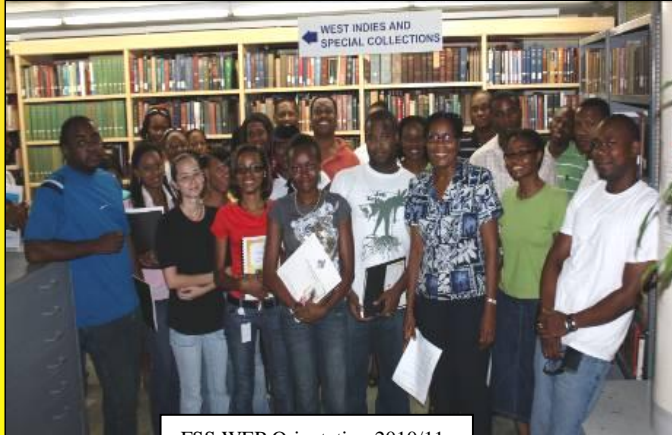


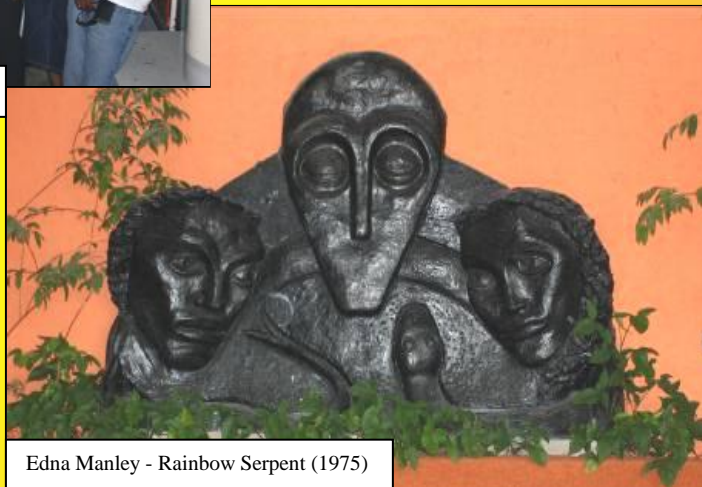


The University of the West Indies, Mona
Faculty of Social Sciences

Weekend Degree Programmes
Student Handbook 2012/13



FSS WEP Orientation 2010/11



Edna Manley - Rainbow Serpent (1975)

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 on August 8, 2012. 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



The Faculty of Social Sciences welcomes you to another chapter in your journey. This Faculty prides itself in being the nesting ground for qualified and capable individuals. The excellent education you will receive here will help to transform your lives and prepare you to respond effectively to the demands of our various enterprises. The scholarly activities with which you will be engaged here may be quite different from those you have been accustomed to and therefore will require greater focus and discipline on your part. However, we are confident that if you do your best, at the end of your time here, you will be assured similar rewards to those obtained by many of your predecessors who have made maximum use of this great learning opportunity.

In the Social Sciences, we offer a variety of courses so as to allow for flexibility with career choices. One of our primary responsibilities is develop a pool of citizens who, upon graduation, will be equipped to analyze complex societal problems and aid in their solutions. In this way, the Faculty continues the long tradition of making a significant contribution to both local and regional priorities. This responsibility is even more relevant in the increasingly complex global environment.

The Faculty is committed to being your best ally during your time at UWI, providing the type of academic advice and support services that will facilitate your learning and progress towards graduation. We therefore encourage you to utilize these services to help you to obtain answers to the questions you may have or to overcome difficulties you may encounter. But quite importantly, I challenge you to work with determination and consistency and to take responsibility for your own learning. Aim to become rounded and, throughout this very important phase of your life, enjoy your student experience.

Professor Evan Duggan
Dean, Faculty of Social Sciences

HISTORICAL OVERVIEW OF THE FACULTY

The Faculty - its beginning and subsequent development

1959 - 1969

Teaching in Social Science courses such as Economics, Political Science, Government and Sociology commenced in the Faculty of Arts at Mona. (1959)

Faculty of Social Sciences established with two Departments: Economics and Government. (1960)

The Department of Government introduced two non-degree programmes:

- A one year Diploma in Public Administration
- A two year Certificate in Social Administration (changed in 1962 to Certificate in Social Work).

Teaching in Social Sciences began at St. Augustine (1962) and Cave Hill (1963).

The first class of Social Science students graduated, being conferred with the BSc Economics degree with specializations in Economics, Government, Political Science and Sociology. (1962)

Department of Sociology was established (1963).

Certificate in Social Work transferred to the Department of Sociology.

The Diploma (for graduates) and the Certificate in Management Studies were introduced.

The title of the undergraduate degree programmes was altered from the common designation of B.Sc. Economics, and degrees were granted carrying the name and field of concentration.

Undergraduate degrees were offered in Management Studies, Accounting, International Relations, Social Administration (later discontinued), and Applied Social Studies (renamed Social Work in 1974).

Graduate Studies in Economics, Government and Sociology began.

1970 - 1982

A Certificate in Public Administration was introduced in the Department of Government.

The B.Sc. Hotel Management was established in the Bahamas at the new UWI Centre for Hotel Management with Part I of the programme being taught at the three campuses and, by special arrangement, at the College of the Bahamas. (1977)

The Faculty introduced the Challenge Scheme which enabled candidates in non-campus territories to sit Part I of the degree courses without attending a campus. The Certificate in Public Administration (CPA) was extended to non-campus territories subject to the availability of classroom instruction and teaching materials. Both schemes were supported by UWI Distance Teaching Experiment (UWIDITE, now UWI Open Campus).

A Certificate in Business Administration was approved primarily for non-campus territories.

The MSc. Accounting, and MPhil and PhD degrees in Government and Sociology were offered.

1983 - 1989

An undergraduate degree option in Tourism Management was introduced at the UWI Centre for Hotel Management (later renamed Centre for Hotel and Tourism Management) in the Bahamas, with Part I of the programme to be taught in a similar way as the B.Sc. Hotel Management. (1983)

A Diploma in Population Studies was offered for a three year period. (1983)

A Diploma in Health Management and a Certificate in Energy Management were introduced. (These were offered for a few years only for the duration of the special funding provided). (1984)

The M.Sc. Social Sciences (later renamed Development Studies) was offered within the Consortium Graduate School of Social Sciences, Mona. The School was a collaborative effort of the UWI, Mona and the University of Guyana. (1985)

Changes were made to the MSc. Sociology to introduce a Masters degree by course work. (This was later adopted by other masters' programmes).

The Department of Sociology changed its name to the Department of Sociology and Social Work.

Institutes of Business (Mona and St. Augustine) and the Centre of Management Development (Cave Hill) were launched and links were established with the business communities in the respective territories. (1987)

A Diploma in Public Sector Management was started. (1988)

The degree in Business Economics and Social Statistics (BESS) was introduced by the Department of Economics. (1989)

The Institute of Business-IOB (now Mona School of Business-MSB) introduced the Executive Masters in Business Administration (EMBA) (1989)

1990 - 1999

The Department of Management Studies in collaboration with the Department of Computer Science in the Faculty of Pure and Applied Sciences jointly offered the M.Sc. Management Information Systems (1993). The Department also introduced a Masters in International Business (1998).

The Department of Sociology and Social Work introduced the Master of Social Work (MSW) in 1993, the Diploma in Social Work – for non Social Work graduates in 1994, the Diploma in Sociology - for non Sociology graduates in 1995, a self funded Masters in Human Resource Development in 1996, and a Diploma in Population Development was introduced with funding from UNFPA, in 1997.

Mona School of Business (MSB) offered the Masters in Public Sector Management (MPSM), which was later redesigned as the MBA Public Sector Management (1994). MSB began offering the MBA programme on a part-time (1997) and full-time (1998) basis.

The Faculty embarked on a franchising arrangement with a number of Tertiary Level Institutions (primarily community colleges) to deliver its Certificate programmes. These were no longer to be offered at Mona but the respective Departments maintained coordinating and final examination responsibility for the continued award of UWI Certificates.

The BSc in Hospitality and Tourism Management was introduced as a joint degree by the University of Technology and UWI through the Faculty of Social Sciences.

The Faculty's Honours Society was established in 1999. Those who excelled in academics as well as those who performed exemplarily in the co-curricular activities of the university were inducted. The first set of inductees was drawn from the batch of graduates of 1998-99 and featured First Class Honours Degrees.

The Sir Arthur Lewis Institute of Social and Economic Studies (SALISES) was established in 1999 out of a merger of the Institute of Social and Economic Research (ISER) and the Consortium Graduate School of Social Sciences (CGSS). The institute is headed by a University Director, currently Head of the unit at Cave Hill, with other Directors at Mona and St. Augustine.

2000 - 2010

The Dean's Breakfast was introduced to recognize the top students in the second and third year of their studies in the Faculty (2000).

The Department of Government introduced the B.Sc. Africa and African Diaspora Studies (2000).

The Centre for Caribbean Thought (CCT) in the Department of Government was launched in 2001, with a view to increase awareness of the field of Caribbean intellectual thought and knowledge about Caribbean intellectuals.

The Department of Sociology and Social Work changed its name to the Department of Sociology, Psychology and Social Work (2002). The Department introduced the M.Sc. Clinical Psychology, in collaboration with the Department of Community Health and Psychiatry. The Department also introduced the B.Sc. Demography (2000), the B.Sc. Social Policy and Development (2003), the M.Sc. Demography (2002), and the M.Sc. Applied Psychology (2003).

The Department of Economics in collaboration with the Department of Management Studies introduced the B.Sc. Banking and Finance (2002).

The Department of Economics in association with the Department of Government introduced a Masters degree in International Economics and International Law as a full-time programme (2004).

In 2004, the undergraduate degree programme in the Department of Management Studies was fully restructured and, after a common first year, five areas of specialization (with 15 level II/III courses) were introduced for the B.Sc. Management Studies (a) General (b) Accounting (c) Marketing (d) Human Resource Management (e) Operations Management.

The Department of Management Studies and Department of Computer Science jointly offered a PhD in Management Information Systems (MIS) in 2004.

The B.Sc. Public Administration was renamed B.Sc. Public Sector Management (2005).

The University of the West Indies, Mona established a Western Jamaica Campus in Montego Bay in 2008, offering seven Social Science undergraduate degrees: B.Sc. Management Studies (General), B.Sc. Management Studies (Accounts), B.Sc. Management Information Systems, B.Sc. Banking and Finance, B.Sc. Hospitality & Tourism Management, B.Sc. Tourism Management, and B.Sc. Psychology, as well as two graduate degrees: MBA (Banking & Finance) and MBA (Marketing Management).

The Faculty of Social Sciences established a Weekend Programme in 2009, offering degree programmes in B.Sc. Banking and Finance and B.Sc. Management Studies (Accounts), with classes held on Saturdays. In 2010, the Weekend Programme was expanded to offer B.Sc. Management Studies (General).

The Dean's List was established to recognize outstanding academic achievement in Semester I and Semester II (2010).

The Poinciana was designated the official faculty tree in 2010.

2011-2012

Effective August 2012, the Department of Management Studies in the Faculty of Social Sciences at Mona would be merged with the Mona School of Business. The merged entity, to be known as the Mona School of Business and Management, will operate within the Faculty of Social Sciences. This will facilitate the goal of institutional accreditation of all business programmes at the undergraduate, graduate and post-graduate levels.

During the 2011-2012 academic year, the Department of Management Studies undertook a curriculum review of its undergraduate degree programme. It emerged that, effective September 2012, the Department would move away from offering Options and would allow students to major in seven (7) areas of management, namely: General Management, Accounting, Marketing, Human Resource, Entrepreneurship, Operations, and Tourism. Student would also be allowed to minor in Accounting and General Management.

Effective August 1, 2012, Professor Evan Duggan assumed the Deanship of the Faculty, replacing Professor Mark Figueroa who served in that capacity since 2004.

In January 2012, a site visit of the Faculty was conducted by a delegation from the University Council of Jamaica (UCJ) as part of the ongoing processes for accreditation by that body.

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 must 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 effects 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

Email: fss_studentmatters@uwimona.edu.jm, fsocsci@uwimona.edu.jm

Email: fssweekend@uwimona.edu.jm

Website: <http://myspot.mona.uwi.edu/socsci>

Tel: (876) 927-2592/977-0640/578-3828

Fax: (876) 927-2163

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Senior Secretary

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BSc. UWI

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Secretary

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Senior Administrative Assistant

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BSc. UWI, MSc. Middlesex

Email: erika.ellis02@uwimona.edu.jm

MONA SCHOOL OF BUSINESS AND MANAGEMENT

Tel: (876) 977-3775 | Fax: (876) 977-3829

Senior Administrative Assistant

Ms. Asenath Sharpe

BA UWI, MBA UWI

asenath.sharpe@uwimona.edu.jm

REGISTRY PERSONNEL

ADMISSIONS/STUDENT RECORDS UNIT

Tel: (876) 927-2779, 935-8651

Email: admissns@uwimona.edu.jm

Snr. Assistant Registrar
Faculty Representative

Mrs. Elicef Arthurs
Ms. Maxine Campbell

EXAMINATIONS SECTION

Tel: (876) 977-3544

Email: georgia.chambers@uwimona.edu.jm

Assistant Registrar

Mrs. Georgia Anderson

OFFICE OF STUDENT FINANCING

Tel: (876) 702-4646

Email: stufinc@uwimona.edu.jm

Manager

Ms. Joy Dickenson

OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Tel: (876) 970-2739

Email: carlton.lowrie@uwimona.edu.jm

Acting Director
Administrative Officer

Mr. Carlton Lowrie
Ms. Paulene Richards

STUDENT ADMINISTRATIVE SERVICES (SAS)

Tel: (876) 970-6756

Email: sass@uwimona.edu.jm

Supervisor

Mrs. Sandra Ebanks

OPENING HOURS

FSS Faculty Office

During Teaching

- Monday , Tuesday & Thursday (8:30am - 7:30pm)
- Wednesday (1:00pm - 7:30pm)
- Friday (8:30am - 12:30pm)
- Saturday (8:30am - 2:00pm)

During Non-Teaching

- Monday , Tuesday & Thursday (8:30am - 4:30pm)
- Wednesday (1:00pm - 4:30pm)
- Friday (8:30am - 12:30pm)

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

- 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

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

During Teaching

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

During Non-Teaching

ACADEMIC CALENDAR 2012/13

This academic calendar is specifically for the FSS Weekend Programme, and differs from the regular UWI Mona Campus academic calendar for the 2012/13 academic year.

Semester I

Orientation (New students)	August 11, 2012
Teaching begins	August 18, 2012
Semester break	October 15, 2011
Teaching ends	December 1, 2012
Examinations begin	December 8, 2012
Examinations end	December 15, 2012
Semester ends	December 15, 2012

Semester II

Teaching begins	January 5, 2013
Teaching ends	April 28, 2013
Semester break	March 30, 2013
Examinations begin	May 4, 2013
Examinations end	May 11, 2013
Semester ends	May 11, 2013

Summer Semester

Teaching begins	May 25, 2013
Teaching ends	July 20, 2013
Examinations begin	July 27, 2013
Examinations end	July 27, 2013
Semester ends	July 27, 2013

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, **FOUN1001 (FD10A)-English for Academic Purposes**.
- 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- 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 2007 - 2011 UWI Mona English Language Proficiency Test.
- f. Persons who successfully completed any ONE of the following UWI English Language courses within the last five 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).
- 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. **UWI contributing** countries: 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 and 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;">OR</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. Error! Not a valid link. SAT Reasoning Test Error! Not a valid link. High School Grade 12 transcript with a minimum GPA of 3.0 and a minimum score of 1600 for SAT1.</p> <p>Note: 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 and 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;">OR</p> <p>High School Grade 12 transcript with a minimum GPA of 2.5 and a minimum score of 1550 for SAT1</p>
English Language Proficiency Test	
<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>	

2. BSc. DEGREE PROGRAMMES

2.1 B.Sc. degrees are offered in the following categories:

- Special
- Special and Minor
- Option
- 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 *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 each in the subject area at Levels II and III.
- 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 *Special* is available from among the following subject areas only:

- Accounting (CH, SA)
- Banking and Finance (M, WJC, WEP)
- Business, Economics & Social Statistics (M)
- Economics (CH, M, SA)
- Hospitality Management (CH, SA)
- Hospitality and Tourism Management (CH, WJC, SA)
- Hotel Management (CHTM)
- International Relations (SA)
- Management Studies (CH, SA)
- Public Sector Management (CH, SA)
- Psychology (CH, SA)
- Sociology (CH)
- Social Work (M, CH, SA, CHTM)
- Tourism Management (CH, CHTM, SA)

2.4 An *Option* is available from among the following subject areas only:

- Management Studies-General (M, WJC, WEP)
- Management Studies-Accounting (M, WJC, WEP)
- Management Studies-Marketing (M)
- Management Studies-Human Resource Management (M)
- Management Studies-Operations (M)
- Management Studies-Entrepreneurship (M)
- Tourism Management (M, WJC)

2.5 A *Major* is available from among the following subject areas only:

- Accounting (CH)
- Africa and African Diaspora Studies (M)
- Demography (M)
- Economics (CH, M, SA)
- Government (SA)
- International Relations (M, SA)
- International Tourism Management (SA)
- Labour and Employment Relations (M)
- Management Information Systems (WJC)
- Management Studies (CH, SA)
- Political Science (CH, M)
- Public Sector Management (CH, M)

- Psychology (*M, SA, WJC*)
- Sociology (*M, SA, CH*)
- Social Anthropology (*M*)
- Social Policy and Development (*M*)
- Sports Management (*SA*)
- Statistics (*M*)

2.6 A *Minor* may be declared from among the following subject areas:

- Accounting (*CH, SA*)
- Africa and African Diaspora Studies (*M*)
- Criminology (*M, SA*)
- Demography (*M*)
- Economics (*M, CH, SA*)
- Finance (*SA*)
- Gender and Development Studies (*M, SA*)
- Human Resource Development (*M*)
- Human Resource Management Minor (*SA*)
- History (*CH*)
- International Relations (*M, SA*)
- Law (*CH*)
- Marketing (*SA*)
- Management Studies (*CH, SA*)
- Management Information Systems (*SA*)
- Mathematics (*CH*)
- Political Science (*CH, M*)
- Public Sector Management (*CH, M, SA*)
- Psychology (*SA, M*)
- Sociology (*M, SA*)
- Social Anthropology (*M*)
- Social Policy and Administration (*M*)
- Social Policy (*SA*)
- Social Psychology (*M*)
- Sports Management (*SA*)
- Statistics (*M*)

KEY: Cave Hill (*CH*) • Mona (*M*) • St. Augustine (*SA*) • Centre for Hotel and Tourism Management (*CHTM*) • Western Jamaica Campus (*WJC*) • Weekend Programme (*WEP*)

2.7 The degree majors with which the above minors may be combined will be approved by Faculty Board and Board for Undergraduate Studies and published under programme offering in the Faculty or Department Handbook.

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
Calculus 1 for Business and Social Sciences Elements of Banking and Finance Financial Accounting Introduction to Cost and Management Accounting Introduction to Microeconomics Introduction to Macroeconomics Introductory Statistics Mathematics for the Social Sciences Sociology for the Caribbean
Foundation Courses
Caribbean Civilization English for Academic Purposes Science, Medicine and Technology in Society Writing in the Disciplines

- 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.¹

“**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.²

“**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.³

“**free electives**” means courses listed in the Faculty Handbook or Department brochure which are 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 by the Academic Board Sub Committee on Student Matters, on the recommendation of the Faculty.⁴

¹ See Anti-requisite listing on page 44

² See Exemptions Regulations on page 26

³ See Credit Exemptions Regulations on page 26

⁴ See Leave of Absence Regulations on page 25

“**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.

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. FOUN1001 (FD10A)-English for Academic Purposes offered by Faculty of Humanities and Education.
- b. FOUN1101 (FD11A)-Caribbean Civilization offered by Faculty of Humanities and Education.
- c. FOUN1201 (FD12A)-Science, Medicine and Technology in Society offered by Faculty of Pure and Applied Sciences.
- d. FOUN1301 (FD13A)-Law, Governance, Economy and Society offered by Faculty of Social Sciences.
- e. FOUN1401 (FD14A)-Writing in the Disciplines offered by Faculty of Humanities and Education.
- 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 FOUN1001 (FD10A), FOUN1101 (FD11A) and FOUN1201 (FD12A). However, persons doing a Social Work (Special) will be required to take FOUN1301 (FD13A) instead of FOUN1101 (FD11A).

Students with Grades 1 or 2 passes in CAPE Communication Studies are required to do FOUN1401 (FD14A) in place of FOUN1001 (FD10A).

Students who already completed UC120 will automatically receive exemption with credit for FOUN1001 only (i.e. 3 credits).

- 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.

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:

- Special
- Special and Minor
- Option
- 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).

9.4 Cross Faculty Majors and Minors

Students may also request to combine a Social Science major with a minor offered by another Faculty. To do this, the permission of the Deans of both Faculties must be sought and obtained. At St. Augustine and Mona, students may register for a double major comprising a major in the Faculty and a major offered by another Faculty. By special arrangement with the Faculties, students may register for a double major comprising any of the majors offered in the Faculty of Social Sciences and the Department of Mathematics. Students may also apply to register for a double major involving any of the Faculty of Social Sciences majors and other majors offered in another Faculty on the St. Augustine campus.

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 request for three (3) additional credits to a total of thirty-three (33) will only be considered for students who have demonstrated a level of performance indicative of achieving first class honours, i.e., GPA \geq 3.6.

- 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 or equal to 0.75 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, will be required to withdraw.

11. REGULATIONS FOR PART-TIME STUDENTS (FSS 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 24 credits and two academic years before they are eligible to 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 40% 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 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:
*“Any candidate who has been absent from the University for a prolonged period during the year for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, tutorial or clinical instructions has been unsatisfactory or who has failed to submit essays or other exercises set by his teachers may be debarred by the relevant Academic Board, on recommendation of the relevant Faculty Board, from taking any University examinations”.*⁵
- 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 35% 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 40 (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.
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 40.

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

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).
- a. 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.
 - b. She/he has obtained a medical excuse, certified by the University Health Centre, for not having attempted an exam.
 - c. 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 Missing an Exam

If a student misses an examination for **any other reasons**, she/he will be obliged to **register again for the full course**. However, in the Faculty, Departments may, on being advised of the situation, allow the student's coursework/mid-semester marks to be applied and she/he will only have to write the final exam.

15. PLAGIARISM⁶

- 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."*⁷
- 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 to the Campus Academic Board, through the appropriate Dean, stating the reason for the application.
- 16.2 The length of such leave of absence, if granted, will be subject to approval by the Academic Board 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.
- 16.5 Applications for leave of absence for **Semester I** must be made **before the end of the first week of October, 2012.**
- 16.6 Applications for leave of absence for **Semester II** must be made **before the end of the second week of February, 2013.**

⁶ 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.

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

- 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 equivalent to 50% of the regular tuition fee** if their requests are recommended by the Faculty and approved by the Academic Board.

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 (MS15D)
Accounting Unit 2	ACCT1003 (MS15B)
Economics Unit I	ECON1001 (EC10C) and ECON1011
Economics Unit 2	ECON1002 (EC10E) and ECON1012
Statistical Analysis	ECON1005 (EC16A) OR SOCI1005 (SY16C)
Sociology Unit 1	SOCI1002 (SY14G)
Pure Mathematics 1 & 2	ECON1003 (EC14C)

Application for exemption and credit must be made through the Faculty Office or online via the Automated Student Request System (ASRS) at <http://myspot.mona.uwi.edu/socsci/>.

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 ⁸

- 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).
- Unless Departments already have a record of the particular courses, course outlines are to be submitted for Departments to make an assessment. Any course approved by Departments will earn students credit exemption from UWI equivalent courses-up to the limit indicated by (a) above.
- 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

⁸ 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.

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. CO-CURRICULAR CREDITS

18.1 Students will be eligible for no more than 3 credits for involvement in co-curricular activities.

18.2 Co-curricular credits will be awarded on the following basis:

- a. Students must be involved in the activity for at least one (1) semester.
- b. Explicit learning outcomes must be identified for each activity.
- c. There must be clearly defined mode(s) of assessment for each activity.

18.3 The Office of Student Services and Development and the School of Education on the campus will administer the award of credits.

18.4 The grading of co-curricular credits will be pass/fail.

18.5 All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Boards.

18.6 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.

19. AWARD OF DEGREES

19.1 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

19.2 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.

19.3 Application of Grade Point Average (GPA)

The following regulations shall apply to all students admitted to the University commencing academic year 2003/2004. The GPA regulations shall apply to all other students from 2006/2007 onwards.

- a. The class of degree to be awarded shall be determined on the basis of weighted (programme) Grade Point Average (GPA).
- b. In the calculation of the weighted (programme) GPA, a weight of zero shall be attached to all level I courses.

- c. Levels II and III courses shall have equal weight (credit for credit) in the determination of the weighted (programme) GPA.
- d. Core courses satisfying the requirements of option, specials, majors and minors must be taken into account in the determination of the weighted (programme) GPA.
- e. 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 2.00-2.99
Pass	-Weighted GPA 1.00-1.99

19.4 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. ⁹

19.4.1 The authorized marking scheme is as follows:

GRADE	GPA	MARKS
A+	4.3	86 and above
A	4.0	70-85
A-	3.7	67-69
B+	3.3	63-66
B	3.0	60-62
B-	2.7	57-59
C+	2.3	53-56
C	2.0	50-52
C-	1.7	47-49
D+	1.3	43-46
D	1.0	40-42
F	0.0	Less than 40

19.4.2 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than or equal to 0.75 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. See GPA Regulations 13 (i).

20. AEGROTAT DEGREE (also applicable to Diploma and Certificate)

20.1 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:

20.1.1 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.

20.1.2 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.

20.1.3 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.

⁹ No GPA will be applied to courses assessed as 'Pass/Fail' or Not For Credit (e.g. Foundation courses).

- 20.1.4 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.
- 20.2 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.
- 20.3 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.
- 20.4 An aegrotat degree, diploma or certificate will be awarded without distinction of class.
- 20.5 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.

21. SUMMER SCHOOL REGULATIONS¹⁰

21.1 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.

21.2 Who Can Register?

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.

21.3 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.

¹⁰ Students may only register for summer school courses after they have financial clearance for all prior semesters.

21.4 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.

21.5 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 *e-commerce* 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 Pure & Applied Sciences 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 through the Faculty Coordinator or the Deputy Dean, FSS.
- 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.

21.6 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*.

21.7 Examinations, Course Load

Students can register for a **maximum of TWO courses** within the Faculty (including *Exams Only*¹). 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. Students may apply to the Faculty Coordinator or the Deputy Dean.

21.8 Withdrawal

Students may withdraw from a course in the normal period by notifying the Faculty Office in writing, and copying the Campus Registrar and the Summer School Coordinator. The student should clearly state the reason for the withdrawal and complete the required *application form for refund where applicable*. Students who wish to withdraw from a course after the normal period, must apply to the Academic Board, through their respective Faculty Office.

22. DEAN'S LIST

22.1 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.

22.2 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.

22.3 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.

22.4 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*).

23. TUITION FEES

23.1 FSS Weekend students from contributing territories are required to pay the tuition fees for "Non-Sponsored Students from Contributing Countries", while students from non-contributing territories are required to pay the tuition fees for "Students from Non-Contributing Countries".

23.2 The fee schedule for 2012/13 is available on page 51. Students should review the 2012/13 schedule prior to paying the relevant tuition and miscellaneous fees. (www.mona.uwi.edu/admissions/fees/)

24. ACADEMIC COUNSELLING

24.1 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.

FACULTY PRIZES AND AWARDS

A. CROSS-CAMPUS NOMINATION

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

Undergraduate

1. **Cross Campus – First Year Prize**

Nominated on the basis of the highest aggregate marks for level I examinations, provided that the candidate was successful in the entire examination and obtained at least “B” grade in six papers.

2. **Charles Kennedy Prize – Final Year**

Nominated for being the student with the highest degree GPA in the B.Sc. Economics (Special) degree in the final year examinations.

3. **Hugh Springer Prize – Cross Campus Cross Faculty**

Nominated for being the most distinguished final year undergraduate student with the highest degree GPA in the Faculty of Humanities and Education and the Faculty of Social Sciences as a whole. The basis of selection shall be the results of the final examinations but where necessary the previous academic records of the candidates shall be taken into consideration.

B. FACULTY PRIZES AND AWARDS

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

1. **The Department of Economics Prize**

Awarded annually to the two (2) students with the highest aggregate in year 2, in the BSc. Economics and Statistics options.

2. **Deloitte Touche Tohmatsu Prize**

Awarded to the student who presented the best paper in MGMT3039(MS35E)-Management Accounting II.

3. **The Department of Management Studies Prize**

Awarded to the student with the most outstanding performance in the final examinations in any one of the BSc. Management Studies options.

4. **The Department of Management Studies Prize in Management Studies General**

Awarded to the final year student with the most outstanding performance in the B.Sc. Management Studies (General) option.

5. **The Department of Management Studies Prize in Accounting**

Awarded to the final year student with the most outstanding performance in the B.Sc. Management Studies (Accounting) option.

6. **The Department of Management Studies Prize in Banking and Finance**

Awarded to the final year student with the most outstanding performance in the Banking and Finance option.

QUICK GUIDE TO REGISTRATION FOR NEW STUDENTS

Credits

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.

Foundation Courses

Students registered in the Faculty are required to do a minimum of nine (9) credits of Foundation Courses, namely, FOUN1001, FOUN1101, and FOUN1201. Students with Grades 1 or 2 passes in CAPE Communication Studies are required to do FOUN1401 in place of FOUN1001. Also students pursuing a Social Work (Special) will be required to register for FOUN1301 instead of FOUN1101.

Exemptions from CAPE

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

CAPE Subjects	Equivalent UWI Level I Courses
Accounting Unit 1	ACCT1005
Accounting Unit 2	ACCT1003
Economics Unit 1	ECON1001 & ECON1011
Economics Unit 2	ECON1002 & ECON1012
Statistical Analysis	SOCI1005 & ECON1005
Sociology Unit 1	SOCI1002
Pure Mathematics Units 1 & 2	ECON1003

*Note: Students granted exemptions without credit should register for **other** Level I courses of their choosing.*

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

Registration

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 <http://sas.uwimona.edu.jm:9010>

Orientation and Academic Counselling

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.

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.

QUICK GUIDE TO COURSE SELECTION FOR NEW STUDENTS

First things to consider:

- 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?

Suggested Sources for Answers:

- 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.

SAMPLE COURSE SELECTION FOR NEW STUDENT PURSUING B.Sc. BANKING & FINANCE

PART-TIME – YEAR 1

Semester 1

- 1. ACCT1005
- 2. ECON1001 *or* ECON1011
- 3. FOUN1001 *or* FOUN1401^c

Semester 2

- 4. ECON1002 *or* ECON1012
- 5. FOUN1101
- 6. FOUN1201

PROGRAMMES

OVERVIEW

The FSS Weekend Programmes offer three degrees in the 2012/2013 academic year:

- B.Sc. Banking and Finance
- B.Sc. Management Studies (Accounts)
- B.Sc. Management Studies (General)

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

UWI Level I Courses

ACCT1005 (MS15D)
ACCT1003 (MS15B)
ECON1001 (EC10C) & ECON1011
ECON1002 (EC10E) & ECON1012
ECON1005 (EC16A)
SOC1002 (SY14G)
ECON1003 (EC14C)

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 44**.

ECON1001 with ECON1011, ECON1012
ECON1002 with ECON1011, ECON1012
ECON1003 with MATH0110, MATH1150, MATH1180, MATH1140
ECON1005 with MATH2140, MATH2150, SOCI1005
ECON1006 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
MGMT2005 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.

BANKING & FINANCE (SPECIAL) - COHORT IV (2012/13)*

This degree is offered jointly by the Departments of Economics and Management Studies.

Note: Full-time students may register for a maximum of 30 credits or 10 courses in an academic year while part-time students may register for 18 credits or 6 courses.

B.Sc. Banking and Finance - Special	
Level I Minimum 30 credits	Level II & Level III Minimum 60 credits
<i>Either</i> ECON1001 & ECON1002 <i>or</i> ECON1011 & ECON1012 FOUN1001 <i>or</i> FOUN1401 ¹¹ FOUN1101 FOUN1201 ACCT1003 ACCT1005 ECON1007 ECON1003 <i>or</i> ECON1006 ECON1005 <i>or</i> Level I Free Elective ¹²	ECON2000 ECON3005 ECON2002 ECON3007 MGMT2005 ECON3010 MGMT2012 ECON3011 MGMT2021 ECON3022 MGMT2023 ECON3066 MGMT2068 MGMT3048 MGMT3066 MGMT3067 Plus 3 Level II Free Electives Plus 1 Level III Free Elective

YEAR I Semester I

1. ACCT1005 (MS15D) – Financial Accounting
2. ECON1002 (EC10E) – Introduction to Macroeconomics
3. FOUN1001 (FD10A) – English for Academic Purposes *OR* FOUN1401 (FD14A) – Writing in the Disciplines

YEAR I Semester II

4. ACCT1003 (MS15B) – Introduction to Cost and Management Accounting
5. ECON1003 (EC14C) – Mathematics for the Social Sciences
6. FOUN1201 (FD12A) – Science, Medicine and Technology in Society

YEAR I Semester III (Summer)

7. ECON1005 (EC16A) – Introductory Statistics
8. FOUN1101 (FD11A) – Caribbean Civilization

YEAR II Semester I

9. ECON1001 (EC10C) – Introduction to Microeconomics
10. ECON1007 (EC10H) – Elements of Banking and Finance
11. MGMT2012 (MS23C) – Introduction to Quantitative Methods

YEAR II Semester II

12. MGMT2021 (MS27B) – Business Law
13. MGMT2023 (MS28D) – Financial Management I
14. Free Level II Elective

YEAR II Semester III (Summer)

15. ECON2000 (EC20A) – Intermediate Microeconomics I
16. MGMT2005 (MS21C) – Computer Applications

YEAR III Semester I

17. ECON2002 (EC21A) – Intermediate Macroeconomics I
18. MGMT2068 (MS28F) – Risk and Treasury Management
19. ONE (1) Free Level II Elective

¹¹ Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

¹² Level I Free Elective for students with 'A' Level Maths or Statistics option or CAPE Statistics.

YEAR III Semester II

- 20. ECON3005 (EC30M) – Monetary Economics
- 21. ECON3022 (EC32L) – Economics of Commercial Banking
- 22. ONE (1) Free Level II Elective

YEAR III Semester III (Summer)

- 23. ECON3007 (EC30P) – International Finance
- 24. ECON3011 (EC32K) – Economics of Financial Institutions

YEAR IV Semester I

- 25. ECON3010 (EC31F) – Finance and Development
- 26. ECON3066 (EC32W) – Credit Analysis and Lending
- 27. MGMT3066 (MS33G) – Business Ethics for Bankers

YEAR IV Semester II

- 28. MGMT3048 (MS38H) – Financial Management II
- 29. MGMT3067 (MS37C) – Regulatory Framework of Banking and Finance
- 30. ONE (1) Free Level III Elective

* The programme information above is subject to change.

MANAGEMENT STUDIES (ACCOUNTING) - COHORT IV (2012/13)*

Management Studies (Accounting) Option		
Level I Minimum 30 credits	Level II & Level III Minimum 60 credits	
ACCT1003	ACCT2014	ACCT3043
ACCT1005	ACCT2015	ACCT3064
Either ECON1001 & ECON1002	ACCT2017	MGMT2026
or ECON1011 & ECON1012	MGMT2003	MGMT2029
ECON1003 or ECON1006	MGMT2005	MGMT3046
ECON1005	MGMT2008	MGMT3051
FOUN1001 or FOUN1401 ¹³	MGMT2012	MGMT3031/3033/3037
FOUN1101	MGMT2021	
FOUN1201	MGMT2023	
SOCI1002	Plus 4 Level III Free Electives	

Students who are interested in pursuing higher accounting certification are to choose electives from the following: ACCT3041, ACCT3044, MGMT3039, and MGMT3052.

YEAR I Semester I

1. ACCT1005 (MS15D) - Financial Accounting
2. ECON1002 (EC10E) - Introduction to Macroeconomics
3. FOUN1001 (FD10A) - English for Academic Purposes **OR** FOUN1401 (FD14A) - Writing in the Disciplines

YEAR I Semester II

4. ACCT1003 (MS15B) - Introduction to Cost and Management Accounting
5. ECON1003 (EC14C) - Mathematics for the Social Sciences
6. FOUN1201 (FD12A) - Science, Medicine and Technology in Society

YEAR I Semester III (Summer)

7. ECON1005 (EC16A) - Introductory Statistics
8. FOUN1101 (FD11A) - Caribbean Civilization

YEAR II Semester I

9. ECON1001 (EC10C) - Introduction to Microeconomics
10. SOCI1002 (SY14G) - Sociology for the Caribbean
11. MGMT2012 (MS23C) - Introduction to Quantitative Methods

YEAR II Semester II

12. ACCT2014 (MS25A) - Intermediate Financial Accounting
13. MGMT2003 (MS20A) - Principles of Marketing
14. MGMT2021 (MS27B) - Business Law

YEAR II Semester III (Summer)

15. ACCT2017 (MS25E) - Management Accounting I
16. MGMT2005 (MS21C) - Computer Applications

YEAR III Semester I

17. ACCT2015 (MS25B) - Intermediate Financial Accounting II
18. MGMT2008 (MS22A) - Organizational Behaviour
19. MGMT2029 (MS22C) - Managerial Communication

¹³ Students with Grade 1 or 2 passes in CAPE Communication Studies should take FOUN1401 instead of FOUN1001.

YEAR III Semester II

- 20. MGMT2023 (MS28D) – Financial Management I
- 21. MGMT2026 (MS29P) – Production and Operations Management
- 22. ONE (1) Free Level III Elective

YEAR III Semester III (Summer)

- 23. ACCT3043 (MS36E) – Auditing I
- 24. ONE (1) Free Level III Elective

YEAR IV Semester I

- 25. MGMT3046 (MS37B) – Company Law
- 26. MGMT3051 (MS38G) – Taxation I
- 27. ONE (1) Free Level III Elective

YEAR IV Semester II

- 28. ACCT3064 (MS38I) – Financial Statement Analysis
- 29. ONE (1) from the following:**
 - MGMT3031 (MS33D)-Business Strategy & Policy
 - MGMT3033 (MS33E)-Business, Government and Society
 - MGMT3037 (MS34B)-International Business Management
- 30. ONE (1) Level III Free Elective

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

- ACCT3041 (MS35H)-Advanced Financial Accounting
- ACCT3044 (MS36F)-Auditing II
- MGMT3039 (MS35E)-Management Accounting II
- MGMT3052 (MS38O)-Taxation

* The programme information above is subject to change.

MANAGEMENT STUDIES (GENERAL) - COHORT III (2012/13)*

Management Studies (General) Option	
Level I Minimum 30 credits	Level II & Level III Minimum 60 credits
ACCT1003 ACCT1005 <i>Either</i> ECON1001 & ECON1002 <i>or</i> ECON1011 & ECON1012 FOUN1001 <i>or</i> FOUN1401 FOUN1101 FOUN1201 ECON1005 ECON1003 <i>or</i> ECON1006 SOCI1002	MGMT2003 MGMT2021 MGMT2005 MGMT2023 MGMT2008 MGMT2026 MGMT2012 MGMT2029 MGMT3031 MGMT3057 ACCT2014 MGMT3065 <i>or</i> MGMT3036 MGMT3033 <i>or</i> MGMT3037 Plus 1 Level II Free Elective Plus 6 Level III Free Electives

YEAR I Semester I

1. ACCT1005 (MS15D) - Financial Accounting
2. ECON1002 (EC10E) - Introduction to Macroeconomics
3. FOUN1001 (FD10A) - English for Academic Purposes *OR* FOUN1401 (FD14A) - Writing in the Disciplines

YEAR I Semester II

4. ACCT1003 (MS15B) - Introduction to Cost and Management Accounting
5. ECON1003 (EC14C) - Mathematics for the Social Sciences
6. FOUN1201 (FD12A) - Science, Medicine and Technology in Society

YEAR I Semester III (Summer)

7. ECON1005 (EC16A) - Introductory Statistics
8. FOUN1101 (FD11A) - Caribbean Civilization

YEAR II Semester I

9. ECON1001 (EC10C) - Introduction to Microeconomics
10. SOCI1002 (SY14G) - Sociology for the Caribbean
11. MGMT2012 (MS23C) - Introduction to Quantitative Methods

YEAR II Semester II

12. ACCT2014 (MS25A) - Intermediate Financial Accounting
13. MGMT2003 (MS20A) - Principles of Marketing
14. MGMT2021 (MS27B) - Business Law

YEAR II Semester III (Summer)

15. MGMT2005 (MS21C) - Computer Applications
16. ONE (1) Free Level II Elective

YEAR III Semester I

17. MGMT2008 (MS22A) - Organizational Behaviour
18. MGMT2029 (MS22C) - Managerial Communication
19. ONE (1) Free Level III Elective

YEAR III Semester II

20. MGMT2023 (MS28D) - Financial Management I
21. MGMT2026 (MS29P) - Production and Operations Management
22. ONE (1) Free Level III Elective

YEAR III Semester III (Summer)

- 23. ONE (1) Free Level III Elective
- 24. ONE (1) Free Level III Elective

YEAR IV Semester I

- 25. MGMT3065 (MS32D) - Management of Change **OR**
MGMT3036 (MS34A) - Entrepreneurship & New Venture Creation
- 26. MGMT3057 (MS39H) - Productivity and Quality Management
- 27. ONE (1) Free Level III Elective

YEAR IV Semester II

- 28. MGMT3031 (MS33D)-Business Strategy & Policy
- 29. MGMT3033 (MS33E)-Business, Government and Society **OR**
MGMT3037 (MS34B)-International Business Management
- 30. ONE (1) Level III Free Elective

* The programme information above is subject to change.

COURSE OFFERINGS *

COURSES OFFERED IN THE FSS WEEKEND PROGRAMME

New Codes	Old Codes	Course Name	Credits	Pre-requisites
ECON1001	EC10C	Introduction to Microeconomics	3	CXC Math Grade III (Grade II Pre 1998) O'Level Math Grade C or ECON0001
ECON1002	EC10E	Introduction to Macroeconomics	3	Same as ECON1001
ECON1003	EC14C	Mathematics for the Social Sciences	3	Same as ECON1001
ECON1005	EC16A	Introductory Statistics	3	CXC Math Grade III (Grade II Pre 1998) O'Level Math Grade C or A'Level Math ECON1003 (co-requisite)
ECON1006	EC18A	Calculus for Business and Social Sciences	3	ECON1003 or A' Level Math
ECON1007	EC10H	Elements of Banking and Finance	3	Same as ECON1001
ECON2000	EC20A	Intermediate Microeconomics I	3	ECON1001, (ECON1003 or ECON1006 or M10B or M10C)
ECON2002	EC21A	Intermediate Macroeconomics I	3	ECON1002 and (ECON1003, ECON1006 or M10B or M10C)
ECON3005	EC30M	Monetary Economics	3	ECON2000 & ECON2002
ECON3007	EC30P	International Finance	3	ECON2002
ECON3010	EC31F	Finance and Development	3	ECON2002
ECON3011	EC32K	Economics of Financial Institutions	3	ECON2002
ECON3022	EC32L	Economics of Commercial Banking	3	ECON2002
ECON3066	EC32W	Credit Analysis and Lending	3	ECON2002 and MGMT2068
ACCT1003	MS15B	Intro to Cost & Management Accounting	3	CXC Mathematics Grade 1-3 or EC08A
ACCT1005	MS15D	Financial Accounting	3	CXC Mathematics Grade 1-3 or EC08A
MKTG2001	MS20A	Principles of Marketing	3	None
MGMT2005	MS21C	Computer Applications	3	ACCT1005
MGMT2008	MS22A	Organizational Behaviour	3	SOCI1002 or SOCI1001
MGMT2029	MS22C	Managerial Communication	3	FOUN1001 or FOUN1401
MGMT2012	MS23C	Introduction to Quantitative Methods	3	ECON1003 or ECON1006 & ECON1005
ACCT2014	MS25A	Intermediate Financial Accounting I	3	[ACCT1003 or CAPE Accounting Unit 2] & [ACCT1005 or CAPE Accounting Unit I]
ACCT2015	MS25B	Intermediate Financial Accounting II	3	ACCT2014
ACCT2017	MS25E	Management Accounting I	3	[ACCT1003 or CAPE Acct. Unit 2] & [ACCT1005 or CAPE Acct. Unit I]
MGMT2021	MS27B	Business Law	3	None
MGMT2023	MS28D	Financial Management I	3	ACCT1005 & MGMT2012
MGMT2068	MS28F	Risk & Treasury Management	3	Banking & Finance students only
MGMT2026	MS29P	Production & Operations Management	3	MGMT2012
MGMT3065	MS32D	Management of Change	3	MGMT2008
MGMT3031	MS33D	Business Strategy & Policy	3	Final Year B.Sc. Mgmt Studies students
MGMT3033	MS33E	Business, Government & Society	3	MKTG2001
MGMT3066	MS33G	Business Ethics for Bankers	3	Finalizing Banking & Finance students
MGMT3036	MS34A	Entrepreneurship & New Venture Creation	3	Final Year Social Sciences students & ACCT1005
MGMT3037	MS34B	International Business Management	3	Final Year B.Sc. Mgmt Studies students
MGMT3039	MS35E	Management Accounting	3	ACCT2017
ACCT3041	MS35H	Advanced Financial Accounting	3	ACCT2015
ACCT3043	MS36E	Auditing I	3	ACCT2015
ACCT3044	MS36F	Auditing II	3	ACCT3043
MGMT3046	MS37B	Company Law	3	MGMT2021
MGMT3067	MS37C	Regulatory Framework of Banking & Finance		Finalizing Banking & Finance students
MGMT3051	MS38G	Taxation I	3	MGMT2021 & ACCT2014
MGMT3048	MS38H	Financial Management II	3	MGMT2023

* The information above is subject to change.

ACCT3064	MS38I	Financial Statement Analysis	3	ACCT2015 & ACCT2023
MGMT3052	MS38O	Taxation II	3	MGMT3051
MGMT3057	MS39H	Productivity & Quality Management	3	MGMT2026
SOCI1002	SY14G	Sociology for the Caribbean	3	NONE

* The information above 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)
ECON1001 (EC10C) with ECON1011, ECON1012
ECON1002 (EC10E) with ECON1011, ECON1012
ECON1011 with ECON1001 (EC10C), ECON1002 (EC10E)
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)
ECON1006 (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
ECON2017 (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
MGMT2005 (MS21C) with HOTL2016 (HM216)
MGMT2008 (MS22A) with HM222
MGMT2029 (MS22C) with HM220, LANG3101
MGMT3017 (MS32A) with HOSP2023 (HM223)
MGMT2003 (MS20A) with EDCE2025 (ED20Y)
PSYC1003 with PSYC1006
PSYC2000 with PSYC2020
PSYC2021 with PSYC2005
PSYC3001 with PSYC3029
PSYC3028 with PSYC3000

Students pursuing Economics or Banking and Finance Majors MUST NOT register for the following courses.

MGMT2020 (MS26A)
MGMT3034 (MS33F)

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): INTERMEDIATE 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): INTERMEDIATE 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

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

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.

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.

ECON1001 (EC10C): INTRODUCTION TO MICROECONOMICS

This course seeks to give students a basic understanding of how prices are formed in markets. To this end, the basic tools of microeconomic analysis will be developed and, wherever possible, applied to economic issues facing Jamaica and other market-oriented Caribbean economies. This course will explore how individual consumers and firms behave and how they interact with each other. In addition, the course will explore broadly how governmental policies can impact on these issues faced by consumers and firms and will affect them in one way or another. Finally, students will get a basic introduction to the theory of international trade.

ECON1002 (EC10E): INTRODUCTION TO MACROECONOMICS

This is an introductory course in macroeconomics designed to provide students with an understanding of the basic tools and methods of macroeconomics. The course begins with conceptual and methodological questions including a definition of macroeconomics. It then deals with the principles of measurement, performance and prediction of the behaviour of the 'typical' Caribbean economy at the aggregative or macro level. The course also covers monetary and fiscal policy, as well as problems of growth, inflation, unemployment, exchange rate instability, and public/private and internal/external indebtedness. The basic tools of macro-economic analysis will be developed and applied to economic issues facing Jamaica and other market-oriented economies. The other objective is to prepare students for other higher level Economics courses both theoretical and applied. Using the basic theoretical tools learned in the course, the student will be able to independently judge the future efficacy of Economic Policies of the Government and intelligently discuss the macro-economic aspects of current issues in the Jamaican and World Economy.

ECON1007 (EC10H): ELEMENTS OF BANKING AND FINANCE

The principal objective of this course is to introduce the students to the basic concepts, theories and issues involved in banking and finance. It also seeks to help students master the established principles of the management of bank and non-bank financial institutions, and understand the critical aspects of financial development of Caribbean countries, comparing and contrasting their experiences. Students will be exposed to the use of monetary and financial statistics for key analytical purposes, especially as these relate to financial management.

ECON1003 (EC14C): MATHEMATICS FOR THE SOCIAL SCIENCES

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): INTRODUCTORY 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.

ECON1006 (EC18A): CALCULUS I FOR BUSINESS AND SOCIAL SCIENCES

Outline: Limits; Continuity; Trigonometric Functions; Differentiation of Single Variable Functions; Integration and Applications; Partial Differentiation; Applications of Partial Differentiation; Introduction to Differential and Difference Equations.

ECON2000 (EC20A): INTERMEDIATE MICROECONOMICS I

This course presents the neoclassical theory of markets under the assumption of perfect competition. It bases the analysis of the forces of demand and supply on the theory of the utility maximizing consumer and the theory of the profit-maximizing firm respectively. The emphasis is on partial equilibrium analysis with some exposure to the method of general equilibrium analysis.

ECON2002 (EC21A): INTERMEDIATE MACROECONOMICS I

The purpose of this course is to present the student with a theoretical framework within which to understand the issue of fluctuations in an economy. The framework is quite general, and does not itself focus on any particular economy. However, by the end of the course, you should be able to use this theoretical framework to understand the economic issues currently relevant to Caribbean economies, such as, (1) why did the inflation rate in Jamaica fall so dramatically over the last five years; (2) why are interest rates lower in the OECD (Organization of Eastern Caribbean States) countries than they are in Jamaica and Trinidad, and (3) how has Barbados managed to maintain exchange rate stability for 20 years. Equally important, by the end of the course you should have become familiar with some of the methodology of macroeconomic analysis, which has broader applications outside of the issues of which we apply them. This course does not take off immediately from where *Introduction to Macroeconomics*, your first year course, ended. Instead, it builds a complete model, but familiarity with the concepts introduced in that course is helpful.

ECON3005 (EC30M): MONETARY ECONOMICS

This course is designed to cover basic materials in modern Monetary Theory: the Demand for and Supply of Money and Credit; Interest Rate Theory, Inflation and Rational Expectations. The conduct of Monetary Policy and its effect on economic activity and the price level will also be discussed in the context of developing countries.

ECON3007 (EC30P): INTERNATIONAL FINANCE

This course covers the Balance of Payments, Foreign Exchange Markets, Interest Parity Foreign Exchange Risk, International Investment, Theories of the Balance of Payments, Exchange Rate Theories, and International Banking.

ECON3010 (EC31F): FINANCE AND DEVELOPMENT

This course examines the relationship between finance and economic development. It focuses on critical issues such as: the role of the financial sector in fostering economic growth and alleviating poverty; government policies for the financial sector and their impact on development; and the impact of financial sector crises on economic development. Other local and international sources of finance and their impact on development will also be examined. A key feature of this course will be a number of guest lectures by industry experts.

ECON3011 (EC32K): ECONOMICS OF FINANCIAL INSTITUTIONS

This course examines the nature and role of financial institutions in an economy; the economic and financial environment in which Financial Institutions operate; Commercial Banks (performance analysis, structure and regulation); Selected areas in the management of Commercial Banks and non-bank Financial Intermediaries

(liquidity measurement, lending policies, investment policies, capital management, and asset and liquidity); Non-bank financial intermediaries (credit unions, building societies, money market funds, life and non-life insurance companies, pension funds, finance companies and investment companies).

ECON3022 (EC32L): ECONOMICS OF COMMERCIAL BANKING

Understanding how banks operate is vital in the real world whether you (or your business) are engaged in borrowing, lending, local or international financial transactions, training in financial markets or bank regulation. This course examines the role commercial banks perform in an economy and highlights the basic principles of commercial bank management. The course profiles the financial services provided by commercial banks, as well as dealing with issues related to managing assets and mobilising funds. As far as possible, the focus will be on applying the principles outlined to commercial bank operations in the context of a developing country.

ECON3066 (EC32W): CREDIT ANALYSIS AND LENDING

This course is designed to provide students with a basic, but solid, understanding of the theoretical and practical issues associated with credit analysis and lending. In addition, students will be able to identify a borrower's needs as well as structure a loan for the client of a financial institution and manage the loan. Course topics include lending theory, credit risk management, analysis of various lending products, management of loan portfolios and problem loans.

MGMT2005 (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.

MGMT2029 (MS22C): MANAGERIAL COMMUNICATION

This course is designed to help students develop effective communication and presentation skills. It offers a practical and analytical approach to the development of content and style in business communication with an emphasis on the relationship between creative and independent and logical thinking and the solution of business problems.

MGMT2012 (MS23C): INTRODUCTION TO 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

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): FINANACIAL 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.

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.

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.

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.

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.

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.

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 reinvigoration 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.

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

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.

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.

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.

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.

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.

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.

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.

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.

SOCI1002 (SY14G): SOCIOLOGY FOR THE CARIBBEAN

This course seeks to expose students to the basic concepts of Sociology applied in the context of a developing country. The works of the classical theorists Durkheim, Marx and Weber are explored in providing an understanding of different models of society. The course also focuses on issues of culture, class, race, social stratification, family and gender as they relate to Caribbean Societies.

TUITION FEES

FSS Weekend Programme students from contributing territories are required to pay the tuition fees for “Non-Sponsored Students from Contributing Countries”. Students from non-contributing territories are required to pay the tuition fees for “Students from Non-Contributing Countries”. The draft 2012/13 Tuition Fee Schedule is shown below. Note that all FSS courses are worth 3 credits unless otherwise specified. Students should review the final 2012/13 Schedule prior to paying tuition fees. Students are also required to pay the relevant miscellaneous fees. (www.mona.uwi.edu/admissions/fees/)

Per Credit Schedule for Tuition Fees – Undergraduate Students (J\$) (2012/13)

Total Credits	Non-Sponsored Students from Contributing Countries
1	13,145
2	26,290
3	39,435
4	52,580
5	65,725
6	78,870
7	92,015
8	105,160
9	118,305
10	131,450
11	144,595
12	157,740

NOTE: FSS Weekend students who would like to apply for a **Mona Weekend Bursary** from the University to assist them in paying their tuition fees, should collect the application form from the **FSS Faculty Office**, and return the completed form by **September 29, 2012**.

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."¹

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.¹

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.¹

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.¹

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."¹

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.*"¹

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."¹

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."¹

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."¹ 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 in the case of the 2009-2010 Handbook) 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

Notices¹⁴ 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" x 11").

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 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" x 17").
- 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.

¹⁴ 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.

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.

VII. HOW TO CALCULATE YOUR GRADE POINT AVERAGE (G.P.A)

Definition of Common Terms:

Quality Hours: - means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.

Quality Points: - means the numerical value assigned to the relevant letter grade earned.

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

Grade Point Average (GPA):- is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit and courses for which the designated I or IP is awarded under Regulation 6(iv).

Step by Step Process on How to Calculate Your Grade Point Average:

Course done in Semester 1

Course	Grade Received	Quality Points	(Times)	Quality Hours	(Equal)	Grade Point
EC10C	A+	4.3	x	3	=	12.9
MS15B	D	1.0	x	3	=	3.0
SY14G	B-	2.7	x	3	=	7.1
EC16A	F	0	x	3	=	0
FD10A	P	-	-	-	-	-
GT24M	B	3	x	6	=	18.0
			Total	18		41.0

Semester 1 GPA = $41.0/18 = 2.28$

STUDENT SERVICES OFFERED BY THE FACULTY

Requests handled by the Faculty Office	Requests handled by the Department
Credit Check	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)	Departmental Override is required for the following errors (Red Flags): 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)	

IMPORTANT DATES FOR STUDENTS TO NOTE

Please note that the dates outlined in the schedule below are superseded by those contained in the *2011/2012 Financial Information and Registration Guidelines* handbook.

SEMESTER I

August 18, 2012	Semester I begins	Tuition, Miscellaneous and Residence Fees (if applicable) are due.
Before September 3, 2012	Normal registration period	Registration is not complete until all tuition and miscellaneous fees are paid.
September 3-7, 2012	Late registration period	\$1000 penalty for late registration.
After September 7, 2012	Extraordinary requests for late registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. Late fines will be charges by Academic Board
September 29, 2012	Final date for payment of Semester I tuition fees or to be sent on Compulsory Leave of Absence	Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI.
September 30, 2012	Compulsory Leave of Absence process begins	
October 5, 2012	Final date for Leave of Absence (LOA) Applications	A late request fine of \$2000 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.

SEMESTER 2

January 5, 2013	Semester II begins	Tuition, Miscellaneous and Residence Fees (if applicable) are due.
Before January 28, 2013	Normal registration period	Registration is not complete until all tuition and miscellaneous fees are paid.
January 28 - February 1, 2013	Late registration period	\$1000 penalty for late registration
February 1, 2013	Final date for payment of semester II tuition fees or to be sent on Compulsory Leave of Absence	Sent on Compulsory Leave of Absence unless a payment schedule had previously been agreed to in writing with UWI
February 2, 2013	Compulsory Leave of Absence process begins	
After February 2, 2013	Extraordinary requests for late registration and late adjustments to registration (add/drop)	Allowed only if approved by Academic Board. Late fines will be charges by Academic Board.
February 8, 2013	Final date for Leave of Absence (LOA) Applications	A late request fine of \$2000 will be charged after deadline date. Tuition refund allowed only as under the Refund Policy.

NOTES

