



FACULTY OF  
**SOCIAL SCIENCES**

**WEP**  
Weekend Programme



2023-2024

Weekend Programme

**STUDENT HANDBOOK**

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## WELCOME

Welcome to the Faculty of Social Sciences (FSS) Weekend Programmes, a special initiative offering degree programmes for personal fulfillment and professional job enhancement. The FSS Weekend Programmes are attractive options for persons who find it difficult to obtain “time off” to attend classes during the week due to work and other social responsibilities, as well as persons who simply prefer the convenience of studying on the weekend. The unique work and life experience each student brings to the programme provides the group with opportunities for growth and development. The FSS Weekend Programmes are currently offered on Saturdays only.

## DISCLAIMER

This Handbook is provided for the convenience of FSS Weekend students. It sets out the Faculty’s Regulations governing the programmes offered; important guidelines; and information on the courses offered in the Faculty of Social Sciences, Mona.

The current edition was finalized in August 2023. A concerted effort was made to eliminate all errors but students must check the Faculty’s website at the start of the semester and during the course of the academic year for updates as well as corrections of any errors or omissions that have come to light subsequent to the finalization of this Handbook.

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## WELCOME MESSAGE - Dean, Faculty of Social Sciences



I am pleased to welcome each of you to the Faculty of Social Sciences (FSS), the home of the Tigers, where strength, determination and resilience are on full display! You're joining us in the Diamond Jubilee (75th) year of the UWI. You've made an excellent decision in selecting one of our programmes to get you started on your higher education journey, and I trust that you will absolutely enjoy the journey. As you embark on your programme, remember how privileged you are, and how much potential you already possess. You're not here by chance. You worked hard, and you're here on your own merit! Continue the commitment to personal growth and development, ensuring to incorporate the values of integrity and honesty, and ethics. We expect that in doing so, you will respect the UWI's rules, regulations, and policies, and will respect yourselves and others.

The Faculty boasts excellent lecturers who will train you in your respective disciplines and help guide you along your career paths. You will be expected, however, to be self-directed, intimate with your course outlines and required readings, to manage your time effectively, and show strong analytical and critical thinking skills. We also hope that you will explore courses that intrigue you and challenge pre-set assumptions, and that you will follow your curiosity. The Faculty also boasts excellent administrators who will provide the support services necessary for you to navigate life in the Faculty. Remember that as adults you are in charge of your destinies and progress. If, however, you feel overwhelmed by the work demands, or the pressures of balancing everything, or of life in general, please seek help immediately. You may reach out to your lecturers or academic advisors, but professional help may be secured from the Health Centre's counselling services. You are never alone on this journey!

In addition to your in-course academic training, the Faculty provides opportunities for internships and experiential learning. There are also many extracurricular activities and Clubs and Societies aligned with your passions and interests. So, seek out new experiences, and let the rich, vibrant tapestry of campus life shape your perspectives and broaden your horizons.

You have the potential to achieve great things, and to contribute outstandingly and be impactful. I assure you that the Faculty will be your ally as you navigate your UWI journey.

Welcome!

Dr Heather Ricketts  
Dean, FSS

## MESSAGE FROM THE FSS GUILD REP



If there is one thing that we can all note about life, it is the fact that it is uncertain. We are never too sure about what the future holds or where it may take us. We experienced this reality when Covid-19 came in view and reshaped much of how we operated as a cohesive force. Despite our past and the many things at present, I am a bearer of good news. The Faculty of Social Sciences regardless of adversities, managed to remain in front, setting the pace for many to follow. To the cubs and the returning tigers, this is not just another message of formality in an attempt to continue traditions. On the contrary, this message is one to mobilize, rejuvenate and concretize the idea that the Faculty of Social Sciences just got BIGGER. Bigger plans to involve and integrate all students, bigger plans to advocate for the needs and the concerns of all tigers, bigger plans to achieve unmatched academic prowess across the faculty and bigger plans to shape our own destiny.

There is no promise that the Faculty of Social Sciences will be utopian in nature as there will be challenges to face and the unknown to explore. However, I stand as your Guild Representative for the academic year 2023/24, echoing the mantra of the Guild Of Students UWI Mona, "Together we can make it happen". Never doubt yourself or the capabilities you possess. To make it this far is a testament to the greatness that lies within you and I say move forward and press towards the mark of the higher calling on your life. Tigers, when others sit, you stand. When others stand, you stand out and when others stand out be outstanding. For we are a unified force, a unified faculty with unified goals.

Be blessed.

**Perry Cummings Jr**

# FSS GENERAL CODE OF CONDUCT

## PREAMBLE

This code has been generated in line with what is believed to be staff and students' general perceptions on what may or may not be considered appropriate conduct, and has been formulated through constant consultation with representatives of the relevant groups. This has been done in recognition of the fact that the faculty and its environs should be associated or seen as being synonymous with activities that uphold the university's, and by extension its faculties', mandate towards the expansion and promotion of pursuits of an academic nature; and that as such persons therein should aspire to conduct themselves in a manner that is reflective of this, and that may be otherwise considered socially acceptable. The code therefore offers a formal indication of appropriate and/or acceptable behaviour and contains elements which may be considered prescriptive in nature. Therefore, wholesale and/or blatant disregard for the stipulations made herein may result in the application of disciplinary action.

## CODE OF CONDUCT

1. Areas surrounding lecture rooms and offices are designated quiet zones. Students shall therefore refrain from engaging in loud conversation or any other noise-generating activity that may cause disturbance. This includes, but is not restricted to singing, recitations, preaching, loud praying, the use of noise-emitting electronic equipment (i.e. radios, phones, etc.), and romping and playing of physical games (e.g. scrimmage). Persons are also to refrain from the use of violent and offensive language.
2. The faculty's space shall be considered as meant for activities of an academic nature. The facilities provided therein should therefore be utilized appropriately and in their rightful fashion.
3. Persons shall refrain from engaging in behaviour not suited for the Faculty's space, this being inclusive of the restrooms. This includes, but is not limited to lying down or sleeping on the furniture, public grooming, and the playing of games such as cards, dominoes and other such board games. Persons shall also refrain from engaging in any activity which amounts to an inappropriate public display of affection.
4. Persons shall refrain from lingering or congregating along designated pathways in a manner that may obstruct free movement along them. This includes the sitting on of stairs and railings. Additionally, persons shall avoid walking in or through gardens and related lawns. There shall also be no riding on the pathways, except in the case of disabled persons who utilize mobility aids.
5. Persons are not to remove furniture from their prescribed locations. This includes removing chairs and/or tables from classrooms, benches from usual positions, etc. An exception may be made in the case where the movement of furniture is necessary to facilitate the instructional programme/process, so long as the furniture is replaced in its original position thereafter.
6. Persons, in adhering to this General Code of Conduct, shall also be careful to abide by the stipulations of other such Faculty guidelines/policies. These include, but are not limited to the Faculty's Code of Conduct for Instructional Sessions, as well as the Faculty's Notice Posting Policy.

# FSS CODE OF CONDUCT - INSTRUCTIONAL SESSIONS

## CODE OF CONDUCT AND GUIDELINES FOR INSTRUCTIONAL SESSIONS

### PREAMBLE

This Code has been established through a series of consultations between staff and students and approved unanimously by the Faculty Board. The University community is comprised of persons with varied backgrounds and who may have different norms for socially acceptable behaviour. Additionally changes occur over time in terms of technology, culture and the environment within which we exist. We therefore continually review our relationship with each other so that we may operate harmoniously within the same space. A code is deemed necessary, as in the absence of a well-defined standard, the community would be relying on each individual's definition of socially acceptable behaviour. The Code includes elements that are prescriptive while others are guidelines which the Faculty seeks to establish as normative behaviour.

### CODE OF CONDUCT

1. During the conduct of any class, there shall be no activity which disturbs the assembly and affects the order of the proceedings. Instructors have the right to require any student to leave the classroom if s/he is involved in disorderly conduct, or alternatively instructors have the right to leave the classroom themselves.
2. Cell phones, pagers and alarms of any type shall be turned off during classes. If there is an emergency for which a student or instructor may need to use the phone, this shall be indicated at/or just prior to the start of the class in a manner indicated by the instructor.
3. Entrance and Exit Doors to class rooms shall be used as designated. Students shall not enter the classroom prior to the end of the preceding lecture.
4. Children are only allowed in classes in exceptional circumstances and instructors must be notified. Where a child begins to disturb the class, s/he must be immediately taken out of the room.
5. Garbage shall not be left in the classrooms.
6. Classes are to start 5 minutes after the hour and end 5 minutes before the hour to facilitate students' and instructors' attendance at consecutive classes elsewhere. Students and instructors are to attend and leave classes punctually. Students who arrive late may be excluded from class. Faculty Guideline: Students may be excluded if they arrive 15 minutes or more after the time specified on the timetable.
7. All white/chalk boards or other instructional aids shall be cleaned/removed at the end of any class.
8. Students are to be given at least one days notice where the schedule for a class is being changed and students are to be notified by the scheduled starting time where a class is expected to commence with a delay.
9. There shall be no eating or drinking in classes, save in exceptional circumstances (e.g. students with diabetes or with classes from 11AM to 2PM who are unable to eat during a break between classes). Students who find they must eat shall do so in a manner that ensures minimum disturbance to the class.
10. In dressing to come to class, students shall be conscious of their part of a community, the way others see them based on their department, the standards of dress recognized within various professional environments and the impact that their mode of dress may have on other members of the community.
11. Student representatives for each course are to be selected by the end of the fourth week of classes.

# FACULTY OFFICE & DEPARTMENT PERSONNEL

## SOCIAL SCIENCES FACULTY OFFICE

Tel: (876) 927-2592 | 977-0640 | Cell: (876) 395-0170 | Fax: (876) 578-3828  
Emails: [fssweekend@uwimona.edu.jm](mailto:fssweekend@uwimona.edu.jm) / [fsocsci@uwimona.edu.jm](mailto:fsocsci@uwimona.edu.jm) | Website: <http://myspot.mona.uwi.edu/socsci/>

<b>Dean</b>	<b>Dr. Heather Ricketts</b> <i>BSc, MPhil, PhD UWI</i> <a href="mailto:heather.ricketts@uwimona.edu.jm">heather.ricketts@uwimona.edu.jm</a>   <a href="mailto:fssdean@uwimona.edu.jm">fssdean@uwimona.edu.jm</a>
<b>Deputy Dean</b>	<b>Dr. Christine Clarke</b> <i>BA, Mount Holyoke College, MA, PHD Rice</i> <a href="mailto:christine.clarke03@uwimona.edu.jm">christine.clarke03@uwimona.edu.jm</a>   <a href="mailto:fssdepdean@uwimona.edu.jm">fssdepdean@uwimona.edu.jm</a>
<b>Senior Administrative Officer</b>	<b>Ms. Stephanie Pinnock</b> <i>BSc UWI, MSc. Surrey</i> <a href="mailto:stephanie.pinnock@uwimona.edu.jm">stephanie.pinnock@uwimona.edu.jm</a>
<b>Administrative Officer</b>	<b>Ms. Kayann Henry</b> <i>BA. JTheoSem, BA UWI, MSc. Nova</i> <a href="mailto:kayann.henry03@uwimona.edu.jm">kayann.henry03@uwimona.edu.jm</a>
<b>Administrative Secretary</b>	<b>Ms Aneasha Creary</b> <i>BSc. UWI</i> <a href="mailto:aneasha.creary@uwimona.edu.jm">aneasha.creary@uwimona.edu.jm</a>

## DEPARTMENT OF ECONOMICS

Tel: | (876) 977-1188 | (876) 428-6268  
Website: <https://www.mona.uwi.edu/economics/>  
Email: [econ@uwimona.edu.jm](mailto:econ@uwimona.edu.jm)

<b>Head of Department</b>	<b>Dr Patrice Whitely</b> <i>BSc UWI, MSc UWI, PhD Michigan State University</i> <a href="mailto:patrice.whitely02@uwimona.edu.jm">patrice.whitely02@uwimona.edu.jm</a>
<b>Senior Administrative Assistant</b>	<b>Ms. Marjorie Bryan,</b> <i>BSc, MA UWI</i> <a href="mailto:marjorie.bryan@uwimona.edu.jm">marjorie.bryan@uwimona.edu.jm</a>

## MONA SCHOOL OF BUSINESS AND MANAGEMENT

website: <https://www.mona.uwi.edu/msbm/>  
Tel: (876) 977-3775 | (876) 977-4649

<b>Executive Director</b>	<b>Dr David McBean</b> <i>BSc UWI, PhD Oxford</i> <a href="mailto:david.mcbean@uwimona.edu.jm">david.mcbean@uwimona.edu.jm</a>
<b>Undergraduate Academic Director</b>	<b>Mr Stanford Moore</b> <i>BSc UWI, MEng. Heriot Watt, MMM Northwestern</i> <a href="mailto:stanford.moore@uwimona.edu.jm">stanford.moore@uwimona.edu.jm</a>



# REGISTRY PERSONNEL

## STUDENT AFFAIRS (ADMISSIONS AND INTERNATIONAL OFFICE)

Tel: (876) 927-2779 | (876) 878-0047 | (876) 878-0053 | (876) 852-0160 | (876)890-1579  
Website: <https://www.mona.uwi.edu/admissions/> | [www.mona.uwi.edu/iso/](https://www.mona.uwi.edu/iso/)  
Email: [admissions@uwimona.edu.jm](mailto:admissions@uwimona.edu.jm) | [isomona@uwimona.edu.jm](mailto:isomona@uwimona.edu.jm)

Senior Assistant Registrar	Dr Marsha Morgan-Allen
Assistant Registrar	Mr. Jamani Dunn
Senior Administrative Assistant	Mrs Donna Foster (Admissions)
Senior Administrative Assistant	Ms Hermine Tyrell (International Students)

## REGISTRY INFORMATION SYSTEMS (RIS)

Tel: (876) 970-4472 | Email: [ris@uwimona.edu.jm](mailto:ris@uwimona.edu.jm)

Information Systems Manager	Mr Leighton Chambers
Administrative Assistant	Ms Shakira Caine

## EXAMINATIONS SECTION

Tel: (876) 977-3544  
Email: [examinations@uwimona.edu.jm](mailto:examinations@uwimona.edu.jm)

Assistant Registrar	Mr. Kevin Tai
Senior Administrative Assistant	Ms Jillian Gordon

## OFFICE OF STUDENT FINANCING

Tel: (876) 702-4646 | Website: <https://www.mona.uwi.edu/osf/>

Manager	Ms. Shana Hastings
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## OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Tel: (876) 970-2739 / (876) 977-3880 | Website: <https://www.mona.uwi.edu/oss/>

Director	Mr. Jason McKenzie
Administrative Officer	Mrs Rasheen Roper-Robinson

## STUDENT ADMINISTRATIVE SERVICES (SAS)/BURSARY

Tel: (876) 970-6756  
Email: [customer.services@uwimona.edu.jm](mailto:customer.services@uwimona.edu.jm) / [sass@uwimona.edu.jm](mailto:sass@uwimona.edu.jm)

Manager, Billings and Collections	Mr Ruel Nelson
Assistant Manager	Mrs Jacqueline Scott Crossley

# OPENING HOURS

## **FSS Faculty Office \***

### *During Teaching*

- Monday - Thursday (8:30am - 7:30pm)
- Friday (8:30am - 4:30pm)
- Saturday (8:30am - 4:00pm)

### *During Non-Teaching*

- Monday - Thursday (8:30am - 4:30pm)
- Friday (8:30am - 4:30pm)

## **Department of Management Studies**

### *During Teaching*

- Monday - Thursday (8:00am - 7:00pm)
- Friday (8:00am - 4:30pm)

### *During Non-Teaching*

- Monday - Friday (8:30am - 4:30pm)

## **Department of Economics**

### *During Teaching*

- Monday - Thursday (8:30am - 7:30pm)
- Friday (8:30am - 4:30pm)

### *During Non-Teaching*

- Monday - Friday (8:30am - 4:30pm)

## **Admissions Section (Registry)**

- Monday - Thursday (8:30am - 7:30pm)
- Friday (8:30am - 4:30pm)

### *During July and the first week of August*

- Monday - Friday (8:30am - 4:30pm)

## **Main Library - (876) 927-2123, [main.library@uwimona.edu.jm](mailto:main.library@uwimona.edu.jm)**

- Monday - Friday (8:30am - 6:00am)
- Saturday (8:30am - 12:00 midnight)
- Sunday (12:00noon - 8:00pm)

### *Overnight Reading Room (Located on the Ground Floor of the Main Library)*

- Monday - Friday (open 24 hours)
- Saturday (12:00am - 6:00am Sunday)
- Sunday (8:00pm - 6:00am Monday)

## **University Bookshop - (876) 702-2304, 702-2305, [bookshop@uwimona.edu.jm](mailto:bookshop@uwimona.edu.jm)**

### *During Teaching*

- Monday - Friday (8:30am - 6:00pm)
- Saturday (9:00am - 2:00pm)

### *During Non-Teaching*

- Monday - Friday (8:30am - 5:00pm)

## **University Health Centre - (876) 970-0017, [healthcr@uwimona.edu.jm](mailto:healthcr@uwimona.edu.jm)**

### *During Teaching*

- Monday - Friday (8:30am - 7:30pm)
- Saturdays (8:30am - 12:30pm)

### *During Non-Teaching*

- Monday - Friday (8:30am - 4:30pm)

# ACADEMIC CALENDAR 2023/24

This academic calendar is specifically for the FSS Weekend Programme, and differs from the regular UWI Mona Campus academic calendar for the 2023/24 academic year.

## Semester I

Orientation (New students)	August 26, 2023
Teaching begins	September 2, 2023
Semester break	October 14, 2023
Teaching ends	December 2, 2023
Examinations begin	December 9, 2023
Examinations end	December 16, 2023
Semester ends	December 16, 2023

## Semester II

Teaching begins	January 20, 2024
Semester break	March 30, 2024
Teaching ends	April 20, 2024
Examinations begin	April 27, 2024
Examinations end	May 4, 2024
Semester ends	May 4, 2024

## Summer Semester

Teaching begins	May 25, 2024
Teaching ends	July 20, 2024
Examinations begin	July 27, 2024
Examinations end	July 27, 2024
Semester ends	July 27, 2024

# GENERAL REGULATIONS

## 1. QUALIFICATION FOR ADMISSION

- 1.1 Before registering and entering a programme of study in the Faculty, the candidate must have satisfied the University Matriculation requirements for entry to a degree programme (See University Matriculation requirements - UWI Calendar Vol. II Part II). See also 1.4 below regarding the English Language Proficiency Test Requirement of the University of the West Indies.
- 1.2 On entry to the University at the Mona and St. Augustine Campuses students may be required to take a prescribed course in English as a prerequisite to the compulsory Foundation Course, **FOUN1013 Critical Reading and Writing in the Social Sciences**.
- 1.3 With reference to Mona Campus, applicants for entry into all its programmes are required to have a pass at O'Levels or Grade III pass in CXC General Proficiency Mathematics from June 1998 and after or equivalent.
- 1.4 **English Language Proficiency Test (ELPT) Requirement**  
The English Language Proficiency Test is used to assess whether persons applying to pursue **undergraduate degree** programmes at the University of the West Indies, Mona Campus possess a satisfactory level of writing and reading proficiency in English for university academic purposes. Applicants' test results will be taken into consideration by individual faculties before offers of entry are made. The results of applicants who pass the test will remain valid for a period of five (5) years. Results will **NOT** be issued until the UWI Mona admissions process is complete.

The following categories of applicants **ARE ALSO REQUIRED TO SIT THE ENGLISH LANGUAGE PROFICIENCY TEST**:

- a. Persons in Jamaica, the Bahamas, Belize and Cayman who are applying to pursue **Part 1 of the BSc. degree programme** either through the UWI Open Campus or at the Management Institute of National Development (**MIND**).
- b. UWI Challenge/Community College students applying to Level I **campus-based** UWI programmes.
- c. Persons applying to enter Level II of the B.Sc. programme in Hotel and Tourism Management in the Bahamas proceeding from a regional Tertiary Level Institution.

For information on test registration procedures and test format, kindly contact the Admissions Section of the Registry on the Mona Campus.

### 1.4.1 ELPT Exemptions

Applicants in the following categories (a-h) are **NOT** required to sit the test:

- a. Persons with any ONE of the following English Language qualifications:
  - (i) Grade 1- CXC English A
  - (ii) Grade A- GCE O Level English Language
  - (iii) Grade A- GCE A/O Level General Paper
  - (iv) Grades 1 & 2- CAPE Communication Studies
  - (v) Grade B+ or above - College English Skills I or II- University of Bahamas (formerly College of Bahamas)
  - (vi) Grade B+ or above - Advanced Communication or Business Communication - UTech
  - (vii) Grade B+ or above - Freshman Composition I or II - Northern Caribbean University
  - (viii) Grade B or above in a college English course from an approved University.
- b. Persons who are already holders of an undergraduate degree from the UWI or from an approved university, and persons with a Grade B+ or above in a college English course from an approved University.

- c. Persons holding a UWI Certificate in Advanced Nursing Education and Administration OR a UWI Licentiate of Theology.
- d. Persons holding a UWI Diploma in Media and Communications **who have passed the course "Media and Language" (COMM5201)**.
- e. Persons who passed the UWI Mona ELPT in 2015 onward (since results are valid for a period of five (5) years).
- f. Persons who successfully completed any ONE of the following UWI English Language courses within the last six years (i.e. 2007 onwards): UC010; UC10A; UC10B; UC10C; UC10D; UC10L; UC10H; UC120; FOUN1001 (FD10A); FOUN1002 (FD10B); COMS1001 (CM10A); COMS1002 (CM10B); FOUN1003 (FD10C); FOUN1008 (FD10H); FOUN1003.
- g. Nationals of **non-contributing** Caribbean Territories and the Turks and Caicos Islands. These persons are required to sit a diagnostic test at Mona upon acceptance to the University of the West Indies, Mona campus. The **UWI contributing** countries are Anguilla, Antigua & Barbuda, the Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Jamaica, St. Kitts and Nevis, Montserrat, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago.

### 1.5 Faculty Admission Requirements

Below are set out the mandatory minimum requirements for full-time (3 years) and part-time (4 years) admission to the Bachelor of Sciences programmes in the Faculty. Admission to all degree programmes in the Faculty will be on a competitive basis. Therefore, the fulfillment of the mandatory minimum requirements does not guarantee admission.

Duration	Admission Requirements
Three (3) Years	<p>Passes in a minimum of five (5) subjects at CXC, (CSEC) General Proficiency (Grades I or II pre-1998 and Grades I, II, or III from June 1998) or GCE O'Level, which must include Mathematics and English Language <b>and</b> passes in a minimum of two (2) subjects at CAPE (Unit 1 and Unit 2 per subject), or two (2) subjects at GCE A'Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>An Associate degree, Diploma and/or Certificate from other approved tertiary institutions having attained a B+ average or a minimum GPA of 2.5. SAT Reasoning Test High School Grade 12 transcript with a minimum GPA of 3.0 and a minimum score of 1600 for SAT1.</p> <p><b>Note:</b> In addition to the above, special department requirements apply for B.Sc. Social Work. These include two (2) references, a personal statement and information on co- and extra-curricular activities.</p>
Four (4) Years	<p>Passes in a minimum of five (5) subjects at CXC, (CSEC) General Proficiency (Grades I or II pre-1998 and Grades I, II or III from June 1998) or GCE O'Level <b>and</b> passes in at least one (1) subject at A'Level or CAPE (Unit 1 and Unit 2 per subject).</p> <p style="text-align: center;"><b>OR</b></p> <p>High School Grade 12 transcript with a minimum GPA of 2.5 and a minimum score of 1550 for SAT1</p>
<b>English Language Proficiency Test</b>	
<p>English Language is compulsory for admission to all programmes. Applicants who do not possess a Grade 1 in CSEC/CXC English A, a Grade A in GCE O'Level/BGCSE English Language, a Grade 1 or 2 in CAPE Communication Studies or a Grade A in the GCE General Paper, are required to take an English Language Proficiency Test on entry.</p>	

## 1.6 FOREIGN LANGUAGE REQUIREMENT

### The Foreign Language Policy for a Multilingual University

[The term “*Foreign Language*” referred to in the Policy means all languages including Creole languages of the region and Sign Language that are not the first language(s) of the student.] The Policy shall be in effect at the start of the 2022/2023 academic year.

#### University Regulations

1. ALL students who have been accepted into The University of the West Indies in the academic year 2023/2024 to read for an undergraduate degree are required to register for and successfully complete a prescribed three (3) credit Foreign Language, Sign Language or Caribbean Creole course.
2. Students who matriculated into The University with a foreign language obtained at the Caribbean Examinations Council with CSEC (Grade 1, 2 or 3) or CAPE Unit I or II (Grades 1 to 5) or an equivalent, shall be exempted from this requirement and shall receive no credit.
3. ALL international students whose first language is not English and who matriculated into The University with English as a Second Language qualification shall be exempted.
4. Undergraduates who satisfy matriculation requirements under the Mature Student Clause shall be required to show proficiency in a foreign language using the Prior Learning Assessment (PLA) tool.
5. Students shall fulfil this requirement at any time during their undergraduate programme.
6. The University may require students who do not possess a certification in a foreign language but might have pursued a foreign language to take a diagnostic test to determine proficiency.
7. The fulfilment of the foreign language requirement as set out in 6 shall be recorded on the students’ transcripts.
8. Undergraduates may continue in any foreign language course or programme after meeting the requirement.
9. ALL undergraduates who normally select a foreign language major shall continue to do so.

## 2. BSc. DEGREE PROGRAMMES

- 2.1 B.Sc. degrees across the University of the West Indies are offered in the following categories:
  - Major
  - Double Major
  - Major and one Minor
  - Major and two Minors
- 2.2 A student must be formally registered in one of these categories.
  - A *major* is made up of a minimum of thirty (30) credits each in the subject area at Levels II and III.
  - A *double major* is made up of a minimum of thirty (30) credits each in two (2) subject areas at Levels II and III.
  - A *minor* comprises of a minimum of fifteen (15) credits in the subject area over Levels II and III.
  - A *major/minor* comprises of a minimum of thirty (30) Levels II and III credits in the subject area of the major and fifteen (15) Levels II and III credits in the subject area of the minor.
- 2.3 A *Major* ONLY is available in the FSS Weekend Programmes from among the following subject areas only:
  - Accounting
  - Human Resource Management
  - Management Studies

### 3. TYPICAL FIRST YEAR CURRICULUM

- 3.1 Your first year at University will be one of significant transition. Depending on your specialization, you will generally be required to complete seven (7) of the introductory or level-one courses listed below and three (3) foundation courses. Some students may be required to take additional courses determined by their programmes of study.

Some Introductory or Level 1 Courses
Financial Accounting Introduction to Cognitive & Physiological Psychology Introduction to Cost and Management Accounting Introduction to Developmental, Social and Abnormal Psychology Introduction to International Relations Introduction to Political Analysis Introduction to Social Research Introduction to Psychology Introductory Statistics Mathematics for the Social Sciences Principles of Economics Introduction to Sociology I
Foundation Courses
Caribbean Civilization Critical Reading and Writing in the Social Sciences Science, Medicine and Technology in Society

- 3.2 Students who have obtained Grades I through IV in certain Caribbean Advanced Proficiency Examination (CAPE) subjects may be required to replace introductory courses with other courses.

### 4. HOW TO APPLY

- 4.1 The Admissions Section, Office of the Campus Registrar is responsible for the acceptance and processing of all new applications and transfers for undergraduate study at the University of the West Indies.
- 4.2 Candidates are required to complete an online application form via <http://sas.mona.uwi.edu:9010>

### GENERAL REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCES IN THE SOCIAL SCIENCES

In these Regulations,

**“anti-requisites”** refers to courses where content overlap precludes courses being taken together for credit. Students should consult Department guidelines for further information in addition to the listing in this book.<sup>1</sup>

**“course substitution”** refers to courses used to replace compulsory courses (core courses) in a student’s current programme. The student must seek permission for such replacement. If permission is granted, it will be recorded as such on the student’s academic records.

**“exemptions only”** refers to UWI courses, required for a student’s current programme, for which **credits will not be granted** because the student has already passed these courses in other programmes at the UWI, or passes courses of similar content at other recognized institutions. In these cases the student will be required to replace the courses with courses approved by the student’s Department.<sup>2</sup>

<sup>1</sup> See Anti-requisite listing on page 38

<sup>2</sup> See Exemptions Regulations on page 26

“**credit exemptions/exemptions with credit**” refers to cases where a student **is granted** credits for courses completed and passed in other UWI programmes or at other recognized institutions. Permission must be granted by the Faculty. These courses will be recorded as pass on the student’s academic records. Students are not required to repeat these courses.<sup>3</sup>

“**free electives**” is any course that is listed in the Faculty Handbook or departmental handbook which is optional in the degree programme concerned and may be selected from any Faculty.

“**leave of absence**” refers to a student being unable to continue his/her studies for a semester or more for financial, work related, personal or medical reasons. Permission must be granted using the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS).<sup>4</sup>

“**Level I, Level II, Level III**”, represent the different standard of courses that must be completed in the undergraduate degree programme. Levels II and III are however equally weighted for the assessment of class of degree. (Note registration for level II/III courses is permitted once pre-requisites have been satisfied).

“**pre-requisite**” means a course listed in the Faculty handbook or Department Brochure which must be completed before registration for another course is permitted.

“**summer school sessions**” refer to the sessions of the Summer School as governed by the Summer School Regulations.

“**core courses**” are courses that students must complete in order to be awarded a degree.

## 5. TRANSFERS

Applications for transfer must be submitted to the Admissions Office by March 31 of each academic year.

### 5.1 Inter and Intra Campus Transfers

5.1.1 Applications for transfer from FSS Weekend Programmes to FSS Full-time/Part-time programmes **are not normally allowed**. However, in special circumstances, applications for the next academic year must be submitted to the Admissions Section by **March 31** of the current academic year.

5.1.2 Students wishing to transfer from other UWI programmes to the FSS Weekend Programmes may do so by completing an application form and submitting the form to the Admissions Section. Permission to transfer will depend on the student profile (achievement of the minimum GPA), space availability within the FSS Weekend Programme, and at the discretion of the Dean and/or Deputy Dean. In seeking such transfers, students are reminded of the difference in fees for FSS Weekend students.

5.1.3 Students in another Faculty (UWI) who have completed all Level I courses relating to the intended Major, Option or Special in the Faculty of Social Sciences are eligible for transfer to Level II of the degree programme offered by the Faculty of Social Sciences.

5.1.4 Students registered in the Faculty of Social Sciences on another Campus who have completed Level I of a degree programme are eligible for transfer to Level II in the Faculty of Social Sciences, Mona Campus.

5.1.5 Consideration for transfer may also be offered to any student indicated in 5.1.3 or 5.1.4 above who has completed some of the required Level I courses for the intended Major, Special or Option.

5.1.6 Students approved for transfer to another programme or change of major must pursue the programme requirements published in the Handbook for the year approval was granted.

5.1.7 Students are not eligible for transfer in the year they are admitted in the Faculty.

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<sup>3</sup> See Credit Exemptions Regulations on page 26

<sup>4</sup> See Leave of Absence Regulations on page 25



## 6. COURSE OF STUDY

6.1 Candidates for any of the degree programmes must pursue a course of study comprising **at least** 90 credits: **at least** 30 credits at Level I (Part I) and **at least** 60 credits at Levels II and III (Part II). The Faculty Board may require that the timing of registration in particular courses be such as to ensure that the course of study extends over either at least five (5) semesters and two (2) summer sessions or six (6) semesters.

### 6.2 Academic Programme Requirements by Courses

Students **MUST** complete **ALL** the requirements for Part I and Part II of their degree programmes as indicated here.

#### 6.2.1 PART I

Consists of a minimum of 30 credits, normally ten (3 credits) level I courses, depending on the choice of degree i.e. a single Major, a double Major, one Major and one **or** two Minors, an Option or a Special. (The choice made will determine whether or not additional courses must be taken).

6.2.2 Requirements for Part I of the degree are as follows:

- 3 University Foundation Courses
- Pre-requisites for Part II courses and/or free electives.
- Any other courses designated by the respective Departments which are not included in the above. (See Department programmes).

(**Part I** may therefore require from 30-42 credits i.e. (10-14 3-credit courses)

#### 6.2.3 PART II

Consists of 60 credits normally a combination of 20 level II and III courses designated for each student's degree programme, as follows:

- 30 credits for **ONE** Major and 30 credits of free electives
- 30 credits for each of **TWO** Majors
- 30 credits for **ONE** Major, 15 credits for each of **TWO** Minors
- 30 credits for **ONE** Major, 15 for **ONE** Minor and 15 free electives, **OR**
- a minimum of 45 credit(s) for **ONE** Special and a maximum of 15 credits for free electives

The number for courses for each Option may vary

**Note: 6-credit courses are equivalent to two 3-credit courses.**

6.2.4 Where the same course(s) is listed for both Majors/Minors it is counted only **ONCE** and an alternative approved course (s) must be chosen to complete the required total of **60 credits**. In the case of a 6-credit course the substitution is either another 6-credit course or two 3-credit courses.

**You must successfully complete a minimum of 90 credits in the combination that is stipulated for the programme by the relevant Department to be awarded a degree in the Social Sciences.**

## 7. FOUNDATION COURSES

7.1 As of 1998-99 all students registered in the University of the West Indies will be required to complete a minimum of nine (9) credits of Foundation Courses. These courses are Level I courses designed to promote sensitivity to and awareness of distinctive characteristic features of Caribbean cosmologies, identities and culture.

### 7.2 The Foundation courses are:

- a. FOUN1013 – Critical Reading and Writing in the Social Sciences offered by Faculty of Humanities and Education.
- b. FOUN1019 – Critical Reading and Writing in the Disciplines
- c. FOUN1101 -Caribbean Civilization offered by Faculty of Humanities and Education.
- d. FOUN1201 -Science, Medicine and Technology in Society offered by Faculty of Science and Technology.
- e. FOUN1301 -Law, Governance, Economy and Society offered by Faculty of Social Sciences.
- f. Any other course approved for the purpose by the Board of Undergraduate Studies.

- 7.3 Students registered in the Faculty of Social Sciences are required to do FOUN1013 or FOUN1019, FOUN1101 and FOUN1201. **Students MUST complete FOUN1013 or FOUN1019 during the first year of their degree programme.**
- 7.4 The elective Foundation course FOUN1301 (FD13A) Law, Governance, Economy and Society will not count for credit in the programmes of the Faculty of Social Sciences except with the permission of the Dean or as is in 7.3 above.
- 7.5 Exemption in whole or in part from the requirements under (7.3) may be granted from time to time by the Board for Undergraduate Studies.
- 7.6 ALL Faculty of Social Science students who have been accepted into The University of the West Indies in the academic year 2023/2024 to read for an undergraduate degree are required to register for and successfully complete a prescribed three (3) credit Foreign Language, Sign Language or Caribbean Creole course instead of one of the non-language Foundation Courses (i.e. FOUN1101).
- 7.7 With effect from Semester 1 2014/2015, Foundation courses will be included in the calculation of GPA.

## **8. REQUIREMENTS FOR ENTRY TO LEVELS II AND III (PART II)**

- 8.1 Students are required to satisfy pre-requisites (where they exist) for levels II and III courses. Students do not have to complete all courses at one level before taking a course at another level as long as the pre-requisites for the course (s) have been met.

## **9. REQUIREMENTS FOR THE AWARD OF THE DEGREE**

- 9.1 In order to qualify for the award of the degree a student must:
- have completed a minimum of 90 credits (normally equivalent to 30 semester courses) of which:
    - at least thirty credits are from Level I (including the Foundation Course requirements), and at least sixty credits from Levels II & III courses
    - have completed the academic programme as outlined by the departments
    - have satisfied the requirements for their specific degree programme. (See 9.2 below)
  - Students registered prior to 1998-99 must include, among courses passed, **Essentials in English (UC010, UC001) or Use of English (UC120).**
- 9.2 Degrees are offered in the following categories:
- Major
  - Double Major
  - Major and one minor
  - Major and two minors
- 9.3 A student must be formally registered in one of these categories.

A **special** comprises of a minimum of forty-five (45) credits in the subject area at Levels II and III.

An **option** comprises of a minimum of thirty (30) credits in the subject area at Levels II and III.

A **major** is made up of a minimum of thirty (30) credits in the subject area at Levels II and III.

A **double major** is made up of a minimum of thirty (30) credits each in two (2) subject areas at Levels II and III.

A **minor** comprises of a minimum of fifteen (15) credits in the subject area at Levels II and III.

A **major/minor** comprises of a minimum of thirty (30) Levels II and III credits in the subject area of the major and fifteen (15) Levels II and III credits in the subject area of the minor.

A student who, having registered for a major, fails to obtain passes in all the designated courses will be considered for a Minor in the discipline if she/he has passed eight (8) of the ten (10) courses which

include at least three (3) of the requirements for the Minor (see special requirements for Economics in Department regulations).

## 10. REGULATIONS FOR FULL-TIME STUDENTS

- 10.1 Full-time students may be required to register for a minimum of twenty-four (24) credits in any one academic year or a maximum of thirty (30).
- 10.2 A full-time student may be allowed three (3) additional credits for a total of thirty-three (33) if he/she has a degree GPA  $\geq 3.3$  after three (3) semesters or if they have not failed a course in their final year.
- 10.3 A full-time student will be required to withdraw from the Faculty unless he/she has gained at least:
- 15 credits at the end of the second semester
  - 33 credits at the end of the fourth semester
  - 51 credits at the end of the sixth semester
  - 69 credits at the end of the eighth semester
- Credits gained from courses done in another programme will not be counted towards the rate of progress.**
- 10.4 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 2.0 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 2.0 will be required to withdraw.

## 11. REGULATIONS FOR PART-TIME STUDENTS (ESS Weekend Programme students are Part Time Students)

- 11.1 A **part-time** programme is offered for Level I of the BSc. degree at all campuses. Levels II and III (Part II) are available in all programmes offered at the Cave Hill Campus. Part-time registration is not normally permitted at Levels II and III at the St. Augustine Campus. At the Mona Campus students registered part-time must be prepared to attend classes during the day.
- 11.2 Part-time students shall usually be expected to register for up to eighteen (18) credits in any one year. However, they may opt to register for twenty-one (21) credits if they have maintained a minimum GPA of 3.3. Finalizing students may be allowed to register for 21 credits.
- 11.3 Students accepted with lower level matriculation into the Faculty as part-time students must complete a minimum of twenty-four (24) credits and maintain a minimum GPA of 2.7 to be eligible for transfer to full-time.
- 11.4 Once a part-time student transfers into the full-time programme, he/she is required to maintain the rate of progress mandated for the full-time programme.
- 11.5 A part-time student who registered in the undergraduate degree programme will be required to withdraw from the Faculty unless he/she has gained at least:
- 6 credits at the end of the second semester
  - 18 credits at the end of the fourth semester
  - 24 credits at the end of the sixth semester
  - 39 credits at the end of the eighth semester
  - 54 credits at the end of the tenth semester
  - 72 credits at the end of the twelfth semester
  - 90 credits at the end of the fourteenth semester
- Credits gained from courses done in another programme will not be counted towards the rate of progress.**
- 11.6 See 10.4 above for GPA requirements.

## 12. REGISTRATION AND EXAMINATION

### 12.1 Registration

- 12.1.2 Students must register for courses at the beginning of each academic year or lose their status as students at the University.
- 12.1.3 Registration for a course constitutes registration for the examinations in that course.
- 12.1.4 A student is not deemed to be fully registered for a course unless his/her financial obligations to the University have been fulfilled.
- 12.1.5 Students are required to register for courses in 3 semesters (trimester system) each year, in order to complete their degree in a minimum of four (4) years. Students should register for three (3) courses in the first and second semesters and two (2) courses in the third semester.
- 12.1.6 Free electives should be selected from courses being taught in the other degree programme, or additional courses made available during that semester.
- 12.1.7 Students who decide to take fewer courses or to register for fewer semesters than the recommended norm, will have a maximum of seven (7) years to complete the degree.
- 12.1.8 Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.
- 12.1.9 All optional courses (electives) listed in the various degree programmes in the Faculty Handbook will not necessarily be available in any one year.

## 12.2 Examination

- 12.2.1 Students will be examined during each semester and the summer session in the courses for which they are registered. FSS Weekend students are expected to complete these exams on the weekend.
- 12.2.2 A course may be examined by one or more of the following methods:
- a. written examination papers
  - b. coursework (which shall include one or more of the following written in-course tests, practical work, research paper, essays, projects, studies and other forms of coursework exercise as approved by the Faculty Board, or the Campus Committee on Examinations as appropriate).
  - c. oral (under the conditions in Regulation 13 below)
  - d. practical examination
- 12.2.3 A student failing a course may be allowed to substitute another approved course in a subsequent semester or repeat the failed course.
- 12.2.4 A student who does not take an examination in a course for which he/she is registered is deemed to have failed that examination unless permission to be absent has been granted.
- 12.2.5 A student who, on grounds of illness or in other special circumstances as referred to in Examination Regulation 25 fails to take an examination in a course for which he/she is registered, may be given special consideration by the Board of Examiners to take the examination at the next available opportunity, without penalty.

## 12.3 Course Registration Enquiries

- 12.3.1 The Faculty office is responsible for:
- approval of additional courses
  - late adjustment to registration
  - exemptions
  - leave of absence

Department offices are responsible for all other indications of non-approval for course registration.

- pre-requisites not satisfied,
- quota limit reached
- special approval for entry
- change of stream in large courses
- change of major, minor, option, special requests

## 12.4 Coursework

12.4.1 In the case of examination by course work only, a student gaining an overall mark higher than 50% but passing in only one component will be required to repeat at the next available sitting the component that was failed.

12.4.2 A student who is absent from a coursework examination or mid- semester may apply to the Dean of the Faculty for exemption from this examination **no later than one (1) week following the date of this examination**. He/she must at the same time submit to the Assistant Registrar (Examinations) justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Examination Regulations). The Dean shall consider any such request for exemption in consultation with the relevant Head of Department and course lecturer. If the exemption is granted, the percentage mark available to be awarded for the final examination will be increased correspondingly.

12.4.3 Students are asked to pay special attention to Examination Regulation 19, which states:  
*"All registered students are required to attend prescribed lectures, practical classes, tutorials, or clinical . Students with unsatisfactory class attendance [who have been absent from the University for a prolonged period during the teaching of a particular course year for any reason other than illness] or who have failed to submit any assessments set by his/her Examiner, are subject to debarment by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examination. Procedures to be used to measure attendance and assessments shall be prescribed by the Faculty."*<sup>5</sup>

12.4.4 An undergraduate coursework accountability statement is to be attached by students registered for undergraduate courses in the Faculty of Social Sciences, to the front of any document submitted as a component of coursework save that when coursework consists of an invigilated examination, no accountability statement is required. Where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically. (See undergraduate coursework accountability statement –Appendix 2)

## 13. ORAL EXAMINATION FOR FINAL YEAR STUDENTS

13.1 The Board of Examiners may recommend to the Department concerned that a student who has failed the last one or two courses(s) required to complete the degree be offered an Oral Examination in that one or those two courses provided that he/she has obtained in each instance a mark of at least 45% for the course(s).

13.2 If an Oral Examination is granted the student may choose to decline the offer and opt for **Exams Only** instead. (See 14 below).

13.3 The Oral Examination will be held as soon as possible after the previous examination. The student must contact the department concerned immediately so that arrangements may be made for the Oral.

13.4 The Oral Examination will concern the course as a whole, and not be restricted to the questions set in the examination, which the student did. The First Examiner and at least one other Examiner must be present at an Oral Examination.

13.5 If the examination is passed, the student cannot be awarded a mark higher than 50% (a marginal pass) for the course.

13.6 If he/she fails the Oral, the student will not have a right of appeal.

13.7 A student will be allowed only **one** Oral Examination for any **one** Course.

<sup>5</sup>Adapted from The University of the West Indies Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates 2006/2007

**Note:** In the Department of Economics, students who qualify for an oral will be required to sit a supplemental exam instead. If successful the student will receive a marginal passing mark of 50.

#### **14 "EXAMS ONLY" REGULATIONS**

- 14.1 Students will only be entitled to register for "Exams Only" in the following circumstances after having been registered for and attended classes in a course(s).
- She/he has failed **one or two of the final courses** needed to complete the degree programme and obtained a mark of no less than 35% in each course.
  - She/he has obtained a medical excuse, certified by the University Health Centre, for not having attempted an exam.
  - In exceptional circumstances, the Dean may grant a student a deferral from sitting an exam and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

#### **14.2 Deferral of Sitting Examinations**

In exceptional circumstances, the Dean may grant a student a deferral from sitting an exam and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer, being selected to represent the country on a national team, or on compassionate grounds. In all instances, formal letters will have to be provided by the employer/national association or relevant institution.

#### **15. PLAGIARISM<sup>6</sup>**

- 15.1 Plagiarism is a form of cheating. *"Plagiarism is the unauthorized 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."*<sup>7</sup>
- 15.2 Plagiarism also involves the case of material taken from the internet without acknowledgment or giving proper credit (Cyber cheating).
- 15.3 Any instance of plagiarism that is established will be subject to a penalty. Students are referred to the UWI Examinations Regulations 79-85 for further information.

#### **16. LEAVE OF ABSENCE**

- 16.1 A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence using the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS).
- 16.2 The length of such leave of absence, if granted, will be subject to approval by the Academic Board Sub-Committee for Student Matters (ABSCSM) of the Campus concerned, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.
- 16.3 Leave of absence will not be granted for more than two consecutive academic years.
- 16.4 Leave of absence may be granted for one semester or for an academic year.

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<sup>6</sup> See Appendix I for information in a paper entitled "Presenting and Documenting Material in Course Essays" by Dr. L. Stirton, a former Lecturer in the Department of Government.

<sup>7</sup> Adapted from The UWI Extracts from Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates 2008/2009 Regulations 97.

- 16.5 Applications for leave of absence for **Semester I** must be made **before the end of the first week of October 2023**
- 16.6 Applications for leave of absence for **Semester II** must be made **before the end of the second week of February 2024**.
- 16.7 Applications made after dates indicated above will be subject to a fine to be determined by the Academic Board Sub-Committee on Student Matters. The amount of the fine will increase depending on the lateness of the request.
- 16.8 Students who have been attending classes and who requested leave of absence after the above-mentioned dates will normally have to pay a fine as determined by the Academic Board Sub-Committee for Student Matters (ABSCSM).

## 17. EXEMPTIONS AND CREDIT EXEMPTIONS

Guidelines for granting exemptions and credit exemptions are as follows:-

### 17.1 From UWI Certificates – CPA, CSS, CBA

A student who, prior to taking the Certificate has:

- normal level matriculation will receive **credit exemptions for all degree courses**.
- lower level matriculation will receive **credit exemptions for 5 courses or 15 credits\***
- no matriculation will receive credit exemptions for 4 courses or 12 credits\***

**Note:** A student may receive **exemption only** (i.e. must do another course instead) for any other degree course passed.

### 17.2 From CAPE

A student who has obtained Grades I-IV in designated CAPE Examinations **may receive exemptions without credit** for the following UWI Level I courses.

CAPE Courses	UWI Level I Courses
Accounting Unit 1	ACCT1005
Accounting Unit 2	ACCT1003
Economics Unit I	ECON1000
Economics Unit 2	ECON1012
Statistical Analysis	ECON1005 <b>OR</b> SOCI1005
Sociology Unit 1	SOCI1002
Pure Mathematics 1 & 2	ECON1003

Application for exemptions must be made using the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS).

### 17.3 From Three Year Associate Degree Programme at Accredited Tertiary Learning Institutions (TLI)

Credit exemption will be granted for all courses that have been assessed by UWI (in 1998) for equivalency with specific UWI courses if a minimum B grade (TLI grading) has been achieved.

### 17.4 From Other Universities <sup>8</sup>

- A student transferring from another University to register for a UWI degree will have to do a **minimum of two years of full-time study** (60 credits) to satisfy the residency requirement.
- Requests for exemption must be made via the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS). For courses not on our approved listing students will be advised to submit course outlines to the Faculty Office to determine equivalency. Any course approved will earn students exemption with credit from UWI equivalent courses up to the limit indicated by (a) above.

<sup>8</sup> It should be noted that first year (Level I) courses in the American Four Year Undergraduate Programme will NOT usually warrant any exemption from UWI courses.

c. **Exemptions only** may be granted for any course(s) in excess of limit indicated.

## 17.5 **Students participating in Study Abroad at other universities**

### 17.5.1 **Exchange Programme**

Students who seek to do part of their programme at another University (a maximum of two semesters which must not include the final semester of full time study) must have the courses they intend to do at the overseas university assessed for equivalence by the relevant Department at Mona **BEFORE** proceeding to study abroad.

The request to study abroad and the course approved by the Department must then be submitted through the Faculty to obtain Academic Board approval. When the students' results are received from the overseas University, they will then receive credit for the courses as substitutes as approved by the Academic Board. The grade recorded will be the grade received and assessed and approved by the Academic Board as the equivalent of that awarded by the examining university.

### 17.5.2 **Students doing a course(s) at other Universities to complete their degree programme.**

Where students may be migrating or may be away from the country for a significant period and have few courses to complete their UWI degree, there may be discretionary decisions made by the Faculty and sanctioned by Academic Board.

## 18. **WITHDRAWAL AND RE-ADMISSION REGULATIONS**

- 18.1 **Requirement to withdraw:** Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 2.00 will be required to withdraw.
- 18.2 Student required to withdraw from the University for failing to complete their Degree programme within the stipulated period OR for poor performance as provided for in the Faculty regulations may be re-admitted after at least one year has elapsed since withdrawal.
- 18.3 Students from one faculty who had 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 one (1) year has elapsed since their withdrawal. Such students may be granted exemption from Level I courses relevant to the new programme subject to Regulations 9.6 below. (See Academic Forgiveness 10 below).
- 18.4 Students required to withdraw may request a waiver in order to continue using the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS). (See also Academic Forgiveness, Section 10). Requests for a waiver of the requirement to withdraw must be submitted through the Automated Student Request System (ASRS) via SAS on or before the end of the first week of teaching in September (Semester 1), January (Semester 2) and June for students desirous of pursuing courses in Summer School.
- 18.5 Applications for waiver of the requirement to withdraw OR for re-admission after the minimum period of one year will be considered on their own merit and will only succeed if the Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially
- 18.6 Students thus admitted may in accordance with Faculty regulations be granted exemption from Level I courses subject to there being no substantive change in the content of the courses for which credit and exemption are sought and provided that no more than five years have elapsed since the date of withdrawal. The decision to award credit and exemption shall be made by the Dean. Level II University courses, for the purposes of exemption, may be treated in the same way as Level I Faculty courses.



- 18.7 **Voluntary Withdrawal:** Students may voluntarily withdraw from a programme at any point. Making the request via the Automated Student Request System (ASRS) accessed through the Student Administrative System (SAS).
- 18.8 Voluntary Withdrawals made after the final date set by the Academic Board Sub-Committee for Student Matters (ABSCSM) for such applications will be subjected to the UWI Refund Policy and courses will not be removed.
- 18.9 **Re-admission after Withdrawal:** Students may in accordance with Faculty Regulations apply to the Dean for credit and exemption from courses previously passed subject to there being no substantive change to the course for which credit and exemption are sought.
19. **ACADEMIC FORGIVENESS**
- 19.1 Academic Forgiveness is normally applied to students who withdraw either voluntarily or because the University required them to withdraw.
- 19.2 The Guiding Principle is that the integrity of the programme the student is expected to complete must be preserved.
- 19.3 In the case of 10.1 above, that is RTW or Voluntary Withdrawal, such students must remain out of the UWI system for a minimum of ONE year, unless they are changing faculties.
- 19.4 When students who have been granted academic forgiveness are re-admitted to UWI, the Dean of the Faculty will determine which courses, if any, may be used as transfer credits. The maximum number of transfer credit is 30 credits which would normally be Level 1 in accordance with statute 47.
- 19.5 The Dean with permission of the Board for Undergraduate Studies (BUS) may determine which Level II or III courses may be considered for exemption WITH credit when a student has previously withdrawn.
- 19.6 When a student either transfers from one Faculty to another or is granted a waiver of the requirement to withdraw, without remaining out of the UWI system for a minimum of one year, s/he is considered a continuing student and carries forward his/her full record.
20. **CO-CURRICULAR CREDITS**
- 20.1 Students will be eligible for no more than 3 credits for involvement in co-curricular activities.
- 20.2 Co-curricular credits will be awarded on the following basis:
- Students must be involved in the activity for at least one (1) semester.
  - Explicit learning outcomes must be identified for each activity.
  - There must be clearly defined mode(s) of assessment for each activity.
- 20.3 The Office of Student Services and Development and the School of Education on the campus will administer the award of credits.
- 20.4 The grading of co-curricular credits will be pass/fail.
- 20.5 All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Boards.
- 20.6 Subject to Faculty Regulations, co-curricular credits will form part of the 90 credits for a degree. However, in special circumstances, if credits are earned in excess of those required for the degree, these and the associated activity will be included on the student's transcript.

## 21. AWARD OF DEGREES

### 21.1 Notification of Results

A pass list shall be published and arranged alphabetically in the following categories:

- a. First Class Honours
- b. Second Class Honours
  - i. Upper Division
  - ii. Lower Division
- c. Pass

### 21.2 Award of Honours

The class of degree to be awarded shall be determined on the basis of performance at the Levels II and III only.

### 21.3 Application of Grade Point Average (GPA)

The following regulations shall apply to all new and continuing undergraduate students in the University from Semester I, 2014/2015 onwards.

The class of degree to be awarded shall be determined on the basis of weighted (programme) Grade Point Average (GPA).

- a. In the calculation of the weighted (programme) GPA, a weight of zero shall be attached to all level I courses.
- b. Levels II and III courses shall have equal weight (credit for credit) in the determination of the weighted (programme) GPA.
- c. Core courses satisfying the requirements of option, specials, majors and minors must be taken into account in the determination of the weighted (programme) GPA.
- d. A course designated at registration as Pass/Fail shall not count in the determination of the weighted (programme) GPA.

#### The class of degree shall be awarded as follows:

First Class Honours	-Weighted GPA of 3.60 and above
Upper Second Class Honours	-Weighted GPA 3.00-3.59
Lower Second Class Honours	-Weighted GPA 2.50-2.99
Pass	-Weighted GPA 2.00-2.49

### 21.4 GPA Marking Scheme for Examinations in the Faculty of Social Sciences

In the determination of GPA, the grades with corresponding quality points shall be defined in the University Regulations governing the GPA.

#### 21.4.1 The authorized marking scheme is as follows:

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

21.4.2 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than or equal to 2.0 shall be deemed to be performing unsatisfactorily and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 0.75 shall be required to withdraw.

## 22. AEGROTAT DEGREE (also applicable to Diploma and Certificate)

22.1 A candidate taking examinations in respect of a final degree, diploma or certificate programme and who had been absent through illness from one or more papers, may apply for the award of an aegrotat degree, diploma or certificate on the following conditions:

22.1.1 Where the whole of the final examination for a degree, diploma or certificate is taken at the end of the final year of the course and he/she has completed more than half of the examination but has been absent from the remainder of that examination.

22.1.2 Where the final examination is in two or more parts (the award of the degree, diploma or certificate depending on performance in each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.

22.1.3 Where the final examination is in two parts and the student has completed the first part (second year) with a B average or higher and his/her course work during the final year of the course has been of a consistently high standard, but he/she has been absent from the other part of the examinations.

22.1.4 The Examiners consider that in the work which the candidate has submitted at such time of the final examination as he/she had attended, he/she reached a standard which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree, diploma or certificate.

22.2 All applications for an aegrotat degree, diploma or certificate must be referred by the Registrar to the Faculty Board of Examiners and the Board for Examinations for a recommendation to the Board of Undergraduate Studies (BUS). Applications from or on behalf of candidates must be accompanied by a medical certificate signed by (a) University Health Officer, or (b) the Dean of the Faculty of Medical Sciences in consultation with the appropriate members of the Medical School, (c) or other medical personnel appointed for this purpose by the University, and shall reach the registrar not later than thirty days from the last examination paper written by the candidate.

22.3 In assessing an application for an aegrotat degree, diploma or certificate, reports from Heads of Department on the candidates work should be taken into consideration. Oral examinations where possible, by internal examiners, may be an aspect of examinations for the award of an aegrotat degree.

22.4 An aegrotat degree, diploma or certificate will be awarded without distinction of class.

22.5 Holders of an aegrotat degree, diploma or certificate will not be permitted to re-enter for the same examination but may proceed to a higher degree if accepted by the Board for Graduate Studies.

## 23. SUMMER SCHOOL REGULATIONS<sup>9</sup>

### 23.1 Overview

The Summer School programme for the Faculty of Social Sciences (FSS) is held during the period June – July. Credits for courses passed will be granted to *registered students of the University*. Students who register in the summer school programme are subject to all Faculty and University regulations. It is important to note that the Summer School programme is **OPTIONAL**.

Students outside the Faculty of Social Sciences are required to consult their respective faculties for course approval before registering for FSS Summer School.

### 23.2 Who Can Register?

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<sup>9</sup> Students may only register for summer school courses after they have financial clearance for all prior semesters.

**The following categories of students are eligible for admission to the Summer School:**

- Registered students of the University who have to repeat any of the courses offered.
- Registered students of the University who have not taken the course(s) previously but fall into one of the following categories:
  - Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered.
- Students of the University who have been granted (a) leave of absence for Semester I and/or 2 preceding the Summer School, or (b) deferral of entry. Such students should register at the start of the Summer School, for Summer School *only*. **Students on Leave of absence for an entire year are not eligible for admission to Summer School courses.**
- Other persons, not students of the University, who are eligible to matriculate at either the normal or lower level. These students must register in the Summer School programme and also with the Admissions Section of the University as *Specially Admitted Students*.
- TLI students.

**23.3 Academic Integrity**

Students have the responsibility to know and observe the Regulations of the Faculty and the University of the West Indies. Additionally, the regulations prohibit plagiarism, falsification of information and academic dishonesty. All faculty and university regulations are in force during the Summer School programme.

**23.4 Attendance**

A **MINIMUM ATTENDANCE OF 75%** of Lectures/Tutorials is required. The teaching materials and course outline should be available at the beginning of the Summer Programme and also upon request.

**23.5 Course Selection and Registration (UWI Students)**

- a. All Faculty of Social Sciences students should register for no more than two (2) courses in the summer programme.
- b. *Course Selection will be carried out via the Internet at the Web site <http://sas.uwimona.edu.jm:9010>.* Students are required to select courses on-line *before* making payments.
- c. Tuition Payment can be made at the Bursary Cashier, National Commercial Bank, Bill Express, Paymaster or via UWI eCommerce (<https://www.mona.uwi.edu/finserv/tuition/>). Students can pay by cash, Manager's Cheque, Credit or Debit Card. Students who make payment using *ecommerce* do so with a credit card. Students are **NOT** required to present a voucher for payment.
- d. Students from the Faculties of Humanities & Education and Science & Technology who wish to pursue courses in the Faculty of Social Sciences *should seek permission from their faculty before paying* for these courses.
- e. Only those students who have been notified in writing that they are allowed to do **Exams Only** can apply to register in this category. Student with appropriate notification should apply for Exams Only using the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS).
- f. Students should note that each course on the timetable appears in one of three 2-hour slots, labeled **Slot A, Slot B, Slot C** respectively. Students who are pursuing two courses, should choose carefully and register for **only one course in any one slot**. **Refunds will not be granted for any "clashed course"** save where there has been a *timetable change* resulting in the clash.

**23.6 Course Selection and Registration for Specially Admitted Students/Non-UWI Students**

- a. Non-UWI or "Specially Admitted" students are required to complete and return a copy of the *Special Admissions Application Form* to the Admission Sections in the Registry.
- b. Specially-Admitted students are required to pay for *tuition and miscellaneous fees*.

**23.7 Examinations, Course Load**

Students can register for a **maximum of TWO courses** within the Faculty (including *Exams Only*<sup>1</sup>). Students are advised to check the timetable before registering. Examination procedures will be the same as those that apply for the end of semester examinations. Some courses may have a course work component. *Finalizing students can apply to do a third course through the Faculty Coordinator*. A student is deemed as finalizing if that student has only 3 or 4 courses remaining to complete the degree programme.

## 23.8 **Withdrawal**

Students may withdraw (deregister) at anytime from a course or all courses during the normal registration period. After the normal registration period has passed students who wish to withdraw from a course may request to drop the course using the Automated Student Request System (ASRS) accessed via the online portal Student Administrative System (SAS). The request may be granted if no coursework was completed and be subject to a late fine to be determined by the Academic Board Sub-Committee for Student Matters (ABSCSM).

## 24. **DEAN'S LIST**

### 24.1 **Overview**

The Dean's List recognizes undergraduate students for their outstanding academic performance in each of the regular semesters during each academic year; that is during Semester 1 and Semester 2 but not the Summer Semester (Semester 3) or Summer School. The inclusion of students' names on the Dean's List is one of the ways in which the Faculty recognizes excellence; inclusion on the Dean's List does not therefore carry with it any other recognition, award or prize.

### 24.2 **Criteria for Inclusion**

- Students must have earned a GPA of 3.6 and above for the applicable semester. Performance during the Summer Semester (Semester 3) or Summer School is not considered.
- Students must have registered for a minimum of three courses for a total of nine credit hours for the applicable semester. Courses taken on a Pass/Fail basis (e.g. foundation courses) shall not be included in the calculation of credit hours earned. Courses taken for Preliminary Credits (PC) or which were Audited (V) shall also not be included in the calculation of courses taken or the credit hours earned.
- Students must have completed in a satisfactory manner all courses for which they were registered during the applicable semester. Thus, students' records must not have for the applicable semester an **AB**: Absent, **F**: Failed, **FA**: Failed Absent, **FC**: Failed Coursework, **FE**: Failed Examination, **FT**: Failed Theory, **I**: Incomplete, **NA**: Not Available, **NP**: Not Passed, **NR**: Not Reported or **NV**: Audited Not Satisfactory.
- Where students' records have for the applicable semester an **IP**: In Progress, and or an **FM**: Failed Medical, they may still be placed on the Dean's list if they have completed the minimum three courses for a total of nine credit hours and have met the other criteria.

### 24.3 **Guidelines for Publication**

- The Dean's List shall be compiled and published four weeks after the deadline for the posting of final grades for the applicable semester. Once posted, the published Dean's List shall not be updated based on late changes to any student's academic record save that the name of a student may be deleted if it was placed on the published Dean's List in error.
- The published Dean's List shall be posted on designated Faculty notice boards.
- The Dean's List shall be posted on the Faculty's website where it shall also be archived.
- Students shall be notified of their inclusion by a letter from the Dean. Letters shall be distributed electronically via UWI-provided email addresses.

### 24.4 **Omissions**

Where it is discovered that the name of a student was left off the published Dean's List a notation shall be made in the Faculty's records placing the student's name on the Dean's List for the applicable semester but the name shall not be added to the published Dean's List (see *Guidelines for Publication above and website for details*).

## 25. **TUITION FEES**

25.1 The fee schedule for 2023/2024 is available on page 45. Students should review the 2023/24 schedule prior to paying the relevant tuition and miscellaneous fees. ([www.mona.uwi.edu/admissions/fees/](http://www.mona.uwi.edu/admissions/fees/))

## 26. ACADEMIC ADVISING

26.1 Academic counselling is available to all students throughout the course of study. However, in the Faculty of Social Sciences it is particularly emphasized for new students. The primary purpose of this programme is to assist students in planning, monitoring and successfully managing their chosen field of study, in relation to clear career objectives. Students are guided to accept responsibility for their learning; to be informed of the services provided for them; to access information; and to be managers of their time.

## 27. FOREIGN LANGUAGE POLICY

27.1 1. ALL students who have been accepted or readmitted into The University of the West Indies in the academic year 2023/2024 to read for an undergraduate degree and whose native language is English are required to register for and successfully complete a prescribed three (3) credit Foreign Language, Sign Language or Caribbean Creole course.

The courses recommended to satisfy this requirement are:

- CHIN1001 Chinese (Mandarin) 1A
- FREN0101 Beginners' French
- JAPA1001 Japanese Language 1
- LING1819 Beginners' Caribbean Sign Language
- SPAN0101 Beginners' Spanish

2. ALL regional students who matriculated into The University with a foreign language obtained at the Caribbean Examinations Council with CSEC (Grade 1, 2 or 3) or CAPE Unit I or II (Grades 1 to 5) or an equivalent, are eligible for an exemption from this requirement but shall receive no credit.

Eligible students must apply for Exemptions without Credit on the Automated Student Request System via the SAS portal. When making the request, students must use the relevant course code from the list provided above that matches the language passed/spoken excepting those with a pass in CAPE Spanish/French who must make the request using SPAN1000/FREN1000, respectively.

To fulfill the necessary Level I credits, students have the option to select any two out of the following three courses: (i) FOUN1101, (ii) FOUN1201, and (iii) one Level I Free Elective.

3. ALL international students whose first language is not English and who matriculated into The University with English as a Second Language qualification shall be exempted and shall receive no credit.

Eligible students must apply for Exemptions without Credit on the Automated Student Request System via the SAS portal. When making the request, students must use the relevant course code from the list provided above that matches the language passed/spoken. To fulfill the necessary Level I credits, students have the option to select any two out of the following three courses: (i) FOUN1101, (ii) FOUN1201, and (iii) one Level I Free Elective.

4. Undergraduates who satisfy matriculation requirements under the Mature Student Clause shall be required to show proficiency in a foreign language using the Prior Learning Assessment (PLA) tool.

Eligible students must apply for Exemptions without Credit on the Automated Student Request System via the SAS portal. When making the request, students must use the relevant course code from the list provided above that matches the language passed/spoken. To fulfill the necessary Level I credits, students have the option to select any two out of the following three courses: (i) FOUN1101, (ii) FOUN1201, and (iii) one Level I Free Elective.

5. The University may require students who do not possess a certification in a foreign language but might have pursued a foreign language to take a diagnostic test in the Modern Language and Literatures Department in the Faculty of Humanities and Education. Once proficiency is established, students must apply for Exemptions without Credit on the Automated Student Request System via the SAS portal. When making the request, students must use the relevant course code from the list provided above that matches the

language passed. To fulfill the necessary Level I credits, students have the option to select any two out of the following three courses: (i) FOUN1101, (ii) FOUN1201, and (iii) one Level I Free Elective.

6. Students exempted based on CSEC/CAPE Spanish or French and opting for the same language as their Level I Free Elective should follow the recommended course registration below:

- a. Spanish, must take SPAN1001 instead of SPAN0101
- b. CSEC CSEC Spanish, must take SPAN1000 instead of SPAN0101
- c. CAPE French, must take FREN1000 instead of FREN0101
- d. CAPE French, must take FREN1001 instead of FREN0101

7. Students who meet the criteria for an exemption from the Foreign Language Requirement and yet have a preference for studying a different language to fulfill the requirement are advised not to proceed with applying for the exemption. Instead, they must select a language course at **Level I**.

8. Students can fulfil this requirement at any point during their undergraduate programme.

# FACULTY PRIZES AND AWARDS

## A. CROSS-CAMPUS PRIZES

Faculty of Social Sciences students are nominated annually for the following cross-campus prizes.

### Undergraduate

#### 1. Cross Campus Social Sciences First Year Prize

Presented to the student, registered for an undergraduate Social Sciences degree, who obtains the highest degree GPA in the Level one examinations across all campuses.

#### 2. Charles M. Kennedy Prize - Cross Campus Final Year Economics Prize

Presented to the student awarded an undergraduate Social Sciences degree with a major or special in Economics who achieves the highest degree GPA in the Level II and III examinations across all campuses.

#### 3. Hugh Springer Prize - Cross Campus Final Year Prize

Presented to the student, awarded an undergraduate degree in Humanities and Education or Social Sciences, who achieves the highest degree GPA in the Level II and III examinations across all campuses.

## B. FACULTY AND DEPARTMENTAL PRIZES AND AWARDS

The following undergraduate prizes and awards are presented annually to students in the Faculty of Social Sciences.

**Ernst & Young Auditing Prize** - Awarded to the Accounting (Major) graduate who received the highest mark for the course ACCT3043: Auditing 1.

**Ernst & Young Taxation Prize** - Awarded to the Accounting (Major) graduate who received the highest mark for MGMT3051: Taxation 1.

**The Mona School of Business and Management Prize** - Awarded to the student with the most outstanding performance in the final examinations in any one of the BSc. Management Studies (Majors).

**The Mona School of Business and Management Prize in Management Studies** - Awarded to the final year student with the most outstanding performance in the Management Studies (Major).

**The Mona School of Business and Management Prize in Accounting** - Awarded to the final year student with the most outstanding performance in the Accounting (Major).

**The Mona School of Business and Management Prize in Human Resource Management** - Awarded to the final year student with the most outstanding performance in the Human Resource Management (Major).



## QUICK GUIDE TO REGISTRATION FOR NEW STUDENTS

<p><b>Credits</b> Full-time students should register for thirty (30) credits or ten (10) courses across Semester 1 and Semester 2. Part-time students should register for eighteen (18) credits or six (6) courses across Semester 1 and Semester 2. Each Social Sciences course is worth 3 credits unless otherwise specified.</p>														
<p><b>Foundation Courses</b> Students registered in the Faculty are required to do a minimum of nine (9) credits of Foundation Courses, namely, FOUN1013, FOUN1101, and FOUN1201. Also students pursuing a Social Work (Special) will be required to register for FOUN1301 instead of FOUN1101.</p>														
<p><b>Exemptions from CAPE</b> A student who has obtained Grades I-IV in the following CAPE Examinations <b>may</b> receive <b>exemptions <u>without credit</u></b> for the corresponding UWI Level courses.</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th style="text-align: left; padding: 5px;">CAPE Subjects</th> <th style="text-align: left; padding: 5px;">Equivalent UWI Level I Courses</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Accounting Unit 1</td> <td style="padding: 5px;">ACCT1005</td> </tr> <tr> <td style="padding: 5px;">Accounting Unit 2</td> <td style="padding: 5px;">ACCT1003</td> </tr> <tr> <td style="padding: 5px;">Economics Units I&amp;II</td> <td style="padding: 5px;">ECON1000 and/or ECON1012</td> </tr> <tr> <td style="padding: 5px;">Statistical Analysis</td> <td style="padding: 5px;">SOCH1005 &amp; ECON1005</td> </tr> <tr> <td style="padding: 5px;">Sociology Unit 1</td> <td style="padding: 5px;">SOCH1002</td> </tr> <tr> <td style="padding: 5px;">Pure Mathematics Units 1 &amp; 2</td> <td style="padding: 5px;">ECON1003</td> </tr> </tbody> </table> <p><i>Note: Students granted exemptions without credit should register for <b>other</b> Level I courses of their choosing.</i></p> <p>Application for exemption and credit must be made online via the Automated Student Request System (ASRS) at <a href="http://myspot.mona.uwi.edu/socsci/">http://myspot.mona.uwi.edu/socsci/</a>.</p>	CAPE Subjects	Equivalent UWI Level I Courses	Accounting Unit 1	ACCT1005	Accounting Unit 2	ACCT1003	Economics Units I&II	ECON1000 and/or ECON1012	Statistical Analysis	SOCH1005 & ECON1005	Sociology Unit 1	SOCH1002	Pure Mathematics Units 1 & 2	ECON1003
CAPE Subjects	Equivalent UWI Level I Courses													
Accounting Unit 1	ACCT1005													
Accounting Unit 2	ACCT1003													
Economics Units I&II	ECON1000 and/or ECON1012													
Statistical Analysis	SOCH1005 & ECON1005													
Sociology Unit 1	SOCH1002													
Pure Mathematics Units 1 & 2	ECON1003													
<p><b>Registration</b> Students must register for courses at the beginning of each academic year or lose their status as students at the University. Registration is done online via the Student Administration System (SAS) at <a href="http://sas.uwimona.edu.jm:9010">http://sas.uwimona.edu.jm:9010</a></p>														
<p><b>Orientation and Academic Counselling</b> Orientation prior to the start of teaching in August, offers a unique opportunity for new students to obtain information about the Faculty and their programme of study. Our scheduled events and presentations are tailor made for your successful transition into the Faculty experience. In addition to being introduced to your Faculty, you will get to meet the teaching and administrative staff as well as the people in your programme.</p> <p>Academic counselling is particularly emphasized for new students during Orientation. The primary purpose of this exercise is to assist students in planning, monitoring and successfully managing their chosen field of study, in relation to clear career objectives.</p>														

QUICK GUIDE TO COURSE SELECTION FOR NEW STUDENTS	
<p><b>First things to consider:</b></p> <p>Q1. Am I a full-time or part-time student?            Q2. To which department do I belong?            Q3. What courses am I required to take?            Q4. How many courses am I allowed to take for the academic year?            Q5. Am I eligible for exemptions?            Q6. How do I obtain a timetable            Q7. What are free electives?</p>	<p><b>Suggested Sources for Answers:</b></p> <p>A1. See Offer Letter.            A2. See Offer Letter.            A3. Programme requirements are outlined in this Handbook.            A4. See Regulation 10 above.            A5. See Regulation 17 above.            A6. See Faculty website.            A7. See Regulation 12 above.</p>
SAMPLE COURSE SELECTION FOR NEW STUDENT PURSUING B.Sc. MANAGEMENT STUDIES	
PART-TIME – YEAR 1	
<p><b>Semester 1</b></p> <p>1. ACCT1005            2. ECON1000            3. FOUN1013</p>	<p><b>Semester 2</b></p> <p>4. ECON1005            5. MGMT1002            6. ACCT1003</p>

# PROGRAMMES

## OVERVIEW

The FSS Weekend Programmes offer three degrees in the 2023/2024 academic year:

- B.Sc. Accounting (Major)
- B.Sc. Human Resource Management (Major)
- B.Sc. Management Studies (Major)

The programmes are academically rigorous, yet potentially rewarding. Students are required to register for courses in 3 semesters (trimester system) each year, in order to complete their degree in a minimum of four (4) years.

## GENERAL PROGRAMME REGULATIONS

Students must satisfy the programme requirements as set out in the Faculty Handbook for the year in which they join the programme.

## EXEMPTION WITHOUT CREDIT FOR CAPE COURSES

Students registered in the Faculty who obtained a grade I -IV in CAPE examinations may be eligible for **exemption without credit** as follows:

### CAPE Courses

Accounting Unit 1  
Accounting Unit 2  
Economics Unit I  
Statistical Analysis  
Sociology Unit 1  
Pure Mathematics Units 1 & 2

### UWI Level I Courses

ACCT1005  
ACCT1003  
ECON1000 and/or ECON1012  
ECON1005  
SOCI1002  
ECON1003

Students granted exemptions without credit should register for other Level I courses.

Application for exemptions must be made online via **Automated Student Request System (ASRS)** at <http://myspot.mona.uwi.edu/socsci/>.

## ANTI-REQUISITES

Listed below are a few anti-requisites, i.e., courses that **cannot be taken together** for credit. Students are urged to view **the complete list of Anti-requisites on page 38**.

ECON1000 with ECON1001 or ECON1002  
ECON1001 with ECON1011, ECON1012  
ECON1002 with ECON1011, ECON1012  
ECON1003 with MATH0110, MATH1150, MATH1180, MATH1140  
ECON1005 with MATH2140, MATH2150, SOCI1005  
ECON1004 with MATH1150, MATH1180  
ECON1011 with ECON1001, ECON1002  
ECON1012 with ECON1001, ECON1002  
ECON2000 with MGMT2020  
ECON2007 with ECON2008, MATH2150, MATH3341  
ECON2008 with ECON2007, SOCI2008, MATH3341, MATH2150  
MGMT2004 with HOTL2016  
MGMT2008 (MS22A) with MGMT2008 (HM222)  
MGMT3017 with HOSP2023  
MGMT2029 (MS22C) with MGMT2029 (HM220), LANG3101  
Students pursuing Economics or Banking and Finance **MUST NOT** register for MGMT2020 and MGMT3034.

## ACCOUNTING (MAJOR) - (2023/24)\*

Accounting	
Level I Minimum 30 credits	Level II & Level III Minimum 60 credits
ACCT1003 ACCT1005 ECON1000 ECON1005 FOUN1013/FOUN1019 (not offered in the WEP) FOUN1101 Foreign Language Course MGMT1002 Plus 2 Level I Free Electives	ACCT2014                      ACCT3043 ACCT2015                      ACCT3064 ACCT2017                      MGMT3046 MGMT2004                      MGMT3051 MGMT2023 Plus 1 Level II/III Accounting Elective Plus 10 Level II/III Free Electives

### Level 1 (Minimum 30 Credits)

1. ACCT1003 – Introduction to Cost and Management Accounting
2. ACCT1005 – Introduction to Financial Accounting
3. ECON1000 – Principles of Economics I
4. ECON1005 – Introduction to Statistics
5. FOUN1013 – Critical Reading and Writing in the Social Sciences
6. FOUN1101 – Caribbean Civilization
7. Foreign Language Course
8. MGMT1002 – Communication Skills for Managers
- 9-10. Plus Two (2) Level I Free Electives

### Level II & Level III (Minimum 60 Credits)

11. ACCT2014 – Financial Accounting I
12. ACCT2015 – Financial Accounting II
13. ACCT2017 – Management Accounting I
14. MGMT2004 – Computer Applications
15. MGMT2023 – Financial Management I
16. ACCT3043 – Auditing I
17. ACCT3064 – Financial Statement Analysis
18. MGMT3046 – Company Law
19. MGMT3051 – Taxation I
20. Plus One (1) Level II/III Accounting Elective
- 21- 30. Plus Ten (10) Level II/III Electives

**Students who are interested in pursuing higher accounting certification are recommended to choose their electives from the following list:**

- ACCT3041 – Advanced Financial Accounting
- ACCT3044 – Auditing II
- MGMT3037 – International Business Management
- ACCT3039 – Management Accounting II
- MGMT3052 – Taxation

### **NOTE:**

I. FOUN1013 or FOUN1019 must be completed in Year 1.

\* The programme information above is subject to change.

# HUMAN RESOURCE MANAGEMENT (MAJOR) – (2023/24)\*

Human Resource Management	
<b>Level I</b> Minimum 30 credits	<b>Level II &amp; Level III</b> Minimum 60 credits
ECON1000 ECON1005 MGMT1002 ACCT1005 FOUN1013/FOUN1019(not offered in the WEP) FOUN1101 Foreign Language Course Plus 3 Level I Free Electives	MGMT2023 MKTG2001 MGMT2008 MGMT3017 MGMT3019 MGMT3021 MGMT3063 MGMT3065 MGMT3070 One (1) elective from the following 6: -MGMT2026 -MGMT3022 -MGMT3040 -MGMT3057 -MGMT3064 -MGMT3069 Plus 10 Level II/III Free Elective

### **Level 1 (Minimum 30 Credits)**

1. ECON1000: Principles of Economics I
2. ECON1005: Introduction to Statistics
3. MGMT1002: Communication Skills for Managers
4. ACCT1005: Introduction to Financial Accounting
5. FOUN1013: Critical Reading and Writing in the Social Sciences or  
FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
6. FOUN1101: Caribbean Civilization
7. Foreign Language Course
- 8-10. Plus 3 Level I Free Electives

### **Level II & Level III (Minimum 60 credits)**

11. MGMT2023: Financial Management I
12. MKTG2001: Principles of Marketing
13. MGMT2008: Organizational Behaviour
14. MGMT3017: Human Resource Management
15. MGMT3019: Business Negotiations
16. MGMT3021: Organizational Theory & Design
17. MGMT3063: Labour and Employment Law
19. MGMT3065: Management of Change
20. MGMT3070: Employment Relations
20. One (1) elective from the following 6:
  - MGMT2026: Production & Operations Management
  - MGMT3022: Organization Development
  - MGMT3040: People Analytics
  - MGMT3057: Productivity and Quality Management Techniques
  - MGMT3064: Leadership in Organisation
  - MGMT3069: Quality Service Management
- 21-30. Plus 10 Level II/III Free Elective

**NOTE: I. FOUN1013 or FOUN1019 must be completed in Year 1**

## MANAGEMENT STUDIES (MAJOR) - (2023/24)\*

Management Studies	
Level I Minimum 30 credits	Level II & Level III Minimum 60 credits
ACCT1005 ECON1000 ECON1005 MGMT1002 FOUN1013/FOUN1019 (not offered in the WEP) FOUN1101 Foreign Language Course Plus 3 Level I Free Electives	MKTG2001                      MGMT3031 MGMT2008                    MGMT3037 MGMT2012                    MGMT3065 MGMT2021 MGMT2023 MGMT2026 Plus 1 Elective from the following 3: MGMT2004 ACCT2014 ACCT2019 Plus 10 Level II/III Free Electives

### **Level 1 (Minimum 30 Credits)**

1. ACCT1005 - Introduction to Financial Accounting
2. ECON1000 - Principles of Economics I
3. ECON1005 - Introduction to Statistics
4. MGMT1002 - Communication Skills for Managers
5. FOUN1013: Critical Reading and Writing in the Social Sciences or  
    FOUN1019: Critical Reading and Writing in the Disciplines (Yearlong)
6. FOUN1101 - Caribbean Civilization
7. Foreign Language Course
- 8-10. Plus Three (3) Level I Free Electives

### **Level II & Level III (Minimum 60 Credits)**

11. MKTG2001 - Principles of Marketing
12. MGMT2008 - Organizational Behaviour
13. MGMT2012 - Quantitative Methods
14. MGMT2021 - Business Law
15. MGMT2023 - Financial Management I
16. MGMT2026 - Production and Operations Management
17. MGMT3065 - Management of Change
18. MGMT3031 - Business Strategy & Policy
19. MGMT3037 - International Business Management
20. One (1) Elective from the following Three:  
    MGMT2004 - Computer Applications  
    ACCT2014 - Financial Accounting I  
    ACCT2019 - Financial Accounting for Managers
- 21- 30. Plus Ten (10) Level II/III Electives

\* The programme information above is subject to change.

NOTE:

- I. FOUN1013 or FOUN1019 must be completed in Year 1

# COURSE OFFERINGS \*

## COURSES OFFERED IN THE FSS WEEKEND PROGRAMME

\* The information below is subject to change.

Course Code	Course Name	Pre-requisites
ECON1000	Principles of Economics I	CSEC/CXC Math or GCE Math or ECON0001
ECON1012	Principles of Economics II	ECON1000
ECON1003	Mathematics for the Social Sciences I	CSEC/CXC Math or GCE Math or ECON0001
ECON1005	Introduction to Statistics	CSEC/CXC Math or GCE Math or ECON0001
ACCT1003	Intro to Cost & Management Accounting	CXC Mathematics Grade 1-3 or ECON001
ACCT1005	Financial Accounting	CXC Mathematics Grade 1-3 or ECON001
ACCT2014	Financial Accounting I	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I]
ACCT2015	Financial Accounting II	ACCT2014
ACCT2017	Management Accounting I	[ACCT1003 or CAPE Acct. Unit 2] & [ACCT1005 or CAPE Acct. Unit I]
ACCT2019	Financial Accounting for Managers	[ACCT1003 or CAPE Acct. Unit 2] & [ACCT1005 or CAPE Acct. Unit I]
ACCT3041	Advanced Financial Accounting	ACCT2015
ACCT3043	Auditing I	ACCT2015
ACCT3044	Auditing II	ACCT3043
ACCT3064	Financial Statement Analysis	ACCT2015 & MGMT2023
GOVT1013	Introduction to Leadership	None
MGMT1002	Communication Skills for Managers	FOUN1001
MGMT2004	Computer Applications	ACCT1005
MGMT2008	Organizational Behaviour	SOCI1002 or SOCI1001
MGMT2012	Quantitative Methods	ECON1005
MGMT2021	Business Law I	None
MGMT2023	Financial Management I	ACCT1003 & ACCT1005 & ECON1005
MGMT2026	Production & Operations Management	ECON1005
MGMT2068	Risk & Treasury Management	Banking & Finance students OR MGMT2023
MGMT3021	Organizational Theory and Design	MGMT2008
MGMT3031	Business Strategy & Policy	Final Year B.Sc. Mgmt Studies students
MGMT3033	Business, Government & Society	Final year students only
MGMT3037	International Business Management	Final year students only
MGMT3046	Company Law	MGMT2021
MGMT3048	Financial Management II	MGMT2023
MGMT3051	Taxation I	MGMT2021 & ACCT2014
MGMT3052	Taxation II	MGMT3051
MGMT3057	Productivity & Quality Management	MGMT2026
MGMT3058	New Venture Management	MGMT2224
MGMT3065	Management of Change	MGMT2008
MGMT3066	Business Ethics for Bankers	Finalizing Banking & Finance students
MGMT3069	Quality Service Management	MGMT2008
MKTG2001	Principles of Marketing	None
SOWK2007	Disability Studies	SOCI1001 (PSYC1005/PSYC1006) & SOCI1002

\* The information below is subject to change.

## LIST OF ANTI-REQUISITES

Students pursuing programmes/ courses within the Faculty should note that the following courses **CANNOT BE TAKEN TOGETHER FOR CREDIT.**

ACCT2017 (MS25E) with HOTL2021 (HM221)  
ECON1000 with ECON1001, ECON1002  
ECON1001 (EC10C) with ECON1000, ECON1012  
ECON1002 (EC10E) with ECON1000, ECON1012  
ECON1012 with ECON1001 (EC10C), ECON1002 (EC10E)  
ECON1003 (EC14C) with MATH0110 (M08C), MATH1150 (M10B), MATH1180 (M10C), MATH1140  
ECON1005 (EC16A) with MATH2140 (M25A), MATH2150 (M25B), SOCI1005 (SY16C)  
ECON1004 (EC18A) with MATH1150 (M10B), MATH1180 (M10C)  
ECON2000 (EC20A) with MGMT2020 (MS26A)  
ECON2007 (EC23K) with ECON2008 (EC23L), MATH2150 (M25B), MATH3341 (M31E)  
ECON2008 (EC23L) with ECON2007 (EC23K), SOCI1008 (SY22G), MATH2150 (M25B), MATH3341 (M31E)  
ECON2009 (EC23M) with SOCI1008 (SY22G), MATH2150 (M25B), MATH3341 (M31E)  
ECON2010 (EC23P) with SOCI1009 (SY22K)  
ECON2014 (EC23T) with SOCI2007  
ECON2016 (EC24J) with MATH2160, MATH2125  
ECON3032 (EC33Q) with MATH2150 (M25B), MATH2160 (M21B)  
ECON2019 (EC24N) with MATH2110 (M20B)  
ECON2020 (EC25F) with ECON2021 (EC25J)  
ECON3031 (EC33P) with MATH2140 (M25A)  
ECON3037 (EC34L) with MATH3130 (M32B)  
ECON3038 (EC34M) with MATH3370 (M32C)  
ECON3049 (EC36C) with MATH3341 (M31E)  
GOVT3051 with GOVT3056  
MGMT2004 (MS21C) with HOTL2016 (HM216)  
MGMT2008 (MS22A) with HM222  
MGMT2029 (MS22C) with HM220, LANG3101  
MGMT3017 (MS32A) with HOSP2023 (HM223)  
MKTG2001 (MS20A) with EDCE2025 (ED20Y)  
PSYC1003 with PSYC1006  
PSYC2000 with PSYC2020  
PSYC2021 with PSYC2005  
PSYC3001 with PSYC3029  
PSYC3028 with PSYC3000

# COURSE DESCRIPTIONS

All Social Sciences courses are worth three (3) credits unless otherwise specified.

## **ACCT1003 (MS15B): INTRODUCTION TO COST & MANAGEMENT ACCOUNTING**

This course sensitizes students to cost and management accounting theory and practice. Emphasis is placed on the concepts and procedures of product costing, as well as strategies that help the manager to perform the functions of planning and decision-making. The course makes use of some simple mathematical concepts that should have been grasped at the primary and secondary levels. These include the basic mathematical operations, solving simple linear equations and graphing linear functions.

## **ACCT1005 (MS15D): FINANCIAL ACCOUNTING**

This course introduces students to the fundamental accounting principles, practices and procedures necessary for the recording and reporting of financial data within a business entity. It also examines how the reported results of the entity are analyzed.

### **Objectives**

- To acquaint students with the main principles and concepts underlying the recording and reporting of financial data
- To introduce the procedures and techniques involved in the recording and reporting of financial data
- To explain the procedures and techniques involved in the analysis of the financial accounts of a business entity

## **ACCT2014 (MS25A): FINANCIAL ACCOUNTING I**

This course involves the study of accounting theory and practice from the perspective of both preparers and users. It develops the student's technical and problem-solving ability that will be required in the accounting process and the preparation and analysis of financial statements. Emphases are on the basics of accounting and on accounting for most assets.

The objectives are:

- To enable students to comprehend and evaluate the conceptual framework which underlies accounting methods and reports
- To provide students with the knowledge of accounting practice
- To discuss the disclosure of financial accounting information for reporting purposes.

## **ACCT2015 (MS25B): FINANCIAL ACCOUNTING II**

A continuation of Intermediate Accounting I, the course further develops the student's technical and problem-solving ability that will be required in the accounting process and the preparation and analysis of financial statements. Emphases are on accounting for equity and other dimensions of accounting and financial reporting including emerging issues and future directions.

The course objectives are:

- To further enhance the student's ability to comprehend and evaluate the conceptual framework which underlies accounting methods and reports.
- To provide students with a more complete understanding and knowledge of current accounting practice
- To discuss current issues and future directions related to the disclosure of financial accounting information for reporting purposes

## **ACCT2017 (MS25E): MANAGEMENT ACCOUNTING 1 - Cost Accounting**

This is the first of a two-semester programme in management accounting. This course seeks to provide an in-depth understanding of:

- a) the conceptual issues and techniques used in the design of cost accounting information systems and
- b) the use of costing information for managerial decision-making and business strategy in both manufacturing and service firms. An important feature of the course is its emphasis on cost analysis and the preparation of managerial reports.



Topics to be covered include:

- Review of cost concepts and manufacturing accounts
- Cost accounting information systems – an overview
- Absorption and direct costing
- Actual, normal and standard costing
- Job order costing for manufacturing and services
- Process costing including standard process costing
- Accounting for spoilage and rework
- Joint and by-product costing
- Cost allocation – traditional approaches
- Operations and back-flush costing
- Cost estimation
- Cost-Volume-Profit Analysis

### **ACCT2019 (MS25H): FINANCIAL ACCOUNTING FOR MANAGERS**

This course looks at accounting theory and practice from the perspective of both the users and the preparers. The course develops the student's technical and problem solving ability involved in the accounting process and the preparation of and analysis of financial statements.

### **ACCT3039 (MS35E): MANAGEMENT ACCOUNTING II**

Cost management concepts, models and strategies. This is the second of a two-semester programme in management accounting. This course seeks to provide further analysis of the critical role of management accounting concepts, models and information systems in the development and implementation of competitive strategy. The course will examine: costing models for pricing, managerial costing systems, including budgeting and performance measurement and reporting systems and profitability analysis of customers and strategic business segments.

The course will make extensive use of readings and cases, including: Strategic Management Accounting and Competitive Strategy in a Dynamic, Global Business Environment, Value Chain Analysis and Process Value Analysis – An Introduction, Activity Based Costing, Accounting for Quality Costs and Life Cycle Costing, Cost Management Strategies, Pricing Management Control Systems, Organization culture and Organization Learning, Traditional Budgeting Systems and Practices, including Flexible Budgeting, Variance Analysis, Activity based Management and Budgeting, Responsibility Accounting, Performance Measurement and Reporting Systems, including Productivity Measurement, Transfer Pricing.

### **ACCT3041 (MS35H): ADVANCED FINANCIAL ACCOUNTING**

This course is designed for students above the intermediate level of accounting. It deals with advanced accounting concepts, practices and procedures. It targets primarily persons pursuing professional studies in accounting and prepares students who will work at the most advanced level of accounting

### **ACCT3043 (MS36E): AUDITING I**

This course facilitates a thorough comprehension of the methodology and techniques of modern auditing; examines the role of auditors and provides an understanding of the legal, regulatory, professional and ethical environment in which auditors operate. The auditing standards will be examined with applications of Jamaican cases to demonstrate relevant principles and issues.

### **ACCT3044: AUDITING II**

This course builds on the fundamentals of auditing theory and practice. It covers the management of the audit process including quality control of audits, international standards on auditing. It focuses heavily on the application of the theory of the conduct the audit process.

### **ACCT3064 (MS38I): FINANCIAL STATEMENT ANALYSIS**

This course is intended to provide a guide to interpreting financial statements and the use of financial information. It demonstrates how to effectively and accurately evaluate a firm's financial status and thus make informed investment decisions.

### **ECON1000: PRINCIPLES OF ECONOMICS I**

The objective of the course is to introduce both majors and non-majors to the basic tools and concepts of economics. Students will be exposed to the core principles economics – the basic ideas that underlie how economists interpret the world. The course will also introduce the toolkit of methods used by economists. Thus, the course covers how markets work (and when they don't work) and how consumers and producers make decisions. Finally, the course applies these tools and concepts to explain economic phenomena such as economic growth, inflation and the over exploitation of natural resources.

At the end of this course students will be able to engage the core principles of the methodology of economics in everyday use, evidenced by an ability to assess and interpret public issues and events with the mindset of the economist.

### **ECON1003 (EC14C): MATHEMATICS FOR SOCIAL SCIENCES I**

The course is designed to review students' knowledge of elementary mathematics and to expose them to some of the mathematical concepts and techniques that are required to study mathematical models in economics and the management sciences. Emphasis will be placed on the understanding of important concepts and developing analytical skills rather than just computational skills, the use of algorithms and the manipulation of formulae.

### **ECON1005 (EC16A): INTRODUCTION TO STATISTICS**

This course is designed to teach students various concepts in descriptive and inferential statistics. It is also designed to give students an introduction to research methods.

### **GOVT1000: INTRODUCTION TO POLITICAL INSTITUTIONS AND ANALYSIS**

This course is required for all students in the Faculty of Social Sciences. It introduces students to the definition of politics and political science, to basic concepts in the discipline such as political culture, power, authority and to the key elements of the State in Anglo-American Democracy, the former Soviet Union, the Third World and the Caribbean. Global and Regional issues which affect politics, such as the debt problem, are also discussed.

### **GOVT1013: INTRODUCTION TO LEADERSHIP**

Leadership is a core function in all areas of modern society. Without leadership, groups and organizations would not function as they ought to. Political leadership is very important because the government that leads is elected by the people who expects and demands exemplary and effective leadership. This course takes the students through the personal characteristics of the leader, leadership style, the tasks and relationships of the leaders, how the leader develops his or her skills, the leaders vision, creating the tone of leadership, listening to others, dealing with disagreements and conflicts, dealing with constraints and the values that inform leadership

### **MGMT1002: COMMUNICATION SKILLS FOR MANAGERS**

This course introduces students to various business situations and provides opportunities to develop communication skills for a variety of work situations/business purposes. It is a participatory course, designed to stimulate actual business communication scenarios using a critical thinking approach, and targets the strategic and organizational aspects of managerial communication. The course is designed to support the achievement of the strategic aim of producing graduates who are effective communicators as well as provide a foundation upon which students can build their communication skills in their 2<sup>nd</sup> and 3<sup>rd</sup> years.

### **MGMT2004 (MS21C): COMPUTER APPLICATIONS**

This is an introductory course on the use of Information Technology (IT) in organizations. The course aims to expose students to some of the current issues facing organizations in their use of IT. Use of IT is viewed from an objective of improving the efficiency and effectiveness of organizational systems and processes in order to gain a competitive advantage. The primary goal is to give a good understanding of how the manager can use information in the problem solving and decision-making processes. It is assumed that students will be preparing either for a career in computing or management. The objective demands that students understand the role of the computer as a problem-solving tool.

### **MGMT2008 (MS22A): ORGANIZATIONAL BEHAVIOUR**

This course exposes students to the various ways in which individuals and organizations interact to create goods and services in a competitive and dynamic environment. The course begins with a broad overview of the nature and structure of organizations and in particular of Caribbean organizations. The focus then narrows

to examine the ways in which individuals and groups behave within the context of the organization. Topics to be examined include power, leadership, groups, teams, conflict and individual behaviour.

### **MGMT2012 (MS23C): QUANTITATIVE METHODS**

This course is an introductory level survey of quantitative techniques, and is intended to provide an overview of commonly used mathematical models and statistical analyses to aid in making business decisions. These techniques include linear programming, decision theory and simulation. The primary emphasis is to prepare students to become intelligent users of those techniques. An understanding of the assumptions and limitations of the techniques; and also, how these techniques might be used outside the classroom environment are of particular importance.

### **MGMT2021 (MS27B): BUSINESS LAW I**

This course covers the general principles of law including the system of courts, doctrine of precedent, case law and statute law, and tort, contract and crime. In addition, the general principles of law of contract including the formation of contract, offer and acceptance, consideration, terms of contracts, conditions of warranties, implied terms, exclusion clauses, mistakes, misrepresentation, undue influence and illegality, assignment and negotiability, discharge, agreement, frustration, performance and breach, and remedies are included.

### **MGMT2023 (MS28D): FINANCIAL MANAGEMENT I**

The course seeks to provide the foundation of financial management. It introduces some of the basic concepts used by financial managers in the decision making process, including risk and return, time value of money, financial statement analysis, capital budgeting and asset valuation models. The course provides a theoretical framework within which these concepts are applicable. The course also draws on real-world situations to highlight the importance of both the practice and theory of finance.

### **MGMT2026 (MS29P): PRODUCTION AND OPERATIONS MANAGEMENT**

This course examines the methods used for efficiently managing the operating divisions of manufacturing and service based firms. The topics to be covered include process analysis, design and layout, forecasting, capacity planning, production planning, inventory control, scheduling, project management and quality control. An introduction is also provided to new production control techniques such as just-in time systems and group technology. Throughout the course, special emphasis will be placed on the use of mathematical and statistical techniques for decision making by operating managers.

### **MGMT2068 (MS28F): RISK AND TREASURY MANAGEMENT**

This course introduces students to the various forms of risks affecting financial institutions – the types of risks, and the ways of managing these risks. The objective of this course is to: acquaint students with the composition of the financial services industry, identify the various forms of risks, and explain the international best practices of managing risks.

### **MGMT3021: ORGANIZATIONAL THEORY & DESIGN**

This course examines the fundamentals of Organizational theory, Structure and Design, their components and the links to organizational success. We begin with an historical overview of the aforementioned, examining the pros and cons. Students who do this course will be able to make decisions about which organizational structures are more appropriate for particular kinds of product and/or services. They will also be able to identify those factors in the environment which impact and influence the organization's functioning either positively or negatively. Factors such as Organizational Culture, the Organization's History, Management Practices, Government Policies, and all will be examined in the context of Caribbean organizations responding to a global environment.

### **MGMT3031 (MS33D): BUSINESS STRATEGY AND POLICY**

This course is designed to provide students with an instructive framework within which business policies and strategies will be formulated and developed. It covers the analysis and evaluation of corporate strategies.

### **MGMT3033 (MS33E): BUSINESS, GOVERNMENT AND SOCIETY**

This course attempts to prepare students for a better understanding of the relationships between business executives and other elements in the West Indian environment. It involves eight modules: Business Environment; Regulation; History of Economic Thought; Criticisms of Business; Business Responsibility, International Trade and Consumerism.

**MGMT 3036 (MS34A): ENTREPRENEURSHIP AND NEW VENTURE CREATION**

This course deals with one of the most challenging issues confronting developing countries. It focuses on understanding and appreciating the entrepreneurial mindset in relation to the ability to create new ventures successfully. The course also focuses on “intrapreneurship” or in the reinvention of existing enterprises with an attitude of innovation, responsiveness and receptivity to change, and it considers entrepreneurship in an international context.

**MGMT3037 (MS34B): INTERNATIONAL BUSINESS MANAGEMENT**

The purpose of this course is to familiarise students with the globally applicable theories of international business in the context of the practice of management in a small open developing environment. The course builds upon the unassailable conclusion that the development of Jamaica and other countries in the Caribbean region will rest upon the ability of firms within the region to engage profitably in international business activities. To this end, the conceptual theme that will drive the course is the relationship between the processes of economic development and national competitiveness on the one hand, and the theory and practice of international business on the other.

The course is divided into two modules. The first is “international business theories, systems and institutions” in which the focus is on understanding the theories and concepts of international business and in identifying the principal institutions that comprise the framework for international business. The second is “managing the international operations of firms in developing countries,” in which the focus is on the response of firms in developing countries to the current imperatives of international business and development.

**MGMT3046 (MS37B): COMPANY LAW**

This course covers the Principles of Company Law, statutes and relevant case law, with special reference to matters of particular concern to Accountants and Auditors.

**MGMT3048 (MS38H): FINANCIAL MANAGEMENT II**

This course is an advanced managerial finance course that ties together theory and applications of financial management; covering the essential aspects of financial decisions. Financial decisions are primarily concerned with providing solutions to the following problems: (1) what assets should the enterprise acquire? (this is the capital budgeting decision); (2) how should these assets be financed? (this is the capital structure decision); and (3) how should short-term operating cash flows be managed? (this is the working capital decision). This course focuses predominantly on learning the tools and techniques needed to analyze and evaluate financial information. This type of analysis enables the financial manager to identify and solve management problems related to the financial operations of business corporations.

**MGMT3051 (MS38G): TAXATION I**

This course provides students with an understanding of the main principles and concepts of taxation. It investigates how tax policy is formulated and explains how such policy is applied in practice in Jamaica. The course enables students how the Jamaican tax liabilities of individuals and organizations are calculated. The study of Jamaican tax law and practice is further developed in the context of tax planning and ethical considerations.

**MGMT3052 (MS38O): TAXATION II**

This course builds on Taxation I and extends the measurement of taxable income to corporate entities. It introduces issues related to the taxation of distributions and benefits to principal members of companies. It covers the taxation implications of residence and domicile of incorporated bodies, including double taxation treaties. The course includes: comparative review of Commonwealth Caribbean tax regimes in the areas of income tax and capital gains tax. The course will emphasize tax planning and management.

**MGMT3057 (MS39H): PRODUCTIVITY AND QUALITY MANAGEMENT**

This course provides an in-depth coverage of productivity and quality management in the service and other industries. Emphasis is placed on the practical application of quality principles through the interpretation, understanding and use of these principles and concepts throughout the problem solving process. Areas covered include Quality and Continuous Improvement, Process Control, Productivity and Measurement, Reliability, Benchmarking and Auditing.

**MGMT3065 (MS32D): MANAGEMENT OF CHANGE**

The aim of this course is to provide students with a thorough grounding in the major issues involved in managing change within contemporary organizational settings. Additionally, the course aims to assist students to develop the necessary practical skills and intervention strategies, which are required to manage change effectively at the individual, group, and organizational levels, in order to assist an organization to achieve its desired corporate objectives.

**MGMT3066 (MS33G): BUSINESS ETHICS FOR BANKERS**

This course focuses on what is considered prudent behaviour and seeks to highlight issues that make behaviour prudent. The course looks at the theoretical bases of behaviour as they affect decision makers in a market driven economy. It also deals with historical propositions and modern systems used to determine ethical behaviour. International best practices for establishing ethical behaviour will also be studied.

**MGMT3067 (MS37C): REGULATORY FRAMEWORK OF BANKING AND FINANCE**

This course is designed for students at the intermediate level to familiarize them with the legal environment and practices which govern the financial services industry. International best practices will also be studied and comparisons made with local law.

**MGMT3069: QUALITY SERVICE MANAGEMENT**

Quality service management introduces students to the strategies and techniques that will lead to effective management of services. The course is designed to be a highly experiential one in which students will study the performance of service organizations as well as their response to that performance. Students who take this course will be exposed to knowledge about the best practices of local and international service organizations, the human resource practices that will lead to effective service delivery and the design of effective service organizations.

**MKTG2001 (MS20A): PRINCIPLES OF MARKETING**

This course is designed to expose students to modern concepts and tools for marketing. The focus will be on fundamentals of marketing such as consumer behaviour, the environment of marketing, marketing information systems, and how managers use the marketing mix strategies to achieve organizational goals. Lectures will be complemented by industry guest lectures and field visits to companies operating in the Jamaican environment.

## TUITION FEES

The draft 2023/24 Tuition Fee Schedule is shown below. Note that all FSS courses are worth 3 credits unless otherwise specified. Students should review the final 2023/24 Schedule prior to paying tuition fees. Students are also required to pay the relevant miscellaneous fees ([www.mona.uwi.edu/admissions/fees/](http://www.mona.uwi.edu/admissions/fees/)). The miscellaneous fee for A/Y 2023/24 is \$29,437\*. This does not include ID Card first issue which is \$1,000

### Per Credit Schedule for Tuition Fees - Undergraduate Students (J\$) (2023/24)

Total Number of Courses	Tuition Fees
1	36,400
3 (1 semester)	109,200
8 (1 academic year)	291,200

This information is subject to change. Please visit <https://www.mona.uwi.edu/sites/default/files/uwi/UWI-Mona%202023-2024%20Undergraduate%20Fee%20Schedule%20%28July%202023%29.pdf> for changes to fees.

# APPENDICES

## I. PRESENTING AND DOCUMENTING MATERIAL IN COURSE ESSAYS

Prepared by Dr. L. Stirton

Students often run into trouble when presenting and documenting material in course essays. The following guidelines should help students to steer clear of any of the pitfalls that might result in being penalised for breaching academic standards. All class essays are expected to follow the advice given in this section. If you need further help, consult Patrick Dunleavy's excellent book *Studying for a Degree in the Humanities and Social Sciences* (Macmillan, 1986). Plagiarism will not be tolerated, so read this section thoroughly in order to steer clear of trouble. Remember, it is your responsibility to ensure that your essays adhere to the standards of academic integrity, so if someone else types your essay make sure that you check that the typist has not changed the way in which you present or document borrowed material in any way.

### Types of Borrowed Material

There are three basic ways in which students may incorporate the ideas that they have confronted in their reading in their essays: quotation, summary and paraphrase. Far too many students misunderstand the differences between these.

#### Quotation

With a quotation, you present another writer's idea in that writer's words. You must indicate the borrowing with either quotation marks or block indentation, combined with a footnote/endnote reference. For example:

According to Stigler, "every industry or occupation that has enough political power to utilize the state will seek to control entry. In addition, the regulatory policy will often be so fashioned as to retard the rate of growth of new firms."<sup>1</sup>

#### Summary

A summary is where you present another writer's idea, only not his or her words; further, you present only the core of the idea – the main point – because you condense the idea as you reword it. You must also indicate the borrowing with a footnote/endnote, usually combined with an introduction (called a frame) that also attributes the summary. Here is a summary of the sample quotation:

Stigler argues that influential economic interests seek regulations that reduce competition.<sup>1</sup>

#### Paraphrase

A paraphrase is like a summary in that you present only another writer's idea, not his exact words; this time, however, instead of compressing the idea, you restate it in your own words. Thus, the paraphrase is a little like a translation. Although it isn't usually a word-for-word substitution, it often follows the pattern of the original wording. Again you must indicate the borrowing with a footnote or endnote, usually combined with an introduction that also attributes the paraphrase. Here is a paraphrase of the sample quotation from Stigler:

Stigler says that economic interests with sufficient influence over government policy will try to bring about public policies that deter competition from other firms. They will also encourage rules and regulations that are detrimental to new rivals.<sup>1</sup>

All three types of presentation use borrowed ideas, but only a quotation uses borrowed words. You can mix another writer's words into your summary or paraphrase, but you must show the specific borrowing in quotation marks. Here is our example summary with a touch of quotation thrown in:

Stigler says that the economic interests with sufficient "power to utilize the state" will seek regulation that operates to reduce the threat of competition from potential rivals.<sup>1</sup>

### Framing Your Presentation

Whether you quote, summarise, or paraphrase, you must give due attribution to your source, by framing the borrowed idea with an introduction and a footnote/endnote. Your endnote must include a specific reference to the text from which you borrowed the material including page numbers. Keep in mind that, in the absence of a quotation, the reference in a footnote or endnote refers only to the single sentence that the notation follows. Of course, quotation marks or block indentations indicate the length of a quotation. But summaries and paraphrases don't have such ready mechanical indicators. However, you can frame a borrowing (especially a summary or paraphrase) with an introduction and a footnote. An introduction like "Stigler argues" or "According to Christopher Hood, Stigler argues" will indicate the beginning of a borrowing, and the footnote/endnote reference will indicate the end. Then the footnote reference applies to the entire borrowing.

### Framing Hints

To work borrowed material into your papers, you must frame it gracefully as well as responsibly. There are many varied ways to frame a quotation, paraphrase, or summary. Here is an example of the most common approach:

According to Stigler, "every industry or occupation that has enough political power to utilize the state will seek to control entry. In addition, the regulatory policy will often be so fashioned as to retard the rate of growth of new firms."<sup>1</sup>

Don't rely solely on this frame, or your writing will seem mechanical and monotonous. Consider the alternatives below, and also note how the authors of your reading assignments frame their references to others.

#### **Variations on the "According to" frame:**

It was Mancur Olson who first pointed out that "unless the number of individuals is quite small, or unless there is coercion or some other special device to make individuals act in their common interest, rational self-interested *individuals will not act to achieve their common or group interests.*"<sup>1</sup>

In their article, "Institutional Perspectives on Political Institutions", March and Olsen contrast the bargaining or exchange account of politics with an institutional story which "characterizes politics in a more integrative fashion, emphasizing the creation of identities and institutions as well as their structuring effect on political life."<sup>1</sup>

#### **The Interrupting Frame:**

"Tales of monumental blunders, blatant self interest and corruption, self-destructive organizational civil wars and feuds, astonishing failures to look ahead or take any initiative in the face of the most pressing problems are," as Christopher Hood argues in *The Art of the State*, "far from unusual in most societies."<sup>1</sup>

#### **The Separate-Sentence Frame:**

"If bureaucrats are ordinary men, they will make most (not all) of their decisions in terms of what benefits them, not society as a whole."<sup>1</sup> In these terms, Gordon Tullock makes a departure from the orthodox assumption in public administration that public servants act in the public interest.

#### **Errors to Avoid**

Errors in presentation and documentation range from minor ones that merit an admonishment and a point or two deduction to major ones like plagiarism that will result in zero grades and reference to the Examinations Committee.

#### **Minor Errors-Format**

On one end of the spectrum are minor errors in format. There are formats in all parts of life: don't eat peas with a knife; don't begin a bibliography entry with an author's first name. For those who ignore formats, punishments range from an admonishment to a deduction of a few points from a paper's grade.

#### **Major Errors-Plagiarism**

At the opposite end of the trouble spectrum is plagiarism. Plagiarism involves presenting someone else's words or ideas without giving proper credit. Therefore, you obviously plagiarize (a) if you present someone else's words as though they were your own (by seeming to summarize or paraphrase when in fact you quote directly) or (b) if you present someone else's ideas without giving proper credit (by failing to document at all). Punishment depends on the extent of the offense. But you should realize this: any plagiarism violates academic integrity, so anything beyond the most minor, accidental plagiarism will usually result in a zero grade for a paper, with no chance to rewrite.

#### **Major Errors-Other**

On the trouble spectrum between minor errors and plagiarism, there are other serious errors that can bring severe punishment. All of them breach academic integrity (making a zero grade possible) of them could be evidence of cheating. As with plagiarism, the extent of the error will determine the extent of the punishment.

#### **Blanket Notes**

Remember that, except with quotations, a footnote or endnote generally covers only the preceding sentence. The old student standby device of putting a notation at the end of a paragraph to document something in the paragraph just won't work. The problem could, of course, simply be sloppy presentation, or the sloppiness could be interpreted as an attempt to disguise cheating. Avoid the trouble by using the frame of introduction and parenthetical notation to indicate where a borrowing begins and ends.

#### **Wrongly Attributed Borrowing**

You must attribute the material you borrow to the source you actually use. For example, you find in a book by Smith a quotation Smith borrowed from another book by Jones. If you use the Jones quotation, you must document the borrowing as material from Jones that you found in a book by Smith. You cannot, however, document the passage as if you had found it in the book by Jones or as if Smith himself had written it. Either of these ways misattributes the quotation, and you could be accused of deceiving your reader by claiming you'd read Jones' book.

#### **Padded Bibliographies**

If you use a simple one-part bibliography, you must list only the works you actually cite in your paper. You cannot list other works you didn't cite but which you think the reader should be aware of. Listing works not cited in the paper gives the appearance that you've done more work than you really have. So how can you show works that influenced you but that you didn't borrow material from? Use a two-part bibliography, the first part called "Works Cited" and the second part called "Works Consulted." Their formats are the same.



**II. THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS  
FACULTY OF SOCIAL SCIENCES UNDERGRADUATE COURSEWORK ACCOUNTABILITY STATEMENT**

To be attached by students registered for undergraduate courses in the Faculty of Social Sciences, to the front of any document submitted as a component of course work save that when coursework consists of an invigilated examination no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically.

I hereby certify that I am the author of the attached item of coursework or the section thereof for which I am responsible, herein after referred to as this paper, and that all materials from reference sources have been properly acknowledged.

I certify that I have read the relevant Faculty regulation contained in the UWI Mona Faculty of Social Sciences Undergraduate Handbook (Regulation 12) and the documents to which the regulation refers:

In particular, the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Diplomas and Certificates (78-85 in the case of the 2006-2007 Examination Regulations) and appendix 1 in the Faculty handbook.

I understand what plagiarism is and what penalties may be imposed on students found guilty of plagiarism.

I certify that this paper contains no plagiarised material. In particular:

All quotations taken from other works have been referenced to the source from which I obtained them and clearly indicated in this paper by the use of quotation marks or indented paragraphs;

All paraphrases and summaries of material taken from other works have been clearly indicated by appropriate framing and/or referencing;

Where material is drawn from other works I have avoided the use of cosmetic paraphrasing thereby ensuring that I have presented paraphrases and summaries that represent substantial representation of material from the sources or alternatively I have used direct quotations;

I have included in the bibliography all works from which I have taken ideas inclusive of, where appropriate, separate lists of works that have been cited and works that have been consulted;

I certify that this is my own work and that I did not receive any unfair assistance from others (including unauthorized collaboration) in its preparation.

I certify that this paper has not previously been submitted either in its entirety or in part within the UWI system or to any other educational institution or if it has I have made an additional declaration below.

In the case of group work, I certify that the work that is the responsibility of each member of the group has been clearly indicated and that where no such indication has been given, I take responsibility for the work as if it were the section of the paper for which I were solely responsible and that I have not collaborated with any member of the group to breach the University's regulation.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**Additional accountability statement where work has been previously submitted**

I have set out in an attached statement the details regarding the circumstances under which this paper or parts thereof has been previously submitted.

I have received written permission from my Supervisor/Lecturer/Instructor regarding the submission of this paper and I have attached a copy of that written permission to this statement.

I hereby declare that the submission of this paper is in keeping with the permission granted.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### III. FSS COURSE REPRESENTATIVES ROLE AND RESPONSIBILITIES

- The course representative, as elected by the students of a course, should be seen essentially as being responsible for representing the interests/concerns of his/her fellow classmates regarding the course to the lecturer/instructor.
- He/She is responsible for maintaining an awareness of his/her classmates' concerns and/or feelings towards the course and will also be responsible for bringing them to the fore should such action be warranted.
- He/She shall meet with the course lecturer/instructor on a regular basis, so that they may have a brief discussion regarding the course, where the course representative can make known to the lecturer whatever general concerns the students may have and vice versa. It is recommended that this be done at least once every three weeks.
- He/She shall report to the faculty's student representative on any pressing concerns that the students of the course may share, and on what consultation with the lecturer/instructor with respect to these concerns has yielded.
- Should it become necessary to do so, he/she may, in consultation with the Faculty's student representative, bring such matters of concern to the attention of the Head of Department.
- He/She should be prepared to make him/herself available to sit on the Departmental Staff/Student Liaison Committee, should such a request/appointment be made.
- The course representative shall also be responsible for administering the student evaluation of the lecturer for the course by way of the evaluation forms provided. It is suggested that this be done during the first 15-20 minutes of the class session, so as to encourage full participation on the part of the students. The lecturer/ instructor should not be present in the room whilst this is being done.

### IV. NOTICE TO ALL USERS OF THE FACULTY OF SOCIAL SCIENCES MEETING POINT

The Faculty of Social Sciences Meeting Point has been created for the use of the students of the Faculty of Social Sciences.

The Faculty of Social Sciences Meeting Point has been established as a place where students from the Faculty can meet and engage in activities that are not necessarily of a strictly academic nature.

The Faculty of Social Sciences Meeting point has thus been developed as a space where students can gather to engage in informal discussions, participate in quiet recreation and generally take a study break.

The growth of the Faculty has made this necessary as the increasingly large number of persons gathering within the Faculty has threatened to disturb the quiet atmosphere that is required for academic pursuits.

The Faculty of Social Sciences Meeting Point has been located close enough to the Faculty to allow students to easily move to and from classes while at the same time being sufficiently far away so as to avoid any disturbance to classes, offices and study areas.

Users are therefore requested to respect the purpose for which the Faculty of Social Sciences Meeting Point has been created and to maintain its facilities in good order.

### V. NOTICE TO ALL USERS OF STUDY AREAS WITHIN THE FACULTY OF SOCIAL SCIENCES

The clusters of benches within the Faculty were established some ten years ago by former Dean, Professor Don Robotham to provide a space where students could engage in quiet study between classes.

A concerted effort is now being made to ensure that these clusters are used for the purpose for which they were built. All users are therefore being asked to assist in this effort.

At the same time, there is more to student life than classes and quiet study. In recognition of this a Faculty of Social Sciences Meeting Point has been created, half the way towards the Main Library, so as to provide a space for other types of activities.

Students who wish to engage in activities such as informal discussions, quiet recreation or who wish to take a study break are being asked to relocate to the Faculty of Social Sciences Meeting Point which has been developed to accommodate these pursuits.

The space within the boundaries of the Faculty is primarily an academic space and must be protected as such. Thus, the culture that we construct within these boundaries must be one that fosters and promotes an ambience conducive to teaching, research and study.

In recent years, some of the clusters of benches have been used for purposes for which they were not intended. This has not helped to build the kind of atmosphere that is necessary for academic pursuits within the Faculty.

Some activities are obviously disturbing. These include noisy exchanges which can disrupt classes and prevent other persons from doing their work. Yet these are not the only activities that are of concern.

Simply put, the playing of games, discussions of a non-academic nature and the general meeting, greeting and chatting among friends and colleagues within the Faculty all tend to “kill the study vibes”.

The Faculty supports a balanced student life and encourages wholesome recreation, the building of lifelong friendships and the lively debate of issues. At the same time, we must insist that there is a time and a place for everything.

Last academic year a code of conduct was established for instructional sessions. This year a more general code of conduct is being developed to provide a framework that will encourage the best use of the limited space available to the many persons who occupy the Faculty.

In the meanwhile we need to make a start by ensuring that the clusters of benches are used for the purpose for which they were designed.

## **VI. POLICY CONCERNING THE DISPLAY OF NOTICES IN THE FACULTY OF SOCIAL SCIENCES**

### **A. Purpose of the Policy**

Notices<sup>10</sup> may emanate from the Faculty or Departmental Office or through them from another official UWI source, from various units, organizations and individuals within the University as well as organizations and institutions outside of the University community. The purpose of this policy statement is to provide guidelines for the posting of notices so as to make the communication of information by notices (especially official notices) more effective, to reduce the clutter caused by the indiscriminate placing of notices, to allow staff and students to differentiate between official and unofficial notices and to clarify the University’s liability with respect to the content of notices.

### **B. Faculty or Departmental Notices**

Notices emanating from a Faculty or Departmental Office or through such Offices from another official UWI sources shall be posted on the official Faculty or Departmental notice boards and such postings shall be signed by a person designated to authorize postings, and may be stamped with the Faculty or Departmental stamp, as the case may be. Notices not emanating from any such Office may only be displayed on an Official Notice board with approval by the person designated to authorize postings. The Faculty and Departmental Offices shall maintain a record of the persons so designated.

### **C. Notices on the Student Representative Notice Board**

Only notices authorized by the Student Representative or the Dean may be posted. Notices displayed shall not normally exceed letter size format 22 cm x 28 cm (8.5”x11”).

### **D. Notices on Classroom Doors**

Notices may be placed on the door of a classroom but only if the content of the notice relates to an activity within that classroom and must be placed in a notice pocket where one is available. Such notices are to be promptly removed as soon as the activity to which it refers has ended.

### **E. Notices on Other Rooms**

Save for Official notices authorized by the Dean or Head of Department or their nominees, only an occupant of a room may authorize a notice on the door of that room. A staff member who regularly uses a door to post notices shall make a request to the Faculty Office that a notice pocket be placed on the door.

### **F. General Notices**

General notices are those which do not emanate from a Faculty or Departmental Office or through them from another official UWI source or from the Student Representative. For the posting of general notices no approval for posting is

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<sup>10</sup> For the purposes of this policy notices shall include but not be limited to: advertisements, banners, circulars, documents, drawings, handbills, invitations, pictures and posters containing announcements addressed to or content displayed for the viewing by the general public and or members of the University of the West Indies (Mona) community and/or any subsection thereof, regardless of the format used.

required where these are placed on general notice boards, but the Disclaimer for Other Notice boards appearing in paragraph I below must be prominently displayed on or near such notice boards.

#### **G. General Provisions**

- a) There shall be placed on each notice board in the Faculty:
  - a. a statement as to the category or categories of Notices (e.g. restricted to examination matters only) that can properly be displayed on that notice board and how permission to display can be obtained.
  - b. the appropriate Disclaimer set out in paragraph I below.
- b) For notice boards outside a lecturer's office a statement may be displayed indicating that it shall only be used for notices for specific courses taught by the lecturer or as otherwise authorized by the lecturer.
- c) For evidential purposes the Faculty Office and each Department shall maintain on file, a copy of all notices emanating from the Faculty Office or the Department, bearing the date and period of display and signed by an authorized person.
- d) Notices not emanating from any such Office shall also be dated and include a "display until" date for a period no longer than four (4) weeks so as to facilitate the orderly refreshing of notice boards.
- e) Notices shall not be posted on walls, trees, lamp posts, furniture, doors (except as provided in paragraph E) or other places not designated for the posting of notices.
- f) Notices must state a contact person, and for printed notices the name and address of the printer as required by Jamaican Law.
- g) Notices posted shall conform to a standard of fair use; they shall not obscure other current notices and they shall not take up a disproportionate area of the notice board or exceed 28 cm x 44 cm (11"x17").
- h) Notices shall not be displayed in breach of the Laws of Jamaica in general or more particularly as they relate to intellectual property, libel and obscenity.
- i) Without seeking to restrict freedom of expression, the Faculty Office reserves the right to remove notices that are offensive or in poor taste; especially where they portray a damaging image of the University, its units or persons associated with it.

#### **H. Consequences of Breach of Guidelines**

Where notices do not conform to these policy guidelines, they may be removed without reference to the person, office, organization or institution by which they were posted.

#### **I. Disclaimer**

##### ***For Official Notice Boards:***

By displaying notices submitted by persons or bodies external to the University of the West Indies, the University does not accept responsibility for the accuracy, completeness or reliability of the information they contain and accepts no liability for any loss incurred on account of reliance on such information.

##### ***For Other Notice Boards:***

The University of the West Indies makes no representation and gives no warranty, expressed or implied, as to the completeness or accuracy of any information posted on this notice board, and is not responsible for any false or defamatory statement contained in any notice so posted or for the infringement of any proprietary or rights of any person on account of anything contained in any such notice.

**STUDENT SERVICES OFFERED BY THE FACULTY**

<b>Requests handled by the Faculty Office</b>	<b>Requests handled by the Department</b>
Leave of Absence	Credit Check
Late Adjustments to Registration (Add/Drop)	Academic Advising
Late Registration	Advice on Course Selection
Course Not for Credit (e.g. Request to audit a course)	Change of Major, Minor, Special, Option
Course Substitution(s) (Replacing a core course with a similar course)	Change of Streams
Exemptions (With and without credit)	Special Approval for Entry to Course
Carry-over Coursework (Coursework or mid-semester grades carried forward from previous sitting of course)	<b>Departmental Override is required for the following errors (Red Flags):</b> 1. PREQ and TEST SCORE-ERROR (Pre-requisites not satisfied) 2. CORQ {Course Code} (CRN) REQ 3. LEVEL RESTRICTION 4. COLLEGE RESTRICTION 5. DEGREE RESTRICTION 6. PROGRAMME RESTICTION 7. MAJOR RESTRICTION 8. CLASS RESTRICTION 9. Quota Limit Reached
Exams Only	
Deferral of Exam(s) (Usually under special circumstances)	
Leave of Absence	
Voluntary Withdrawal	
Waiver of Requirement to Withdraw	
Study at another UWI Campus (Cave Hill/St. Augustine/Open Campus/ Western Jamaica Campus)	
Exchange Programme (Study at another University)	
Approval of Additional Course (Credit Limit Exceeded)	
Approval of Change of Enrolment Status (Part-Time to Full-Time & vice versa)	

## *Frequently Asked Questions*

### **1) What are the programmes offered in Weekend School?**

The Faculty of Social Sciences Weekend Programmes currently offers three Degree Programmes:

- Accounting (Major)
- Management Studies (Major)
- Human Resource Management

### **2) What are the days & time classes are held?**

Classes in the WEP are held on Saturdays only from 8:30 am to 5:00 pm in Semesters I & II and 8:30 am – 5:30 pm in the summer.

### **3) What is the tuition cost?**

Tuition is currently \$36,400 per course. Students are recommended to do 8 courses in total per academic year. Three (3) Courses in Semesters I & II and Two (2) courses in Semester III (Summer)

### **4) Are exams done on a Saturday also?**

Everything in the Weekend Programme is done on a Saturday except for Bursaries and other support services which is open Monday to Friday 8:30am – 4:30pm.

### **5) How long is the programme?**

The Weekend Programme is a part time degree programme slated to last for four (4) years once students follow the course outline and do not fail any courses.

### **6) What are the entrance requirements?**

Entry Requirement for the Weekend Programme is the normal UWI Matriculation requirements, Five CXC/CSEC or GCE/BGCSE O'Level

## IMPORTANT DATES FOR STUDENTS TO NOTE

Please note that the dates outlined in the schedule below are superseded by those contained in the *2023/2024 Financial Information and Registration Guidelines* handbook.

### SEMESTER I

<b>August 28, 2023</b>	Semester I begins	Tuition, Miscellaneous and Residence Fees (if applicable) are due.
<b>August 28, 2023 – September 17, 2023</b>	Normal registration period	Registration is not complete until all tuition and miscellaneous fees are paid.
<b>September 18-24, 2023</b>	Late registration period	<b>J\$1000</b> penalty for late registration.
<b>September 25 – 30, 2023</b>	Late registration period	<b>\$2000</b> penalty for late registration.
<b>October 1, 2023 – November 26, 2023</b>	<b>Late Course Adding is allowed but course drop is not permitted.</b>	<b>\$4000</b> penalty for late registration.
<b>November 27- December 22, 2023</b>	Late registration ( Dropping is not permitted)	<b>J\$8000</b> penalty for late registration.
<b>The deadline for the following activities</b>		
<b>Dropping Semester One courses</b>		<b>September 30, 2023</b>
<b>Requesting Leave of Absence (LOA)</b>		<b>September 30, 2023</b>
<b>Requesting Voluntary Withdrawal (VW)</b>		<b>September 30, 2023</b>

\* The information above is subject to change. Please see the Academic Board Sub-Committee Student Matters – Registration Term Dates and Penalties for changes in dates and penalties. [https://sas.mona.uwi.edu/banndata1-srv\\_mona/twbkwbis.P\\_GenMenu?name=homepage](https://sas.mona.uwi.edu/banndata1-srv_mona/twbkwbis.P_GenMenu?name=homepage)

# NOTES