

FACULTY OF SOCIAL SCIENCES MONA FAQS
for **GRADUATE** STUDENTS, at April 14, 2020

INTRODUCTION

- The FSS wants you to feel prepared for resuming classes, and we hope your questions are answered in this Frequently Asked Questions (FAQ) list. We have also shared 'Guidelines for FSS Students' Transition to Remote Teaching and Learning' and 'Tips for UWI Students' Transition to Remote Teaching and Learning' via OurVLE.
- OurVLE will be the official platform for receiving and submitting information relating to teaching and learning matters for your courses.
- For MSBM programmes, ELS is utilized rather than OurVLE. Where OurVLE is referenced in this FAQ list, MSBM students should substitute with ELS.
- FAQs will be updated when new information is available. The updates will be in **red font**, and the date will be changed to show when the change/update was made.

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ACADEMIC YEAR 2020-21

1. [When will the new academic year begin?](#)

The University has not yet determined a date but will continue to monitor the pandemic to determine the earliest start date for the 2020-2021 academic year. You will be duly informed.

2. [Is UWI Mona still admitting students for the upcoming academic year?](#)

Please contact the Office of Graduate Studies and Research for information, clarification or advice. You may also speak to your Departments.

ATTENDING CLASSES

1. [How do I access BlackBoard Collaborate \(BBC\)?](#)

Generally speaking, it is likely that your lecturer will add the link to access BBC in your OurVLE course container. Clicking the link should take you to upcoming sessions for that course. However, not all lecturers will be using BBC.

2. [If I miss a live lecture, how can I access uploaded recordings?](#)

If there are any recorded sessions, they will be archived on the Recordings page in BBC. Click the menu button (three horizontal lines) to the left of the black bar under the BBC room name to access recordings.

3. [How will I complete my courses for the rest of the semester?](#)

For the most part, students still have to complete the remaining course topics, assessments and tutorials for each course. You should be credited for work already done prior to classes being suspended. Generally, you will still have lectures, tutorials and assignments, and your lecturer will explain exactly how these will be done. Make sure to review the **Course Guidance Document** for each course you are taking, which can be found on OurVLE for each course.

CONTACTING LECTURERS

1. Will my lecturers have office hours?

Yes, lecturers are required to have at least one hour per course per week dedicated to responding to you, either synchronously or asynchronously. Each lecturer will post their office hours and methods of communication on their OurVLE course pages (ELS for MSBM).

2. How can I reach my lecturers?

Lecturers can be emailed at their official uwimona email addresses, and by sending messages via OurVLE (or ELS for MSBSM). Lecturers may, however, permit additional methods of correspondence.

COURSE CONTENT

1. Will we be using the same course outline that was issued at the start of the semester?

Generally yes. Some changes may be made to how the course is assessed. It is important for you to read the **Course Guidance Document** which your lecturer has placed on OurVLE for each course.

2. Does the **Course Guidance Document** replace the previously issued course outline?

Yes. All lecturers are expected to upload their **Course Guidance Documents** by midnight on April 13, 2020. The Course Guidance Document contains: a) content remaining to be covered, b) assignments remaining to be covered, c) any changes made to course weightings, d) where applicable how remaining Labs/Practicums/Internships or research projects etc. will be completed, e) projected dates for remaining mid-semester exams, and f) the anticipated mode of final examination, where applicable.

3. Has the content of all my courses changed?

Not necessarily. It is important for you to read the **Course Guidance Document** which your lecturer has placed on OurVLE for each course. It is not expected that there will be radical changes to course content, except where things such as Labs, Practicums, Internships, and Fieldwork are no longer possible and must be substituted or replaced with other activities.

COURSEWORK and MIDTERMS

1. Will the coursework I already submitted, or mid-semester exam I already took still count towards my final grade?

Yes. Grades already earned and weights to assignments already completed and submitted will not change. Further, no adjustments will be made to the coursework percentages/ratios already completed. In other words, if you already did an assignment worth 10% of your coursework grade and earned 8/10%, that grade and percentage will not change. Any other changes to the assessments for your courses will be communicated to you by your lecturers.

2. If I already started a group coursework assignment or any assignment, will they count or do I have to start over with a new assignment?

Each lecturer will inform their class on how this will be handled. It is important for you to read the **Course Guidance Document** which your lecturer has placed on OurVLE for each course.

3. Will I need to submit an accountability statement with all assignments online?

Yes. Additionally, if you are required to use Turnitin to submit assignments, you will also need to submit an accountability statement.

4. Will I have to submit any assignments physically?

Only MPhil/PhD/DBA candidates submitting theses will be required to submit hard copies of their work, as per the usual guidelines. MSc research papers should be submitted electronically as PDFs. Please check with your supervisors for details.

5. Are we still required to do presentations in lectures?

Your lecturers will inform you about the revised assessments for your courses. Some lecturers will still require presentations, but they will be done online, via OurVLE. Lecturers will advise whether they may be done synchronously or asynchronously, and this should be done in your first class or via OurVLE. It is important for you to read the **Course Guidance Document** which your lecturer has placed on OurVLE for each course.

DEPARTMENT and FACULTY OFFICES

1. Can we still visit or call the Department Offices and the Faculty Office?

If you need to contact these offices, the best approach would be to send an email. The offices are observing the physical distancing rules, have reduced staff present and are limiting face-to-face contact. Please ensure you find out the opening hours that are in effect and what services are currently being offered by the offices before visiting. Frequently check websites for updates. The email addresses for the Faculty Office and Department Offices are:

- a) Faculty of Social Sciences: fsocsci@uwimona.edu.jm; fss_studentmatters@uwimona.edu.jm
- b) Department of Economics: econ@uwimona.edu.jm
- c) Department of Government: govt@uwimona.edu.jm
- d) Department of Sociology, Psychology & Social Work: spswork@uwimona.edu.jm
- e) Mona School of Business and Management: msbm@uwimona.edu.jm
- f) Sir Arthur Lewis Institute of Social and Economic Studies: salises@uwimona.edu.jm
- g) Centre for Disability Studies: info@cds.mona.uwi.edu, uwicds@gmail.com
- h) Centre for Hotel and Tourism Management: chtm@uwimona.edu.jm
- i) Western Jamaica Campus: wjinfo@uwimona.edu.jm
- j) For other UWI contact information, see March 19, 2020 Advisory at <https://www.mona.uwi.edu/covid19>

FACULTY and DEPARTMENT TOWN HALLS

1. Will the Faculty and Departments have their own digital town halls?

A day and time for the Faculty's Town Hall will be announced shortly. Departments will inform you if they have plans for Town Halls.

FINAL EXAMINATIONS

1. Will there be any face-to-face final examinations?

No.

2. When will final examinations be held?

The final examination period is from June 15th to July 3rd 2020, for graduate courses generally. MSBM graduate students will be notified separately about the exam schedules for Semesters two and three. SALISES will also provide information on its summer and examination periods separately.

3. Will I still be able to do 'Exams Only' for a course?

Yes, if you are registered as Exams Only. You are only allowed to register for 'Exams Only' in the semester if you are repeating courses and have one or two courses remaining to graduate. If you are repeating a course, and are allowed 'Exams Only' registration, your lecturer will include you in the revised final assessment for the course. You should contact that lecturer immediately. Other restrictions may apply.

FINALIZING STUDENTS

1. I was hoping to complete my degree during the Summer? What can I do?

For students who are repeating courses, and there are no equivalent courses offered in the summer, you may qualify for Exams Only in the Summer period. You can also consider doing courses online with our sister campuses. Students must check with their Departments regarding the relevant equivalency in order to satisfy the requirements for the award of the degree.

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FREQUENTLY USED EMAIL ADDRESSES

1. Faculty of Social Sciences: fsocsci@uwimona.edu.jm; fss_studentmatters@uwimona.edu.jm
2. Department of Economics: econ@uwimona.edu.jm
3. Department of Government: govt@uwimona.edu.jm
4. Department of Sociology, Psychology & Social Work: spswork@uwimona.edu.jm
5. Mona School of Business and Management: msbm@uwimona.edu.jm
6. Sir Arthur Lewis Institute of Social and Economic Studies: salises@uwimona.edu.jm
7. Centre for Disability Studies: info@cds.mona.uwi.edu, uwicds@gmail.com
8. Centre for Hotel and Tourism Management: chtm@uwimona.edu.jm
9. Western Jamaica Campus: wjinfo@uwimona.edu.jm
10. To contact other UWI Sections see March 19, 2020 Advisory: <https://www.mona.uwi.edu/covid19>

INTERNET ACCESS and EQUIPMENT ISSUES

1. What if I don't have access to a stable internet connection on a regular basis?

Please email your lecturer immediately and indicate what your access limitations are. Please also click on this link and fill out this form: <https://forms.gle/Ro4LamuJYpzEDfXRA>

2. What if I don't have access to a suitable laptop, tablet or desktop to attend classes and complete assignments?

Please email your lecturer immediately and indicate what your access limitations are. Please also click on this link and fill out this form: <https://forms.gle/Ro4LamuJYpzEDfXRA>

3. What if my internet connection or electricity supply are lost during an examination or online assessment?

As best as possible, you should try to ensure that you have a reliable internet connection for a planned examination/assessment. Any issues relating to failure to complete examinations/assessments are reported to the Campus Registrar for investigation. Traces of your attempts to complete assignments and examinations will be registered on the system. It is important that if you have any kind of glitch at any point in an examination/assessment you make a note of the time and any error messages that are displayed. These should be emailed to the lecturer/coordinator for investigation as soon as you regain connectivity. Lecturers will provide their contact information for access during the examination period. Note that many of the examinations will allow a long enough period for completion of assessments and resubmission attempts, to mitigate against these challenges.

4. What if I cannot type quickly?

Your exams will be designed to account for this issue. Most take home assessments are to be submitted within 48 hours, giving adequate time for typing and submission. Please contact your lecturer who can give you more details about the structure of the exams and any considerations regarding timing.

5. Are OurVLE and Blackboard Collaborate zero-rated?

Digicel has zero-rated OurVLE but not BBC. Flow at this point, has not zero-rated either OurVLE or BBC. You will be updated if there are any further changes. Please speak with your lecturer about any accommodations that can be made in terms of alternative access to recorded sessions.

INTERNSHIPS and PRACTICA

1. What will be done about internship and practica work that has already been done, and how will these now be assessed?

Lecturers will advise you about the changes regarding these forms of assessment. It is important for you to read the **Course Guidance Document** which your lecturer has placed on OurVLE for each course.

NEW COURSE and PROGRAMME REGISTRATIONS

1. Can I register for new courses at this time?

The registration system is open and students can register. It is however recommended that students carefully consider adding new courses at this time. After April 24th, students will no longer be permitted to drop courses or request Leave of Absence and will therefore be academically and financially liable for the course. Only in exceptional circumstances would new registrations for Semester 2 be considered or granted, as teaching was far advanced before the shutdown.

2. Can I transfer to a new Faculty at this time?

No. You cannot change programme or Faculty mid-way into a semester. All such requests will be considered for Semester one 2020-2021.

3. Are there new regulations for registrations and fees?

Yes, see: 'Revised Regulations for Registration and the Payment of Fees for Semester II 2019-2020 in light of COVID-19' at: <https://www.mona.uwi.edu/marcom/newsroom/entry/7786>. Please check with MSBM regarding specific details for their programmes.

OPEN CAMPUS OPTIONS

1. If I wanted to register for new courses in the Open Campus now or Summer, can my fees be transferred?

This will only be facilitated if there is a credit on the student's account and this is the student's final semester to complete their programme.

OurVLE, BLACKBOARD COLLABORATE and TURNITIN

1. If I have technology questions regarding OurVLE and BBC, who do I speak with?

Training to use OurVLE and Blackboard is self-paced and provided via this link: <https://ourvle.mona.uwi.edu/course/view.php?id=2962> [MITS_STA OurVLE and Blackboard Collaborate Student Training Area]. Students must login with their registered UWI accounts. ELS TO BE INSERTED

Additionally, MITS can be accessed at - WhatsApp facility numbers: (876) 499-2291 or (876) 869-9775; Telephone numbers: (876) 927-2148/ (876) 618-6466 / (876) 977 9306; E-support: helpdesk@uwimona.edu.jm; Live Chat Support: <https://www.mona.uwi.edu/mits/>

2. For students who already use ELS, do I now have to switch to OurVLE and Blackboard Collaborate?

No. You will be using ELS. Access it here: <http://elearning2.msbm-uwi.org/>

3. Will I be trained in OurVLE and BBC before April 14?

Training to use OurVLE and Blackboard is self-paced and provided via this link: <https://ourvle.mona.uwi.edu/course/view.php?id=2962> [MITS_STA OurVLE and Blackboard Collaborate Student Training Area]. Students must login with their registered UWI accounts.

4. How do I access Blackboard Collaborate?

Steps are available at this URL: <https://sites.google.com/a/dec.uwi.edu/uwiwebconf/course-materials/choose-your-role/sample-presentation-student>. Do a BBC Browser Compatibility Check at this link: <http://requirements.open.uwi.edu/> to open resource.

5. How do I access TURNITIN and training?

Turnitin and supporting guidance are available at: <https://www.turnitin.com/support>.

RESEARCH SUPERVISION and THESES

1. Is there any change in the rules and procedures for my research paper?

No, there are no changes in the regulations for the Research Paper or Thesis. However, the Department and your Supervisor will inform you on how to submit your MSc Research Paper electronically. For the

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MPhil/PhD/DBA, there is no change in how your thesis must be submitted. Each candidate should email the OGSR indicating their intention to submit and they will check to ensure all the requirements to submit are in place. Once this is finalized OGSR will ask you to deliver the documents physically.

2. When are research papers and theses now due?

A due date for submission has not yet been determined. You will be duly informed.

3. Will I still be able to defend my thesis or do my upgrade seminar this semester?

Yes, you will still be able to defend your thesis/ do your upgrade seminar this semester. The regulation for these procedures will remain the same. However, the upgrade seminar may be conducted virtually. You will be duly informed with respect to a decision on doctoral vivas.

4. Will I still be assigned a research supervisor if one has not already been assigned to me?

Yes.

SPECIAL NEEDS STUDENTS

1. Will the methods of delivery be adjusted to accommodate my learning needs?

Please email your lecturer immediately and initiate this discussion. Please also fill out this form immediately: <https://forms.gle/Ro4LamuJYpzEDfXRA>. There are no guarantees that all learning styles can be accommodated, as everyone adjusts to a remote learning environment.

2. Where can I get my special needs addressed?

If you are a student with a disability and not registered with the Office for Special Students Services, please do so by contacting 876 977 1551. Please do so as soon as possible.

STUDENT WORKERS

1. Some of us have lost our jobs and can no longer pay tuition fees? Is there any arrangement in place for us?

If students are unable to meet their financial obligation to the Campus we strongly recommend that you make use of the opportunity to request Leave of Absence for the semester. If you are Part-Time, consider reducing your course load to one that you can manage financially.

SUMMER SCHOOL

1. Is summer school still offered for 2020 at FSS Mona?

Yes. An Exams Only Summer School will be facilitated only to assist students needing to repeat courses in order to progress or graduate.

2. How is the Summer/Semester 3 being offered for graduate students who typically have courses in that period?

The University is working with the relevant authorities to determine a suitable period for the Summer semester. The start date, examination period and fees are being discussed, and you will be updated shortly. Both MSBM and SALISES will advise you separately on their summer and third semester periods.

3. Will I be able to do oral exams or resits in the summer?

Yes, once you are eligible based on the prescribed Faculty regulation.

TIMETABLE

1. Will my class schedule change?

No, the timetable for all courses, including lectures, tutorials etc. remains the same as it was at the start of the semester. However, some lecturers will not be having live classes, so you should check with your lecturers to find out if you have to be present at a particular time for a lecture or a tutorial, or whether you can access the course material outside of the specific class time.

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2. When do classes resume and end?

Classes resume on April 14, 2020 and end on May 29, 2020.

3. What happens on April 14?

Classes resume on April 14, 2020 and the existing timetable for all course lectures and tutorials comes back into effect. You may or may not have a live lecture, but you should try as best as you can to re-establish a routine to work on all courses each week as you would have done before classes were suspended.

UNIVERSITY FAQS

AVAILABLE AT: <https://www.mona.uwi.edu/covid19>