



**MASTER OF SCIENCE DEGREE**

**IN ACCOUNTING**

**HANDBOOK**

**2011-12**

# TABLE OF CONTENTS

<b>Introduction</b>	1
<b>Admission Requirements and Application Procedures</b>	2
<b>Fees</b>	
Tuition and Miscellaneous Fees	3
Examination Resits and Examination Only Fees	4
Cohort 2 Tuition Fees	5
Cohort 1 Tuition Fees	6
2011-2012 Miscellaneous fess & Charges	7
Registration and Identification	8
Fee Payment Deadlines and Payment Locations	9
<b>List of courses</b>	10
<b>Cohort 2</b>	
<b>Structure of Programme</b>	
Part Time	11
<b>Year 1 Time Table</b>	
Part Time	12
<b>Year 2 Time Table</b>	
Part Time	13
<b>Year 1 Examination Schedule</b>	
Semester 1, 2 and Summer Courses	14
<b>Year 2 Examination Schedule</b>	
Semester 1, 2 and Summer Courses	15
<b>Cohort 1</b>	
<b>Structure of Programme</b>	
Part Time	16
<b>Year 1 Time Table</b>	
Part Time	17
<b>Year 2 Time Table</b>	
Part Time	18
<b>Year 1 Examination Schedule</b>	
Semester 1, 2 and Summer Courses	19
<b>Year 2 Examination Schedule</b>	
Semester 1, 2 and Summer Courses	20
<b>Course Description</b>	21
<b>Attendance Policy, Cellular Telephones and Notice Board</b>	25
<b>Course Work Assignment</b>	26
<b>Examinations</b>	27
<b>Plagiarism</b>	28

# **Introduction**

The Department of Management Studies is the premier provider of academically-oriented accounting education within the Caribbean region. The Department is committed to producing masters accounting graduates with well developed analytical and technical capabilities, intellectually adaptive thought processes and an orientation toward life long learning, enabling them to become effective accounting and management practitioners and researchers.

The MSc Accounting programme continues to be one of the sources for the provision of Chartered accountants in Jamaica. The MSc (Accounting) degree is accepted as the final professional examination for admission to the Institute of Chartered Accountants of Jamaica. The Institute of Chartered Accountants of Jamaica on its 40<sup>th</sup> anniversary in 2005, signed a Cooperation Agreement with the University of the West Indies for the continued recognition of the degree as an appropriate programme for the recognition of Chartered Accountants in Jamaica.

The MSc Accounting programme is offered on a part-time basis. The programme consists of 12 courses. The part-time programme is 24 months, 6 semesters with two courses per semester, (Sundays 8:00a.m - 4:00pm) including summer.

## **Admission Requirements**

All candidates should have an undergraduate degree. Candidates should have an examination mark of 50 or more in the following courses or equivalent courses.

Introduction to Financial Accounting  
Introduction to Cost & Management Accounting  
Introduction to Microeconomics  
Introductory Statistics or Calculus 1 for Business & Social Sciences  
Mathematics for the Social Sciences  
Financial Accounting I  
Financial Accounting II  
Management Accounting I  
Management Accounting II  
Business Law  
Company Law  
Auditing I  
Taxation I  
Financial Management I  
Computer Applications  
Principles of Marketing  
Organizational Behaviour

## **Application Procedures**

Candidates should apply for admission through the Graduate Studies and Research Section. Candidates meeting the initial selection criteria will be contacted on or before the first week in June of each year and some candidates may be invited for an interview on campus. Final decisions will normally be made by the final week in June, each year.

# Tuition and Miscellaneous Fees

## Cohort 2

The **part time** Master of Science Degree in Accounting is being offered as a self financing programme. The part time **tuition fee for cohort 2** (admission 2011) per course is J\$65,450 (approximately US\$762). The tuition fee includes the provision of textbooks, coffee breaks and Lunch. In addition to the tuition fee, **students are also required to pay miscellaneous fees at the start of each academic year** (guild fee, health fee, dental fee, hall attachment fee, shuttle bus fee, sports fee, identification card fee, and registration fee). The miscellaneous fees for cohort 2 part time students not residing on hall for the academic year 2011-12 is J\$10,070 (approximately US\$114).

## Cohort 1

The **part time** Master of Science Degree in Accounting is being offered as a self financing programme. The part time **tuition fee for cohort 1** (admission 2010) per course is J\$59,500 (approximately US\$676). The tuition fee includes the provision of textbooks and coffee breaks. In addition to the tuition fee, **students are also required to pay miscellaneous fees at the start of each academic year** (guild fee, health fee, dental fee, hall attachment fee, shuttle bus fee, sports fee, identification card fee, and registration fee). The miscellaneous fees for cohort 1 part time students not residing on hall for the academic year 2010-11 is J\$10,070 (approximately US\$114).

Exchange rate J\$86 = US\$1

## Examination Resits

### Cohort 2

Part time      J\$32,725      (half of tuition fee per course)

### Cohort 1

Part time      J\$29,750      (half of tuition fee per course)

## Examination Only Fees

### Cohort 2

Part time      \$12,100

### Cohort 1

Part time      \$11,000

To qualify for examination only you must receive a mark of 40% to 49% on the final examination. Students who receive a mark of less than 40% must pay for an examination resit. **Students who fail a course twice normally are asked to withdraw from the programme. However, if the Department is aware of extenuating circumstances why a student should be given a 3rd attempt at an examination, a recommendation will be made to the Office of Graduate Studies and Research for approval of the Board for Graduate Studies and Research.** Please see Regulation 4 of the General Regulations for Graduate Diplomas and Degrees.

## Cohort 2 Tuition Fees September 2011 Admission

### Part time Programme (cohort 2)

<b>Year one (2011-12)</b>		J\$	US\$
Semester 1	2 courses	130,900	1523
Semester 2	2 courses	130,900	1523
Summer	2 courses	<u>130,900</u>	<u>1523</u>
		392,700	4,569
		=====	=====
<b>Year two (2012-2013)</b>		J\$	US\$
Semester 1	2 courses	130,900	1523
Semester 2	2 courses	130,900	1523
Summer	2 courses	<u>130,900</u>	<u>1523</u>
		392,700	4,569
		=====	=====

Exchange rate J\$86 = US\$1

## Cohort 1 Tuition Fees September 2010 Admission

### Part time Programme (cohort 1)

<b>Year one (2010-11)</b>		J\$	US\$
Semester 1	2 courses	119,000	1,352
Semester 2	2 courses	119,000	1,352
Summer	2 courses	<u>119,000</u>	<u>1,352</u>
		357,000	4,056
		=====	=====
<b>Year two (2011-2012)</b>		J\$	US\$
Semester 1	2 courses	119,000	1,352
Semester 2	2 courses	119,000	1,352
Summer	2 courses	<u>119,000</u>	<u>1,352</u>
		357,000	4,056
		=====	=====

Exchange rate J\$88 = US\$1

## 2011-2012 Miscellaneous fees and Charges

### New Part-Time Students

	<b>J\$</b>	<b>US\$</b>
Identification Card – First Issue	500	5.68
Registration Fee	20	0.23
Other –Guild, Health, Dental and Sports Fees	10,070	114.43
<b>Total</b>	<b>10,590</b>	<b>120.34</b>

Exchange rate J\$86 =US\$1

## **REGISTRATION**

Before the start of the academic year students are required to register for Semester 1, Semester 2 and summer, for that academic year. For part time year 1 and year 2 list of courses (see page 10).

## **IDENTIFICATION CARD**

New students can obtain an identification card after paying the identification card fee. New students can register after obtaining an identification card and paying the registration fee.

The cost for identification card renewal is J\$500 (approximately US\$6). The renewal fee is also applicable to students who change their enrollment status. The cost for identification card replacement is J\$750 (approximately US\$9).

## Fee Payment Deadlines

Courses should be selected for all semesters at the start of the academic year (see structure of programme). **All tuition fees and miscellaneous fees become due and payable at the start of each academic year. Students may opt to pay on a semester basis. Semester 1 tuition fees and miscellaneous fees must be paid by the last working day in September of that semester, semester 2 tuition fees and miscellaneous fees must be paid by the last working day in January of that semester and summer tuition fees must be paid by the last working day in May of that semester.** Failure to meet the deadlines will result in financial penalties (late registration fee of \$1,000 as well as a fine of (1) one per cent on the amount of fees outstanding).

The final day for payment of Semester 1 fees is October 25 of that semester, the final day for payment of Semester 2 fees is February 25 of that semester, and the final day for payment of summer fees is June 25 of that semester. Any student who does not comply with the final payment deadline will not have completed his/her registration and will be given compulsory Leave of Absence for the semester. A student on compulsory leave of absence will not be allowed to attend lectures, and will not be able to access facilities such as the Health Centre and the Library.

**Students are required to check on-line for financial clearance 3 days after payment of fees.** Payments at UWI Bursary Cashier are usually updated to your UWI account within 24 hours.

## Payment Locations

Fees can be paid at the following locations without a UWI generated payment voucher:

- UWI Bursary Cashier
- On line using UWI Mona E Commerce
- Paymaster
- Bill Express
- National Commercial Bank (NCB)- island wide

You will be required to provide your student ID number and the amount you wish to pay to the cashier/teller. In addition you may be required to complete a deposit slip at some locations.

## List of Courses

Course Code	Course Name	Number of Credits
ACCT 6101	Accounting and Related Theory	4
ACCT 6102	Advanced Financial Accounting	4
ACCT 6103	Advanced Financial Reporting	4
ACCT 6104	Advanced Auditing	4
ACCT 6105	Advanced Management Accounting	4
ACCT 6106	Advanced Taxation	4
MGMT 6100	Management Information Systems	4
MGMT 6115	Corporate Environment and Strategy	4
MGMT 6116	Corporate Finance	4
MGMT 6117	Financial Markets and Investments	4
MGMT 6118	Legal Environment of Business	4
MGMT 6010	Research Project	<u>3</u>
		47
		==

# **Structure of Programme (Cohort 2)**

## **Part Time**

### **Admission 2011**

#### **Year 1**

##### Semester 1

Course Code	Course Name
ACCT 6103	Advanced Financial Reporting
MGMT 6118	Legal Environment of Business

##### Semester 2

Course Code	Course Name
MGMT 6117	Financial Markets and Investments
ACCT 6106	Advanced Taxation

##### Summer

Course Code	Course Name
ACCT 6105	Advanced Management Accounting
ACCT 6101	Accounting and Related Theory

#### **Year 2**

##### Semester 1

Course Code	Course Name
MGMT 6116	Corporate Finance
ACCT 6104	Advanced Auditing

##### Semester 2

Course Code	Course Name
MGMT 6100	Management Information Systems
ACCT 6102	Advanced Financial Accounting

##### Summer

Course Code	Course Name
MGMT 6115	Corporate Environment and Strategy
MGMT 6010	Research Project

## Year 1 Time Table (Cohort 2) Part Time

### Seminar Room 27

Semester 1    September 4, 2011 to November 27, 2011

Course Code	Course Name	Day(s)	Time
MGMT 6118	Legal Environment of Business	Sunday	8-4pm
ACCT 6103	Advanced Financial Reporting	Sunday	8-4pm

Semester 2    January 22, 2012 to April 08, 2012

Course Code	Course Name	Day(s)	Time
ACCT 6106	Advanced Taxation	Sunday	8-4pm
MGMT 6117	Financial Markets and Investments	Sunday	8-4pm

Summer        May 27, 2012 to August 12, 2012

Course Code	Course Name	Day(s)	Time
ACCT 6105	Advanced Management Accounting	Sunday	8-4pm
ACCT 6101	Accounting and Related Theory	Sunday	8-4pm

## Year 2 Time Table (Cohort 2) Part Time

### Seminar Room 27

Semester 1    September 9, 2012 to November 25, 2012

Course Code	Course Name	Day(s)	Time
MGMT 6116	Corporate Finance	Sunday	8-4pm
ACCT 6104	Advanced Auditing	Sunday	8-4pm

Semester 2    January 20, 2013 to April 07, 2013

Course Code	Course Name	Day(s)	Time
MGMT 6100	Management Information Systems	Sunday	8-4pm
ACCT6102	Advanced Financial Accounting	Sunday	8-4pm

Summer        May 26, 2013 to August 11, 2013

Course Code	Course Name	Day(s)	Time
MGMT 6115	Corporate Environment and Strategy	Sunday	8-4pm
MGMT 6010	Research Project	Sunday	8-4pm

# Year 1 Examination Schedule

**COHORT 2  
SEMESTER 1 EXAMINATION 2011  
9 a.m. to 12 noon**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
MGMT 6118	Legal Environment of Business	Monday, December 19, 2011
ACCT 6103	Advanced Financial Reporting	Wednesday, December 21, 2011

**COHORT 2  
SEMESTER 2 EXAMINATION 2012  
9 a.m. to 12 noon**

<b>CORSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
ACCT 6106	Advanced Taxation	Tuesday, May 08, 2012
MGMT 6117	Financial Markets and Investments	Thursday, May 10, 2012

**COHORT 2  
SUMMER EXAMINATION 2012  
9 a.m. to 12 noon**

<b>CORSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
ACCT 6105	Advanced Management Accounting	Monday, August 27, 2012
ACCT 6101	Accounting and Related Theory	Wednesday, August 29, 2012

**Subject to change**

## **Year 2 Examination Schedule**

### **COHORT 2 SEMESTER 1 EXAMINATION 2012 9a.m. to 12 noon**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
ACCT 6104	Advanced Auditing	Tuesday, December 18, 2012
MGMT 6116	Corporate Finance	Thursday, December 20, 2012

### **COHORT 2 SEMESTER 2 EXAMINATION 2013 9a.m. to 12 noon**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
ACCT 6102	Advanced Financial Accounting	Monday, May 06, 2013
MGMT 6100	Management Information Systems	Wednesday, May 08, 2013

### **COHORT 2 SUMMER EXAMINATION 2013 9a.m. to 12 noon**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
MGMT 6115	Corporate Environment and Strategy	Monday, August 06, 2013

**Subject to change**

# **Structure of Programme (Cohort 1)**

## **Part Time**

### **Admission 2010**

#### **Year 1**

##### Semester 1

Course Code Course Name

ACCT 6101 Accounting and Related Theory

MGMT 6118 Legal Environment of Business

##### Semester 2

Course Code Course Name

ACCT 6103 Advanced Financial Reporting

ACCT 6106 Advanced Taxation

##### Summer

Course Code Course Name

ACCT 6105 Advanced Management Accounting

ACCT 6102 Advanced Financial Accounting

#### **Year 2**

##### Semester 1

Course Code Course Name

MGMT 6116 Corporate Finance

MGMT 6117 Financial Markets and Investments

##### Semester 2

Course Code Course Name

ACCT 6104 Advanced Auditing

MGMT 6100 Management Information Systems

##### Summer

Course Code Course Name

MGMT 6115 Corporate Environment and Strategy

MGMT 6010 Research Project

# Year 1 Time Table (Cohort 1)

## Part Time

### Seminar Room 25

Semester 1    September 26, 2010 to November 28, 2010

Course Code	Course Name	Day(s)	Time
MGMT 6118	Legal Environment of Business	Sunday	8-4pm
ACCT 6103	Advanced Financial Reporting	Sunday	8-4pm

Semester 2    January 24, 2011 to April 14, 2011

Course Code	Course Name	Day(s)	Time
ACCT 6106	Advanced Taxation	Sunday	8-4pm
MGMT 6117	Financial Markets and Investments	Sunday	8-4pm

Summer        May 23, 2011 to August 11, 2011

Course Code	Course Name	Day(s)	Time
ACCT 6105	Advanced Management Accounting	Sunday	8-4pm
ACCT 6101	Accounting and Related Theory	Sunday	8-4pm

## Year 2 Time Table (Cohort 1) Part Time

### Seminar Room 25

Semester 1	September 5, 2011 to November 25, 2011		
Course Code	Course Name	Day(s)	Time
MGMT 6116	Corporate Finance	Sunday	8-4pm
ACCT 6104	Advanced Auditing	Sunday	8-4pm
Semester 2	January 22, 2012 to April 15, 2012		
Course Code	Course Name	Day(s)	Time
MGMT 6100	Management Information Systems	Sunday	8-4pm
ACCT6102	Advanced Financial Accounting	Sunday	8-4pm
Summer	May 20, 2012 to August 12, 2012		
Course Code	Course Name	Day(s)	Time
MGMT 6115	Corporate Environment and Strategy	Sunday	8-4pm
MGMT 6010	Research Project	Sunday	8-4pm

# Year 1 Examination Schedule

## COHORT 1 SEMESTER 1 EXAMINATION 2010 9 a.m. to 12 noon

COURSE CODE	COURSE NAME	DATE
MGMT 6118	Legal Environment of Business	Monday, December 20, 2010
ACCT 6103	Advanced Financial Reporting	Wednesday, December 22, 2010

## COHORT 1 SEMESTER 2 EXAMINATION 2011 9 a.m. to 12 noon

CORSE CODE	COURSE NAME	DATE
ACCT 6106	Advanced Taxation	Tuesday, May 10, 2011
MGMT 6117	Financial Markets and Investments	Thursday, May 12, 2011

## COHORT 1 SUMMER EXAMINATION 2011 9 a.m. to 12 noon

CORSE CODE	COURSE NAME	DATE
ACCT 6105	Advanced Management Accounting	Monday, August 29, 2011
ACCT 6101	Accounting and Related Theory	Wednesday, August 31, 2011

Subject to change

## **Year 2 Examination Schedule**

### **COHORT 1 SEMESTER 1 EXAMINATION 2011 9a.m. to 12 noon**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
ACCT 6104	Advanced Auditing	Thursday, December 20, 2011
MGMT 6116	Corporate Finance	Thursday, December 22, 2011

### **COHORT 1 SEMESTER 2 EXAMINATION 2012 9a.m. to 12 noon**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
ACCT 6102	Advanced Financial Accounting	Monday, May 7, 2012
MGMT 6100	Management Information Systems	Wednesday, May 9, 2012

### **COHORT 1 SUMMER EXAMINATION 2012 9a.m. to 12 noon**

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>DATE</b>
MGMT 6115	Corporate Environment and Strategy	Monday, August 27, 2012

**Subject to change**

# Course Descriptions

## **MS60A – Accounting Research & Related Theory**

The course seeks to develop and transmit knowledge about research methodologies for postgraduate study in the social sciences and related disciplines, and to encourage critical thinking as a foundation for subsequent study, employment, and personal development. Specific competencies to be developed include quantitative, problem-solving, written and oral communication, information technology, and lifelong learning skills. The course is designed to introduce students to the elements of social research, both quantitative and qualitative, and demonstrate its relevance to the business community.

After taking this course the student should be able to (i) conduct research in their chosen field where the research design is internally consistent and based on a theoretical framework, (ii) understand the nature of methodologies, methods, and processes for the purpose of undertaking research in accounting and related areas, and (iii) develop specific skills for the purpose of conducting a small, independent, original, quality research at the graduate (Masters) level.

## **MS60B – Advanced Financial Accounting**

This course seeks to provide further study of advanced aspects of financial accounting. Emphasis will be placed on the application of the financial accounting concepts and standards examined in intermediate and advanced accounting at the under-graduate level, on accounting for limited liability companies, specialized industries, accounting for groups and the interpretation of financial statements. The course will also include a practical aimed at giving students an understanding of how accounting software may be used in the preparation of a company's financial statements.

## **MS60C – Advanced Financial Reporting**

This course examines current issues and theoretical models which may be used to evaluate and guide the development of financial reporting in the Caribbean. Emphasis is given to the role of financial reporting in development, social accounting and environmental reporting, financial reporting and capital markets, and international financial reporting.

### **MS60D – Advanced Auditing**

This course builds on the fundamentals of auditing theory and practice. It covers the management of the audit process including quality control of audits and some special industry audits. Other areas such as internal audit and forensic accounting will also be covered. The professional *Code of Ethics* of the Institute of Chartered Accountants of Jamaica is also revisited. Throughout the course emphasis will be placed on current issues and problems in auditing and research done on these issues and, in particular, how these issues impact on the accounting profession in Jamaica.

*It is a requirement of this course that all full-time students participate in an internship program to obtain practical experience in auditing. The internship runs for a minimum of four weeks and usually takes place immediately after the June examinations.*

### **MS60E – Corporate Environment & Strategy**

The Corporate Environment and Strategy Course is designed to provide graduate students in accounting with an appreciation of the strategic challenges confronting Caribbean based organisations. An appreciation of these challenges is obviously critical in order for the Accounting Specialist to play a critical role in the development and execution of organisational strategy. In an effort to assess these strategic challenges, the course will operate at three levels of analysis:

1. National;
2. Industry, and
3. The Firm

In this regard the course of study will be divided into three modules. The first module, taking a national macro level of analysis, will examine issues relating to the management of national economies and the challenges facing developing country nation-states, with a particular focus on the nations of the Caribbean region. The second module will focus on the strategic challenges confronting industries, and the final module will examine the strategy development process at the level of the firm.

## **MS60F – Corporate Finance**

The main objective of this course is to provide an understanding of financial decision making and financial theory from the point of view of corporate financial managers in competitive financial markets. This course presents the corporation as a collection of projects, each of which contributes to the firm's cash flows, and hence, the value of the firm. It aims to provide a framework, concepts, and tools for analyzing corporate finance problems and issues, based on fundamental principles of modern financial theory, with an understanding of application to "real world" scenarios. The approach is rigorous and analytical. This type of analysis enables the financial manager to identify and solve management problems related to the financial operations of businesses. Specific competencies to be developed include quantitative, problem-solving, written and oral communication, information technology, and lifelong learning skills.

## **MS60G – Financial Markets and Investments**

This course will examine the investing environment from the perspective of the investor (both individual and institutional). We will look at how financial markets operate, the appropriateness of the financial products, the pricing on those products and the determination of and influence of risk in the pricing determination. We will also look briefly at the secondary and derivative markets.

## **MS60H – Legal Environment of Business**

This course will be presented in six modules. It begins by building on foundational aspects of law – the nature of the legal system and its importance to the business environment. The second module will begin by introducing students to the general nature and purpose of business regulation and an overview of various regulated sectors. It will then focus on some domains that attract regulation, identifying the specific risks/hazards which justify their regulation and the legal contours of the regulatory environment for each domain and how businesses are affected. Module 3 examines and reviews the legal principles in Jamaica's insolvency law and also assesses the position of secured creditors upon insolvency. The fourth module presents an overview of legal liability which may arise for players in the business environment. It looks at contractual and tortious liability, the increasingly important subject of the liability of directors, criminal liability for companies and professional negligence with a focus on the accounting profession. The next module examines the law relating to intellectual property and raises the moral, ethical and pragmatic issues surrounding the legal principles in this area. Finally, students will be exposed to topical issues in corporate governance and corporate responsibility and how the law reflects the developing policies in this area.

### **MS60I – Advanced Management Accounting**

This course seeks to provide, primarily through cases and readings an understanding of the conceptual and practical issues relevant to the design and use of contemporary cost management and management control systems in the context of technological change and intense global competition. In the first section of this course, the design and use of cost management systems for process management and as strategic decision-support systems will be explored. The analysis and application of accounting information provided by these systems is extended to specific industries such as manufacturing, health care and banking. Business process reengineering, as an effective long-term cost management tool, is also examined. In the second section of the course, current issues in management control are reviewed, in particular, the design and use of contemporary performance measurement and reporting systems. Behavioral and organizational issues relevant to the implementation and use of these systems are also addressed.

### **MS60J – Management Information Systems**

This course seeks to expose accounting students to the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based Information Systems (IS) in their discipline.

Today's organizations are increasingly dependent on Information Technology (IT) for achieving their business goals. Many organizations rely on IT to help them compete in new ways. Organizations need workers who are comfortable with IT concepts, knowledgeable about IT applications, and capable of applying IT to all organizational areas including accounting, finance, human resources, marketing, sales and customer support, and manufacturing.

### **MS60K – Advanced Taxation**

The course examines advanced issues and applications in personal and corporate taxation for Jamaica; tax planning; and tax administration. The course also reviews other taxation regimes such as General Consumption Taxes, Property Tax, Stamp Duty, and Transfer Tax.

### **MS680 – Research Project**

This requirement of the M.Sc. degree is designed to explore methodological issues and applied research on issues critical to improving the practice of accounting and financial management in the Caribbean region.

## **Attendance Policy**

It is important for students to attend lectures regularly on a timely basis and to work steadily throughout the semester to benefit fully from the programme. Students are required to sign the attendance register. Any student who has been absent from the University for a prolonged period during the teaching of a particular course during the semester for any reason other than illness or whose attendance at prescribed lectures has been unsatisfactory (less than 75 % attendance) or who has failed to submit essays or other exercises set by his/ her lecturer maybe debarred from taking the end of semester examinations.

Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination. In cases of illness the candidate shall present to the Senior Assistant Registrar, Graduate Studies and Research, a medical certificate, as proof of illness, signed by the University Health Officer or by any other Medical Practitioner approved for this purpose by the University. The student shall send the medical certificate within (7) seven days from the date of that part of the examination in which the performance of the student is affected.

Students who are unable to attend lectures during the semester for any reason should apply for leave of absence. Requests for leave of absence should be sent to the Senior Assistant Registrar, Graduate Studies and Research, indicating the reason for the request. Leave of absence is not automatic.

## **Cellular Telephones**

Cellular telephones must be turned off during lectures and examination. Any student who fails to comply with this rule during a lecture will be recorded as being absent for that lecture period. Any student who fails to comply with this rule during an examination shall be deemed to have failed the examination.

## **Notice Board**

The Notice Board is the usual mode of communicating to students, course work marks and provisional results for final examinations.

## **Course Work Assignment**

Course work assignments should be handed in on the due dates and within the time specified to the MSc Accounting Administrative Assistant or Academic Director or any individual designated by the Academic Director. Each student submitting an individual assignment will receive a receipt. For group assignments one receipt will be issued to the group. Course work assignments once receipted will not be released to students.

The student registration number must be used to identify the student or students in the case of group assignments, submitting the course work assignment. Names must not be placed on course work assignments or on examination scripts. Course work assignment sent by fax or e-mail will not be accepted.

After grading, course work assignments will not be returned to students. If you wish to obtain a copy of your course work you must make a copy before you submit it for grading. Graded course work can be viewed briefly. Students will not be allowed to take away the graded course work. The facility for viewing graded course work will be available immediately after the course work marks have been placed on the Notice Board. This facility will be available for 10 working days. Course work marks will not be given out over the telephone or to third parties. Students who fail the course work (receive a mark of less than 50) must see the Lecturer within 5 days after the course work marks have been placed on the Notice Board to discuss her/his course work submission.

## Examinations

Students are not allowed to write examinations in pencil Examination scripts written in pencil will not be graded. A pass/fail list for each course offered during the semester will be placed on the Notice Board within 4 weeks after the date of the examination for that course. Examination scripts can be viewed briefly. Students will not be allowed to take away graded scripts. The facility for viewing graded scripts will be available immediately after the pass/fail list has been placed on the Notice Board. This facility will be available for 10 working days.

Final examination marks will not be given out to students who visit the office, to students who telephone or to third parties. If you wish to view your final mark for a course you must do so online (unofficial transcript) Students who fail the final examination (receive a mark of less than 50, an FE designation) must see the Lecturer as soon as possible after the pass/fail list has been placed on the Notice Board to discuss her/his performance.

In order to pass the course work or final examination a graduate student must receive a minimum mark of 50% out of 100%. **In order to pass a course you must pass both the course work and the final examination.** You must do over the section of the course (course work or final examination) you failed. If you fail both sections you must do over the entire course (course work and final examination). The following symbols are used to communicate examination results:

P – Pass  
FC- Fail Course Work  
FE – Fail Examination  
F – Fail Examination and Course Work

Students who fail a course twice normally are asked to withdraw from the programme. However, if the Department is aware of extenuating circumstances why a student should be given a 3rd attempt at an examination, a recommendation will be made to the Office of Graduate Studies and Research for approval of the Board for Graduate Studies and Research

A graduate student, who is required to do an undergraduate course, must obtain a minimum mark of 50% out of 100% in order to receive a passing grade.

## **Plagiarism**

The unauthorized and/ or unacknowledged use of another person's intellectual efforts, ideas and creations under one's own name is regarded as a form of cheating. If a student is found guilty of plagiarism, the student will be awarded a fail grade in the course concerned and may also be subject to other disciplinary actions.