



**THE UNIVERSITY OF THE WEST INDIES
FACULTY OF SCIENCE AND TECHNOLOGY**

MONA SCHOOL OF ENGINEERING

REGULATIONS

UNDERGRADUATE ENGINEERING PROGRAMMES

2017

**ANY REFERENCE IN THIS BROCHURE
TO CXC QUALIFICATIONS
SHOULD BE INTERPRETED TO MEAN
GENERAL PROFICIENCY
GRADES I OR II AND ALSO
GRADE III OBTAINED SINCE 1998**

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MONA SCHOOL OF ENGINEERING
GENERAL REGULATIONS FOR
THE DEGREE OF BACHELOR OF SCIENCE

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

A. Qualifications for Admission

In order to be eligible for entry to the programme of study for the Bachelor of Science Degree, applicants must meet the following University and Faculty requirements

A.1 University Requirements

A.1.1 Proficiency in English

Persons applying to enter undergraduate degree programmes at the University of the West Indies, Mona are required to sit the English Language Proficiency Test (ELPT) set by the University. Only persons who are successful in this test or who have been granted exemption, based on distinction grades in CXC CSEC English and CAPE Communication Skills (or equivalent), will normally be considered for entry into the degree programme at Mona.

A.1.2 Applications Deadline

Applications for all BSc engineering programmes are usually opened in November of the previous academic year and extend up to end of August, prior to the start of the academic year for which the applications are being made. Applicants must be submitted to the Senior Assistant Registrar-Admissions, The University of the West Indies, Mona, Kingston 7, Jamaica, either online, by mail or walk-ins.

A.2 Academic Requirements

Applicants who wish to begin an undergraduate degree programme in the Mona School of Engineering must fulfil the general University and Faculty regulations concerning matriculation and the specific requirements of the School.

A.2.1 University's matriculation requirements

Applicants must have passes in at least five (5) subjects at CXC (CSEC) General Proficiency (Grades I or II pre-1998 and I-III from 1998) or GCE O-levels or BSCSE (Grades A-C) or approved equivalents, which must include English Language.

A.2.2 Faculty requirements

A.2.2.1 Preliminary Engineering Programme (1-year)

Minimum entry requirements to the preliminary engineering programme are:

- i. Passes in at least 5 CXC CSECs, or 5 GCE O'Levels, or 5 International Baccalaureate® (IB) all including Mathematics, English, Physics (or equivalent) and any other two subjects; or
- ii. Certificate or Diploma in City & Guilds engineering examinations; or
- iii. Relevant high schools and SAT passes from international institutions, or

- iv. Relevant passes in ‘Gaokao’ (China’s National College Entrance Examination) examination, or
- v. Passes in relevant college entry exams from other countries, or
- vi. Passes in high school Mathematics and Physics (or other sciences) and completed HEART NTA diploma in relevant technical discipline, or has been working in relevant technical field for at least 4 years.

A.2.2.2 *Three-year BSc Engineering Degree Programmes*

Admissions for the traditional 3-year BSc engineering programmes (starts at Level 1) requires passes in at least five (5) CSECs (or equivalent) including English A, Mathematics, and Physics, along with:

- i. Passes in units 1 and 2 of CAPE Mathematics and Physics; or
- ii. Passes in GCE A’Levels Mathematics and Physics; or
- iii. Passes in MATH0100, MATH0110, PHYS0411, PHYS0412, PHYS0421 and PHYS0422 from the Preliminary year of the Faculty of Science and Technology of The UWI; or
- iv. Diploma in a relevant engineering programme from an approved institution; or,
- v. Diploma in a relevant engineering discipline in the City & Guilds examination, inclusive of a pass in the advanced Mathematics and science courses (Unit 351); or
- vi. Associate degrees with Mathematics and Physics or relevant engineering programmes from approved community colleges; or
- vii. Passes in Higher International Baccalaureate (IB) in Mathematics and Physics
- viii. Successful completion of the Preliminary Engineering Year with minimum GPA of 2.0, including passes in all pre-engineering Mathematics and Physics courses.

A.2.2.2.1 Applicants with a Diploma in Electrical or Electronics engineering (or equivalent) and a minimum GPA of 2.5, may be eligible to matriculate into Level 2, **but** may be required to do prescribed Level 1 course(s).

B. Outline of the Degree Programme

B.1 Award of Degree

The degree of BSc in Engineering is awarded on the basis of a programme of study comprising combinations of courses in engineering disciplines, together with selected University Foundation courses.

B.2 Programmes of Study

B.2.1 Requirements for all students:

In pursuant of a BSc in an engineering discipline students are normally required to:

B.2.1.1 Not carry a course load of more than 18 credits per semester.

B.2.1.2 Pursue the approved programme curriculum and obtain, normally within a maximum of 14 semesters, the credits as prescribed in the Programme’s Schedule; except as otherwise provided in Regulation I. Students who CANNOT complete their programmes of study within 14 semesters of registration without exceeding the limit prescribed in Regulation H would be declared as having failed the programme.

B.2.1.3 Pass prerequisites for courses before being allowed to register for those courses.

B.2.1.4 Ensure that in registering in any given semester that priority is given to all outstanding or trailing eligible lower level courses and to prerequisite requirements.

B.2.1.5 Complete the Programme as prescribed in the Schedule of Courses in not less than three (3) academic years except as otherwise provided in B.2.1.2.

B.2.1.6 Attend all classes for all courses for which they are registered for examinations, including courses that are being repeated, unless they have been granted permission in accordance with B.2.1.7.

B.2.1.7 Request permission to register for “Examinations Only”, i.e. to not attend classes but to write course examinations, only in courses that are being repeated by the student and up to a maximum of seven (7) credits, provided they are credits needed to graduate, and provided that all coursework were previously and successfully completed.

B.2.1.8 Along with B.2.1.3, pass all required level 1 courses before matriculation to level 3 (final year).

B.2.2 Types of Courses offered by the University

The following types of courses, which may consist of both theoretical and practical parts, are offered by the University:

B.2.2.1 Courses taught by the Science Faculties (**in-Faculty courses**) include Preliminary (Level 0) and Level 1, 2 and 3 courses. with each level typically corresponding to a year of study. Courses are offered in each of two semesters in any given academic year, which typically runs from September to May. Some courses are offered during the summer period, usually on a remedial basis. The Schedule of Courses is provided in the Programme Brochure. Preliminary courses may be used to satisfy entry requirements of Regulation B.2 above, but do not contribute towards the credit requirements for the award of a degree.

B.2.2.2 **Service courses**, which provide students with basic techniques and skills needed for dealing with the academic programme.

B.2.2.3 **Out-of-Faculty courses** which may contribute toward the requirements for the award of a degree.

B.2.2.4 **Foundation courses** (see Appendix II) which are given throughout the University to augment the general education of students.

B.2.2.5 **Co-curricular activities** approved for credit by the Academic Board. A maximum of **three credits** of co-curricular activities may be included as part of the credits required for the award of a degree, but shall not be taken into account in the determination of the class of degree. They may not be substituted for Foundation Courses. Co-curricular credits gained in excess of **three** will be entered on the student’s transcript but will not contribute toward the requirements for the degree.

B.2.3 Courses are normally taken during one semester, but in special cases may extend over two semesters. The contact hours for a course are expressed in terms of Credit Hours. The credit rating for each course is outlined in its course description document and follows the

guidelines below for a semester:

- i. 3 hours of teaching per week, constitutes 3 credits
- ii. 3 hrs of laboratory exercises per week constitutes 1 credit
- iii. Tutorial times are assigned zero credits

C. Registration

C.1 Full-time vs Part-time Registration

C.1.1 A student pursuing a degree in the Faculty may register full-time or part-time. A student who is in full-time employment may pursue a degree on a part-time basis only. *No allowances, with respect to attendance at classes, laboratories, tutorials or examinations, will be made for students on the basis of conditions of their employment.*

C.2 Other guidelines for registration

C.2.1 Students must register for courses at the beginning of the academic year. Time limits governing changes in registration are as outlined in the student handbooks for each Campus or by the campus Registrar.

C.2.1.1 A student is deemed to be registered for a course only after his/her financial obligations to the University have been fulfilled.

C.2.2 In selecting courses, including out of programme electives, students must ensure that time-tabling constraints do not interfere with their ability to effectively pursue the desired course or programme.

C.2.3 A student who has passed a course will not be permitted to re-register for that course.

C.2.4 Registration for any course (except audited courses) automatically implies entry for its associated examination. A student who fails to attend the examinations without having previously withdrawn from the course, or without having tendered evidence of illness at the time of the examinations, certified by a medical practitioner recognized by the University, will be deemed to have failed the course. Medical certificates must reach the Campus Registrar no later than seven days after the date of the examination concerned. In such cases, students are awarded Failed Medical (FM) and their GPA is not calculated (penalized).

D. Progress through the Programme

D.1 Credit Limits

D.1.1 Students admitted into the Preliminary Engineering programme who have already obtained **one** CAPE/GCE A-level pass (or equivalent) in Mathematics or Physics, may be permitted to register for up to **12** credits of Level 1 engineering courses.

D.1.2 Students admitted into the three-year BSc degree programme may register for **selected** Preliminary Engineering course(s) to broaden their engineering foundation, but must not normally exceed the maximum credit limits for each semester.

D.2 The minimum registration requirements for full-time student are as follows:

D.2.1 Full-time students are required to register for a minimum of **Fifteen** credits per

semester.

D.2.2 Exemptions from some courses may be obtained on the basis of the regulations contained in **Section I, Exemptions & Transfers** (below).

D.3 The maximum number of credits for which a student may register is as follows:

D.3.1 for full-time registration, normally **18** credits in any one semester, plus **one** Foundation course per year, that is **39** credits over Semesters I and II.

D.3.2 for part-time registration, **12** credits per semester plus **one** Foundation course, that is, **27** credits over Semesters I and II.

D.4 Summer School Registration.

D.4.1 A maximum registration of **12 credits** is allowed during the summer session.

D.5 Graduation

D.5.1 Students **must** graduate as soon as they have met the requirements for the degree for which they are registered.

E. Examinations

E.1 Notice of Examination

Notice of the dates of end of semester examinations shall be posted on official notice boards and/or the University Website within the minimum time as prescribed by the University Regulations. Usually two drafts are posted before the final draft, allowing for student and faculty to identify clashes or breaches and recommend corrective measures.

E.2 Examination of Courses

E.2.1 The examination of a course shall be conducted by written paper(s), coursework and/or project(s). Some courses require that students pass coursework as well as the final examination before a pass can be awarded. Students are required to consult their respective lecturer on course outline documents on the matter.

E.2.2 For students who entered the Faculty prior to the 2014/2015 academic year a minimum mark of 40% must be made in order to pass a course, subject to any “must-pass” course-component stipulated within the course. For students who enter the Faculty as of 2014/2015 as of academic year 2014/2015 a minimum mark of 50% must be made in order to pass a course, subject to any “must-pass” course component stipulated within the course.

E.2.3 A candidate may also be orally examined.

E.2.4 Students who have not attended a minimum of 75% of classes may normally be treated as having failed the examination in those courses. Failure of the Faculty to enforce this rule is not to be construed as a waiver for future breach of this regulation.

E.2.5 Candidates are not allowed to re-write an examination once they have already passed the relevant course.

E.2.6 A candidate who fails to attend any examination and does not submit an acceptable medical certificate for his/her absence, as prescribed in the University Examination Regulations, shall be treated as having failed that examination. If the candidate submits an acceptable medical certificate, he/she will be permitted to write the examination at a later date, without penalty.

E.2.7 A candidate who fails the examination in any discipline shall be required to follow a prescribed remedial course of study and to re-sit the examination at the time prescribed. Further attempts shall only be allowed on recommendation of the Board of Examiners of the Faculty Board.

E.2.8 The GPA of courses that are failed are calculated in the final degree GPA. Students are not normally allowed to resit a course more than 2 times.

E.2.9 In cases where courses are marginally failed (F1) the student may be allowed to do an oral (supplemental). If the candidate passes the oral, a grade of 'C' is awarded, replacing the previous failed grade.

E.3 Coursework

E.3.1 Coursework shall comprise laboratory, workshop, drawing and field exercises, literature surveys, problem exercises, in-house tests, reports and presentations, or such other assignments as the Faculty Board may approve. With regard to their assessment, there are two types of coursework:

E.3.1.1 Assessable coursework grades which contribute to the overall course mark attained in the course.

E.3.1.2 Non-assessable Coursework which is graded on a PASS/FAIL basis only and does not contribute to the overall course mark attained in the course.

E.3.2 A student who is absent from part of the written assessable coursework tests for grave medical reasons, as prescribed in the University Regulations, shall be graded on the tests he/she has taken as if such tests constitute the full test requirement provided that the tests not taken constitute no more than 20% of the total mark for all the tests. If the tests not taken constitute more than 20% of the total mark for all the tests, the candidate shall have to take make-up tests at a later date.

E.3.3 Students who fail a course may, within one (1) year of taking the course, request that marks from the passed coursework be transferred to the next registration of the course. In this regard, requests should be directed to the Director of the School whose decision on this matter will be final.

E.3.4 Students are required to submit coursework by the prescribed date. Coursework will only be accepted after the deadline, in extenuating circumstances, with the specific written authority of the course lecturer and in any event, not later than the day before the start of the relevant end of semester examinations of the semester in which the particular course is being offered.

E.4 Projects

All engineering programmes require that students pass their Capstone Project at the first attempt in order to qualify for honours. The regulation governing selection, conduct and assessment of capstone projects are outlined in the Project Manual.

E.5 Course Audits

E.5.1 Students can register for a course on audit. This allows them to attend the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.

E.5.1.1 A registered student may be permitted to audit a course on the approval of the Director of the School.

E.5.1.2 Satisfactory attendance certified by the Director of the School shall be awarded the designation

E.5.1.3 In the absence of such certification, the designation 'NV' shall be recorded

E.5.1.4 No academic credit shall be granted for an audited course.

E.6 Other Examination Regulations

E.6.1 A student who marginally fails a course needed for advancement or for graduation, having satisfied the Departmental requirements, may, at the discretion of the Faculty Board of Examiners, be offered a Supplementary Oral. Any candidate who satisfies the examiners in a Supplementary Oral will be given the minimum passing grade for the course C (50%). No more than **eight** credits may normally be gained through Supplementary Orals.

E.6.2 A student who marginally fails a final year 3-credit course which is the only requirement needed for graduation and who qualifies for a supplementary oral in that course but has already taken supplementary orals amounting to 6 credits, may, at the discretion of the Faculty Board of Examiners, be offered a third Supplementary Oral for the outstanding 3 credits.

E.6.3 A candidate who fails the examination associated with a course may be given permission to repeat the course and the examination on a subsequent occasion.

E.6.4 In the event that such a candidate has satisfied the examiners in the coursework, the candidate may, on the recommendation of the relevant Department, be exempted from the coursework passed. If such a recommendation has been made, the candidate may apply to the Director of the School for permission to take the examination without attending the course (Exam Only).

E.6.4.1 A student who **fails a course twice** will not *normally* be allowed to repeat this course again. Examinations associated with the Summer Programme are counted as repeats.

E.6.5 The Academic Board of a candidate's Campus on the recommendation of the Faculty Board concerned, may debar the candidate from writing the examination associated with a course **if the candidate has not attended and/or performed satisfactorily in the course. The grade for such a candidate will be recorded as Absent Fail.**

F. GPA and Class of Degree

F.1 Calculation of GPA

F.1.1 A **Semester grade point average** which includes *all* approved courses for which the student is registered in a semester, whether passed or failed, will be calculated for the determination of academic standing.

F.1.2 A **Cumulative grade point average** which includes all courses completed **excluding** those taken on a Pass/Fail basis, audited courses, Preliminary courses and courses designated Intermediate or Intermediate Pass will be calculated and recorded on the student's transcript.

F.1.3 A **Programme/Degree grade point average for all engineering programmes**

including all Levels 1, 2 and 3 courses, whether passed or failed, will be calculated for determination of the class of the degree.

F.1.4 All courses included in the computation of the grade point averages are weighted according to the number of credits for the course.

F.2 Classification Of Degree

F.2.1 For students who entered the Faculty prior to Academic Year 2014/2015, BSc engineering degrees will be awarded in the following classes based on the overall performance of the graduating students throughout the programme:

- i. First Class Honours
- ii. Second Class Honours (Upper Division)
- iii. Second Class Honours (Lower Division)
- iv. Third Class Honours
- v. Pass

F.2.2 For students who enter the Faculty as of Academic Year 2014/2015, BSc degrees in the School of Engineering will be awarded as above except for Third Class Honours degrees.

F.2.3 The notice of the award of the BSc degrees shall be published in a separate “Pass List” for each discipline with the ID numbers of the successful graduating students.

F.2.4 The class of degree shall be awarded as First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division), or Pass on the basis of the final Grade Point Average (GPA) as given in F.2.7, subject to E.4.

F.2.4.1 Where a full-time student completes the Degree in more than eight (8) semesters, he/she shall not normally be eligible for Honours. Such a student, who would otherwise meet the requirements for the award of a degree in accordance with the Faculty’s regulations, shall be awarded a Pass Degree.

F.2.4.2 Students who have been granted permission to register for “Examinations Only”, i.e. to write examinations without attending classes in up to two (2) courses, or who require up to seven (7) credits in one (1) semester to graduate shall have this period counted as one-half (½) of a semester.

F.2.5 For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:

F.2.5.1 Credits

Normally, 1 credit shall represent

- i. 1 hour per week per semester in face to face lectures, or
- ii. one 3-hour lab per week per semester.

The total number of credits awarded to courses, as well as for projects, laboratory sessions, foreign language classes or other approved contact hours, shall be determined by the Faculty Board and approved by the Board for Undergraduate Studies.

F.2.5.2 Credit Hours Earned

‘Credit Hours Earned’ means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.

F.2.5.3 Quality Hours

‘Quality Hours’ mean the credits for each course that is included in the GPA calculations. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.

F.2.5.4 Quality Points

‘Quality Points’ means the numerical value assigned to the relevant letter grade earned.

F.2.6 For the purpose of these Regulations the following meanings shall apply:

F.2.6.1 Levels 1, 2 and 3 Courses

Levels 1, 2 and 3 Courses are courses so designated by the Board for Undergraduate Studies. The numbers indicate the depth of knowledge and specialisation relevant to the respective discipline. Normally, all courses at a particular level are offered in the corresponding year of the programme, e.g. Level 1 courses at Year 1 etc.

F.2.6.2 Grade Points

Grade points are determined by multiplying the quality hours by the quality points for a course.

F.2.6.3 Grade Point Average (GPA)

Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered, excluding courses taken on a Pass/Fail basis and courses with designations entitled Additional Regulations.

F.2.6.4 Weighted Grade Point Average

The Weighted Grade Point Average is the cumulative average determined by applying appropriate weights of 10%, 30% and 60% for Levels 1, 2 and 3 courses, respectively, (except for the Final Year Project), to the grade points and the quality hours used in determining grade point average. Failed courses are also included in the determination of the GPA. Prior to any attempt at the final year project, the Weighted GPA is given by

$$Wgpa = (\Sigma 1Q_iC_i + 3\Sigma 2Q_iC_i + 6\Sigma 3Q_iC_i) / \Sigma 1C_i + 3\Sigma 2C_i + 6\Sigma 3C_i$$

where

$Wgpa$ is the weighted GPA,

Σ is the summation of the product of jQ_iC_i quality points, Q_i and credits C_i , for all courses taken at level j .

In the Faculty of Engineering the Final Year project contributes 20% to the Weighted GPA calculation used to determine the class of degree. Once the Final Year project is attempted, the weighted average is determined as follows

$$Wgpa = 0.8((\Sigma 1Q_iC_i + 3\Sigma 2Q_iC_i + 6\Sigma 3Q_iC_i) / (\Sigma 1C_i + 3\Sigma 2C_i + 6\Sigma 3C_i)) + 0.2 Q_{project}$$

where

$Q_{project}$ is the sum of the quality points earned in all attempts at the final year project.

F.2.6.5 Courses for which credit and exemption have been given on the basis of qualifications obtained outside the Faculty/University shall not be taken into account in this calculation,

except where the prescribed Schedule of Courses allows for a student to take a course outside of the School of Engineering for credit.

F.2.6.6 Credit hours earned in courses taken on a Pass- Fail basis shall not be included in calculating grade point averages.

F.2.7 The class of degree shall be awarded on the basis of the Weighted GPA as set out in these Regulations.

F.2.8 First Degrees awarded by the University for the Bachelor of Science in the School of Engineering shall be classified as follows:

F.2.8.1 For students who first entered the Faculty prior to 2014/2015, graduation honours will be awarded upon completion of all course requirements using the old GPA scheme as follows:

Degree Category	Final Weighted GPA
First Class Honours:	≥ 3.60
Upper Second Class Honours:	3.00 - 3.59
Lower Second Class Honours:	2.00 – 2.99
Third Class Honours	1.50 – 1.99
Pass:	1.00 – 1.49

F.2.8.1.1 Students with final weighted averages below 1.00, will be recorded as having failed the programme.

F.2.8.2 For students who first entered the Faculty as of academic year 2014/2015, graduation honours will be awarded upon completion of all course requirements using the new GPA scheme as follows:

Degree Category	Final Weighted GPA
First Class Honours:	≥ 3.60
Upper Second Class Honours:	3.00 - 3.59
Lower Second Class Honours:	2.50 – 2.99
Pass:	2.00 – 2.49

F.2.8.2.1 Students with final weighted averages below 2.00, will be recorded as having failed the programme.

In the determination of the GPA, the defined grades and the matching range of marks with the corresponding quality points shall be, for students who entered the Faculty prior to 2014/2015:

Grade	Quality Points	%Range
A+	4.30	80 - 100
A	4.00	70 - 79
A-	3.70	67 - 69
B+	3.30	63 - 66
B	3.00	60 - 62
B-	2.70	57 - 59
C+	2.30	53 - 56
C	2.00	50 - 52
C-	1.70	47 - 49
D+	1.30	43 - 46
D	1.00	40 - 42
F	0.00	0 - 39

F.2.9.1 In the determination of GPA, the defined grades and the matching range of marks with the corresponding quality points shall be, for students who enter the Faculty as of Academic Year 2014/2015:

Grade	Quality Points	%Range
A+	4.30	90 - 100
A	4.00	80 - 89
A-	3.70	75 - 79
B+	3.30	70 - 74
B	3.00	65 - 69
B-	2.70	60 - 64
C+	2.30	55 - 59
C	2.00	50 - 54
F1	1.70	40 - 49
F2	1.30	30 - 39
F3	0.00	0 - 29

F.2.10 The scheme to be used for conversion of numerical marks to letter grades shall be as prescribed in F.2.9.1 and F.2.9.2.

F.2.10.1 The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed for the programme for which the student is registered and in keeping with the course listing.

F.2.10.2 For the purpose of determining the Weighted GPA, all attempts at a course, failed or passed, and the grades obtained shall be included in the GPA calculation.

G. Leave of Absence and Voluntary Withdrawal

G.1 Leave of Absence

G.1.1 A student who wishes to be absent from the Faculty for a semester or more may apply for Leave of Absence (LOA), through the Dean, to the campus Academic Board, stating the reasons for the application.

G.1.2 Leave of Absence will not be granted for more than **two** consecutive semesters in the first instance. However, students may apply for an extension of leave, in which case Leave of Absence will not be granted for more than **an additional two** consecutive semesters.

G.1.3 Applications for Leave of Absence or extension thereof should normally be submitted by the end of the registration period in the relevant semester.

G.2 A student who registers for no courses during a semester without having obtained Leave of Absence will be deemed to have withdrawn from the Faculty.

G.3 A student who voluntarily withdraws from the university and who applies for re-admission within five years shall be granted exemption and credit for all courses previously passed unless the subject to the stipulation that the courses previously passed have not substantially changed, and are not determined by the Board of the Faculty to be obsolete. All grades previously obtained except those for courses declared outdated shall be used in the determination of the GPA of such a student.

H. Time Limits for Completion and Enforced Withdrawals

H.1 For the purposes of Regulations H.2 & H.3 below, any semester in which a student is registered part-time including the Summer session, will be counted as half of a semester of full-time study. After the total of equivalent full-time study has been obtained in this way, it will be rounded down to a whole number.

H.2 Students will be required to withdraw from the Faculty if in any two successive semesters (summer not included) they fail to gain passes in courses within the Faculty equivalent to at least nine credits, if registered full time, and six credits, if registered part time. This applies notwithstanding that the student's GPA is ≤ 2.0 , in which case a waiver on any requirement to withdraw would be automatically granted by the Faculty, see regulation H.3 below.

H.3 Students performing unsatisfactorily

H.3.1 A student whose Semester Grade Point Average is less than or equal to **2.00** will be deemed to be performing unsatisfactorily and will be placed on warning.

H.3.2 A student on warning shall be counselled by the Dean or a designated Faculty/School advisor. Such a student may, except where otherwise prescribed in Faculty Regulations, be permitted by the Academic Board on the recommendation of Faculty Board to carry a reduced course load.

Note: A DEAN'S HOLD will be put on the record of students who are on warning. This Hold will only be removed after counselling by the relevant representative of the Department to which the student belongs or the Administrative Officer.

H.3.3 A student already on warning whose Semester Programme Grade Point Average is

less than or equal to **2.00** will be required to withdraw from the Faculty. The Semester GPA is obtained by removing the weights in the WGPA calculation and applying it only to the courses registered for in the relevant semester:

$$W_{semester} = \frac{\sum Q_i C_i}{\sum C_i}$$

where $W_{semester}$ is the semester GPA, $\sum Q_i C_i$ is the summation of the product of quality points, Q_i and credits C_i , for all courses taken in the relevant semester

H.4 Time Limits for Completion

H.4.1 Students admitted to the programme under Regulation A.3.2.2 shall normally complete the requirements for the degree in a minimum of **six** or a maximum of **fourteen** semesters of full-time study.

H.4.2 Students admitted to the programme under Regulation A.3.2.1 shall normally complete the requirements for the degree in a minimum of **eight** or a maximum of **sixteen** semesters of full-time study.

H.4.3 Students who cannot complete the programme within the maximum periods given in H.4.1 and H.4.2 above, without exceeding the limit prescribed in Regulation H.4.1 would be declared as having failed the programme and will normally be required to withdraw from the Faculty at the end of the academic year in which the maximum is reached.

H.5 In the event that a student has exhausted the maximum periods mentioned in Reg H.4 above, but still requires for the completion of the degree programme:

Either:

(a) passes in courses totalling no more than **eight** credits,

Or:

(b) passes in Foundation courses only,

the Faculty Board may at its discretion recommend to the Academic Board an extension of the period of study by **one** or **two** semesters.

H.6 For the purposes of Regulations H.2 and H.4 above, any semester for which a student has obtained Leave of Absence from the Faculty shall not be counted (see Reg. G.1).

H.7 Notwithstanding Regulations H.2 to H.4 above, the Academic Board may, on the recommendation of the Faculty Board, require the student to withdraw from the Faculty at the end of any semester on grounds of persistent neglect of work and/or repeated failure in examinations.

H.8 A student required to withdraw from one Faculty:

H.8.1 may register immediately in another, if in the opinion of the student and the Dean of the receiving Faculty this is desirable and the student satisfies that Faculty's entry requirements;

H.8.2 will be required automatically to withdraw from the University if not granted registration in another Faculty; and

H.8.3 may not register in the ensuing Academic Year, for any courses in the Faculty from which (s)he had been required to withdraw.

H.8.4 if readmitted and required to **withdraw for a second time**, will **not** be considered for readmission until a minimum period of **five** years has elapsed.

H.9 A student who was required to withdraw for reasons of failure to progress may be readmitted to the Faculty on the following conditions:

H.9.1 A minimum of **one** year has passed since the date of withdrawal

H.9.2 The Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.

H.9.3 All grades previously obtained, except for courses to be repeated having been deemed outdated, shall continue to apply for the purpose of determining the student's GPA.

H.9.4 Subject to UWI Grade Point Average Regulation C.2.4, (<http://www.mona.uwi.edu/exams/pdf/regulations.pdf>) courses pursued at an institution other than the UWI during the period of withdrawal may be eligible for credit.

H.9.5 Courses pursued in the UWI Summer School during the period of withdrawal shall be included in all relevant grade point average calculations if the student re-enters the UWI.

I. Exemptions and Transfers

I.1 Holders of degrees from approved universities, or candidates who have partially fulfilled the requirements of such degrees, may apply to the Board for Undergraduate Studies, through the Faculty Board of the candidates' campus, for exemption from Level 1 courses. Each such application will be considered on its own merit.

I.2 Students on transfer between different BSc degree programmes or from other programmes of study within the University may, on the basis of passes already obtained, and on the recommendation of the Departments concerned, be exempted from some or all of the Level 1 courses, and some of the Level 2 and/or Level 3 courses. Students exempted from all Level 1 courses may complete the degree programme in a minimum of four or a maximum of eight semesters of full-time study from the time of transfer. Students exempted from all Level 1 courses and some Level 2 and/or Level 3 courses may complete the degree programme in a minimum of two semesters of full-time study from the time of transfer.

I.3 The graduating GPA of a student who has been given exemption for all level 1 courses shall be calculated with 40% weighting to level 2 GPA and all else being in accordance with Regulation F.2.6.4.

I.4 Transfers and Exchanges

I.4.1 A student who wishes to take academic courses as an exchange/transfer student at an institution other than the UWI and to apply those credits toward the degree must obtain written approval in advance from the Dean and through the Office of International Affairs. Failure to obtain written approval in advance may preclude the acceptance of the credits.

I.4.2 Where credit for a course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable the University to assess this course.

I.4.3 A student must have a minimum GPA of **2.5** by the end of Semester II to be approved as an exchange/transfer student in the following academic year.

I.4.4 Where the course to be taken is to be substituted for a UWI course, the content of the course must be certified by the relevant Department as being equivalent to the UWI course. Course outlines and syllabuses must be provided by the student in order to permit the evaluation of the course content.

I.4.5 Credit hours earned from another institution at the time of admission to The University of the West Indies shall not be used in the computation of a grade point average.

I.4.6 A student may **not** take courses for degree credit at an institution other than the UWI during the semester (including the succeeding summer) in which he or she completes or is expected by the Faculty to complete the requirements for graduation from the UWI.

I.4.7 Students in other programmes, departments or faculties in The UWI that meet the admission criteria for engineering are eligible for transfer. In such cases, the credits of equivalent courses may be used toward the student's degree.

J. Aegrotat Degree

J.1 Aegrotat Courses

J.1.1 A candidate who, by reason of illness, was prevented from attending examinations or part of the examinations associated with a Level 2 or 3 course in the year of anticipated graduation may apply to the Board for Undergraduate Studies through the University Registrar, for an Aegrotat pass in the course. Such an application will be granted only if all the following conditions are satisfied:

J.1.1.1 The appropriate Head of Department reports that, on the basis of the candidate's performance during the period preceding the examinations, the candidate was expected to pass the examinations concerned and has satisfactorily completed any associated course work.

J.1.1.2 The application reaches the University Registrar not later than **30** days after the date of the last paper in the examination concerned.

J.1.1.3 The application is accompanied by a medical certificate attesting to the illness and issued by a medical practitioner recognized for this purpose by the University.

J.1.2 No grade will be awarded in respect of an Aegrotat pass, and a candidate having been awarded an Aegrotat pass will not be allowed to re-enter the examination for the course concerned on a subsequent occasion. An Aegrotat pass may not be used to satisfy a prerequisite for other Level 2 and/or Level 3 courses.

J.1.3 A student who has obtained at least three-quarters of the credits required for a Bachelor's Degree but has been unable through illness to complete the programme may apply under the University Regulations for the award of an Aegrotat Degree.

J.1.3.1 An Aegrotat Degree will not be awarded unless the Board of Examiners considers that, in the courses which he/she has completed, the student has reached a standard which, if also reached in the remainder of the programme, would have qualified him/her for the award of a Degree.

J.1.3.2 The Aegrotat degree will be awarded without Class.

J.1.3.3 Holders of an Aegrotat Degree are not permitted to re-enter for the same Degree programme, but may proceed to a second or higher degree on complying with the Regulations for such Degrees.

K. Cheating, Plagiarism and Collusion

Cheating, Plagiarism and Collusion are serious offences under University Regulations.

- K.1 Plagiarism is the unauthorised and/or unacknowledged use of another person's intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University. Plagiarism is a form of cheating.
- K.2 For the purposes of these Regulations, 'collusion' shall mean the unauthorised or unlawful collaboration or agreement between two or more students in the preparation, writing or production of a course assignment for examination and assessment, to the extent that they have produced the same or substantially the same paper, project report, as the case may be, as if it were their separate and individual efforts, in circumstances where they knew or had reason to know that the assignment or a part thereof was not intended to be a group project, but was rather to be the product of each student's individual efforts.

L. Penalties

- L.1 Cheating, plagiarism and collusion shall be reported to the Campus Committee on Examinations and the penalties would be in accordance with the University Examination Regulations.

M. Dress Code and Conduct

The following regulations are included in the interest of safety and the development of a professional environment similar to what would obtain in the world of work.

- M.1 Students must at all times conduct and present themselves in a manner in keeping with the nature of the Engineering Profession.
- M.2 In consideration of Occupational Health and Safety issues in the laboratories, **PRESCRIBED LABORATORY ATTIRE WILL BE ENFORCED AT ALL TIMES.** Any student who is not appropriately attired, **SHALL NOT BE ALLOWED ENTRY** in any Laboratory or Workshop.
- M.3 Student ID cards **MUST** be clearly displayed at all times when on UWI premises. Student ID cards are also required to facilitate all transactions in the Faculty/University.
- M.4 Food and drink **SHALL NOT** be brought into classrooms or laboratories

UNIVERSITY REGULATIONS FOR THE RE-ADMISSION OF STUDENTS REQUIRED TO WITHDRAW

1. Students required to withdraw from the University for failing to complete their degree programme within the stipulated period may be re-admitted to the Faculty after at least one year has elapsed since their withdrawal. Such a student can only be readmitted after submission of on-line application at the same time as when applications are invited for new students and subsequent approval of the application by the Faculty.
2. Students admitted to the Faculty as per Regulation 1 may in accordance with its Regulations be granted exemption from Faculty courses subject to their being no change in the content of the courses and provided that no more than five years have elapsed since the date of withdrawal. Advanced University courses, for the purposes of exemption, may be treated in the same way as Faculty courses.
3. For a student admitted to the Faculty as per Regulation 1, all grades previously obtained shall continue to apply for the purpose of determining the student's GPA, provided that these are relevant to the degree being pursued and not deemed to be outdated by the Faculty. All semesters in which said grades were obtained shall be counted towards the student's degree and shall be subject to the time and credit limit regulations (i.e., Fail Programme determination).
4. Students from one Faculty who have been required to withdraw from the University for failing to complete their degree programme within the stipulated period may be admitted to another Faculty after a minimum period of at least one year has elapsed since their withdrawal. Such students may be granted exemption from introductory courses relevant to the new programme subject to Regulations 1 and 2 above.
5. If a student has been readmitted as per Regulation 1, work done during the period between the student being required to withdraw and being granted re-admission may be eligible for credit under the transfer of credit regulations.

LIBRARY POLICY WITH RESPECT TO FACULTY/ DEPARTMENTAL LIBRARIES

Faculty and/or Departmental Libraries may be established to serve entire faculties and/or departments respectively where functional considerations require or physical considerations dictate it. Recommendations for the establishment of such faculty or departmental libraries shall be routed in each case through the Campus Library Committee and the Campus Planning and Estimates Committee for appropriate action and approval.

Unless specific regulations to the contrary are approved by Senate, the Faculty or Departmental Librarian shall be responsible to the Campus Librarian:

- (a) with respect to overall library policy, and
- (b) for
 - (i) the proper administration of the Library
 - (ii) the collection, purchase and maintenance of all necessary materials
 - (iii) the development of such research aids as are appropriate
 - (iv) the maintenance of all necessary accounts and records.

APPENDIX I

LIST OF PROGRAMMES IN THE ENGINEERING FACULTIES

BSc Engineering (Mona)

1. Civil Engineering
2. Computer Systems Engineering
3. Electrical Power Engineering
4. Electronics Engineering
5. Biomedical Engineering

BSc Engineering (St Augustine)

1. Civil with Environmental Engineering
2. Electrical and Computer Engineering
3. Chemical and Process Engineering
4. Geomatics and Land Management (Valuation)
5. Industrial Engineering
6. Mechanical Engineering
7. Mechanical Engineering with a minor in Biosystems
8. Petroleum Geoscience

APPENDIX II

UNIVERSITY AND FOUNDATION COURSES

UC010	–	Fundamentals of English
FOUN1001	–	English for Academic Purposes (FD10A)
FOUN1101	–	Caribbean Civilization (FD11A)
*FOUN1201	–	Science, Medicine & Technology in Society (FD12A)
FOUN1301	–	Law, Governance, Economy & Society (FD13A)
FOUN1401	–	Writing in the Disciplines (FD14A)

*Not NORMALLY available to Science Faculty Students

UC010 FUNDAMENTALS OF WRITTEN ENGLISH SI & SII (0 credits)

This course is required for all students entering the University to read for an undergraduate degree (except Law) who fail the Proficiency Test.

FOUN1001 ENGLISH FOR ACADEMIC PURPOSES SII (3 credits)

All students who are exempt from or who have passed UC010 (and have not passed CAPE Communication Studies with Grade 1 or 2) must do this course.

FOUN1101 CARIBBEAN CIVILIZATION SII (3 credits)

This course includes: cultural matrices/foundations; the emergence of Caribbean diasporan (African and Asian) civilisations; Caribbean civilisation and the quest for human dignity; ideas, ideologies and theologies and aspects of Caribbean entertainment.

FOUN1301 LAW, GOVERNANCE, ECONOMY & SOCIETY SII (3 credits)

This course includes: sources of law, administration of justice, constitutional and subsidiary fundamentals, nature and functions of law, theories of the state and issues of governance, comparative government, Caribbean economy, the evolution of Caribbean society, society and culture in the Caribbean, and Caribbean social problems.

FOUN1401 WRITING IN THE DISCIPLINES SII (3 Credits)

This course is available to students who have passed CAPE Communication Studies with Grade 1 or 2. This course will offer such students an alternative in which they will acquire other essential writing skills, as well as an appreciation of the manner in which academic language reflects the thinking within each discipline.

Please note that in order to qualify for exemption from the Proficiency Test a student must:

- a) have passed the CSEC English Language with a Grade 1
- or
- b) have passed the General Paper Examination with a Grade A or B or Grades 1 or 2 in CAPE Communication Skills.