classes and/or courses where class work contributes to the final grade will have a negative impact on your student achievement. College/Faculty-specific requirements exist for some programmes.

DRESS CODE

Students are expected to follow acceptable standards of dress and proper grooming. Undergarments should not be visible. Some programmes require the wearing of specific clothing for sanitation and safety reasons and students must dress accordingly.

EXAMINATIONS

In addition to regular coursework – that is, tests and assignments forming an integral part of the University’s overall evaluation requirements, official examinations are held during specified times throughout the academic year.

Generally, the official examinations and their schedules are as follows:

1. Final Examinations:

Semester 1	–	December
Semester 2	–	April/May
Summer Session	–	August

2. Re-do Examinations normally held in:

- April/May for courses delivered in Semester 1
- July for courses delivered in Semesters 1 and 2
- December for courses delivered in the Summer Session

3. Professional examinations:

These are normally held outside of the above periods.

EXAMINATION TIMETABLE

The examination timetable can be viewed on the University Examinations Notice Board and on e:Vision (PERSONALIZED TIMETABLE). Publication dates are in the “Significant Dates” section of this Handbook (page 10).

Students who identify conflicts, e.g., missing exam modules and module code anomalies in their examination schedules, should report them immediately to their College/Faculty/School Exam Coordinator for resolution.

The draft timetable is subject to change and should not be used to make pre-arranged plans concerning the final exam dates.

Students are encouraged to constantly review the draft examination timetable, both on e:Vision and the University Examinations Notice Board, until the final timetable is published.

EXAMINATION CLASHES

1. The onus is on students to view the examination timetable when it becomes available.
2. All clashes should be immediately reported to the Examination’s Coordinator within the College/Faculty/School.
3. All clashes should be reported at least seven (7) days prior to the start of examinations.
4. In the event that the clashes are unresolved, the student will be directed to the “Clash-room” by the College/Faculty/School Exam Coordinator on the day of the examinations.

5. Students will only be allowed to leave the "Clash-room" if accompanied by an invigilator or any such person designated by the University. Cellular phones are not allowed in the clash-room.

POLICY ON "THE RESCHEDULING OF EXAMINATIONS FOR STUDENTS REPRESENTING THE UNIVERSITY DURING SCHEDULED EXAMINATION SESSIONS"

PURPOSE

This policy is intended for an enrolled student who wishes to apply for the rescheduling of examinations if he/she is unable to sit the scheduled final examination due to the following:

- The student will be representing the University on approved activities
- The student will be involved in activities of statutory and national importance, e.g., jury duty, special mission and national emergencies
- Emergencies or other situations where rescheduling may be required will be dealt with at the College/Faculty level.

Appropriate documentation indicating the service/duty must be submitted to the Office of the Registrar for approval. Prior approval from the University is required before an examination is rescheduled.

PROCEDURAL RULES

STUDENT

Advanced rescheduling of examinations will be allowed only under the procedures noted below:

- The student must complete and sign an "Examination Reschedule" Form stating each examination module to be taken and submit to the Director of Sport/Programme Director.
- Return form to the Director of Sport/Programme Director. This should be done at least three weeks prior to the start of the scheduled examination period as published in the *Student Handbook*.

DIRECTOR OF SPORT/PROGRAMME DIRECTOR

Upon receipt of appropriate documentation from the student, the Director of Sport/Programme Director will be required to:

- Prepare a memorandum requesting the rescheduling of the examinations, along with supporting documentation, including:
 - Names of students
 - Activity
 - Period within which student will be away from the University
 - Modules to be rescheduled.

Submit the above to the Office of the Registrar.

EXAMINATIONS

This should be done three weeks prior to the start of the scheduled examination period as published in the *Student Handbook*.

UNIVERSITY REGISTRAR

- Upon receiving request from the Director of Sport/Programme Director, if approved, the University Registrar sends appropriate documentation to the University Examinations Centre, Dean and Head of School.
- Informs student of decision.

COLLEGE/FACULTY/SCHOOL

- The Dean will review and sign the "Examination Reschedule" form and the Head of School will inform the Lecturer/s to set paper.
- Lecturer/s will be required to prepare examination question papers for such student/s within the specified period.
- Lecturer/s submits examination paper/s to School Examination Coordinator.
- College/Faculty submits examination paper to the University Examination Centre by the end of the final week of the scheduled examination period.

UNIVERSITY EXAMINATIONS CENTRE

- Upon receiving the examination paper from College/Faculty/School, the University Examinations Centre will indicate the rescheduled date, time, and venue of the examination/s, in consultation with the College/Faculty/School.

- Conduct examinations.

PREREQUISITES

- All questions regarding rescheduling of examinations should be directed to the University Examinations Centre.
- Examinations will not be rescheduled to an earlier date of the scheduled examination as published in the *Student Handbook*.
- Failure of the student to show for the rescheduled examination without a medical or evidence of other mitigating circumstances, will result in a zero being automatically assigned. Redo fees will be applicable, if the student fails to show for the rescheduled examination without a medical or because of other mitigating circumstances.
- Students should not do more than two (2) examinations in any given day.
- The rescheduled examinations should be held within two weeks after the scheduled examinations.
- Changes to the final examination schedule must be authorized by the V.P. Student Services & University Registrar.

CONCLUSION

The University encourages students' participation in a variety of competitive and recreational sporting activities, seeks to facilitate holistic development of the students, and is commit-

ted to providing support for students to succeed academically.

RESCHEDULING OF EXAMS UNDER OTHER CIRCUMSTANCES

The University will not normally reschedule exams under other circumstances. Affected students are encouraged to write exams at the next available sitting, subject to the approval of the Registrar.

REGISTRATION ON MODULES

Students should ensure that they are correctly registered on all modules for which they are attending lectures by checking e:Vision. Failure to do so may result in such students being disallowed from writing examinations for modules for which they might think they are registered.

EXAMINATION CARDS

Examination cards are colour-coded for easy identification and security purposes. Students should collect exam cards from the University Exams Centre/Main Administration Building, according to schedule, in the week(s) preceding the start of the examination period.

Dates for collecting cards are in the "Significant Dates" section of this booklet and will be posted in College, Faculties and Schools. A fine of \$700 is charged for late collection.

Students with outstanding financial obligation

to the University will not be issued exam cards and will not be allowed to write final examinations without clearing their obligation or obtaining approval from the Finance Office.

Lost or misplaced examination cards can be replaced by paying a fee of \$200 to Accounts Receivable. Upon payment of this fee and submission of the receipt to the Examinations Centre, a new card will be issued.

EXAMINATION RECEIPTS

An examination receipt is issued to a student upon his/her submission of an examination script, or other piece of work/assessment, given by a lecturer that will contribute to a module grade.

IDENTIFICATION FOR EXAMINATIONS

Students without a valid UTech Identification (ID) Card will not be allowed to sit Final or Coursework Examinations.

ABSENCE FROM EXAMINATIONS

A candidate who is unable to write a final examination/module assessment because of illness is required to submit a medical certificate to the Registrar, through the University's Health Services Administrator. The medical certificate may be obtained from:

- i. a medical practitioner at UTech Medical Centre or

ii. your medical practitioner.

The medical practitioner is required to send a confidential medical report using the designated form to:

- Medical Practitioner
- UTech Medical Centre

so that your case may be considered by the Registrar.

Designated forms may be collected at the UTech Medical Centre or downloaded from e:Vision and UTech's website.

Please note that the University reserves the right to request an examination by its medical practitioner.

The medical certificate should be presented to the Registrar, through the University's Health Services Administrator (Please take form directly to the University Medical Centre within five working days of the missed examination.

Important Note: Certificates received outside of this period will NOT be considered.

It is important, therefore, that you visit the UTech Medical Centre or private practitioner immediately following your missed examination.

MEDICAL CERTIFICATES WHICH SIMPLY STATE: "Mr/Miss X was unfit for work on 'x' days" are NOT acceptable. Please bring this to the attention of your doctor.

Note:

1. A waiver of examination fees is NOT automatic.
2. Students who absent themselves from a final examination without a valid reason will receive a failing grade.
3. If there are circumstances, such as illness, which may affect the student's performance in an examination and the student chooses to write the examination, he/she cannot normally appeal the results.

OFFICIAL NOTIFICATION OF EXAMINATION RESULTS

Students can obtain their official progress reports from their College/Faculty/School. Progress Reports are issued at the end of semesters, Summer Sessions examinations. Students may also access results and Progress Reports via the e:Vision and the Student Portal.

LOST EXAMINATION GRADES

If a lecturer cannot produce a grade for an examination done by a student and the course-work was passed, the student should be offered a passing grade or the opportunity to Re-do the examination with tutorial assistance, if necessary, at no cost (See policy on "Lost Examination Grades"). In the case of a graduate, he/she should be offered the lowest grade that will not result in a lowering of the class of award earned.

EXAMINATION GRADE REVIEW

A review may be obtained only if there were extenuating circumstances not known to the examiners or evidence of irregularities in the conduct of the examinations (for procedures, see No. 15, “Other Frequently Asked Questions” on page 193).

RE-DO EXAMINATION POLICY AND PROCEDURES

The Re-do Policy is summarized on page 170.

REGISTRATION FOR RE-DO EXAMINATIONS

It is the responsibility of each student to note the specific closing dates for registration and re-do examinations. The onus is on the student to complete and submit the required registration forms and pay the required fees. The registration date can be found in the “Significant Dates” section of this Handbook (page 10).

EXTERNAL EXAMINATIONS

The University has always maintained close ties with overseas examination bodies. The examinations of some professional groups in Jamaica are administered in collaboration with overseas examining bodies.

Some students are also qualified to sit these overseas examinations, and it is the policy of the University to accommodate them whenever possible.

EXTERNALLY-MODERATED EXAMINATIONS

In the case of externally-moderated examinations, the question papers and answer scripts are referred to competent professional persons outside the University who act as external examiners/moderators, in keeping with the policy of the University to maintain quality and acceptable academic standards.

COMPLETION OF INSTRUCTOR/COURSE EVALUATION FORM

Two weeks before the end of each semester, each class will be asked to complete instructor/course evaluation forms during class time. These should be returned to the class representative immediately.

The responses will be analysed and the results may have implications for both course delivery and content.

PROJECT ASSESSMENTS

Students should observe their College/Faculty deadlines for submission of projects.

INSTRUCTIONS FOR CANDIDATES TAKING EXAMINATIONS

1. To be admitted to an examination you should have complied with the conditions laid down in the Ordinance and Regulations, and paid the prescribed fee or made alternative arrangements with the Office of Finance and Business Services. It is your

EXAMINATIONS

- responsibility to note the specific closing dates for registration for all University Examinations. The onus is on you to complete and submit the required entry forms and to pay the required examination fee.
2. You are required to be present in the Examination Room fifteen (15) minutes before the scheduled start time.
 3. You will not be admitted to an examination later than thirty (30) minutes after it has commenced, except with the permission of the Registrar..
 4. You must remain silent at all times during the period you are in the Examination Room, unless permitted to speak by an invigilator. You must not attempt to communicate by any means with another candidate.
 5. Borrowing or lending of material or equipment is not permitted.
 6. Jackets, handbags, books, pencil cases, calculator cases, programmable calculators, electronic organizers, Walkmans or other personal belongings and materials are not permitted at your desk and should be left in the designated area(s).
 7. The University will not accept responsibility for any personal belongings lost or misplaced at examination venues.
 8. Weapons, including knives, guns, ice picks, blades, daggers, sticks, cutlasses are not allowed in exam venues. Where necessary, candidates should contact the consultant/Director, Safety and Security.
 9. Cellular phones are not allowed in the exam venues.
 10. You will not be permitted to sit the examination without a valid Examination Card and a valid UTech Identification Card.
 11. The Examination Card and valid UTech Identification Card must be prominently displayed on your desk.
 12. Any handwritten information on the Examination Card, excepting date, time, venue and titles of examinations, will be considered as intent to cheat and you will be disqualified.
 13. All unauthorized materials, including blank pieces of paper, are deemed in breach of the Regulations governing academic misconduct.
 14. You may not smoke, eat or drink during the examination.
 15. Some schools provide calculators for students. Use of programmable calculators and those not operationally quiet will not be permitted.
 16. All electronic equipment, such as watch alarms, must be switched off and placed in the designated area prior to the start of exams.
 17. You should enter your UTech ID number,

- the title of the examination and the date on the front page of the answer booklet.
18. Complete the Student Receipt form and return it to the invigilator. A copy will be returned to you. This will be the only proof that you have submitted an examination script.
 19. Do not pull the answer the booklets apart. If you do so, you will have all pieces taken from you and given a new booklet in which to restart the examination. NO EXTRA TIME will be allowed for this. Rough work calculations must be done in the answer booklet and a line drawn through to indicate that it is not part of the answer. You should not copy the questions into your answer booklet. In the case of multiple choice papers, rough work must be done in the space provided in the question booklet and under no circumstances on the answer sheet, unless the question so directs.
 20. If you require another answer booklet, or any other assistance, you should raise your hand.
 21. If you need to leave the room for any reason, raise your hand. Only one candidate will be permitted to leave the room at any one time. Any candidate leaving the room, to go to the bathroom for example, will be accompanied by an invigilator.
 22. Any candidate who is considered by an invigilator to be disruptive during an examination may be required to withdraw from the examination.
 23. If you leave the examination room without permission, you will be considered to have failed the examination and a report will be submitted to the University Registrar.
 24. You may not leave the room during the first or last 30 minutes of the examination.
 25. You should ensure that all your examination scripts and other work submitted for assessment are legible. The examiners may decide not to mark examination scripts or other work judged by them to be illegible.
 26. If you are absent from the examination without medical or other valid reason, you will automatically fail.
 27. You should not remove from an examination room any answer booklet or material provided for the examination. Invigilators may/may not permit you to take away question paper from the examination room.
 28. Offences and sanctions for academic misconduct are detailed in the "Important Regulations" section in Regulation 5, (page 143) on the Internet and on e:Vision.





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SECTION F



SECURITY AND STUDENT LIFE

SECURITY

DISPLAY OF IDENTIFICATION CARDS FOR SECURITY PURPOSES

A valid UTech identification card is the only acceptable form of Identification for students while on campus. The Safety and Security Department will produce UTech ID cards for enrolled students. These cards are programmable and will allow access to designated areas of the campus, depending on the status of the student's accounts.

Students in need of an ID card should first contact the Admissions & Enrolment Management Office.

Security checks conducted on the campus require that students display their ID cards when entering the campus and present them for inspection on demand by security and other authorized personnel. Students not in compliance will be denied access to the University campus, library, computer laboratories and other restricted areas.

PROCEDURES FOR LOST IDENTIFICATION CARDS

Students who have lost their ID card will be required to pay a replacement fee of \$1,000 at

Accounts Receivable and present their receipt at the Admissions Office, so that the replacement can be arranged.

SECURITY GATE PASSES FOR MOTOR VEHICLES

Security personnel stationed at the main entrance to the University issue a laminated chit/pass to each motorist entering the campus. This chit must be returned when exiting. Any motorist who is unable to return the chit will have to prove ownership of the vehicle and pay a \$500 fine at Accounts Receivable in the Administration Building. The opening hours are 8 a.m. to 6 p.m. Monday –Thursday and 8 a.m. to 4 p.m. on Fridays. At other times, please contact the Security Supervisor on duty. Chits should not be left in the vehicles but kept on the person at all times. Declaration of all equipment, computer and other peripherals or any other personal items should be made and serial numbers recorded at front and pedestrian gates.

Parking regulations are in force from 8 a.m. to 6 p.m. Monday to Friday except in areas otherwise specified. However, vehicles parked on lawns and sidewalks or blocking exit/ entrances

will be clamped. General parking is provided for students on a first-come-first-served basis, so individual spaces cannot be reserved.

Vehicles exiting the campus may be subject to search.

SPEED LIMIT

The speed limit on campus is 25 kmph and should be adhered to at all times. Students who habitually violate the speed limit may have their privilege of driving on campus rescinded.

This is a learning institution and, as such, loud car noise levels associated with car stereo and car muffler and exhaust systems will be considered unacceptable. The department has equipment to measure decibel levels and any vehicle exceeding the acceptable levels may be banned from the campus.

PARKING VIOLATION TICKET AND CLAMPING

A vehicle will be ticketed and clamped if:

- it is parked in a space assigned to another category of user;
- it is parked in a NO PARKING zone.

If your vehicle has been clamped before 4:00 p.m.:

- take the parking violation ticket (issued in triplicate) to Accounts Receivable on the

ground floor of the Administration Building and pay the \$500 fine

- take copy of ticket with receipt number indicated thereon to the Security Post in the Administration Building and the Traffic Warden will be contacted to have the vehicle unclamped
- if fee is not paid by 4 p.m., payment can be made the next day from 8 a.m. and the vehicle unclamped.

HALLS OF RESIDENCE

DISCIPLINARY PROCEDURES

All students should be aware of rules governing the Halls of Residence. Residents who do not comply with the rules and regulations of the Resident Students' Handbook or the general rules of the University will be subject to:

- the University's Disciplinary Procedures detailed in Ordinance 1999/14-Student Discipline
- termination of boarding privileges at any time.

DORM SECURITY

Security Officers and proximity access systems secure all dorms. **Students must not allow other people to use their access cards.**

Misuse of the system could result in a removal of privileges. Rules and Regulations relating to visitors are posted on each dorm and **SHOULD BE OBEYED!**

HALL VISITATION PROCEDURES

- Visiting hours are between 12 noon and 10 p.m. daily.
- Visitors are not allowed to overnight on the Halls of Residence
- Visitors are not allowed in the utility areas.
- The Resident Manager or the Resident Assistant reserves the right to ask any visitor whose behavior is considered inappropriate to vacate the Hall.
- Observation of quiet periods must be adhered to, as outlined in the Resident Students' Handbook

ROOM VISITATION

- Students should not entertain visitors in their rooms without the consent of their roommate.
- Visitors must be accompanied to and from the room by a resident.
- Room visiting hours are between 4 p.m. – 10 p.m. daily.

HALLS OF RESIDENCE SWIPE CARD REPLACEMENT

If a student damages or loses his/her Halls of Residence swipe card, he/she will be required to pay a replacement fee of \$1000. Swipe cards are the property of the University and should be taken care of. They should not be twisted, bent or punched to accommodate key rings and so on.

CAMPUS EVENTS

The Safety and Security Department is vested with the responsibility and sole authority to grant permission for events to be held on the University's campus. Application forms are available in the Safety and Security Office or at www.utech.edu/jm/ and should be submitted in advance by a minimum of 10 working days prior to the date of the proposed event. Late forms will not be considered.



STUDENT LIFE

DINING FACILITIES

Dining facilities for students and faculty are provided at the following locations: Juci Beef located in Farquharson Hall, Burger King, Pages located in the pavilion on the front field, Jacqui's catering, located at JDSEEL and Lillian's Restaurant, a training facility for Hospitality and Tourism Management students. Light snacks and drinks are also available from the various shops located at the Student's Activity Centre, John's Tuck Shop and Andrea's.

SPORTS AND RECREATION

The Department of Sport is the "Home of World Class Athletes". Our vision is to have the best student athletics sports programme in the world.

Our primary goal is to provide a sporting environment which enhances the development of quality, competitive and recreational sporting activities which improve leadership skills, teamwork, confidence, discipline and character-building in our graduates.

We have facilities for indoor and outdoor sporting activities. At the centre of our facilities is the Alfred Sangster Auditorium. It has a 6000

sq. ft. stage floor of sprung timber and seating capacity for 1,100 including a balcony with tiered seating for 220. The auditorium also includes marked floor space for basketball, netball, volleyball and badminton. The floor space is also used for table tennis and martial arts. Adjoining the auditorium is a weights room and a squash court.

Outdoor facilities include a golf putting green with a sand trap and fairways for par three, four and five-hole, cricket pitch and pavilion, a half-Olympic size swimming pool, a 310-meter grass running track, football and rugby field with changing facilities and colourfully painted netball, basketball, volleyball, and tennis courts.

INTERCOLLEGIATE SPORTS

The Department offers twelve intercollegiate sports for men and women. Sports for both men and women include basketball, volleyball, tennis, badminton, squash, hockey, football, table tennis and track and field our flagship sport. Sports restricted to men only consist of cricket and rugby and to women, netball.

Over the past 35 years, our Intercollegiate Sport programme has produced many national rep-

representatives in different sports. Our flagship sport, track & field, has produced some of the most notable past student-athletes: namely, Olympians Sherone Simpson, Sherika Williams, Asafa Powell, Nesta Carter, and Germaine Mason and current student-athlete women's 100m champion, Shelly-Ann Fraser-Pryce.

Our intensive training programmes also provide and facilitate participation in CUSA games, ODUCC games, Penn Relays, and league competitions.

UTECH CLASSIC SERIES

The Department stages annual international sporting competitions known as the "UTech Classic Series" currently consisting of five sports: track & field, cricket, volleyball, golf, basketball/netball, table tennis and lawn tennis.

The sporting facilities are open to all students and members of staff with valid UTech identification cards.

Anthony Davis, Director of Sport, heads the Department. For more information about the Department visit our website at: <http://www.utech.edu.jm/Sports/default.htm>.

THE STUDENTS' UNION

The Students' Union seeks in accordance with its mission statement "To effectively serve and represent and protect the rights of students

promoting their academic, social, cultural, spiritual and physical development, while fostering relations with their wider community". The Students' Union consists of all registered students of the University of Technology, and elected and selected individuals serve on its Council.

The Students' Union Council is a Board of student representatives, elected and selected by the general student populace, and consists of 48 members from the Papine and the Western Campuses. The hierarchical organization of the Students' Union is similar to that of the University; that is, President, Vice Presidents, Representatives and Directors.

Having recognized the importance of effective representation, the Council has taken the necessary steps to incorporate the Western Campus into its decision making structure. Consequently, the Western Campus Representative represents the student population of the Western Campus and is Head of the Western Campus Students' Union Committee. The Western Campus Students' Union Committee is comprised of Coordinators, who have responsibilities for individual portfolios.

This year's theme, "Innovate and Sustain – The way forward, quality above quantity with service surmounting self", serves as the driving force steering the strategic goals and objectives of the Student Councils' 2011/2012.

The Union shall in service:

- effectively represent the values and concerns of all students
- serve as a catalyst of change for the betterment of this University
- execute all activities with the students' interest in mind
- remain committed to the students of this institution
- financial assistance to students in the form of scholarships, grants, books (Love Book) and transportation (Love Bus), meals (Love Lunch).

The Students' Union is obligated to report to its constituents (students) all matters of interest that may or may not affect them directly. There will be improved publication of newsletters, financial statements and achievements to keep students informed of what's happening and also to encourage transparency of Union operations. In addition, the Council will through innovations, improve by rigorous communication through our webpage (www.utechstudentsunion.com) as a "Go-Green" source in facilitating effective information sharing about campus matters, including union events and happenings, academic issues, scholarship opportunities and matters of national concern. In an effort to increase our feedback mechanisms, social web-based groups such as (Facebook and Twitter), email and text messages, will be incorporated for quality assurance.

WELFARE AND SERVICES

The Students' Union Council operates numerous activities geared towards benefiting our populace.

STUDENTS' UNION SERVICES

1. Document printing – the union offers printing services to students at competitive prices.
2. Photocopying – this is offered at different costs, according to paper type and colour.
3. Facsimile services – offered to students at competitive prices

WELFARE SERVICES:

1. Scholarships & Bursaries:

A number of grants and bursaries are distributed throughout the year. The Vice President Student Services operates this programme, for students who apply and meet the basic criterion of need. The scholarships now available are as follows:

- Students' Union Alfred Sangster Scholarship
- Students' Union President Scholarship
- Students' Union Vice President Student Services
- Students' Union Vice President Academic Affairs

- Students' Union Vice President Finance
- Students' Union Vice President Public Relations
- Students' Union Executive Secretary
- College of Health Sciences Representatives
- Faculty of Science and Sport Representative
- School of Built Environment Representative
- Faculty of Law Representative
- Caribbean School of Architecture Representative
- School of Business Administration Representative
- School of Hospitality and Tourism Management
- School of Engineering Representative
- School of Computing Representative
- Faculty of Education and Liberal Studies Representative
- Part-Time and Evening Representative
- Western Campus Representative
- Hall Chairpersons
- Emmanuel Akindele Memorial
- Dendrea Morris Memorial
- Students' Union Student Welfare Scholarship
- Students' Union Extraordinary Scholarship

2. **“Love Lunch”**

This is a programme whereby the Students' Union subsidizes the cost for lunches. Tickets can be purchased only at the Students' Union Office between 10:00 a.m. and 12:00 p.m. daily. This ticket is equivalent to the price of a small lunch, at the listed food outlets, at a subsidized cost.

3. **“Love Bus”** (Transportation Service)

Shuttle service are provided between the campuses and major transport terminals:

- Half-Way-Tree (6:30 am – 9:30 pm)
- Downtown (6:30 am – 9:30 pm)
- Montego Bay (6:30 am – 9:30 pm)

The schedule of service between the Papine Campus and student destinations is as follows:

Inbound	Outbound
<i>Morning Trips</i>	<i>Evening Trips</i>
Spanish Town – UTech 6:10 am	Spanish Town 5:20 pm & 9:20 pm
Duhaney Park 6:10 am	Duhaney Park 5:20 pm & 9:20 pm
Greater Portmore – UTech 6:10 am	Greater Portmore 5:20 pm & 9:20 pm
Gregory Park – UTech 6:10 am	Gregory Park 5:20 pm & 9:20 pm

The following are the pick up points/stops on each route:

SPANISH TOWN

Spanish Town Bus Park
 Greendale
 Twickenham Park
 Central Village
 UTech

DUHANEY PARK

“Price Rite”, Meadowbrook
 Duhaney Park
 Washington Boulevard
 Molynes Road
 Half-Way-Tree
 UTech

GREATER PORTMORE

Greater Portmore Texaco Gas Station (Braeton)
 North Daytona
 Monza
 Newland Road
 Roundabout #1 (Garveymeade)
 Portmore Mall
 Causeway
 Three Miles
 Hagley Park Road
 Half Way Tree
 UTech

GREGORY PARK

Christian Pen
 Gregory Park
 Cayamanas Garden

Big Tree . . . Shell Station
 Waterford
 Portmore Heart Academy
 Portmore Mall
 Causeway
 Three Miles
 Hagley Park Road
 Half Way Tree
 UTech

Students should show identification cards before boarding all identified student buses. The Love Bus and Shuttles are only to transport the students of the University at the price stated by the Students’ Union Council.

4. Laundromat

Wash and dry clothes on campus by purchasing tokens for the washers and driers daily.

Opening Hours:

Day	Open	Close
Sunday	9:00 a.m.	7:00pm
Monday	11:00 a.m.	7:00pm
Tuesday	11:00 a.m.	7:00pm
Wednesday	11:00 a.m.	7:00pm
Thursday	11:00 a.m.	7:00pm
Friday	10:00 a.m.	7:00pm
Saturday	9:00 a.m.	7:00pm

Opening Hours of the Laundromat:

COMMUNITY OUTREACH SERVICES

The Students' Union believes that "the true test of mankind's kindness is through the art of giving". Thus, the Union has endeavored to organize sustainable activities that not only benefit students, but also our immediate surroundings and, as a whole, the wider society. In an attempt to fulfill this dream of contribution, the Union plans and executes two major projects each year:

THE "TEACH THE YOUTH" PROGRAMME

This programme was created in the summer of 1999 to carry out remedial and other educational work, directly benefiting two communities. The programme has since been expanded to four communities: Kintyre, August Town, Tavern and Papine, and it is now a mandated annual event.

"TAG DRIVE"

Students traverse the country in an attempt to solicit funding for the Jamaica Association on Mental Retardation and other charitable organizations and personnel. The "Tag Drive" consists of a week of activities in November each year, which range from a church service, a "Celebrity Dutch Auction", a collection in the Kingston Corporate Area and, on the final day, to an island-wide collection. This event is geared towards empowering students to gain levels of self-fulfillment from, knowing that they are par-

ticipating in an event that benefits the less fortunate in our society.

CLUBS & SOCIETIES

There are several student-based associations at the University of Technology, Jamaica (UTech). All these recognized clubs/societies fall under the auspices of the Students' Union. Through recent amendments, the Director of Elections, Clubs and societies govern all proceedings of clubs and societies ranging from students activity clubs and professional societies to cultural, religious and special interest groups. The clubs comprise students from various Colleges/Faculties/Schools and Programmes, while the societies are aligned to specific disciplines. They all offer students the opportunity for increased social interaction and the ability to gain invaluable experience while expanding their network of friends and associates. All students are encouraged to join at least one student-based organization to increase their social activism. The Clubs and Societies Advisory Board (CSAB) aims to manage the operation of the clubs and societies on campus, as well as promoting and generating funds. CSAB Week celebrated in September and showcases the various clubs and societies through exhibitions, forums and a concert. The following is a list of recognized Clubs and Societies:

- 1 Advent Fellowship
- 2 African Cultural Renaissance Movement (ACRM)

STUDENT LIFE

- | | |
|--|---|
| 3 Association of Chemical Engineering Students (AChemES) | 23 University of Technology Association of Student Engineers (UTASE) |
| 4 Campus Crusade for Christ | 24 University of Technology Law Society |
| 5 Caribbean Architects Students Association (CASA) | 25 University of Technology Mathematics Club |
| 6 Club Billionaire | 26 University of Technology Student Teachers Association |
| 7 Environmental Health Fraternity | 27 University of Technology, Jamaica Circle K |
| 8 Expressions | 28 University of Technology, Jamaica Land Surveying Club |
| 9 Financial Students' Association | 29 University of Technology, Jamaica Marketing Club |
| 10 Generation Technology | 30 UTech Accounting Students Association |
| 11 Human Resource Management Students Association of Jamaica | 31 UTech Association of Child Care & Development Students (UTACCDS) |
| 12 International Youth Fellowship (IYF) | 32 UTech Association of Nutrition/Dietetics Students |
| 13 Latin Dance Club | 33 UTech Chess Club |
| 14 Planning Students Society | 34 UTech Debating & Public Speaking Society (UDPSS) |
| 15 Quantity Surveying Club | 35 UTech Environmental Club |
| 16 Rotaract Club of the University of Technology | 36 UTech Jamaica Association of Student Computer Engineers (UTASCE) |
| 17 SBLM Student Assistance Fund Committee | 37 UTech Jamaica Student Chapter of The Association for Computing Machinery (UTACM) |
| 18 The Association of Construction Engineering Students (ACES) | 38 UTech Photography Club |
| 19 Universities and Colleges Christian Fellowship (UCCF) | 39 UTech Tourism Action Club (TAC) |
| 20 University Christian Apostolic Ministry (UCAM) | 40 UTech Visions |
| 21 University of Technology Association of Medical Technology Students (UNAMETS) | 41 Vigilant Society of Engineers |
| 22 University of Technology Association of Nursing Students (UTANS) | |

THE STUDENTS' ACTIVITY CENTRE

The Students' Activity Centre (SAC), more popularly known as the "Barn", is an area designated for social and recreational activities for students. The Barn is populated with restaurants; a barber shop; a beauty salon; a clothing store and the "Green House". The Green House

is equipped with a pool table, domino tables and a bar to encourage socialization among students and allows them to get away from the stresses of school and life in general. The Council made major improvements in 2010 and further work is slated to continue through the Universities Enhancement Project.



STUDENTS' UNION COUNCIL MEMBERS 2011–2012

Board of Executives

Jheanell Johnson	President
Shawn Stultz	1st Vice President Academic Affairs
Davian Harvey	Vice President Student Services
Cherice Clarke	Vice President Finance
Renee Morgan	Vice President Public Relations
Amanda Davis	Executive secretary

Board of Representatives

Glenroy Griffiths	College of Health Science
Channa Gordon	Faculty of Law
Cleon Thompson	Faculty of Education & Liberal Studies
Keynoue Seabourne	School of Engineering
Kadeon Grant	School of Computing & Information Technology
Jerome Darnells	School of Hospitality
Chadwick Johnson	School of Business & Management
Geronimo Tuzo	School of Building & Land Management
Taryn Bridgewater	Caribbean School of Architecture
Regina Myrie	Faculty of Science & Sport
Romona Foster	Western Campus Representative
Michael Ebanks	Resident Students' Representative
Oroyo Eubanks	Part time Representative
Latoya Matthew-Duncan	International Representative
Richard Fasiku	Extension Programme Representative

STUDENTS' UNION COUNCIL MEMBERS 2011–2012

Board of Directors

Kemar Jennings	Director of Community Service
Monique Marson	Director of Elections, Clubs and Societies
Nicholas Brown	Director of Health & Safety
Ian Richards	Director of Entertainment and Cultural Activities
Uriel Williams	Director of Sport
Damoy O'Connor	Director of Sport
Romel Palmer	Editor-in-chief
Carlton Bookal	Director of Spiritual Development
Delroy Stennett	Director of Special Projects

Advisors

Karen Manning-Henry	President Advisor
Sanjay Blake	Academic Advisor
Kara-Sue Nelson	Special Advisor
Ramona Cockett	Executive Assistant
Rochelle Williams	Western Campus' Executive Assistant
Olette Graham	Chairman's Advisor

Western Campus Students' Union Committee

Janeil Wallace	Academic Affairs Liaison
Chinelle Campbell	Student Services Coordinator
Jordana White	Community Clubs and Society Coordinator
Dane Leslie	School of Business Administration Representative
Roxanne Thompson	College of Health Science Representative
David Clarke	Faculty of Law Representative
Kamekia Stobbs	Secretary Treasurer
Stefan Graham	Public Relations and Entertainment Coordinator (Kent Avenue)
Rhonda Matheson	Public Relations and Entertainment Coordinator (Barnett Clinic)



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SECTION G



GRADUATION INFORMATION

**PRESIDENT'S HONOUR
ROLL/DEANS LIST**

GRADUATION INFORMATION

APPLICATION TO GRADUATE

Final year students are required to complete an "Application to Graduate" form.

If a graduand, because of unavoidable circumstances, cannot attend the Graduation Ceremony and notifies the Registrar, the Registrar will arrange to have the award forwarded to the individual. Awards may also be collected from the Student Records Office, ground floor of the Administration Building.

REGISTRATION FOR GRADUATION CEREMONY

Students who wish to march at the ceremony must present themselves and register on the advertised dates. A non-refundable registration fee will be charged.

CIRCUMSTANCES AFFECTING GRADUATION

In extraordinary situations, the University may recommend that degrees, diplomas or certificates be withheld or withdrawn. In any such case, the student will be notified and given every opportunity to object.

No degrees, diplomas, certificates or other

academic awards will be conferred on a student if a charge of academic dishonesty or conduct violation is pending, and where the penalty could be suspension, expulsion, failing grades or any combination of the above, until such time as the charge is cleared and the academic requirements met.

REQUIREMENTS FOR GRANTING OF AWARDS

This information is detailed in Regulation 3, Section H: "Important Regulations Governing Students". (see page 122).



PRESIDENT'S HONOUR ROLL/DEAN'S LIST

INTRODUCTION

The University of Technology, Jamaica recognises the academic success of its students in various ways. One such way is by naming students to the President's Honour Roll or to the Dean's List. Each academic unit may name to its list a maximum of 10% of its students, selected on the basis of academic performance in the nominating period.

PRESIDENT'S HONOUR ROLL

The President's Honour Roll, compiled at the end of each academic year, recognises final year students who have demonstrated outstanding academic performance.

ELIGIBILITY

To be eligible, final year students must attain the following qualifications:

- A grade of 'A' and above
- GPA of 3.75 – 4.00.
- Passed all modules on the first attempt

GENERAL CRITERIA

- Students must be in good standing with the University
- Full time students must have completed 12 credits per instructional period

- Part-time and summer students must have completed 9 credits per instructional period.

Types of Awards may be one or a combination of the following:

- Commendatory letter;
- President's Pin, presented by the President at the Congregation for the Presentation of Graduates
- Financial Award
- Notation placed on student's permanent record.

DEAN'S LIST

- The Dean's List, prepared at the end of each Academic Year, recognises those students who have achieved academic distinction in a College/Faculty. To qualify, the student must attain the following qualifications:
- GPA of 3.45 and above
- Passed all courses on the first attempt.

GENERAL CRITERIA

- Students must be in good standing with the University

- Full time students must have completed 12 credits per semester/summer session
- Part-time and summer students must have completed 9 graded credits per semester/session.

TYPES OF AWARDS

Awards may be one or a combination of the following:

- Commendatory letter
- Citation
- School medal
- Financial Award
- Plaque
- Books
- Display of citation on website/scroll, challenge plate
- Certificate of Commendation
- Notation placed on student's permanent record.

COMPILATION OF LISTS

The Office of the Registrar will assume responsibility for procedures relating to collecting and recording the particulars of students nominated from each academic unit.

After each semester exams, the Office of the Registrar will provide academic units with the names of students who have a GPA of 3.45 or better, in accordance with the criteria.

The Deans will review the candidates' academic records in detail and choose, at most, 10% of the total number of students enrolled in the Unit.

Academic units are expected to respond to the Registrar's Office within one month, so that students' transcripts can be updated. The transcript entry will indicate the name of the academic unit and the academic year for which the award is given.





University of Technology, Jamaica



Congratulates

**The UTech Knights
on their performance at the 2011
World University Games
Shenzhen, China**



Anthony Davis
Director of Sport, UTech

Moy Ann Simpson
General Sec. Intercol

Peter Matthews
Hospitality & Tourism Mgmt.
Silver, Men's 400m

Annelise McLaughlin
Business Administration
Gold Women's 200m

O Dayne Richards
Computing & Info. Technology
Gold, Men's Shot Put

Carrie Russell
Business Administration
Gold, Women's 100m

Paul Francis
Head Coach

Jacques Harvey
Business Administration
Gold, Men's 100m

We salute our student athletes, coach and support team on the phenomenal performance at the World University Games which concluded on August 21 in Shenzhen, China.

The intercollegiate team from Jamaica comprised 19 persons, inclusive of 5 UTech student athletes and 1 coach. The UTech athletes individually contributed 4 of the 6 gold medals and 1 of the 2 silver medals and 2 UTech student athletes were on the women's relay team that copped the bronze medal!

The Jamaican team was led by Head of Delegation, our own Director of Sport, Mr. Anthony Davis in his capacity as President of the Jamaica Intercollegiate Sports Association (Intercol) and Miss Moy Ann Simpson, Administrative Support, Department of Sport in her capacity as General Secretary, Intercol.

Congratulations, well done team.

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SECTION H



**IMPORTANT REGULATIONS
AND ORDINANCE 1999/14**

REGULATION 3 – ACADEMIC PROGRESS AND GRANTING OF AWARDS

(Under Review)

1. INTRODUCTION

Subject to the final authority of the Academic Board, Faculty Boards of Examiners will determine the academic progress of students on the basis of their performance in examination and course work assessment. A student must maintain a satisfactory academic standing to progress from year to year and level to level in

a given Course of Study. Students who fail to make satisfactory progress will be placed on academic probation.

The regulations governing students' academic progress and status, as outlined below, will apply to all new students intake effective Academic Year 2009/10. Other students will not be affected by the revisions to Regulation 3.

2. STUDENT STATUS

Terminology	Definitions
Currently Registered	Registered and attending in the current Academic Year.
Progressed	Advanced to the next level. A student Progressed status will either be: Progressed – Level 2, Progressed – Level 3 or Progressed – Level 4.
On Leave of Absence	Not attending classes for reasons given in Leave of Absence application.
On Academic Probation	A current student who has an accumulative GPA of below 1.70 at the end of an academic year.
Withdrawn – P	Authorized withdrawal from a Course of Study after commencement of classes, for a period of time following a student's written request to do so. Students will be required to redo any incomplete modules after resumption, and the modules will be treated as a first attempt. Resumption notice in writing should be given one semester prior to return using the readmission form.

2. STUDENT STATUS *(cont'd)*

Terminology	Definitions
Withdrawn – NP	Withdrawal from a Course of Study for a period of time without notifying the university or having official authorization to do so. Incomplete modules will be considered “fail.” Students who are desirous of completing the course should reapply to the institution.
Discontinued	A student who is on Academic Probation for two (2) consecutive years of enrolment. Students with “ <i>Discontinued Status</i> ” may apply for admission to another Course of Study at the next application period.
Expired	Studentship has ended as a result of failure to meet the requirements for an academic award within the maximum permissible time for completion of a Course of Study. The maximum permissible time is the prescribed duration plus two years. <i>Students on “expired status” at the end of the academic year may re-apply for re-admission. The award conferred after successful completion of the Course of Study is subject to the Transfer and Exemption Policy.</i>

2.1 CONDITIONS FOR ACADEMIC PROBATION

A student with an accumulative GPA lower than 1.7 at the end of a semester must seek academic advisement.

If the GPA at the end of the academic year is below 1.7 the student will be placed on academic probation and must remain in the level/year last registered until a GPA of 1.7 or above is achieved. The maximum number of credits, including the failed modules, which can be attempted in any semester or summer session is 12 and 9, respectively.

Students on academic probation are required to meet regularly with their assigned Academic Advisor to

- Discuss reasons for unsatisfactory academic performance;
- Develop strategies to achieve satisfactory academic standing, and monitor progress towards that goal.

A student failing to maintain a minimum accumulative GPA of 1.7 and above over a period of two consecutive years of enrolment will be discontinued.

3. ACADEMIC TERMINOLOGY, POLICIES AND PROCEDURES

3.1. ACADEMIC YEAR

The University operates a 12-month academic year. The year is divided into two semesters and a summer session as follows:

Semester 1	August – December
Semester 2	January – May
Summer Session	May – August

Classes are normally scheduled between the hours of 8.00 a.m. and 9.00 p.m. from Sunday to Saturday. Some Courses of Study require students to attend classes on Saturdays or Sundays. Other modalities, example, on-line learning, may require different arrangements.

3.2 ADD/DROP

Students wishing to add or drop modules must complete the Add/Drop form on-line within the first two weeks (10 working days) of Semesters 1 and 2 and the first five working days of the Summer Session. (See Add/Drop Policy). Page 171.

3.3 ASSOCIATE DEGREE

An award made upon successful completion of a Course of Study or training at the post secondary level, which requires a minimum of 60 credit hours of instruction and/or other academic requirements.

3.4 BACHELOR'S DEGREE

An academic qualification or title awarded to or conferred upon a student by the University based on the successful completion of a minimum of 120 credit hours of instruction and/or other academic requirements.

3.5 CERTIFICATE

Certificates are awarded upon the successful completion of an approved group of modules not constituting a degree or diploma, and which requires a minimum of 30 credit hours of instruction and/or other academic requirements.

3.6 CORE MODULES

Core modules are a set of modules that define a particular Course of Study. Core modules for a given Course of Study are compulsory for students pursuing the particular Course of Study.

3.7 CREDIT HOURS

- i. One Theory credit is given for every 15 contact hours of lecture, tutorial or seminar instruction, or the on-line learning equivalent of time-on-task during a semester.
- ii. One Practical Credit is given for every 45 hours of laboratory/practical instruction in a laboratory or workshop module.
- iii. Design Studio Credit: One Credit hour is given for every 16–20 hours of Design

Studio during a semester within the first two years of the Course of Study (see School's prospectus). During Years 3 and 4 one Credit hour is given for every 12 hours of Design Studio. In the Design Studio, theory and practice are combined.

- iv. One Cooperative Education Credit is given for every 80-200 hours (two to five weeks of work assignments) of cooperative education work in an approved work location.

Modules with other instructional delivery modes may require other class/student contact hours for credit assignment. These are awarded pass/fail grades. Fees for re-doing such modules will be determined on a per credit basis.

3.8 CREDIT MODULE

A credit module is an approved University module for which credit towards a University degree, diploma or certificate may be earned. Credit is granted when a student achieves a passing grade within the University's grading scheme for a module approved as a credit module.

3.9 DIPLOMA

An award made upon successful completion of a Course of Study or training at the post secondary level, which requires a minimum of 90 credit hours of instruction.

3.10 ELECTIVE

An elective is a module that the student

chooses to take outside of those prescribed by the Course of Study.

3.11 FULL TIME AND PART TIME STUDENTS

A full-time student is one taking 12-18 credits per semester. A part-time student is one taking 6-11 credits per semester.

Students may take additional credits, subject to academic advisement and/or special course requirements.

Where the credit load for the academic year has not been met in the semesters, students may complete their credit requirements during the summer session, where the relevant modules are being offered.

3.12 GRADE REVIEW

A grade review is a reassessment of any part of the examination's process based on established rules and procedures.

3.13 LEAVE OF ABSENCE

Leave of Absence is the suspension of studies with the approval of the University, for one semester or one academic year. Leave of absence up to one academic year or two semesters does not count against a student's maximum completion time for the particular Course of Study.

Leave of Absence may be granted for the following reasons:

- Medical (injury/illness, pregnancy, childbirth, traumatic experiences and natural disasters)
- Academic (internship locally or overseas, student exchange with other institutions)
- Other (participation in approved competitions, financial problems, international students with passport/visa issues)
- Level 2 – Successful completion of 27 to 58 credits, including Transfer/Exemption credits.
- Level 3 – Successful completion of 59 to 91 credits, including Transfer/Exemption credits.
- Level 4 – Successful completion of 92 credits and above, including Transfer/Exemption credits.

In all instances supporting documentation will be required.

A student applying for Leave of Absence should obtain approval prior to the start of the academic year or the semester for which he/she is seeking Leave of Absence. Leave of Absence is not granted retroactively.

A student on Leave of Absence is required to pay a studentship fee in order to maintain his/her studentship. The amount will be determined by the Office of Business and Finance. Students are not permitted to pursue any studies at the University while on Leave of Absence.

3.14 LEVEL

Modules are indicated as being at Levels 1–4, based on the difficulty/complexity of the modules and where they are sequenced in the Course of Study. Each student must complete the required number of credits at every Level in order to graduate. The levels are:

- Level 1 – Successful completion of up to 26 credits, including Transfer/Exemption credits.
- Level 2 – Successful completion of 27 to 58 credits, including Transfer/Exemption credits.
- Level 3 – Successful completion of 59 to 91 credits, including Transfer/Exemption credits.
- Level 4 – Successful completion of 92 credits and above, including Transfer/Exemption credits.

3.15 OPTION/SPECIALISATION/ROUTE

A group of modules related to a major area of specialised study within a Course of Study, frequently developing from a common base, e.g., the Accounting and Marketing Options of the Bachelor of Business Administration Course of Study. The specialisation areas comprise major, major/minor and double-major options.

3.16 PROGRESS REPORT

A statement detailing a student's academic performance for a semester or session, issued upon request.

3.17 RE-ADMISSION

Admission by the University of a student who is resuming his/her Course of Study. The following categories of students can apply for re-admission:

- Withdrawn
- Suspended
- Expired

Students resuming are required to comply with the University's re-application procedure.

3.18 RE-INSTATEMENT

This is the restoration by the Academic Board of a student to his/her former status in the University. Re-instatement applies to students who were on leave of absence and such other categories as may be determined by the Academic Board.

For students who have been suspended, re-instatement will be subject to the terms and conditions of their suspension.

Students are required to request re-instatement by writing to the Registrar.

3.19 SEMESTER/SUMMER SESSION

A semester is one of the two main academic sessions in the academic year. It is normally 16 weeks in duration and includes teaching, study week and examination.

A Summer Session runs within the period from the end of Semester 2 to the beginning of the next Academic Year. It is normally 9 weeks in duration, which includes teaching and examination.

3.20 SPECIALLY ADMITTED STUDENTS

Specially admitted students fall into one of the following categories:

- Persons admitted to the university to "audit" a module(s) but who are not candidates for a degree, diploma, certificate or other academic distinction of the University or of any appropriate national or professional body;
- Persons wishing to bank credits towards an unspecified degree;
- Persons admitted by special arrangements with other tertiary institution.

3.21 TRANSFER

A transfer takes place when there is a change from one campus or course specialisation to another. Application should be submitted to the applicant's Programme Director six (6) weeks before the beginning of the Semester using the "Request for transfer" form.

3.22 TRANSFER CREDIT

A transfer credit is earned for a module successfully completed in a previous Course of Study at UTech or pursued at an approved tertiary institution and deemed equivalent to one in a UTech undergraduate Course of Study. The applicant should complete the "Application for Transfer Credit" form, and enter the details of the modules for which he/she wishes to be evaluated. (See the Transfer Credit and Exemption Policy for further details on page 174.)

3.23 TRANSCRIPT/ACADEMIC RECORD

A student's academic record that will be sent, upon request, to an approved third party (edu-

cational institution, bank, company, etc.) at a cost. A student copy of the transcript (called a Statement) is available for a fee.

3.24 WITHDRAWAL FROM A MODULE

Withdrawal from a module is advised only in extenuating circumstances. A student wishing to withdraw from a module should discuss the matter with his/her Academic Advisor before submitting a letter to the Programme Director (copied to the Head of school/Department) in which the module is offered no less than midway in each academic session, that is, eight (8) weeks for semester 1 and 2 and four (4) weeks for the summer session. Withdrawal within the eight or four weeks will not affect the GPA, but will be placed on the student's record. Failure to apply for withdrawal within the specified time will result in a "Fail" grade for the module. There will be no right to appeal. Students are limited to a maximum of two module withdrawals in any given academic session, unless they are withdrawing from the Course of Study. Students are advised to register and re-do the module(s) at the next available offering.

Refunds are not applicable to module withdrawals.

4. GRANTING OF AWARDS

4.1. The University confers awards on students who have successfully completed approved Courses of Study and who have

satisfied the conditions specified in Ordinance 7 (Ordinance under review).

4.2. To receive a University undergraduate or postgraduate degree, diploma, associate degree, certificate or other award, a student must successfully complete the requirements of his/her Course of Study as well as fulfil other obligations to the University.

To be eligible for graduation, a student must be in good academic standing and have satisfied all other obligations to the University.

Generally, a student will be eligible to receive a degree, diploma, associate degree, certificate or other award when:

- a) He/she has successfully completed all modules and assigned credit hours in a prescribed Course of Study.
- b) He/she has been recommended by both the Faculty Board and the Registrar.
- c) He/she has met the requirements specified in Ordinance 7, and
- d) The recommendation has been approved by the Academic Board.

4.3 The University also offers a variety of professional courses and the requirements of professional bodies and of the University must be satisfied before an award may be granted.

4.4 (a) *Course of Study*

A plan of study lasting over a specified period of time which leads to the award of a Degree, Diploma, Certificate or other academic distinctions of the University.

(b) *Course of Study Completion Timeframe*

The maximum permissible time-frame to complete a course of study is the prescribed duration plus two years.

(c) *Prescribed Timeframe*

The stated duration of a course of study.

Note: Where the loading is below the average required per semester, students need to take additional modules in the next semester(s) to make up.

(d) *Accelerated Completion of Degree/Diploma/Certificate*

The completion of a course of study in a shorter timeframe based on a students' decision to increase his/her credit load in a given academic year as approved by the Academic Advisor or Programme Director.

ation measures such as classroom tests and examinations, laboratory work, projects, supervised practical experience, theses and their defence.

Academic staff shall advise students of the method of evaluation of each module, no later than the beginning of the module.

5.2 GRADING SYSTEM

5.2.1 The University's official grading system is based on an 11-point grade scale:

Performance Description	Grade	Grade Point	Percentage Scale
Excellent	A	4.00	90-100
	A-	3.67	80-89
	B+	3.33	75-79
Good	B	3.00	70-74
	B-	2.67	65-69
	C+	2.33	60-64
Satisfactory	C	2.00	55-59
	C-	1.67	50-54
Marginal Fail	D+	1.33	45-49
	D	1.00	40-44
Unsatisfactory	U	0.00	0-39

Percentages are used to facilitate staff in marking individual assignments and examination but are not used to express the final result.

5.3 GRADE POINT AVERAGE (GPA)

The GPA is a quantitative measure of a student's performance. It is the average obtained

5. EVALUATION

5.1 The specific regulations pertaining to the method of evaluation for modules will be established by each academic unit. A student's final academic standing will be determined by his/her achievement throughout the academic year or module delivery period, taking into account evalu-

by dividing the sum of the product of grade point and credit for each module by the total number of credits attempted.

5.4 CALCULATION OF GPA

5.4.1 The examples below indicate calculations for modules taken including one failed, as well as an example complete with re-dos. (Please note that failed modules will also form part of calculated GPA). Table 1 shows that for Semester 1, the GPA is 53.64. This is divided by 20 (which is the number of credits taken). The GPA is 2.68.

Table 1: Calculated GPA for Semester 1

Module	S	T	V	W	X	Y	Z	Total
Credits	3	3	4	4	3	2	1	20
Grade	A-	C	B+	C+	D	B	A	
Grade Points	3.67	2.00	3.33	2.33	1.33	3.03	4.00	
Grade Points earned	11.01	6.00	13.32	9.32	3.99	6.00	4.00	53.64
GPA 1 = 53.64/20 = 2.68								

5.4.2 Table 2 shows the modules completed in Semester 2, including the redone module X. The GPA for this semester is 49 divided by 14 = 3.50, and the cumulative GPA for both semesters is (53.64+49) divided by (20+14) = 102.64/34 = 3.02

Table 2: Calculated GPA for Semester 2, including redone Module X.

Module	L	P	X (Redo)	Q	R	Total
Credits	1	4	3	4	2	14
Grade	A	A-	B	B+	A	
Grade Points	4.00	3.67	3.00	3.33	4.00	
Grade Points earned	4.00	14.68	9.00	13.32	8.00	49.00
GPA = 49/14 = 3.50						

Note: Community Service Programme (CSP) grade, Transfer/Exemption credits, and Pass/Fail modules are not included in the GPA calculation.

5.5 GRADING POLICY

5.5.1 The final result for each module is expressed as a grade and grade point.

5.5.2 A student's overall academic performance at the end of the academic year will be determined by weighting each module grade point earned in accordance with its credit allocation and expressed as a Grade Point Average (GPA).

5.5.3 Except for special requirements, usually of an external nature, the final grade for a module is determined by weighting the allocation of marks for coursework assignments and final examination. The allocation to coursework may vary from 40 to 100 per cent.

- 5.5.4 In a module that is examined by coursework and final examination, students may be given both their grade and percentage mark for coursework assignments. For modules examined by coursework only, the student will be given only the grade for their coursework assessments.
- 5.5.5 An undergraduate module will have been passed if the final result is grade C- or above. However, some modules will have a higher passing grade to meet professional requirements.
- 5.5.6 If a student has failed a module, he/she must redo the module and all assessment components, including coursework and final examination. The final grade for the module will be the weighted average of coursework and the new final exam mark. Students may only re-do a module in which they received a failing grade.

6. CLASSES OF ACADEMIC AWARDS

To obtain an award, all modules satisfying the conditions stipulated in the Course of Study have been passed. The regulations governing classes of academic awards will apply to all students, whether new or returning, and will be implemented as follows:

6.1. BACHELOR'S DEGREES

The accumulative GPA of Levels 1 to 4 modules will determine the class of award, beginning

with students entering a new Course of Study in AY 2009/10.

Post-diploma/Articulated Students: The GPA of all post-diploma modules will determine the class of award, irrespective of whether some are lower level modules.

6.1.1 FIRST CLASS (HONOURS)

- A minimum accumulative GPA of 3.45.
- All modules (from 2009/10) must have been passed on the first attempt.
- The Course of Study must be completed within the allowable prescribed timeframe.
- Not satisfying Condition (b) and (c) will result in the award of a second class (upper) honours degree.

The President's Pin will be awarded to students achieving an accumulative GPA of 3.75 and above, irrespective of class of award.

6.1.2 SECOND CLASS (UPPER) HONOURS

- A minimum accumulative GPA of 3.05.
- The Course of Study must be completed within the maximum permissible timeframe.

6.1.3 SECOND CLASS (LOWER) HONOURS

- A minimum accumulative GPA of 2.55.
- The Course of Study must be completed within the maximum permissible timeframe.

6.1.4 PASS

- a. A minimum accumulative GPA of 1.70
- b. The Course of Study must be completed within the maximum permissible time-frame.

6.2 DIPLOMAS

6.2.1 WITH HONOURS

- a. A minimum accumulative GPA of 3.05.
- b. All modules (from Academic Year 2009/10) must have been passed at the first attempt.
- c. The Course of Study must be completed within the allowable prescribed timeframe.
- d. Not satisfying condition (b) and (c) will result in a credit award.

6.2.2 WITH CREDIT

- a. A minimum accumulative GPA of 2.75.
- b. The Course of Study must be completed within the maximum permissible time-frame.

6.2.3 PASS

- a. A minimum accumulative GPA of 1.70.
- b. The Course of Study must be completed within the maximum permissible completion timeframe.

6.3 ASSOCIATE DEGREES AND CERTIFICATES

6.3.1 WITH MERIT

- a. A minimum accumulative GPA of 3.05 (from AY 2009/10).
- b. All modules taken must have been passed at the first attempt.
- c. The Course of Study must be completed within the allowable prescribed timeframe.
- d. Not satisfying condition (b) and (c) will result in the award of a Pass Degree/Certificate.

6.3.2 PASS

- a. A minimum accumulative GPA of 1.70.
- b. The Course of Study must be completed within the maximum permissible completion timeframe.

7. COMMUNITY SERVICE PROGRAMME (CSP)

All undergraduate degree or diploma students at UTech are expected to contribute a minimum of 45 hours to a CSP assignment of his/her choice in an institutional or community setting approved by the University. Successful completion of the CSP is required for graduation and will earn a student one credit. However, this credit will not be used when determining the GPA or class of award.

8. POLICY FOR EFFECTING STUDENT NAME CHANGE

A student may request that official records be adjusted to reflect a change in his/her name. For graduating students, requests should be made no later than September 30 of the graduating year.

The request should be made by completing, in duplicate, the "Application for Effecting Name Change" form, available at the Student Record Office, Main Administration Building. A certified copy of the legal document attesting to the

change must accompany the application.

The Student Records Office will, after receiving the request, effect the change on the student's records and send a copy of the form to the Head of School. The name that will be used on a student's academic records is that occurring on the last registration form completed by the student, unless a request for change of name is made.

A name change will not be effected after a student has left the University.



REGULATION 4 – REGULATIONS GOVERNING EXAMINATION IN COURSES OF STUDY

APPOINTMENT OF COLLEGE/ FACULTY BOARD OF EXAMINERS

Subject to the final responsibility of the Academic Board, the examination for courses of study and the assessment of performance and determination of the academic progress of the students enrolled therein shall be undertaken by Faculty/College Board of Examiners.

1. For undergraduate courses of study, the Faculty/College Board of Examiners shall be the Faculty /College Board of Examiners. The Chairman of this Board shall be the Dean of the Faculty in which the course of study is located or, in his or her absence, the Vice-Dean. Otherwise, a member of the Academic Board shall be appointed by the Deputy President, Academic Affairs, acting on the authority of the Academic Board.
2. Members of the Faculty/College Board of Examiners shall be the Head of the School or Department in which the course of study is located, the Programme Director(s), the Examination Officer, Faculty Administrator, the External Examiner(s) and any such persons approved by the Academic Board.
3. The duties of Faculty/College Board of Examiners shall be:
 - 3.1. to receive provisional results and recommendations from the School/Internal Examination Panel,
 - 3.2. to determine the results obtained by candidates and, where such results lead directly to a degree, diploma, certificate or other academic distinction, to forward to the Registrar, for transmission to the Academic Board and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant course of study regulations, with recommendations for the award of degrees, diplomas, certificates and other academic distinctions,
 - 3.3. to determine on behalf of the Academic Board the academic progress of students on the basis of their performance in examinations and other forms of assessment,
 - 3.4. to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Academic Board,

3.5. to address such other matters as the Academic Board may refer to them from time to time.

EXTERNAL EXAMINERS

4. Introduction

4.1. External Examiners are essential to the academic well-being of the University. Their involvement ensures that the institution's awards are comparable in standards to awards granted and conferred by other institutions of higher education. Their comments on assessment procedures, the standard, content and development of the course form a vital part of the process within the University for the monitoring of its courses.

4.2. The External Examiners also fulfil an essential role in ensuring that all assessments are in accordance with approved assessment regulations, justice is done to the individual student, and appropriate consideration is given to individual students' extenuating circumstances.

5. Selection of External Examiners

5.1 The University's Regulation (and the regulations of external bodies, where appropriate) require External Examiners to be involved with all examinations and other forms of assessment which contribute to the students' final awards. External Examiners must therefore be

involved in assessments of pre-final stages of courses if there is a carry forward mark to the final award.

5.2 External Examiners are drawn from a wide variety of institutional/ professional contexts and traditions in order that individual course of study have the benefit of wide ranging external scrutiny. Normally, there must not be:

5.2.1 reciprocal external examining between courses in two institutions;

5.2.2 replacement of an External Examiner by an individual from the same institution;

5.2.3 an External Examiner from an institution which has been the source of Examiners in the recent past (normally four years).

5.3 When making the nomination of an External Examiner, the Head of School/Department (or equivalent), in consultation with other Heads of School/Department (if appropriate) will ensure that:

5.3.1 Where there is a team of External Examiners for a course of study, there is an adequate balance including:

- (a) examining experience,
- (b) academic and professional practitioners, and
- (c) members from different institutions of higher education

5.3.2 The nominee has achieved academic

- and professional qualifications in an appropriate subject, and at a level appropriate for the course of study to be examined.
- 5.3.3 The nominee is of an appropriate academic and/or professional standing to maintain the comparability of academic standards in the context of higher education.
- 5.3.4 The nominee has sufficient recent experience of examining at the required level, preferably including experience as an external examiner or comparable related experience to indicate competence in assessing students in the subject area concerned.
- 5.3.5 The nominee will not have such other extensive examining commitments that they cannot properly discharge their duties in respect of this University.
- 5.3.6 The nominee will be impartial in judgement, and over the last five years the nominee normally must not have been:
- a member of staff, a student or a near relative of a member of staff in relation to the course of studies, or who had a relationship with any of the above;
 - an examiner from any other institution of higher education which jointly delivers a course of study with this University.
- (c) Involved as an External Examiner for the course of study when it was approved by another validating body;
- In addition, the nominee must not be:
- personally associated with the sponsorship of students;
 - required to assess colleagues who are recruited as students to the course of study;
 - in a position to influence significantly the future employment of students on the course of study;
 - likely to be involved with student placements or training in the examiner's organisation.
- 5.3.7 An External Examiner must immediately notify the University Registrar in writing of any material change of circumstances which would lead to a breach of the conditions of appointment outlined above.

APPOINTMENT OF EXTERNAL EXAMINERS

- External examiners shall be appointed by the Academic Board after consideration of recommendations from the Faculty/College Board. The University registrar will forward a letter of appointment to the External Examiner with a copy to the relevant Dean, and Head of School/Department.

7. Appointments of External examiners shall be for a period of not more than four years, in the first instance, but may be extended for a period of not more than two years for a new course of study in order to provide continuity between successive groups of external examiners. External Examiners who have served for one appointment period in the same course of study should not be considered for re-nomination in the same course until at least four years have elapsed.
8. Regulations for the award(s), Notes of Guidance, and information on fees and expenses will be forwarded at this stage to the External Examiner by the University Registrar. In order to ensure that the new External Examiner is fully aware of all matters which have been raised previously, he/she will also be provided with the annual reports of her/his predecessor for the previous two years.
9. The Head of School/Department shall ensure that the External Examiner:
- 9.1 receives a copy of a definitive document, together with any other information relating to the academic nature of the course of study to be considered;
- 9.2 is adequately briefed on the procedures and timetable for the assessment of students for that particular course of study.
- The briefing must include (where appropriate):
- 9.3 date of the Faculty/College Board of Examiners' meetings
- 9.4 aims and objectives of the course of study
- 9.5 syllabuses and teaching methods
- 9.6 methods of assessment and marking
- 9.7 regulations for the course of study
- 9.8 is in agreement with how their responsibilities will be fulfilled, e.g. the sample of assessments that will be moderated and their involvement during the year.
10. External Examiners shall undertake validation duties on behalf of the university. Validation is a process wherein external examiners scrutinized samples of students' assessed work and grades to ensure that appropriate quality and standard are maintained within the specifications of the relevant course of study. The duties of External Examiners shall include:
- 10.1 consultation with members of the School/Internal Examination Panel in relation to the approval and moderation of examination papers and other forms of assessment;
- 10.2 consideration of the standard of marking of papers and other forms of assessment and reporting to members of the

- School/Internal Examination Panel on such revisions of the markings as they consider necessary;
- 10.3 attendance with or without one or more members of the School/Internal Examination Panel at viva voce examinations and oral examinations which are held at the discretion of the external examiners;
- 10.4 confirmation, by joint signature with Chairman of Faculty/College Board of Examiners, of the pass and classified lists of candidates including recommendation for the award of degree, diploma, certificate and other academic distinctions;
- 10.5 submission to the President, as Chairman of the Academic Board, reports on the examinations and on any matter relating to the organisation, syllabus and structure of the course of study, with copies submitted to the Deputy President, Academic Affairs, and the Dean, as Chairman of the Faculty/College Board. Reports on examinations shall include:
- 10.5.1 the overall performance of students relative to peers in similar courses of study
- 10.5.2 the strengths and weaknesses of students
- 10.6 such other duties as the Academic Board may specify from time to time.
11. The Faculty/College Board of Examiners may adjust the marks of any student, taking into consideration the advice of the School/Internal examination panel, the external examiner and the overall performance of the student. Where there is disagreement within the Faculty/College Board of Examiners about results or classifications, the view of the external examiners shall prevail.
12. Unresolved disagreement between external examiners shall be reported to the Academic Board.
13. External Examiners shall be present at all meetings where the performance of candidates, which contributes to the final award, is being considered.
14. In exceptional circumstances, the Deputy President, Academic Affairs, acting on the authority of the Academic Board, shall make arrangements for the external examining of a course of study during the absence of the external examiners, which may include the submission of written reports or the appointment of substitute examiners or both.
15. The Academic Board may prescribe that the external examiners shall be present for consideration of all stages of the examining of a course of study.

APPOINTMENT OF SCHOOL/ INTERNAL EXAMINATION PANELS

16. Acting on the authority of the Academic Board, the Faculty/College Board shall appoint a School/Internal Examination Panel to verify the examination of a course of study. Verification is an internal quality process that determines whether the examination complies with specifications of the course of study. The Chairman of this Panel shall be the Head of the School or Department in which the course of study is located, or his or her nominee.
17. Members of the Panel shall be the Head of School/Department, Programme Director(s), Programme Leader(s), the Examination Officer, and any other persons approved by the Faculty/College Board.
18. The duties of the School/Internal Examination Panel shall be as follows:
 - 18.1 To ensure that the examination process has been carried out in accordance with University and Faculty/College regulations;
 - 18.2 To review a candidate's module results in examination and other forms of assessments that have been submitted to the School/Department;
 - 18.3 To determine provisional marks, academic status and/or University award for

each candidate in a course of study and submit the same to the External Examiners and/or the Faculty/College Board of Examiners;

- 18.4 Ensure that each candidate's examination and other forms of assessment are available to the external examiners and/or the Faculty/College Board of Examiners;
- 18.5 Ensure that any other pertinent information that has had a bearing on the provisional recommendations is made available to the External Examiners and/or the Faculty/College Board of Examiners.

PUBLICATION OF RESULTS

19. The list of results obtained by candidates in each examination, and the decisions about the academic progress of candidates, shall be drawn up by the Faculty/College Board of Examiners. The Faculty/College Board of Examiners shall forward:
 - 19.1 to the Academic Board the pass and classified lists of candidates who have successfully completed the final examinations leading to a degree, diploma, certificate or other academic distinction of the University;
 - 19.2 to the appropriate institution or professional body results of candidates in

examinations leading to an award of the body concerned.

20. Faculty/College Board of Examiners shall publish pass lists of candidates who have successfully completed the final examinations leading to a degree, diploma, certificate or other academic distinction of the University, and an academic progress list of other candidates, who are not at a stage in their course of study leading to a degree, diploma, certificate or other academic distinction of the University.
21. All candidates shall be provided with a written record of the decision, which the Faculty/College Board of Examiners has taken about their progress.
22. When a module that contributes to a final award has been examined after a semester, or any other period of the Academic Year, but before the external examiner(s) can be present on the Faculty/College Board of Examiners, then the School/Internal Examination Panel may publish the provisional results, on the condition that the notice clearly states that the results are provisional and are awaiting submission to the Faculty/College Board of Examiners for validation.

RETENTION OF EXAMINATION MATERIAL

23. Except where alternative arrangements have been approved by or on behalf of the Academic Board, all written examinations and other forms of assessment that were examined during a candidate's course of study shall be retained for three years following the date on which the results were published.
24. Candidates shall not have access to examination scripts.

Work on which cumulative and other forms of assessment have been used may be returned to the candidates on a written undertaking that it shall be given back, if required, at any time. Failure on the part of a candidate to return work as required will be sufficient reason for a Faculty/College Board of Examiners not to take the work into account in determining the results of the candidate.

Students who do not submit module project requirements in accordance with the required deadlines will be deemed to have failed that part of the course.

REVIEW OF DECISIONS ON ACADEMIC PROGRESS

25. Students have the right to appeal the final grade assigned to a module.

- 25.1 A student who is dissatisfied with his/her examination result may submit a written request to the Academic Board, through the Head of School/Department in which the module was taught, within two weeks after the publication of the final grade. The request for review must be accompanied by any evidence which the student believes can justify a review.
- 25.2 The request for review must be accompanied by a receipt as evidence that the student has paid the Examination Review Fee in accordance with current University rates. The fee will only be refunded if the grade is raised. The review process can take up to four weeks, and the student will be informed in writing of the result.

PRESENTATION OF EVIDENCE OF EXTENUATING CIRCUMSTANCES

26. Save in exceptional circumstances:
- 26.1 written medical evidence, or evidence of compassionate circumstances relevant to the performance of a candidate in a written examination must be presented to the Head of School not later than seven working days following the examination;
- 26.2 written medical evidence, or evidence of compassionate circumstances relevant

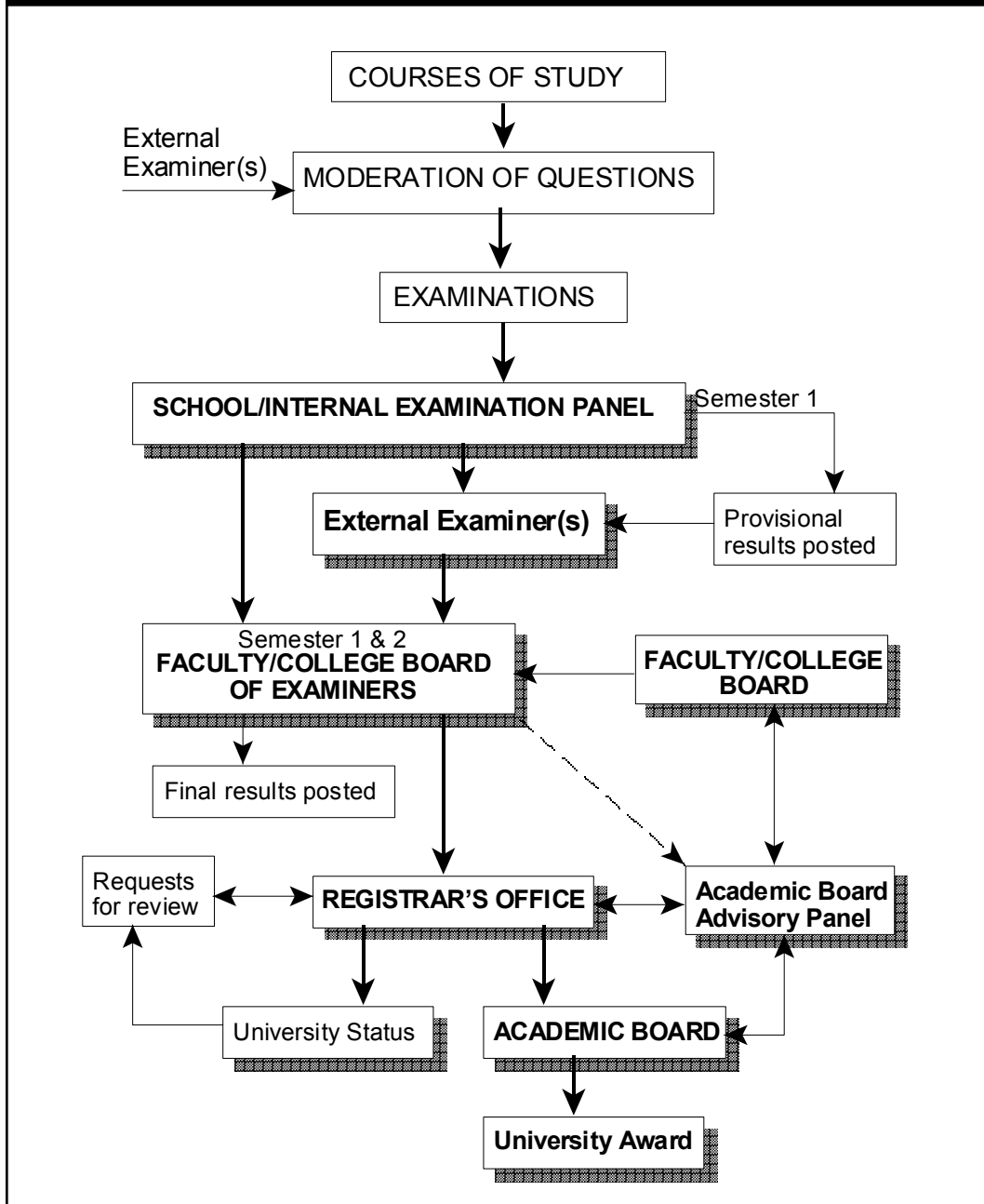
to the performance of a candidate in cumulative or other forms of assessment must be presented to the Head of School before the date on which the work was due to be submitted.

27. Evidence of ill-health must be authenticated by the candidate’s medical advisor. If the medical advisor is external to the university, the candidate must present the medical certificate to the University’s Medical Centre. The Medical certificate should then be forwarded directly to the Head of School. Self-certification will not be accepted.

DISSERTATION/MAJOR PROJECT

28. Where the submission of a dissertation is required, two copies of each satisfactory dissertation shall be lodged with the Registrar and shall become the property of the University. A summary or abstract of the work not exceeding 300 words in length shall be bound in with each copy. One copy shall be deposited in the University Library.

REGULATION 4: EXAMINATION PROCEDURE



REGULATION 5 (STATUTE XIII)

CONDITIONS AND PROCEDURES GOVERNING STUDENT ACADEMIC MISCONDUCT

1.0 GENERAL APPLICATION

- 1.1 The following conditions and procedures apply to academic misconduct such as irregularities in University and School Department examinations, as well as other forms of academic malfeasance. These specifically apply to:
 - 1.1.1 University final theory, oral or practical examinations;
 - 1.1.2 Faculty examinations, which include all tests, assignments, oral and practical examinations related to course work and projects at the School/Department level;
 - 1.1.3 Other forms of academic misconduct.

2.0 ACADEMIC MISCONDUCT

Generally, academic misconduct consists of academic dishonesty or fraud or unethical behaviour: those acts which have the effect of unfairly promoting or enhancing one's academic standing or assisting someone in the pursuit of such an end result. Acts of academic dishonesty are serious matters which subvert the integrity and credibility of the educational process. The University will, therefore, initiate action to discipline students who have engaged in acts of academic dishonesty, fraud or unethical behaviour or conduct.

3.0 CATEGORIES OF ACADEMIC MISCONDUCT

The assigning and evaluating of academic exercises in the form of essays, projects, laboratory reports, presentations, tests and examinations is central to the educational process, both as guidance to the student and as a means of maintaining appropriate standards of quality assurance for accreditation purposes. It is required that all academic exercises submitted for evaluation and course credit be the product of the student's individual effort, except in the case of team projects arranged and approved of as such by the instructor.

There are three categories of Academic Misconduct – gross, major and lesser offences.

3.1 **Gross Offences**

3.1.1 Offences Committed in an Examination

Examination Cheating constitutes an attempt on the part of the student/candidate to undermine the University examination exercise; that is, any act carried out during an examination for the purpose of obtaining credit to which he/she is not entitled. Gross offences committed in an examination include:

- a. Presenting oneself for another candidate for the purpose of taking a test or examination; or by allowing oneself to be represented by another for the same;
- b. Having prior knowledge of the content of an examination question paper and using same in the examination;
- c. Other offences not herein specified but which subvert or would subvert the integrity and credibility of the educational process.

3.1.2 Offences Committed Outside an Examination

Gross offences committed outside of an examination shall be subject to the same disciplinary procedures as if committed in an examination room, and include:

- a. Possessing or collaborating with another person or persons in obtaining access to an un-administered examination paper prior to start of the examination;
- b. Selling or publishing un-administered examination papers or other work assigned for purposes of academic credit;
- c. Altering examination work after it has been evaluated;
- d. Forging, altering or falsifying any academic record, or making use of any such altered, forged, or falsified record for purposes of academic credit;
- e. Other offences not herein specified but which subvert or would subvert the integrity and credibility of the educational process.

3.2 **Major Offences**

3.2.1 Offences Committed in an Examination

These include:

- a. Copying from another candidate's paper;

- b. Possessing/using unauthorized examination aids/devices/materials;
- c. Knowingly allowing one's work to be copied during an examination;
- d. Collaborating with another candidate orally or in writing during the examination/test without permission;
- e. Directly or indirectly giving assistance to another candidate during the examination;
- f. Accepting unauthorized assistance whether directly or indirectly from another individual in the sitting of an examination;
- g. Any other act that would serve to subvert the examination procedures and process and give unfair advantage to the perpetrator.

3.2.2 Offences Committed Outside an Examination

These include:

- a. Fabricating research results, including false claims regarding research results, interviews or procedures; the omission of statements regarding interviews, procedures, or experiments, where the omission cannot be justified;
- b. Plagiarism: presenting any material, whether in written, oral or electronic, that is attributable to, or the property of another person as one's own work without acknowledging the source from which the material is taken. Merely changing the words in someone else's work still constitutes plagiarism. This includes in whole or in part, but is not limited to the following material: articles, essays, journals, diagrams, graphs, tables, computer software, GIS files, photographs, digital images, designs, models, maps, dissertations, reports, projects, lectures, music or other works of art;
Some ways of avoiding plagiarism include using direct quotations, paraphrasing with acknowledgement of the source for example URL addresses, author, year, publisher and page where possible;
- c. Representing as one's individual writing and/or final product a jointly written or produced submission of any description, unless the instructor has approved a co-authored submission;
- d. Submitting work for which credit has been previously obtained or is being sought in another course or programme of study in the University or elsewhere, without authorization from the Faculty concerned;

- e. Producing a paper, lab report, or other assignment for another student;
- f. Copying another person's paper, lab report or other assignment;
- g. Conducting research in an unethical manner;
- h. Engaging in any other irregularity not specified in this Regulation, but from which an unfair advantage can be obtained.

3.3 Lesser Offences

These offences include:

- 3.3.1 Commencing to answer the paper before the official "start" time of the examination;
- 3.3.2 Non-observance of the official "stop" time for the examination;
- 3.3.3 Failure to obey/observe instructions issued by an invigilator;
- 3.3.4 Other acts so deemed by the Academic Board.

4.0 PROCEDURAL RULES

- 4.1 If a candidate is suspected of cheating in an examination, the following sequence of steps should be adhered to:
 - 4.1.1 The circumstances should be carefully noted and documented by the Chief Invigilator and all supporting evidence, excluding answer booklet, confiscated;
 - 4.1.2 The candidate shall be warned, but allowed to complete the examination;
 - 4.1.3 A written statement shall be requested from the candidate at the end of the examination;
 - 4.1.4 Both the Chief Invigilator and the Invigilator who discovered the candidate's misconduct shall, at the end of the examination, provide detailed written statements of the misconduct as well as confiscated supportive evidence to be handed over to the Head of School (HoS) of the Faculty concerned, copied to the Dean of the Faculty and the Examinations Officer/Manager. Failure to adhere will result in dismissal of the Chief Invigilator and/or Invigilator.

REGULATION 5

- 4.1.5 The HoS shall immediately conduct preliminary investigations into the matter and submit a written report of the findings (including all the evidence) to the Assistant Registrar, Academic Affairs, copied to the Dean of the Faculty, normally within three (3) working days;
- 4.2 In other forms of academic misconduct, the following will apply:
 - 4.2.1 The circumstances should be carefully noted and documented and all supporting evidence secured;
 - 4.2.2 The matter shall be reported to the Head of School, copied to the Senior Assistant Registrar, Academic Services;
 - 4.2.3 The Head of School shall warn the student in writing that s/he may have committed a breach of the University's Regulations Governing Academic Misconduct. The letter should indicate the Regulation breached and the misconduct;
 - 4.2.4 The student shall be requested to submit a written response, on receipt of the letter;
 - 4.2.5 The Head of School shall immediately advised the student of the alleged misconduct, conduct investigations into the matter, and submit a written report of the findings, including all the evidence, to the Senior Assistant Registrar, Academic Services, copied to the Dean of the College/Faculty, normally within three (3) working days;
 - 4.2.6 The Senior Assistant Registrar, Academic Services, in collaboration with the Assistant Registrar, Examinations will determine if there is a case. If there is a case, the Senior Assistant Registrar, Academic Services shall constitute the Academic Misconduct Inquiry Panel to hear the matter.

5.0 ACADEMIC MISCONDUCT INQUIRY PANEL (AMIP)

- 5.1 The AMIP shall be a standing committee constituted by the Academic Board and shall have authority to:
 - 5.1.1 Establish whether there has been an infraction;
 - 5.1.2 Determine the category of academic misconduct;
 - 5.1.3 Make a ruling on the sanction(s) to be applied. The sanctions shall be in

REGULATION 5

accordance with the levels and categories of penalties as laid out in these regulations governing academic misconduct;

- 5.1.4 Inform the student of its decision through the Assistant Registrar, Academic Affairs.
- 5.2 The AMIP shall meet within ten (10) working days after receipt of the formal report from the HoS, to consider the allegation save and except when the University is closed or on a semester break; in such instances AMIP shall meet within ten (10) working days of the resumption of classes.
- 5.3 A Notice of the meeting of the Academic Misconduct Inquiry Panel (AMIP) shall be served on the student by the Senior Assistant Registrar, Academic Affairs at least three (3) working days prior to the meeting of the Panel.
- 5.4 If the student charged with an offence does not attend the inquiry on the date and at the time appointed, without prior satisfactory written explanation having been received by the Senior Assistant Registrar, Academic Affairs, the AMIP may deal with the matter and, if appropriate, impose a penalty in the student's absence.
- 5.5 The AMIP shall:
 - 5.5.1 Review the written reports before it (the Chief Invigilator may be invited to give an oral report and/or clarify any matter in the report submitted);
 - 5.5.2 Outline to the student or his/her representative the alleged breach;
 - 5.5.3 Invite the student or his/her representative to respond;
 - 5.5.4 Invite the witness(es) to address the panel;
 - 5.5.5 The AMIP shall submit a report of its findings, decisions and recommendations to the next meeting of the Academic Board.
- 5.6 Membership of AMIP

No person involved in bringing the complaint shall be a member of the AMIP adjudicating the said complaint. The AMIP shall consist of:

 - 5.6.1 Dean of a College/Faculty (not the College/Faculty in which the student concerned is registered) – Chair. If the alleged breach involves students from all Faculties, the Deputy President, or the Registrar shall assume the Chair.

REGULATION 5

- 5.6.2 Dean (or another senior member appointed by him/her) of the College/Faculty in which the student concerned is registered;
 - 5.6.3 A member of the Academic Board, nominated by the Academic Board, who should not be a Dean or student;
 - 5.6.4 The Senior Assistant Registrar, Academic Services or the person acting in that capacity;
 - 5.6.5 The student representative on the Academic Board or another student appointed by the Students' Council;
- 5.7 In Attendance
- The following persons may be required to be in attendance:
- 5.7.1 The Chief Invigilator for the examination in which the alleged breach occurred;
 - 5.7.2 The Invigilator who identified the breach if different from the Chief Invigilator (as required);
 - 5.7.3 The student against whom the case has been brought;
 - 5.7.4 A Counsellor;
 - 5.7.5 The Lecturer in whose examination/class/course the alleged breach occurred (as required);
 - 5.7.6 Student's Representative (if any);
 - 5.7.7 The Assistant Registrar, Examinations
- 5.8 Secretariat
- University Examinations Centre

6.0 APPEALS

Appeals shall be restricted to procedural matters, issues of leniency or submission of fresh evidence not available at the time of the hearing.

- 6.1 Filing an Appeal
 - 6.1.1 On receipt of the AMIP's/Academic Board's findings and decision, the candidate can appeal the decision by writing to the Registrar. The appeals process must commence with the filing by the student of:

- (a) A Notice of Appeal (Form 1)
- (b) Grounds for Appeal (Form 2)
- (c) The name of the person who will represent the Appellant at the review of the findings of the SAC.

6.1.2. Notice and Grounds of Appeal must be filed within 5 working days of the release of the findings of the AMIP and the name of his/her representative at least three (3) working days, prior to the hearing. The "Grounds of Appeal" form can be collected from the Student Relations Office, located on the ground floor of the Main Administrative Building.

6.2 Special Appeals Committee (SAC)

6.2.1. The Registrar shall refer the matter to the Special Appeals Committee within three working days of the appeal, provided that all relevant information has been provided.

6.2.2. The Special Appeals Committee (SAC) shall review the reasons given for the decision of the AMIP and the notes of the hearing, and shall invite the Appellant and/or his representative to address them on the grounds of appeal. The SAC can ask questions of the representative(s) and, if necessary, ask the Chairman of AMIP to respond. The witness(es) shall then be heard.

6.2.3. Having reviewed the notes of the hearing, reasons for the decision of the AMIP, and heard the submissions of the parties, the Special Appeals Committee may confirm, reverse or vary the recommendations of the AMIP.

Note: The findings and decision of the Special Appeals Committee shall be endorsed by the Academic Board, save and except in any instance where the SAC recommends expulsion. In such an event, the recommendation for expulsion shall be submitted to the Council for a determination.

6.2.4. The Registrar shall communicate the Council's decision to the candidate.

6.3 Membership

The Special Appeals Committee members shall comprise persons who have not been members of the AMIP and shall consist of:

6.3.1 The President or Deputy President – Chairman;

- 6.3.2 One senior academic staff member (not the invigilator or course examiner in the case of cheating) nominated by the Registrar;
- 6.3.3 A student representative appointed by the Students' Council.
- 6.4 In Attendance
 - 6.4.1 The Chairman of AMIP or a member of the Panel, nominated by him/her;
 - 6.4.2 Other persons as determined by the SAC.

7.0 RIGHT TO REPRESENTATION

7.1 The Student

The student has the right to call witnesses and have a representative at all levels of the proceedings, if so desired, and shall communicate his/her intent in writing to the Registrar at least three working days prior to the hearing.

7.2 The University

The University reserves the right to have legal representation at any or all levels of the proceedings.

7.3 Legal Costs

Where the appeal is dismissed, the candidate is required to pay the costs of the legal representation of the University, subject to the procedures and awards of costs established in the several courts in the island of Jamaica.

8.0 SANCTIONS/PENALTIES

Sanctions/Penalties apply to all forms of academic misconduct.

8.1. Gross and Major Offences

- 8.1.1. Sanctions for the infringement of examinations rules and regulations apply to those categories specified in 3.1.1 (a– c); section 3.1.2. (a– e); section 3.2.1 (a–g) and 3.2.2 (a–h) above, as follows:
 - 8.1.2. For infringements under Gross Offences: 3.1 a & b and 3.2 a, b, c, d & e expulsion from the University by the University Council.
 - 8.1.3. For infringements under Major Offences: disqualification of course work and examination in which the breach occurred (zero mark assigned) and sus-

pension from the University for a period of one academic year of study (two semesters and one Summer Session). The offender will be required to repeat the course work and examination following the period of suspension.

- 8.1.4. A second breach under Major Offence will attract the ultimate sanction of expulsion.
 - a. The sanction shall be effective from the date that the alleged breach occurred.
 - b. In instances where sanctions are applied, no refunds of fees will be made.
 - c. The period of suspension shall be counted as part of the maximum allowable time for programme completion.
 - d. Students who have been suspended will only be eligible for 'pass' certification.

8.2 Lesser Offences

Infringements under 3.4 are regarded as being less severe; such offences shall attract lesser sanctions as outlined hereunder:

- 8.2.1. For a first offence, the offender shall be cautioned and a file note made.
- 8.2.2. For a second offence of the same nature, a written warning shall be issued and a copy placed on the student's file; and this copy will be removed on completion of the programme if no further offence of the same nature is committed.
- 8.2.3. Further offences of the same nature shall be deemed major and shall be dealt with as outlined in Section 4 of this Regulation.

9.0 CONFIDENTIALITY CLAUSE

- 9.1. Each party and participant in disciplinary proceedings instituted by virtue of these regulations including, but not limited to, students and members of the various committees mentioned, namely the Academic Misconduct Inquiry Panel, the Academic Board and the Special Appeals Committee shall, at all times, keep confidential any information of a confidential nature obtained in the course of such proceedings and shall not use or disclose such information except in accordance with the order of a court of competent jurisdiction.
- 9.2. Information of a confidential nature shall include but not be limited to all information disclosed by one party to the other whether in writing, verbally or otherwise.

ORDINANCE 1999/14 – STUDENT DISCIPLINE

1.0 RESPONSIBILITY FOR DISCIPLINE

Subject to the provisions of *Section 22 Statute IV (5)*, of the University of Technology, Jamaica Act 1999, the Council is responsible for the discipline of the students of the University and procedures related thereto. Nothing in this Ordinance shall preclude the provisions of regulations and procedures governing examination cheating and disciplinary arrangements contained in the Library Regulations having jurisdiction and application, *provided that these Regulations have been approved by the Council following consultation with the Academic Board*. The Council at its meeting held on March 18, 2008 delegated its responsibility for student discipline to the President.

2.0 BREACH OF DISCIPLINE

- 2.1 Breach of discipline shall include but not be limited to misconduct or omissions stated in schedule A
- 2.2 Breach of discipline shall be minor, major or gross misconduct.

3.0 OFFENCES: JURISDICTION

The appropriate officer shall have jurisdiction to investigate and punish minor offences in accordance with procedure stated in 4.1 of this Ordinance.

The following persons are designated as appropriate officers empowered to act in accordance with this Ordinance in relation to offences within their area of responsibility:

- President
- Deputy President
- Vice Presidents
- Deans
- Heads of Schools/Departments
- University Librarian
- Directors (Administrative)
- Senior/Assistant Registrars
- Chief of Security
- Resident Life Managers

- Any person acting in the above capacity
- Any other person so designated by the Registrar of the University

The Disciplinary Committee shall have jurisdiction to investigate and punish major offences and offences of gross misconduct in accordance with the procedures stated in 4.2 of this Ordinance.

4.0 DISCIPLINARY PROCEDURE

4.1 Minor Offences

- 4.1.1 The appropriate officer shall cause a written allegation of the offence to be submitted to his office within three (3) days of an oral report or shall make a written notation of an allegation.
- 4.1.2 A copy of the allegation shall be served on the student within seven (7) days of the written report/notation and the student shall acknowledge receipt of same or a notation of non-acknowledgement shall be made by the person serving.
- 4.1.3 The student shall submit a written response to the allegation within seven (7) days of receipt and the appropriate officer shall, upon receipt of the response or in any event within 14 days, either impose a penalty in accordance with Schedule B or dismiss the allegation. A record will be kept in the Division/Department/Faculty and will expire after six months if the offence is not repeated or if no other offence of a disciplinary nature is committed.
- 4.1.4 The appropriate officer, before making a decision under 4.1.3, may call a panel of enquiry within two working days of the receipt of the written response if the circumstances deem this necessary. The student shall be informed in writing by the appropriate officer of the date, time and place of the meeting at least three days before the meeting. The panel shall submit a written report to the appropriate officer within seven (7) days of its meeting.
- 4.1.5 The appropriate officer may call oral evidence or may direct the panel of enquiry to do the same.
- 4.1.6 The appropriate officer shall inform the student, in writing, of the decision taken under 4.1.3 within seven (7) days and of the right of final appeal to the President, if punishment is imposed.

ORDINANCE 1999/14 – STUDENT DISCIPLINE

- 4.1.7 If the alleged offender does not attend a panel of enquiry on the date and at the time appointed, without prior satisfactory written explanation having been received, the appropriate officer named in section 3.1 may deal with the matter and, if necessary, impose a penalty in the student's absence.
 - 4.1.8 A complainant or witness summoned to attend a meeting arranged by an appropriate officer under section 3.1 or enquiry panel under section 4.1.4 who fails to attend without due cause may be liable to disciplinary proceedings.
 - 4.1.9 If the student is not prepared to accept the decision of the appropriate officer/panel who has dealt with the alleged offence, the student has the right of final appeal in writing to the President through the Registrar within ten days of the notification of the decision. An appeal may be brought against the procedure, the decision, or against the penalty whereupon the grounds must be stated briefly and clearly.
 - 4.1.10 The President shall have the power to set aside, vary, confirm or advise the Registrar to refer the matter to the Disciplinary Committee.
 - 4.1.11 In determining appeals, the Disciplinary Committee shall follow the procedure set out in Schedule C of this Ordinance.
 - 4.1.12 The Disciplinary Committee may set aside, vary or confirm the decision taken by the appropriate officer/inquiry panel/President or may set aside or vary the penalty imposed. There shall be no further appeal from a decision taken by the Disciplinary Committee under this section unless the Committee has imposed a greater penalty.
- 4.2 Major Offences (See Schedule A)
- 4.2.1 All major offences shall be reported immediately to the President who may suspend or exclude the student, pending investigation and determination of the allegation in accordance with Section 5 of this Ordinance.
 - 4.2.2 The President shall cause a written allegation of the offence to be submitted to the Registrar's Office, copied to the Director of Safety and Security, within 24 hours of an oral report or shall give instructions for a written

ORDINANCE 1999/14 – STUDENT DISCIPLINE

notation of the allegation to be forwarded to the Registrar's Office copied to the Chief of Security.

- 4.2.3 A copy of the allegation or a letter outlining the allegation shall be served on the student within **24 hours** of the written report/notation and the student shall acknowledge receipt of same or a notation of non-acknowledgement shall be made by the person serving. Offences deemed criminal, must be reported to the Police by the Director of Safety and Security.
- 4.2.4 The student shall submit a written response to the allegation to the Registrar's Office within **3 days** of receipt.
- 4.2.5 The Registrar shall, upon further investigation, either impose appropriate penalty in accordance with Schedule B, refer the matter to the Disciplinary Committee; or refer the matter to the President.
- 4.2.6 In all circumstances when oral testimony or evidence is required to do justice, the Registrar shall refer the matter to the Disciplinary Committee.
- 4.2.7 When the Registrar imposes an appropriate penalty under Schedule B, the Registrar shall, within **24 hours**, inform the student in writing of his decision and the right of appeal to the Disciplinary Committee and shall inform the President.
- 4.2.8 When the Registrar refers a matter to the President instead of imposing a penalty under 4.2.5, and the President imposes a penalty, the Registrar shall, within **24 hours**, inform the student of the penalty and the right of appeal to the Disciplinary Committee on receipt of information under 4.2.7.
- 4.2.9 The President shall have the power to set aside, vary, confirm or advise the Registrar to refer matter to the Disciplinary Committee.
- 4.2.10 In investigation or appeals, the Disciplinary Committee shall follow the procedures set out in Schedule C of this Ordinance.
- 4.2.11 The Disciplinary Committee may set aside, vary or confirm the decision taken by the Registrar or may set aside or vary the penalty imposed under 4.2.5 and shall inform the student in writing with three (3) days of its decision and of right of further appeal to the Appeal Board.

ORDINANCE 1999/14 – STUDENT DISCIPLINE

4.2.12 The procedure of appeal or further appeal to the Appeal Board is as stated in Schedule D.

4.3 Gross Misconduct

4.3.1 All gross misconduct shall be reported immediately to the President who may suspend or exclude the student pending investigation and determination of the allegation in accordance with Section 5 of this Ordinance.

4.3.2 The President shall cause a written allegation of the offence to be submitted to the Registrar, copied to the Director of Safety and Security within **24 hours** of an oral report or shall give instructions for a written notation of the allegation to be forwarded to the Registrar, copied to the Director of Safety and Security for submission to the Disciplinary Committee, for consideration.

4.3.3 The Registrar shall serve the student with a copy of the written allegation or a letter outlining the allegation and instruct the student to submit a written response within **24 hours** of receipt.

4.3.4 Following 4.3.3 at the expiration of the **24 hours**, the Registrar shall refer the matter with all relevant documents received or compiled to the Disciplinary Committee.

4.3.5 In investigation or appeals, the Disciplinary Committee shall follow the procedures set out in schedule C of this Ordinance.

4.3.6 The Disciplinary Committee may dismiss the allegation or impose a penalty in accordance with Schedule B of this Ordinance and shall inform the student in writing within **seven (7) days** of its decision and of right of appeal to the Appeal Board.

4.3.7 The procedure of appeal to the Appeal Board is as stated in Schedule D of this Ordinance.

5.0 SUSPENSION OR EXCLUSION BY THE PRESIDENT

The President may suspend any student or any other person studying at the University from any or all studies at the University, and may exclude any student or other person studying at the University or who is a candidate for an examination to be conducted at or

ORDINANCE 1999/14 – STUDENT DISCIPLINE

under the auspices of the University from the University or any part of the University and its precincts and other premises owned or occupied by the University, for such period as the President may determine but not lasting after the conclusion of disciplinary proceedings (including an appeal, if any) in respect of that student.

- 5.1 The President shall report any such suspension or exclusion to the next meeting of the Council and the Academic Board.
- 5.2 The President shall inform the student or other person in writing at the time of suspension or exclusion of:
 - (a) The reason for the suspension or exclusion;
 - (b) The right of appeal to the Disciplinary Committee against such suspension or exclusion.
 - (c) The right of appeal shall not apply to suspension or exclusion pending hearings.
- 5.3 A student who has been suspended from any class or classes, or excluded from the whole or any part of the University by the President, may apply in writing to the Disciplinary Committee for review of the decision through the Registrar within ten days of the President's decision. The application must state briefly the grounds on which it is made.
- 5.4 In considering such applications, the Disciplinary Committee shall follow the procedures set out in Schedule C of this Ordinance.
- 5.5 The Disciplinary Committee may amend, ratify or revoke the suspension or exclusion of the student, or may forward a recommendation to the Council and the Academic Board through the President, for the student's expulsion from the University.
- 5.6 The Disciplinary Committee shall report its decision or recommendation to the President who shall inform the Council and Academic Board. No action shall be taken on a decision or recommendation of the Committee until the period within which the student may appeal to the Appeal Board has expired or, if an appeal has been lodged within that period, until the decision of the Appeal Board is known.
- 5.7 Where the Disciplinary Committee, through the President, forwards a recommendation to the Council and Academic Board for the student's expulsion from the University, it may direct, without reference to the Council and Academic Board, that the student be suspended from any class or classes or excluded from any part

of the University or its precincts during the whole or any part of the period between the time of its recommendation and the decision of the Appeal Board or, in a case where the student does not exercise the right to appeal, the expiry of the period within which that right may be exercised.

6.0 DISCIPLINARY COMMITTEE

- 6.1 Subject to *Statute XVIII 2-(2) of the Act*, there shall be a Disciplinary Committee. The Committee shall consist of the following members:
- (a) three members of the Council, not being members of staff or a student, selected by the President, one of whom shall be Chairman;
 - (b) three members of the academic staff, appointed by the Academic Board;
 - (c) the President of the Students' Union or his/her nominee.
- 6.2 Three members shall constitute a quorum for meetings of the Committee provided that one member appointed by the President and one member selected by the Academic Board is in attendance.
- 6.3 If the Chairman is unavailable the Committee shall elect its own Chairman for the duration of the meeting.
- 6.4 The penalties which may be imposed by the Disciplinary Committee may include reprimand, suspension from academic or other privileges or a recommendation to the Council and Academic Board for the student's suspension or expulsion from the University as well as restitution and, in the case of damage to property or premises, a requirement to pay the cost, in whole or in part, of any damage caused.
- 6.5 When the Registrar receives a report of an alleged offence under Section 4.2 for consideration by the Disciplinary Committee, the Registrar shall inform the student of the details of the alleged offence and shall ask the student to *respond in writing within the prescribed time*. If the student wishes to admit the charge s/he may do so in writing to the Registrar on receipt of the notice and shall then appear before the Disciplinary Committee to hear its decision in regard to the penalty. If the student does not admit the charge the Disciplinary Committee shall meet to consider the alleged offence and shall follow the procedure set out in schedule C of this Ordinance.

ORDINANCE 1999/14 – STUDENT DISCIPLINE

- 6.6 If a student charged with an offence does not attend a disciplinary meeting on the date and at the time appointed without prior satisfactory written explanation having been received, the Disciplinary Committee may deal with the matter and, if necessary, impose a penalty in the student's absence.
- 6.7 A complainant or a witness who is summoned to attend a meeting of the Disciplinary Committee, and who fails to attend without due cause, may be liable to disciplinary proceedings under sections of this Ordinance. The Disciplinary Committee shall determine whether the complainant or the witness has due cause for absence.
- 6.8 The Disciplinary Committee shall report its decision or recommendation to the President who may not take any action on a decision or recommendation of the Committee until the period within which the student may appeal to the Appeal Board has expired or, if an appeal was lodged within that period, until the decision of the Appeal Board is known.
- 6.9 Where the Disciplinary Committee, through the President, forwards a recommendation to the Council and Academic Board for a student's expulsion from the University, it may direct, without reference to the Council and Academic Board, that the student be suspended from any class or classes or excluded from any part of the University or its precincts during the whole or any part of the time between the recommendation and the decision of the Appeal Board or, in a case where the student does not exercise the right to appeal, the expiry of the period within which that right may be exercised.
- 6.10 Any student affected by a decision of the Disciplinary Committee has the right to appeal in writing to the Appeal Board through the Registrar within ten (10) days of the decision. The appeal may be against the decision of the Committee either in whole or in part, and the appellant must state briefly the grounds on which it is made.

7.0 THE APPEAL BOARD

- 7.1 Subject to the provisions of section 6.2, the composition of the Appeal Board shall be: -
- (a) A Chairman, not being a member of staff or a student, appointed by the Council;

ORDINANCE 1999/14 – STUDENT DISCIPLINE

- (b) One member of the Council, not being a member of staff or a student, appointed by the Council;
 - (c) two members of the Academic Board, appointed by the Academic Board;
 - (d) One student, appointed by the Students' Union.
- 7.2 The Appeal Board shall be quorate, provided one member present has been appointed by the Council, and one member present has been appointed by the Academic Board.
- 7.3 No member of the Appeal Board shall have been a member of the Disciplinary Committee at the time when it took the decision or made the recommendation against which the student has appealed; no member shall have any direct or indirect involvement in the case under consideration.
- 7.4 The Appeal Board may set aside, vary or confirm the decision of the Disciplinary Committee or may set aside or vary the penalty imposed. There shall be no appeal from a decision of the Appeal Board.
- 7.5 In determining appeals, the Appeal Board shall follow the procedures set out in Schedule D of this Ordinance.

SCHEDULE A – CLASSIFICATION OF OFFENCES

The University, through the Office of the Registrar, shall have the right to classify offences.

MINOR OFFENCES

Minor Offences shall include, but not be limited to, the following:

1. Use of abusive, offensive or obscene language.
2. Being on campus under the influence of alcohol.
3. Failure to comply with a reasonable instruction given by an employee of the University.
4. Gambling on University property.
5. "Horse-play" or other similar conduct likely to cause injury to person or property.
6. Disruption of legitimate University activity.
7. Loitering in a prohibited zone.

ORDINANCE 1999/14 – STUDENT DISCIPLINE

8. Playing of loud and or offensive music on University property.
9. Using University property without permission.
10. Parking in an unauthorised zone or area.
11. Non-observance of University traffic regulations.
12. Non-compliance with school dress code.
13. Abuse of University e-mail facility.
14. Smoking in non-smoking areas.
15. Refusal to provide identification when asked to do so by an employee of the University, in connection with security or breach of discipline.
16. Display of sexually suggestive or degrading material in the classroom/lecture theatre.
17. Use of study areas for purposes other than for the use intended

MAJOR OFFENCES

Major offences shall include, but not be limited to, the following:

1. Persistent commission of the offences classified as minor offences.
2. Causing damage or destruction to University property.
3. Causing damage to property or third party on University premises.
4. Failure to comply with a reasonable instruction given by an academic staff or senior administrative staff or security personnel.
5. Fighting on University property.
6. Physical assault or battery of anyone on University property.
7. Threatening a University employee, fellow student or visitor.
8. Coming to school under the influence of illegal drugs.
9. Indiscriminate use of alcohol and illegal drugs on University property.
10. Stealing University property.
11. Stealing from a fellow University student or third parties.
12. Provoking or inciting students to riot or to behave in a disorderly manner.
13. Verbal threats or assaults to fellow students or third parties on University property.
14. Possession of dangerous substances or weapons on University property.
15. Possession of University property without permission.
16. Obstruction of teaching and learning.

ORDINANCE 1999/14 – STUDENT DISCIPLINE

17. Malicious abuse (verbal or physical).
18. Infringing safety regulations or disregarding notices concerning safety precautions in any part of the University.
19. Impersonation or unauthorised possession of identification card.
20. Conduct aimed at putting the University in disrepute.
21. Discrimination on grounds of sex, disability, race, religion, class.
22. None payment of tuition or any other prescribed University fee.
23. Indecent/sexual assault
24. Assault/Battery

GROSS MISCONDUCT

Gross misconduct shall include, but not be limited to, the following:

1. Persistent commission of offences classified as major offences
2. Intentionally causing malicious damage to the University property or property of an employee of the University or fellow student
3. Physical assault or battery of an individual on the University premises
4. Falsification of report, record, or any other document
5. Stealing University property
6. Unauthorised possession of University confidential document
7. Proven sexual immorality on University property
8. Provoking or inciting students to riot
9. Unauthorised use or disclosure of confidential information
10. Sexual harassment of student, visitor or employee of the university
11. Unauthorised possession of firearm or any lethal weapon or instrument on university property
12. Discharge of a firearm on University property
13. Commission or conviction of a criminal offence
14. Unauthorised access to record and databases of the University or any member of staff
15. Impersonation or unauthorised possession of identification card
16. Non-compliance with punishment made under disciplinary procedure
17. Conduct aimed at putting the University in disrepute
18. Rape

SCHEDULE B – CLASSIFICATION OF PUNISHMENT

The University, through the Office of the Registrar, shall have the right to classify punishment.

PUNISHMENT FOR MINOR OFFENCES

The University reserves the right to punish minor offences either individually or with a combination of the following:

1. Exclusion from designated areas and/ or activities of the University.
2. Suspension from the University not exceeding one week.
3. Oral reprimand.
4. Written warning.
5. Order/Instruction to write and publish letter of apology.
6. Withdrawal of University privileges.
7. Withdrawal from University representation or Student Union representation.
8. Reimbursement of University/Employee/Student/Third party for damage at replacement cost.

PUNISHMENT FOR MAJOR OFFENCES

The University reserves the right to punish major offences either individually or with a combination of the following:

1. Exclusion from University property or activities.
2. Suspension not exceeding three years from the University.
3. Written warning.
4. Binding student over to good behaviour.
5. Order/Instruction to write and publish letter of apology.
6. Withdrawal of University privileges.
7. Withdrawal from University representation or Student Union representation.
8. Reimburse University/employee/student/third party for damage at replacement cost.
9. Reimbursement of medical expenses resulting from physical injury.

PUNISHMENT FOR GROSS MISCONDUCT

The University reserves the right to punish gross misconduct either individually or with a combination of the following:

ORDINANCE 1999/14 – STUDENT DISCIPLINE

1. Withdrawal of University Certification.
2. Suspension.
3. Expulsion.
4. Reimburse University/employee/student/third party for damage at replacement cost.
5. Reimbursement of medical expenses resulting from physical injury.

SCHEDULE C: PROCEDURE TO BE FOLLOWED BY THE DISCIPLINARY COMMITTEE IN DEALING WITH OFFENCES AND APPEALS AGAINST SUSPENSIONS OR EXCLUSIONS OR OTHER PUNISHMENTS

- 1.0 The Disciplinary Committee (through the Registrar) shall notify the student, in writing, to appear before it, allowing at least five (5) working days notice of the hearing. The notice shall give a brief statement of the alleged offence, and/or the reason for the suspension or exclusion. At the same time the student shall be informed:
 - (a) Of the names of the members of the Disciplinary Committee.
 - (b) That any objection to any member of the Disciplinary Committee may be lodged with the Registrar at least 48 hours before the hearing outlining the grounds of objection. Such objection shall be for cause; no more than 2 such objections shall be permitted.
 - (c) That s/he may select a representative of his/her choice from the University membership to make representation on his/her behalf before the Committee, and that s/he shall notify the Registrar of the name of his/her elected representative at least 48 hours before the hearing.
- 2.0 In the case of an alleged offence, if the student wishes to admit the charge, s/he may do so in writing to the Registrar, on receipt of the notice. The student shall be called before the Committee to hear its decision in regard to penalty.
- 3.0 Hearings shall not be held in public.
- 4.0 The Committee has discretion to adjourn, continue or postpone a hearing. If the student does not appear on the date and at the time appointed, and the Committee is satisfied that due notice to appear has been received, it may proceed to deal with the matter and, if necessary, impose a penalty in the student's absence.
- 5.0 The names of witnesses called in support of the charge or the suspension or exclusion shall be made known to the student at least 48 hours before the hearing. The names of witnesses called by the student must be lodged with the Registrar at least 48 hours before the hearing. Persons

whose names are forwarded to the Registrar after this period will not be called as witnesses.

- 6.0 A Chairman shall be appointed and shall have overall responsibility for presiding over the committee and marshalling the evidence. The evidence in support of the charge or the suspension or exclusion shall be heard first, and then the evidence on behalf of the student. The student concerned, and witnesses who are called, shall be subject to examination and cross-examination in accordance with any procedural directions of the Chairman.

SCHEDULE D: APPEAL BOARD

The following procedures shall be used in relation to appeals to the Appeal Board, which shall be restricted to procedural matters, issues of leniency or submission of fresh evidence not available at the time of the hearing.

1. When an appeal has been lodged, the Appeal Board (through the Registrar) shall notify the student in writing of the hearing. The student shall be notified of the date, place and time of the hearing. At the same time the student shall be informed:
 - (a) of the names of the members of the Appeal Board and the rule regarding the appropriate quorum;
 - (b) the student may be represented by a member of the University, who shall be entitled to make representation on behalf of the appellant student;
 - (c) the student shall inform the Registrar of the name of his representative at least 48 hours before the appeal is heard.
2. The Appeal Board shall itself decide on any objections to its members lodged by the student, such objection shall be for cause and no more than 2 such objections shall be permitted. No member to whom objection is raised shall take part in the decision in relation to membership, and the Board may ask a member to withdraw when reaching its decision. The remaining members, for the purposes of this section, shall constitute a quorum.
3. Hearings shall not be held in public.
4. The Appeal Board has the discretion to adjourn, continue or postpone a hearing. If a student does not appear on the date and at the time appointed, and the Appeal Board is satisfied that due notice to appear has been received, it may proceed to hear the appeal and, the Appeal Board may dismiss the appeal in the absence of the student.
5. The appeal process must commence with the filing by the student of
 - (a) A Notice of Appeal (Form 1)

ORDINANCE 1999/14 – STUDENT DISCIPLINE

- (b) Grounds for Appeal (Form 2)
 - (c) The name of the person who will represent the Appellant at the review of the findings of the Disciplinary Committee by the Appeal Board.
 - (d) The Notice and Grounds of Appeal must be filled within seven (7) working days of the release of the findings of the Disciplinary Committee.
 - (e) The Appellant must apply to the Disciplinary Committee within three (3) working days for the written reasons for its decision, and for the notes of the hearing.
 - (f) The written reasons must be supplied by the Disciplinary Committee within seven (7) working days of receiving the request from the Appellant.
6. The Appeal Board shall review the reasons given for the decision of the Disciplinary Committee and the notes of the hearing and shall invite the Appellant and/or his representative to address them on the grounds of appeal. The Appeal Board can ask questions of the representative and if necessary ask the Chairman of the Disciplinary Committee to respond. Having reviewed the notes of the hearing, reasons for the decision of the Disciplinary Committee, and the submissions of the parties, the Appeal Board may allow or dismiss the Appeal or make such findings as in its discretion is just.
 7. The student may be allowed to call or present fresh evidence at the discretion of the Appeal Board, in which event the Appeal Board shall present any evidence to the contrary.
 8. Decisions of the Appeal Board shall be by simple majority of the members attending. The Chairman has the right to exercise a casting vote in the event of a tie of votes.
 9. In cases where the Appeal Board rejects an appeal it may, at its discretion, confirm, reduce or increase the penalty. The student shall be entitled to be heard in mitigation before the penalty is determined.
 10. Some other sanction may be imposed where the Committee dismisses the Appeal.
 11. In determining the penalty, the Appeal Board may take into account any record of previous misconduct in respect of which a disciplinary penalty has been imposed. In addition, the Appeal Board shall examine the sanction imposed accordingly.
 12. Minutes of the proceedings shall be kept by the Disciplinary Committee, which shall form part of the record of the appeal submitted by the Appellant to the Appeal Board.

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SECTION I



POLICIES AND PROCEDURES

RE-DO EXAMINATION POLICIES AND PROCEDURES

(Under Review)

SEMESTERISED AND NON-SEMESTERISED STUDENTS

1. A student who fails a module must redo that module or do an equivalent module that is approved by the College/Faculty.
2. To redo a module means to register for the module, attend classes, complete all coursework assignments, and sit the end-of-module final examination, if applicable.
3. Only currently registered students of the University are eligible to redo modules.
4. Opportunities for redoing a module may be available during Semester 1, Semester 2 or the Summer Session in a given academic year. Students should confirm with the College/Faculty that is responsible for the module to determine when it will be offered.
5. Except for extenuating circumstances (See Regulation 4), students are required to sit the final examination in the same academic session that he/she registered to redo the module.

SEMESTERISED STUDENTS

6. Enrolment and payment to redo modules must be done during the registration periods by selecting the modules online.
7. If a student fails a module that is a prereq-

uisite for another module, he/she will be required to pass the module that was failed before registering for the requisite module.

8. Redo fees are non-transferable from one academic session to another, but are refundable for modules dropped within the Add/Drop period (See the Add Drop Policy and Procedures).
9. Processes relating to redoing a module shall be consistent with Regulation 3, Regulation 4, and the Add/Drop Policy and Procedures.

NON-SEMESTERISED STUDENTS

10. Processes for redoing modules shall be consistent with Regulation 3 and Regulation 4.
11. Non-semesterised students are required to register to re-do modules by completing the Redo Registration form, and then submit the completed form to the Admissions Office. Payment to redo modules must be made during the payment periods specified under Significant Dates in the Student Handbook and other official publication.
12. Redo fees are non transferable from one academic session. Students, however, may request permission to withdraw from the module as per Regulation 3.

ADD/DROP POLICY AND PROCEDURES

(Under Review)

POLICY

Students may add or drop modules after being registered up to the first two weeks of Semesters 1 and 2 and the first week of the Summer Session.

ADD/DROP TIME FRAMEWORK

Students wishing to add/drop modules must do so by completing the Add/Drop Form online by the end of the second week of classes in Semesters 1 and 2 and the end of the first week of classes in the Summer Session. They must comply with any faculty-specific requirements concerning attending lectures and laboratories and continue attending all classes until the Add/Drop request has been fully approved.

ADD/DROP GUIDELINES

The Add/Drop period begins at the start of registration and continues until the second week of classes for semester 1(sem1) and semester2 (sem2) or the first week of classes for summer.

- Dropping a module after being enrolled will result in the dropped module being removed from your academic record.
- Adding a module after being enrolled will

result in the cost of the module being charged to your account in the absence of a waiver from the Registrar's Office.

- The adding and dropping of modules after the Add/Drop period ends is not allowed.
- You should consult your Academic Advisor before adding or dropping a module.
- If a core module is dropped i.e. a module that must be completed for your course of study, provisions must be made to take it in another academic period.
- Ensure that your current timetable can accommodate the added module(s).
- The maximum number of modules that may be dropped within a semester is three (3).

Adding modules will result in payment of additional fees where these are in addition to modules covered in tuition fees already paid.

Dropping a module may result in a refund of the tuition fee. Fees for modules dropped after the end of the Add/Drop period will not be reimbursed.

ACADEMIC ADVISOR

The Academic Advisor should ensure that the student is not applying to drop a module that is needed to fulfil his/her professional goals

and/or graduation requirements and by approving the Add/Drop request.

PROGRAMME DIRECTOR

The Programme Director should review the student's course diet and Add/Drop request, verify the accuracy of the information before approving the application.

Once approved, your request will be sent to the Office of Admissions and Enrollment Management for processing.

You will receive email notification regarding the status of your request once the status has been updated.

If you have any questions please direct them to the Office of Admissions and Enrollment Management.

IMPLICATIONS FOR ACADEMIC RECORDS

If a module is dropped using the stipulated Add/Drop process it will not appear on the student's academic records. If he/she stops attending class without dropping or withdrawing from a module by the stipulated deadlines a failing grade for the module will be on the transcript. See Regulation 3 for withdrawal from modules.



CREDIT ALLOCATION POLICY FOR MAJOR AND MINOR UNDERGRADUATE COURSES OF STUDY SPECIALISATION POLICY

(Under Review)

The policy presents the division of the specialisation credits to enable “major and “minor” specialisation descriptors in a course of study.

Although the courses of study in the University frequently exceed the 120–130 credit hour range prescribed (because of professional requirements or international comparability) the percentage allocated to categories of modules in a course of study remains constant.

MAJOR SPECIALISATION IN A COURSE OF STUDY

A major specialisation is the primary focus of a course of study. It is a cohesive combination of modules, including introductory, intermediate, and advanced modules that designate a student’s primary area of specialization.

Single subject major: 46%– 52% credit hours

DOUBLE MAJOR SPECIALIZATION IN A COURSE OF STUDY

A double major consists of two majors. Double major: minimum 33 credits/maximum 37 credit hours each (25%–28% each major)

MAJOR/MINOR SPECIALIZATION IN A COURSE OF STUDY

A course of study with a major/minor specialisation includes a major as well as a minor specialisation which is a combination of courses designed to provide a cohesive introduction to an area of study beyond the major. Major/Minor: 30–36% credit hours (major); 16%–19% credit hours (minor).

SINGLE MAJOR WITH EMPHASIS

This is a course of study that has a single major with an area of emphasis which is a sub-specialisation within a major field.

Single major with emphasis: 36–42 credit hours (major) (28%–32%) + 26–32 credit hours (20%–25%) (emphasis).

The calculation of the number of credits into which these percentages translate in a specific course of study is based on the initial determination of the total number of credits in the course, and the application of the percentage(s) to that credit total.

TRANSFER CREDIT AND EXEMPTION POLICY

(Under Review)

1.0 TRANSFER CREDITS

A transfer credit is one earned for a module successfully pursued at an approved tertiary institution and deemed equivalent to one in a UTech undergraduate course of study. No grades are issued for these credits, but the credit counts toward completion of the course of study. Transfer credits, therefore, are not calculated in the Grade Point Average (GPA), but will appear on the student's academic record as Transfer Credit and to fulfil requirements for graduation.

Only official transcripts from other institutions may be used to evaluate and/or award credit. To be eligible for evaluation, the grade for the module must appear on the official transcript from the institution. New students must request that an official transcript from all previously attended institutions be mailed to the Office of the Registrar. Eligibility for credit towards a module does not guarantee admission to that course of study.

Modules used as basis for matriculation are not recorded as transfer credits, and they do not form part of the University's record of the student's academic performance.

1.1 MODULE EQUIVALENCIES

- a. Transfer credits will be awarded based on the nature, level, content and comparability of the module to that offered by the University.
- b. For the equivalent number of credits to be granted, at least 80% of the content of the module syllabus should be equivalent to that offered at the University.
- c. Where there is not an exact module equivalent and the module is acceptable for undergraduate credit in a specific discipline, the module may be used to fulfil University/specialization/technical elective requirements upon approval by the appropriate Faculty/College.
- d. The credit transferred must be appropriate and applicable to the educational goals of the course of study.

1.2 TRANSFER CREDIT LIMIT FOR A COURSE OF STUDY

- a. The maximum number of credits that may be transferred from other institutions is fifty percent (50%) of the number of credits required for graduation.
- b. Where a student is being transferred from one UTech course of study to another

- closely related course, limits on the number of credits may be waived at the discretion of the Programme Director.
- c. Students may only apply for transfer credits that are relevant to their course of study.
 - d. The number of transfer credits may affect eligibility for certain class of awards. To be awarded a first class or upper second class honours degree, transfer students must complete at least 80% of the full course of study at UTech (Regulation 3).

1.3 ACCEPTABILITY OF MODULES

- a. To be eligible for credit transfer, a module must have been completed within five years prior to the year of application for credit. This is also applicable for modules transferred within UTech courses of study or modules that have been banked by occasional students. A lower time-limit for eligibility may be set by the Faculty/College for modules where the state of knowledge changes rapidly.
- b. A minimum grade of C is required for credit transfer of modules taken in undergraduate degree courses of study. Individual Schools/Departments have discretion to adopt a higher minimum grade where appropriate, such as in core modules. Performance designations other than letter or percentage grades are not acceptable for transfer credit.

- c. Credit will not be granted for the research component of a degree or diploma.
- d. The transfer of credits upon admission is a one-off exercise. No subsequent transfer of credits will be undertaken during the course of the admittee's study.

1.4 APPEAL OF TRANSFERABILITY OF MODULE EQUIVALENCIES

Students who wish to appeal the outcome of a transfer credit application may request a review of the decision by applying in writing to the Registrar. When making an appeal, students must provide supporting documentation (which include syllabus, module description, examination paper, etc.) before any consideration can be made.

1.5 PROCEDURE

- a. Applicant should complete the Application for Transfer Credit form, and enter the details of the modules for which he/she wishes to be evaluated.
- b. Attach supporting documentation (detailed module outline/description, syllabus, examination papers, transcript, etc.) for each module the Applicant wishes to evaluate. The Applicant may also be requested to attend an interview.
- c. Have an official transcript from each transfer institution mailed directly to the Office of the Registrar at least four (4) weeks prior to the start of the semester in which the Applicant will be enrolled.

- d. The appropriate Subject Leader/Programme Director/Module Coordinator will evaluate the application two (2) weeks prior to the start of the first week of classes.
- e. Once the evaluation is complete the Applicant will be notified in writing by the respective Faculty/College of the result of the evaluation by the end of the first week of classes.

Students are strongly advised to apply for transfer credits as soon as they have confirmed their Offer of Acceptance. All transcripts and other documents filed in support of transfer credit request become the property of UTech.

2.0 EXEMPTION

An exemption is (a) the award of credits for workplace or professionally certified experience where the learning outcomes are deemed equivalent to those prescribed in a UTech module, and/or (b) the award of credits for equivalent module successfully pursued at an approved institution, which were not considered during the initial application to the course of study. Students will be assigned a grade of EXEM for exemption, which will not be calculated in the GPA.

Exemption, however, needs to be based on a balance between recognising the importance of accrediting prior learning and ensuring that students granted exemption from a module

can prove that they have the knowledge, skills and competencies which form the objectives of that course of study.

2.1 BASIS OF EXEMPTION

- a. Exemption from modules may be granted through prior learning assessment (PLA) or by taking a qualifying exam.
- b. Seminars, workshops, training programmes, relevant and related work experience acquired in industry, and other formal learning experiences provided by non-accredited institutions may be eligible for consideration in the evaluation process, upon receipt of documentary evidence.

2.2 DOCUMENTATION OF EXEMPTED MODULES

- a. An exemption will be recorded on the student's transcript and will include the number of credits recognised.
- b. Academic credits gained through the PLA system will appear on the transcript as 'PA.'
- c. Exempted modules will not be included in the GPA; however, the number of exemption may affect the class of awards.

2.3 CREDIT LIMIT AND ACCEPTABILITY

- a. Students are expected to complete at least fifty percent (50%) of the course of study as registered students of the University,

- including 60% of levels 3 and 4 modules, to receive a University award.
- b. A student will only be allowed one (1) exemption from a Co-operative Education module in any course of study.
 - c. To be eligible for exemption, a module must have been completed within five years prior to the year of application for module exemption, in a UTech course of study or at another approved/accredited tertiary institution.
 - d. The related work experience in industry must be acquired for a period of time as specified by the respective School.

2.4 FEES TO BE PAID FOR EXEMPTED MODULES

University policy applies.

2.5 PROCEDURE

- a. Complete the Application for Module Exemption form, which is available in the Faculty/College Student Affairs Office. Exemption for service modules must be done on a separate form.
- b. Submit the completed form(s) to the Faculty/College Student Affairs Office along with all supporting documentation (including module description, transcript, syllabus, and statement of achievement and level achieved) no later than two (2) weeks after the start of the semester in which the exemption is being sought. If the request for exemption is based on

- related work experience in industry, also submit verification letter with job description attached. Further, if the student is the proprietor of the business in which the experience is gained, submit supporting documentation that has been notarised.
- c. The appropriate Subject Leader/Programme Director/Module Coordinator will evaluate the application (for comparability of the quality/suitability of the experience/module). For work-related experience, the Programme Director must obtain the endorsement and signature from the School's Co-operative Education Co-ordinator.
 - d. The School/Department may also request that the student takes a Challenge Examination or attend an interview before arriving at a final decision.
 - e. The Faculty/College Student Affairs Office will inform the student in writing of the result of the evaluation by the end of the fourth week of classes. If exemption is granted, the student is not required to complete the Add/Drop form unless he/she wishes to add other module(s).

Note:

- a. It is advisable to submit application for exemption before the start of the semester in which the module is being offered. Otherwise, a student may not be able to add other module(s) until the next semester.
- b. Students are expected to attend all classes (where required) and complete all assignments until the exemption is confirmed.



UNIVERSITY OF TECHNOLOGY, JAMAICA
OFFICE OF THE REGISTRAR
APPLICATION FOR TRANSFER CREDIT
(For modules successfully completed at the tertiary level)

Submit this form to the College/Faculty Student Affairs Office

Please complete the form in TRIPLICATE, typing or printing all information in BLOCK LETTERS.

NAME: _____ ID No.: _____
 ADDRESS: _____ PHONE: _____
 FACULTY/COLLEGE: _____ SCHOOL/DEPT.: _____ DIVISION: _____
 ACADEMIC YEAR: _____ COURSE CODE: _____ EMAIL: _____

Modules Taken in Other Courses of Study			Equivalent Modules in Current UTech Course of Study			
Name	Code	Institution/ Year	Name	Code	Approved	Denied

DOCUMENTS ATTACHED: (Please tick the appropriate box)
 Syllabus ~ Module Outline/Description ~ Other, please specify: _____
 Student's Signature _____ Date _____
 Retain a copy for your own record

 College/Faculty Official Stamp/Date Received

FOR OFFICE USE ONLY:

Date received _____ Documentation complete : Yes () No () Initials _____
 Evaluator s (PD/SI/MC) Recommendation _____

 Evaluator s Name: _____ Signature: _____ Date: _____
 HOS/D Name: _____ Signature: _____ Date: _____
 Asst. Registrar's Name: _____ Signature: _____ Date: _____



UNIVERSITY OF TECHNOLOGY, JAMAICA

OFFICE OF THE REGISTRAR

APPLICATION FOR MODULE EXEMPTION

Submit this form to the College/Faculty Student Affairs Office

Please complete the form in TRIPLICATE, typing or printing all information in BLOCK LETTERS.

NAME: _____ ID No.: _____

FACULTY/COLLEGE: _____ SCHOOL/DEPARTMENT: _____ DIVISION: _____

COURSE OF STUDY: _____ GROUP/LEVEL: _____

ACADEMIC YEAR: _____ SEMESTER: _____ EMAIL: _____

I hereby apply for exemption from the following module(s) in my course of study:

MODULE			DECISION (To be completed by Subject Leader/PD /HOD of module)		
Name	Code	Credits	Approved	Denied	Comments & Signature

For each module for which exemption is requested, please find attached the certified documentation:
(Please tick the appropriate box)

- ~ Transcript
- ~ Progress Report
- ~ Module description(s)
- ~ Syllabus/Module outline
- ~ PLA Certification
- ~ JD & Employer's Verification Letter
- ~ Affidavits

STUDENT'S SIGNATURE _____ DATE _____

Retain a copy for your own record

College/Faculty Official Stamp/Date Received

For Office Use Only:

Date received _____ Documentation complete: Yes () No ()

Fee Payments Completed: Yes () No () Initials _____

Evaluator s (PD/SL/MQ Recommendation: Code(s) for exempted module(s) _____

Evaluator's Name: _____ Signature: _____ Date _____

HOS/D Name: _____ Signature: _____ Date _____

Asst. Registrar's Name: _____ Signature: _____ Date _____

POLICIES GOVERNING THE IMPLEMENTATION OF ACADEMIC ADVISEMENT

(Under Review)

WHAT IS ACADEMIC ADVISEMENT?

Academic advisement is a structured support system available to every student when making important academic decisions related to his/her course, available options, electives, and academic progress in general. Academic advisement is managed in each Faculty or College by the Faculty or College Academic Advisement Unit (FAAU/CAAU).

WHAT IS THE FACULTY/COLLEGE ACADEMIC ADVISEMENT UNIT (FAAU/CAAU)?

The FAAU/CAAU serves as the hub of the advisement system in each College or Faculty and monitors the academic advisement system to assist students on academic probation restructure their programme diets. Consultations are held with students who were referred to the FAAU/CAAU by their Academic Advisor for more intensive academic advisement.

HOW IS ACADEMIC ADVISORS ASSIGNED?

All students will be assigned by their College or Faculty Advisement Unit, to an Academic Advisor upon registration at UTech. Your assigned

Advisor will continue with you throughout your university career.

WHAT SERVICES DOES YOUR ACADEMIC ADVISOR OFFER?

Your Academic Advisor will:

- explain the features of Regulation 3
- establish a reliable means of communicating with each other quickly
- provide individual counselling to discuss academic problems and University expectations
- explain/interpret academic policies and their implications for your success in your course of study as well as individual modules
- provide assistance/advice in deciding how you can meet the demands of your course and modules
- monitor your progress regularly if you are on academic probation
- assist you in academic problem-solving and/or interpreting academic demands of your course and modules (including the implications and applications of Regulation 3) so that you can achieve success in your studies.

ASSIGNMENT OF ADVISEES TO AN ACADEMIC ADVISOR

Each Academic Advisor is responsible for a group of no more than 30 advisees at any given time. This group can also serve as a support system for you during your University career. Your Advisor will follow your progress throughout your academic career at the University.

PROVISION FOR CHANGING YOUR ACADEMIC ADVISOR

Since students are assigned to an Academic Advisor at random, the match of Advisee and Advisor may sometimes be incompatible. Therefore, should you wish to request a change of your Academic Advisor, you may complete the form provided for that purpose, which is available from the College/ Faculty Academic Advisement Unit (CAAU/FAAU).



POLICY GOVERNING THE USE OF CELLULAR PHONES AND MULTIMEDIA/MOBILE DEVICES IN CLASSROOMS AND THE CALVIN MCKAIN LIBRARY

(Under Review)

Both students and staff members are required to turn off their cellular telephones, multimedia and mobile devices during classes. While students frequently keep their cellular phones in “Discreet” mode during classes, their getting up to leave the class in order to answer their phones is disruptive. Therefore, the University’s policy effective from January 2007 is that all cellular phones – whether students’ or staff members’ – must be turned OFF on entry to a class, and are to remain in that mode for the duration of the instructional period.

USE OF CELLULAR TELEPHONES TO RECORD CLASSES

Beginning in January 2007, students may NOT use cellular phones and/or multimedia/mobile devices to record classes or any part of classes without the express permission of the instructor. Such prohibition of recording includes lectures, class presentations, assignments, tutorial lessons and test/examination answers and/or solutions.

USE OF LAPTOP COMPUTERS IN CLASSES

With the permission of the instructor, students may use laptop computers in classes to take notes.

USE OF LAPTOPS AND MOBILE/MULTIMEDIA DEVICES IN CLASS PRESENTATIONS

Students may use laptop computers or other mobile/multimedia devices where they are required for project or other presentations that the students are making to a class or panel of judges.

SANCTIONS FOR NON-COMPLIANCE WITH THE POLICY

Students: A student who is found in breach of this policy may be asked to remove him/herself for the remainder of the class in accordance with Ordinance 14.

Lecturers: Students should report a lecturer’s

persistent interruption of classes/instruction by personal cellular telephone calls to their Head of School for action, in accordance with disciplinary measures under Ordinance 15.

EXCEPTIONS TO THIS POLICY

The policy will not apply in the following circumstances:

- Where students are using mobile technology to make class presentations or to connect with external sites as part of class assignments;
- Where a student or member of staff is

experiencing a personal emergency that requires constant contact, his/her cellular phone/mobile device may be kept on “Discreet” mode.

In the latter case, the student should inform the instructor and seek his/her permission before the beginning of the class. The instructor will notify the class of the possibility of the interruption at the beginning of the class. In the event of a call, the student/staff member will excuse him/herself, with a minimum of disruption to the class, to answer the emergency call.



POLICY AND PROCEDURES FOR HANDLING STUDENT COMPLAINTS

(Under Review)

THE UNIVERSITY'S COMMITMENT

The University of Technology, Jamaica is committed to:

- i. delivering high quality service and encourages its students to say where there is cause for concern and a case for improvement
- ii. providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties
- iii. ethical and responsible management, transparency in its decision-making processes, and a visible, accessible and fair complaints process.

The University views students' complaints as providing an opportunity to review and improve its policies and practices, and also to gain insight into student satisfaction levels.

It is expected that in raising possible issues of complaint, students themselves have observed their obligations as members of the University, through meeting their academic commitments and a level of general behaviour that is in concert with the University's regulations or reasonable consideration for others. The University's

commitments and student rights are declared in the Undergraduate Student Charter, July 2005.

UTech endeavours to handle complaints in a way that:

- i. encourages informal conciliation;
- ii. is fair and efficient;
- iii. treats complaints with appropriate seriousness, empathy and confidentiality;
- iv. facilitates early resolution;
- v. allows the University, in whole or in part, to benefit from the experience.

WHAT IS A COMPLAINT?

A complaint is a statement expressing dissatisfaction, made to a member of staff, academic or non-academic, or any other person in authority at UTech, that requires action or response.

The person making the complaint ("the complainant") will have to be identified to the person complained about ("the respondent").

Feedback from students about administrative and academic programs and services offered by the University is encouraged, and would not normally be viewed as a complaint unless specific redress was requested. In some cases, however, students may feel that they have

experienced unreasonable treatment, disadvantage or distress, about which they want to complain officially.

RESPONSIBILITIES OF STAFF AND STUDENTS

Designated officers are responsible for dealing appropriately with complaints and managing the resolution process, in keeping with the University's complaint handling policies and procedures. They are also responsible for ensuring that staff and students involved in the complaint resolution process understand their rights and responsibilities in relation to this policy.

Students and staff have a responsibility to contribute to the achievement of a productive, safe, equitable and harmonious study and work environment at UTech. In particular, students and staff have a responsibility to:

- i. participate in the complaint resolution process in good faith;
- ii. co-operate fully in any investigation process;
- iii. assist the person handling the complaint in reaching satisfactory resolution wherever possible, and avoid complaining about the same matter to several different units or individuals at the same time;
- iv. avoid making complaints or counter-complaints with mischievous or malicious intent.

SCOPE OF THE POLICY ON HANDLING STUDENT COMPLAINTS

This policy applies to all aspects of a student's educational experience at UTech. Students may make a complaint about any of the following:

- i. Other students of the University
- ii. Academic, administrative staff and support staff (including continuing, contract, sub-contract or casual, visiting appointments, guest lecturers)
- iii. Visitors to the University
- iv. People external to UTech that students interact with as part of an approved external programme of study such as work experience, industrial or clinical placements, continuing education or exchanges.

Students may make a complaint about any matter, which relates to their programme of study at UTech, even if the incident, which is the basis of the complaint, did not occur on campus. The scope of this policy includes incidents arising from field trips, external placements, exchanges, UTech social functions, or distance education courses.

Students are encouraged to raise their complaint in the first instance directly with the person concerned. This is appropriate in matters where the student feels comfortable with making a direct approach, or where the complaint does not relate to allegations of unlawful

behaviour (e.g. assault, harassment, or corruption).

Where it is not appropriate for the student to raise the issue directly with the other person/s, they can make a complaint to the appropriate UTech officer:

- i. In a Faculty, the appropriate officer may be the Programme Director, Head of Department, Head of School, Faculty Administrator or Dean.
- ii. If the complaint relates to an administrative unit, the appropriate officer would normally be the Head of the Unit.
- iii. No complaint will be pre-judged.
- iv. The appropriate officer has a responsibility to respond to complaints within a reasonable timeframe.
- v. Complaints will be responded to as quickly as possible in the circumstances, and complainants will be advised of the proposed timeframe for resolution.
- vi. Unless a complaint is unusually complex or involves allegations of misconduct, the University will achieve resolution of a complaint within 4 weeks of the complaint being lodged with the appropriate person in authority.
- vii. If it is not possible to achieve resolution within this timeframe the complainant will be advised of this, and will be kept informed of the progress of the matter.
- viii. Students should be aware that if the matter has been lodged initially at an inappropriate level of authority, it might take longer to respond to the complaint.
- ix. The appropriate officer will ensure that s/he has no conflict of interest or bias in relation to any party to the complaint, and that there is no perception by the parties that s/he has a conflict of interest or bias.
- x. If the person in authority does not believe s/he can handle the complaint in an impartial way, s/he will exclude themselves from the process, and refer the matter to his/her supervisor.
- xi. If one of the parties to the complaint believes that the person in authority has a conflict of interest or bias, s/he should refer the matter to that person's supervisor.
- xii. Confidentiality will be respected wherever possible within the constraints of the need to fully investigate the complaint, and matters pertaining to the complaint will not be discussed beyond the parties to the complaint and staff involved in resolving the complaint.
- xiii. Resolution of the complaint will usually take into account the preferred process of resolution of the person who made the complaint. However, there may be instances where a complaint is of such a serious nature that formal action is required that is beyond the wishes of the

complainant – e.g., when a complaint raises or relates to allegations of unlawful behaviour or corruption, or when the University's duty of care to staff or students may be compromised if no action is taken.

DEFINITION OF APPROPRIATE OFFICERS

The following persons are designated as appropriate officers and are empowered to act in accordance with Ordinance 1999/14 in relation to students' complaints within their area of responsibility:

- President
- Deputy President
- Vice Presidents
- Deans/Vice Deans
- Heads of School/Departments
- University Librarian
- Directors (Administrative)
- Snr./Assistant Registrars
- Resident Managers
- Any person acting in the above capacity.
- Any other person so designated by the Registrar of the University.

PROCEDURE FOR MAKING A COMPLAINT

A record must be kept of all actions taken to resolve a complaint at each stage of the process and should be recorded on the Student Complaint form in instances where the matter is being referred to the Registrar.

STAGE 1: DIRECT APPROACH

If a student has a complaint and feels comfortable to approach the individual who is directly responsible for the situation, s/he may do so. If s/he is satisfied with the response, no further action will be taken.

STAGE 2: COMPLAINT TO APPROPRIATE OFFICER

If the student is not satisfied with the response or feels that s/he cannot approach the individual directly, s/he should raise his/her complaint with the Appropriate Officer concerned.

If the student is satisfied with the response no further action will be taken.

STAGE 3: COMPLAINT TO THE REGISTRAR AND COUNCIL

If the student is not satisfied with the response by the Appropriate Officer, s/he may submit the complaint to the Registrar who will investigate the matter.

If the student is not satisfied with the outcome, s/he may appeal to the Council through the Registrar.

The Council will deal with the complaint as it sees fit. The Council's decision is final.

The procedure for making a complaint is summarised in Appendix I: Procedures for making a Complaint: A Summary for Students. (Page 189).

SOME POSSIBLE OUTCOMES OF A STUDENT COMPLAINT

- i. Through the resolution process, the student gains a better understanding of the situation so that his/her concerns are addressed.
- ii. A mutually acceptable resolution is reached through conciliation or mediation.
- iii. The student receives an apology, and/or the issue or behaviour that was the basis of his/her complaint is modified.
- iv. In some cases, the complaint cannot be substantiated and no further action will result.
- v. In more serious cases, the University's formal disciplinary processes will be invoked. Any disciplinary action will be undertaken in accordance with the processes prescribed in relevant Industrial Agreements (for staff) or Ordinance 1999/14 (for students). Formal warnings about inappropriate behaviour are a common outcome in the first instance, unless the behaviour is of a very serious nature (for example, involving repeated incidents of inappropriate behaviour or serious breaches of the University's Regulations, Policies, etc.). The most serious breaches may result in expulsion (for students) or dismissal (for staff).

NOTIFICATION OF OUTCOME

Students will receive written advice of the outcome of their complaint. The outcome will be in keeping with the seriousness of the incident, which was the basis of the complaint, and outcomes will be applied consistently across the University.

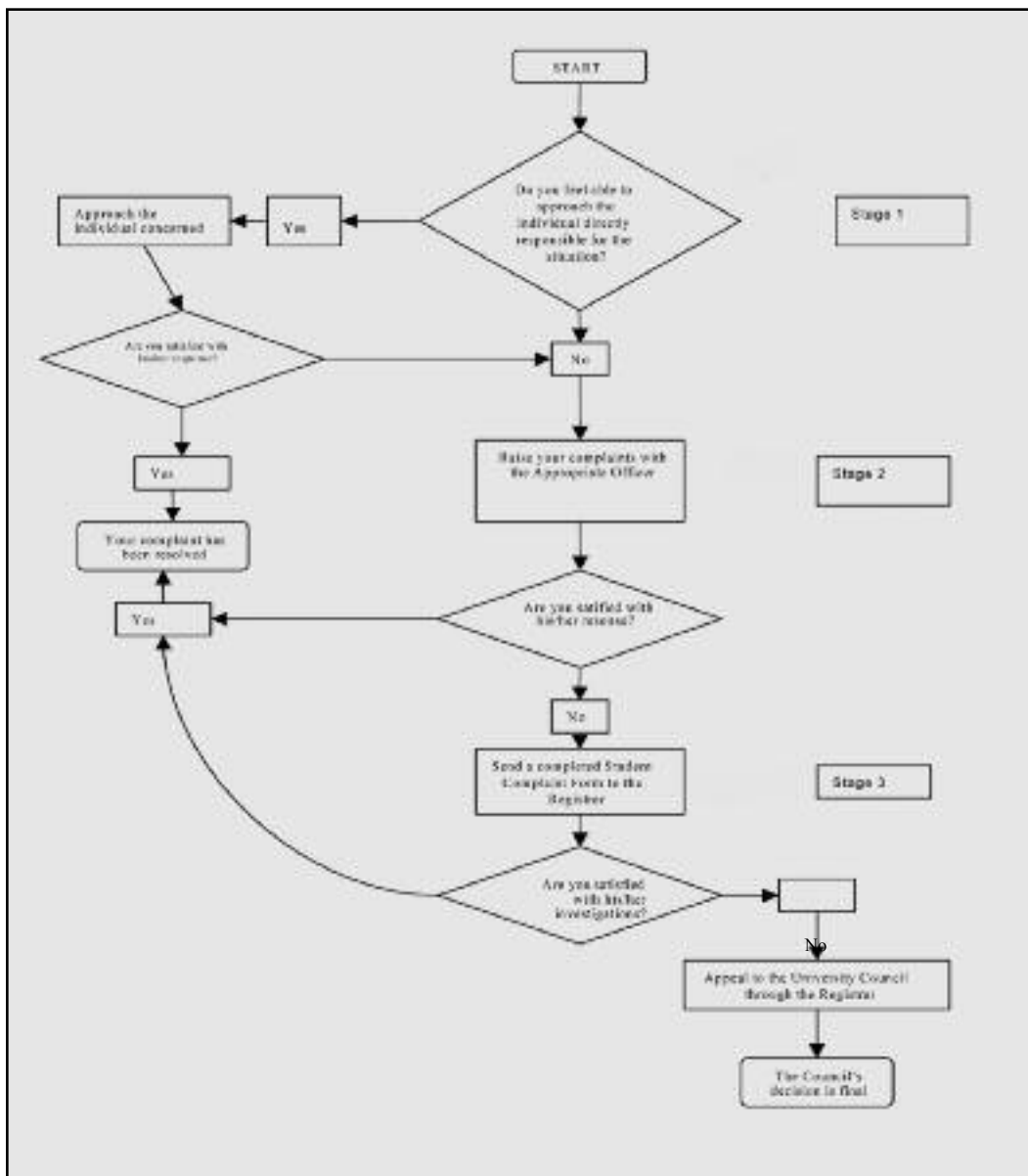
DOCUMENTATION

All documentation relating to complaints will be kept strictly confidential and will not be accessible to anyone who is not directly involved in handling the complaint. Any material about the outcome of the complaint will be placed on the appropriate student's file.

RELATIONSHIP TO OTHER UTECH POLICIES

This policy does not over-ride the established administrative or appeal procedures which would normally be followed in relation to academic matters; e.g., appeals against assessment grades, exclusion, etc.

PROCEDURES FOR MAKING COMPLAINTS: A SUMMARY FOR STUDENTS



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Monday - Friday 5:30 a.m. - 10:00 a.m.



Ronnie Thwaites

Attorney-at-law and Politician

Ronnie Thwaites first entered the media as a Radio Talk Show Host in 1976, as host of the programme 'Public Eye' on the now defunct JBC radio station. He is an attorney-at-law, former minister of religion and a politician, all of which have brought a unique dimension to his style of hosting Independent Talk. Thwaites has earned a reputation for his diplomatic approach to interviews, while eliciting invaluable information from his guests.

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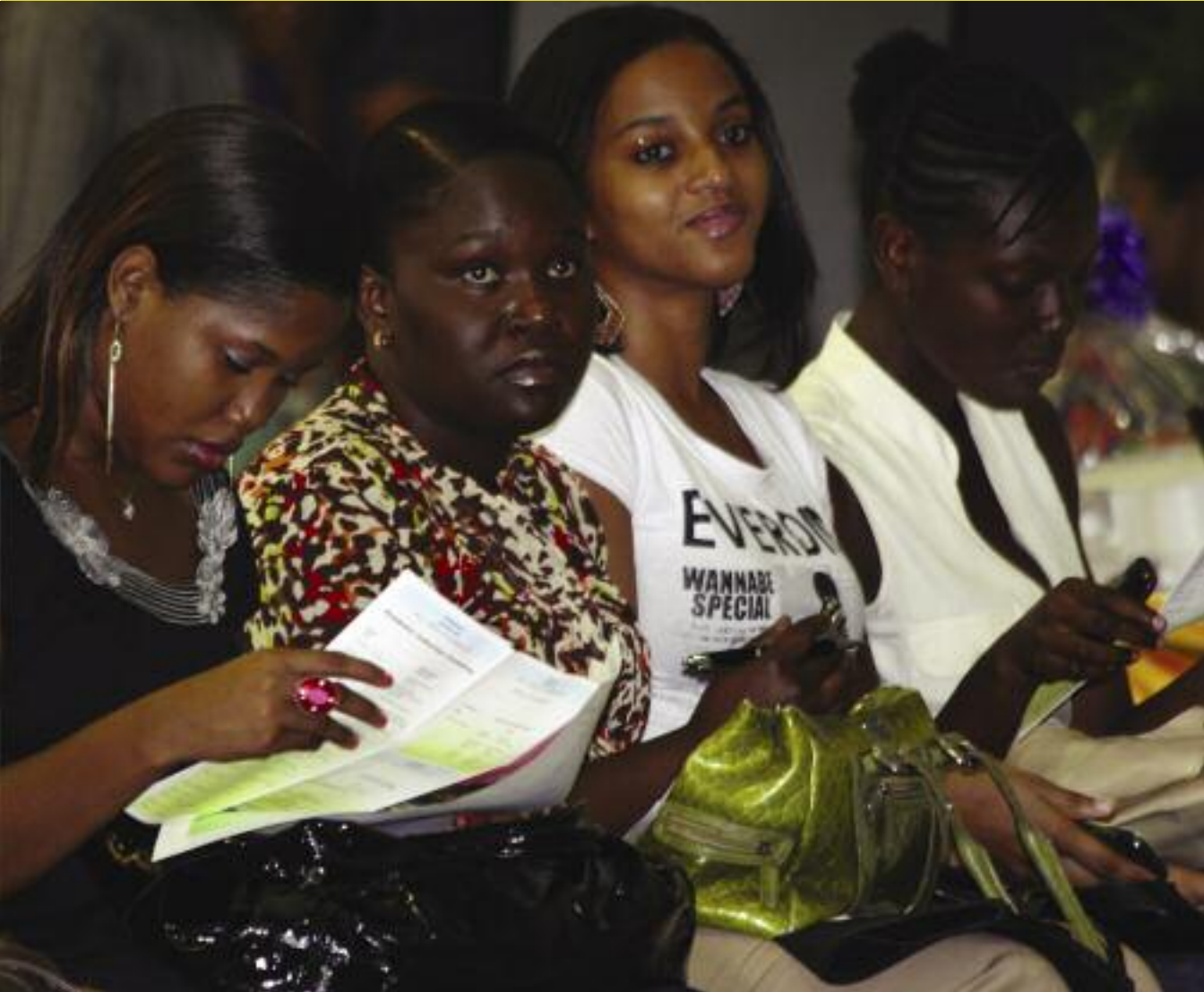


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SECTION J



ADDITIONAL INFORMATION

OTHER FREQUENTLY ASKED QUESTIONS (FAQ's)

1. HOW DO I TAKE A BREAK FROM MY STUDIES?

1. Complete a FSAAC form for a leave of absence or withdrawal.
2. Submit to the Students Relations Office, Student Services Building.

Note: Normally, approval is given for only one year. This time period will be excluded from the calculation of the time taken to complete your programme.

2. HOW MUCH TIME DO I HAVE TO COMPLETE MY COURSE OF STUDY?

The maximum timeframe is the prescribed timeframe (stated duration of the course of study) plus 2 years.

3. WHAT IS THE PROCEDURE FOR RE-ENTERING THE UNIVERSITY/A COURSE OF STUDY AFTER A PERIOD OF ABSENCE?

1. Complete the Application for Readmission form.
2. Submit to the Admissions Office.

4. WHEN DO I REGISTER AS A STUDENT OF THE UNIVERSITY?

Registration takes place 3 times per year – Semester 1, July-August, Semester 2, January and Summer session,

5. AS A YEARLONG STUDENT WHEN DO I REGISTER FOR A RE-DO?

In order to register for a Re-do you must have already registered as a student of the University in the periods indicated in 4 above.

The dates are indicated in the Significant Dates section of the Handbook. Missed exams will be recorded as a failure.

6. WHEN ARE RE-DO EXAMS OFFERED?

During semester 1, semester 2 and summer session examinations.

7. WHAT IF I MISS AN EXAM?

1. Notify your Head of School as soon as possible.
2. If it was due to illness, submit a medical certificate within 5 working days of the missed exam to the Health Centre Administrator. Otherwise, you will be assigned a zero.

8. WHAT DO I NEED IN ORDER TO SIT AN END-OF-SEMESTER AND SUMMER SESSION EXAMINATIONS?

1. Examination Card
2. Valid UTech ID card.

9. WHEN ARE EXAMINATION CARDS DISTRIBUTED?

Cards are distributed at designated times during the weeks preceding the start of each University exam session. Dates are indicated in the Significant Dates section of the Handbook. Cards collected after the start of the examination session will attract a penalty of \$700.

10. HOW DO I REPLACE MY EXAM CARD?

1. Pay the \$200 fee at Accounts Receivable.
2. Submit your receipt to the Examinations Centre, Main Administration Building.

11. WHERE DO I OBTAIN MY EXAM RESULTS?

eVision

12. WITH WHOM DO I SPEAK REGARDING OMISSION OF MODULES FROM MY DIET?

You may speak with the Student Affairs Assistant in your college/faculty/school office.

13. CAN I RE-DO A MODULE WITHOUT ATTENDING CLASSES?

No. You must redo the module, i.e., register for the failed module, attend classes, complete all the coursework and sit the final exam if applicable.

14. UNDER WHAT CONDITIONS MAY I OBTAIN A GRADE REVIEW?

You may obtain a grade review only if there were extenuating circumstances not known to

the examiners, or evidence of irregularities in the conduct of the examination.

15. HOW DO I APPLY FOR A GRADE REVIEW?

1. Complete the Application for Grade Review form.
2. Pay the \$640 per credit fee at Accounts Receivable.
3. Submit the form and receipt to your college/faculty/school office.

The submission of the form and receipt should take place during the 2-week period following the posting of results.

16. HOW DO I EFFECT A TRANSFER?

1. Complete the "Request for Transfer form", in Triplicate. The form is available in your College/Faculty/School office.
2. Submit to your current Head of School before July 31.

Note: Transfers are not automatic and will be influenced by a variety of factors including your qualifications, academic status, aptitude for the discipline and space availability.

17. HOW DO I APPLY FOR AN ACADEMIC RECORD (TRANSCRIPT)?

A transcript is an academic record of the programme and grades for modules(passed/failed) taken by a student and any certification earned.

1. Complete the Transcript/Statement/Status Letter form available from the Student

Record Office, Administration Building or download from our website, at www.utechjamaica.edu.jm.

2. Pay the fee, (Transcript, JA\$1,000, Express Transcript, JA\$1,500, Status letter/Statement, JA\$700), at Accounts Receivables.
3. Submit the form to the Student Record Office.

Please note: Online fee payment is not available.

18. HOW DO I APPLY FOR A CHANGE OF NAME?

1. Complete a Change of Information form available at the front desk of the Student Records Office, Administration Building, by August 31 for the current academic year. Important Note: A name change cannot be effected after a student has left the University.

19. HOW DO I REPLACE MY ID CARD?

1. Pay the \$1,000 fee at Accounts Receivable
2. Take the receipt to the Admissions Office, which will make arrangements with the Safety & Security Department for a replacement.

20. HOW DO I CORRECT INFORMATION ON AN ID CARD?

1. Report the matter to the Admissions Office, which will make arrangements with the Safety & Security Department for a replacement card to be done.

21. HOW DO I PREPARE FOR GRADUATION?

1. Complete the Application to Graduate form.
2. Register to attend the ceremony during the period indicated in the section on Significant Dates (page 10).



IMPORTANT CONTACT NUMBERS

Kingston Campus

Arthur Wint Drive	754-7347
Main Campus (Papine)	927-1680-8
Slipe Pen Road	948-9057/948-8784
UTech Academy	970-5087
UTech/JIM School of Advanced Management	927-5857/927-9704
Lionel Town	970-5315/5318

College of Health Sciences

Dean	970-5316
Vice Dean	970-5511
School of Allied Health & Nursing	970-5850
School of Oral Health Sciences	754-7347
School of Pharmacy	970-5311
School of Public Health and Health Technology (Slipe Road)	948-8784/948-9057
College Administrator	970-5312
Student Affairs Assistant	970-5314

Faculty of The Built Environment

Dean	970-5257/56
School of Building & Land Management	970-5333/5
Caribbean School of Architecture	970-5355-7
Faculty Administrator	970-5284
Student Affairs Assistant	970-5335/5355

IMPORTANT CONTACT NUMBERS

College of Business and Management

Dean	970-5140
Vice-Dean (UTech/JIM)	927-5857
School of Business Administration	970-5369
School of Hospitality & Tourism Management	970-5430
Joan Duncan School of Entrepreneurship Ethics and Leadership	970-5623
College Administrator	970-5367
Student Affairs Assistants (SOBA)	970-5110/5126/5108
Student Affairs Assistants (SHTM)	970-5431/5433-4
Student Affairs Assistants (JDSEEL)	970-5623

Faculty of Education & Liberal Studies

Dean	970-5419-0
Vice Dean	970-5453
Department of Liberal Studies	970-5407/970-5447
School of Technical & Vocational Education	970-5403
Faculty Administrator	970-5418/970-5467
Student Affairs Assistants	970-5423/5182/2597

Engineering & Computing

Dean	970-5166
Vice Dean	970-5158
School of Computing & Information Technology	970-5160
School of Engineering	970-5220/970-5244
Faculty Administrator	970-5295
Student Affairs Assistants	970-5163/5044/5153/5246/5165

Faculty of Law

Dean	970-5238
Faculty Administrator	970-5530
Student Affairs Assistants	970-5530/5531/5238

IMPORTANT CONTACT NUMBERS

Faculty of Science & Sport

Dean	970-5860/5866
Centre for Science-based Research, Entrepreneurship and Continuing Studies	970-5871
School of Mathematics & Statistics	970-5872
School of Natural & Applied Sciences	970-5287
Caribbean School of Sport Sciences	970-5869
Faculty Administrator	970-5864
Student Affairs Assistant	970-5860

Western Campus

Kent Avenue, Montego Bay	940-2194/1621, 979-3342
UTech School of Nursing	971-8332/1229
Trelawny Multi-purpose Stadium	970-5087/809-1712

Administration

President	927-1680 ext. 2066
Deputy President	927-1680 ext. 2032
Registrar	970-5035-6
Senior Assistant Registrar – Academic Services	970-5255
Assistant Registrar – Student Services	970-5280/970-5193
Accommodation Office	970-5191/970-5262
Admissions & Enrolment Management	970-5014/832-6193
Career and Placement Office	970-5030
Counsellor	970-5460/5469/5028
Examinations	970-5000
International Students' Coordinator	970-5179/970-5194
Office of the Customer Service Advocate	Toll free 1-888-991-5130
Student Records Office	970-5020

IMPORTANT CONTACT NUMBERS

Administration *(cont'd)*

Student Relations Office	970-5008/2359
Technology Innovation Centre	970-5505/5501
Accountant, Receivables	970-5057
Alumni Relations	970-5468
Cheque Disbursement	970-5013
Continuing Education, Open & Distance Learning	970-5037
Corporate Communications	970-5299
Culture & the Arts	970-5201
Drug Information Service	970-5304
Enterprise Applications Systems	970-5266
Finance & Business Services	970-5061
Financial Aid/Scholarship Office	970-5192/5219
Health Services Management	970-5459
Housekeeping Administrator	970-5455
Library	970-5385/5386
Office of Intellectual Property	970-5576
Printery	970-5157
Safety & Security Office	970-5552/970-5221/5559
Self Access Learning Centre	970-5012/5407
Sports & Physical Education	970-5096
Student Recruitment Officer	970-5075
Students' Union	970-5223/5286
Technology & Information Management	970-5196

Resident Managers

Farquharson Hall	927-1680 – exts. 2469/2010 927-1680 – exts. 2142/2102
Hall A	927-1680 – exts. 2476/2134
Hall B	927-1680 – exts. 2495/3204

IMPORTANT CONTACT NUMBERS

Hall E	927-1680 – exts. 2488/2418
Hall F	927-1680 – exts. 2487/2134
Garvey Hall	927-1680 – exts. 3577/2287

Hall Extensions

Hall A	927-1680 – exts. 2477/2478-9/2520
Hall B	927-1680 – exts. 2494/2496-7
Hall E	927-1680 – exts. 2489/2493/2490
Hall F	927-1680 – exts. 2482-4/2485-6
Garvey	927-1680 – exts. 2474/2201/2205
Farquharson	927-1680 – exts. 2049/2471/2178/ 2063



The **Declaration of Authorship Form** is to be completed and submitted by students along with their research papers; for group assignments each student is required to complete and submit a separate form.

Please note that grades should not be assigned if research papers are not accompanied by the signed Declaration of Authorship Form.



UNIVERSITY OF TECHNOLOGY, JAMAICA
Declaration of Authorship

FACULTY: _____

School/Department: _____

Course Code & Title: _____

Submitted To: _____
(Lecturer/Supervisor)

Submitted By: _____
Student's name

ID Number

Address, home, cell & work tel. Numbers

Date of Submission: _____

Title of Assignment: _____

Declaration: I certify that I am the author of this paper and that any assistance I received in its preparation is fully acknowledged and disclosed in the paper. I have also cited all sources from which I used visuals, data, ideas or words, either quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for this course. I also understand that a grade will not be assigned without the submission of this agreement.

Student's Signature: _____

Lecturer's/Supervisor's Grade for Assignment:

Lecturer's/Supervisor's Comments:

Note: For group assignments each student is required to complete a separate Declaration of Authorship.

*Ref: Regulation 5: Conditions and Procedures
Governing Student Academic Misconduct*



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Let's build a future together
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Sailing bravely through any weather
So as we seek to enrich our lives
And new horizons explore
UTech stands to point the way
To make our future secure

Chorus

University of Technology, Jamaica
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And the knowledge you give
Teaches us how to live
So to UTech we'll always be true
You teach us to give of our best
To lend a hand, to inspire
To answer where'er duty calls
And to aim yet higher and higher
Wherever our lives shall lead us
Your banner will be unfurled
As we proudly stand to serve
Our nation and the wide world.

Composed by Noel Dexter

GLOSSARY

AMIP	–	Academic Misconduct Inquiry Panel
BBA	–	Bachelor of Business Administration
BGSRE	–	Board of Graduate Studies, Research and Entrepreneurship
BUS	–	Board of Undergraduate Studies
CARPIN	–	Caribbean Poison Information Network
CEEC	–	Computing, Engineering and Entrepreneurial Centre
CEODL	–	Continuing Education and Distance Learning
COBAM	–	College of Business and Management
COHS	–	College of Health Sciences
COHS	–	College of Health Sciences
CSA	–	Caribbean School of Architecture
CSOSS	–	Caribbean School of Sports Sciences
CSP	–	Community Service Programme
CSRECS	–	Centre for Science-Based Research, Entrepreneurship and Continuing Studies
CUSA	–	Caribbean University Sports Association
DOLS	–	Department of Liberal Studies
DOM	–	Department of Mathematics
EAS	–	Enterprise Application Systems
FELS	–	Faculty of Education and Liberal Studies
FENC	–	Faculty of Engineering and Computing
FHAS	–	Faculty of Health and Applied Science
FOBE	–	Faculty of the Built Environment
FOL	–	Faculty of Law
FOSS	–	Faculty of Science and Sport
FSAAC	–	Faculty Student Academic Affairs Committee
GPA	–	Grade Point Average
HOS	–	Head of School

GLOSSARY

ICT	–	Information Computer Technology
ID	–	Identification Card
IPSL	–	International Partnership of Service Learning
ISAS	–	Integrated Student Administrative System
JAMVAT	–	Jamaica Values and Attitudes Programme
JAWS	–	Job Access Work System
JDSEEL	–	Joan Duncan School of Entrepreneurship Ethics and Leadership
LIMS	–	Library Information Management System
MAIS	–	Master of Arts in International Service
OCDE	–	Office of Curriculum Development and Evaluation
ODUCC	–	Organización Deportiva Universitaria de Centroamérica y del
PH&HD	–	Public Health & Health & Health Technology
SARAS	–	SeniorAssistant Registrar, Academic Services
SBLM	–	School of Building and Land Management
SCIT	–	School of Computing and Information Technology
SGSRE	–	School of Graduate Studies, Research & Entrepreneurship
SHTM	–	School of Hospitality and Tourism Management
SLB	–	Students' Loan Bureau
SOE	–	School of Engineering
SOHS	–	School of Oral Health Services
SOMAS	–	School of Mathematics and Statistics
SONAS	–	School of Natural and Applied Sciences
SOTAVE	–	School of Technical and Vocational Education
TIC	–	Technology Innovation Centre
UCJ	–	University Council of Jamaica
UNESCO	–	United Nations Educational, Scientific and Cultural Organization
WED	–	Workforce Education and Development
WiFi	–	Wireless Dial-up Connectivity

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