



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

STUDENT HANDBOOK

2019-2020

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Message from the Executive Vice President

Dear UCC Students,

As the largest privately held, non-affiliated tertiary education institution in Jamaica, the University of the Commonwealth Caribbean (UCC) is committed to the best practice benchmarks of collaboration with each student, in sustained work towards the development of his or her critical thinking, effective communication, acquisition of substantial professional knowledge, and effective use of technology and information.

In the course of this educational journey, you will need to learn to analyse, evaluate, synthesise and apply information, in a credible and effectively articulated manner.

You will need to assimilate, interpret and articulate the results of your information searches, as well as your thoughts, feelings, attitudes and beliefs.

Throughout the course of your UCC experience, each student is expected to act in an ethical manner, with integrity and increasing professionalism, and is encouraged to develop a passion for lifelong learning.

At the University of the Commonwealth Caribbean, teachers and learners work together to develop graduates who are informed citizens, with local, community, global and environmental awareness, appreciating diversity and pluralism, and are driven to meet or exceed the expectations of their professional colleagues.


Students will meet and work with exceptional faculty members who wish to encourage your success in self-development.

Whether you are a current or a prospective student, I encourage you to review the University's website, as well as the contents of this Handbook, which provides details concerning UCC's policies and regulations concerning student affairs, constituting a basis upon which you can prepare for an exciting and enriching educational journey.

Parents and other relatives will also find this Student Handbook helpful, in the course of providing the family support that is essential in enabling the transformation of a new student into an accomplished graduate one, who makes all University of the Commonwealth Caribbean community members and stakeholders proud.

I look forward to meeting and interacting with as many of you as possible, and wish you a wonderful academic year of 2019.

*Professor Bernadette Warner (PhD),
Executive Vice President of Academic Affairs (EVPAA)
University of the Commonwealth Caribbean*

Important Information University of the Commonwealth Caribbean (UCC) 	
Executive Council	
University Executive Council	
Dr. Winston Adams, UCC Group Executive Chairman Email: wadams@ucc.edu.jm	
Mrs. Geraldine Adams, UCC Group Deputy Executive Chairman Email: gadams@ucc.edu.jm	
Professor Dennis J. Gayle, President/Executive Chancellor, Chairman , UCC Foundation Board Email: executivechancellor@ucc.edu.jm	
Professor Bernadette Warner, Executive Vice President for Academic Affairs Email: academicaffairsevp@ucc.edu.jm	
Mr. David Wan, UCC Group Financial Controller Email: groupfinancedirector@ucc.edu.jm	
Administrative Unit	
Administrative Office	
University of Commonwealth Caribbean (UCC) 17 Worthington Avenue Kingston 5, Jamaica W.I. Contact: 876-906-3000 Fax: 876-968-1926 Email: direct@ucc.edu.jm Website: www.ucc.edu.jm	
Opening Hours: - <u>Mondays - Thursdays: 8:30 am- 5:30 pm</u> - <u>Fridays: 8:30 am - 4:30 pm</u>	
Campuses	
Main Campus	
Worthington Campus 17 Worthington Avenue, Kingston 5 Contact: 876-906-3000	
Direction to Main Campus: Pass Devon House on Waterloo Road continue across Hope Road onto Trafalgar Road, proceed pass 2 stop lights and turn right on the 3 rd stop light onto Worthington Ave. The Worthington Campus is the first building on the left.	
Face-to-Face- Early Bird Classes - <u>Mondays - Thursdays: 7:00 am- 8:30 am</u> - <u>Friday- No classes</u>	
Face-to-Face- Regular Day Classes	

- Mondays - Thursdays: 9:00 am- 4:30 pm
- Fridays: No classes
- Sundays: 8:30 am - 6:50 pm or 8:00 am – 2:00pm

Face-to-Face- Evening Classes

- Mondays - Thursdays: 5:30 pm- 8:45 pm or 9:00pm
- Fridays: No classes

Face-to-Face- International Programmes

Saturday: 6:30pm-10:00pm (International Programmes)

Online Classes

- Monday-Thursday: 6:00pm-10:00pm
- Saturday: 7:00pm-10:00pm Sunday: 9:00am-10:00pm

Satellite Campuses

Hope Road Satellite Campus

34 Old Hope Road, Kingston 5
Contact: 876-906-3000

Direction to Hope Road Campus: Proceed onto Oxford Road and go pass Emancipation Park on the left. The NCB Towers is on your left. Turn left onto Old Hope Road. Carland auto is on the left, and UCC Hope Road Campus is on the right.

Oxford Terrace Satellite Campus

16 Oxford Terrace, Kingston 5
Contact: 876-906-3000

Direction to Oxford Terrace Campus: From Carib 5 in Cross Roads, continue north unto Old Hope Road. Pass Hi-Lo Supermarket on the left, then continue pass Magna Motors also on the left. Take the next left unto Oxford Terrace. The last building ahead is UCC Oxford Terrace.

Regional Campuses

Regional Campus – May Pen

May Pen Campus

3 Chapleton Road, May Pen, Clarendon
Contact: uccmaypen@ucc.edu.jm
Contact: 876-986- 9273
Contact: 876-906-3000 ext.4090

Opening Hours:

- Mondays - Thursdays: 10:00 am - 9:00 pm
- Fridays: Open only during exams
- Sundays: 8:30 am - 3:30 pm or 6:55 pm

Direction to May Pen Campus: From Guinep Tree pass Singer Jamaica Limited on the left and the Esso Gas Station on the right, go onto Chapleton Road, pass First Plaza on left. It is within the next complex on left which consists of Dr. McCaw's office and the Sex Offenders Registry office. The May Pen Regional Campus is on the upper first floor.

Ms. Patricia Jarman, Campus Manager

Contact: 876-337-9763

Email: maypenmanager@ucc.edu.jm

Mrs. Fitara Jones-Wallace, Student Services Coordinator/Programme Officer

Contact: 876-986-9273

Email: maypenprogofficer@ucc.edu.jm

Regional Campus – Mandeville

Mandeville Campus

3½ Caledonia Road, Manchester

Contact: 876-625-5408

Contact: 876-625-2602

Email: uccmandeville@ucc.edu.jm

Opening Hours:

Changes each semester based on offering.

- Mondays - Thursdays: 10:00 noon-9:00 pm
- Fridays: Closed
- Saturdays: Closed
- Sundays: 8:00 am - 12:00 noon

Direction to Mandeville Campus: On Caledonia Road from Mandeville Hospital pass the Rubis Gas Station on the right then take the next right into the Caledonia Mall (building with Singer Jamaica Ltd). The Mandeville Campus is on the right before reaching HEART Trust and across from NHT and Sun Island.

Mrs. Michele Smith, Campus Manager

Contact: 876-337-9793

Email: msmith@ucc.edu.jm

Ms. Faith Blair, Programme Coordinator

Contact: 876-906-3000 ext.4087

Email: uccmandeville@ucc.edu.jm

Ms. Rema Green, Programme Officer

Contact: 876-625-2602; 876-625-5408

Email: uccmandeville@ucc.edu.jm

Regional Campus- Montego Bay

Montego Bay Campus

16 East Street, Montego Bay, St. James

Contact: 876-940-2025

Contact: 876-971-9653

Email: mobay@ucc.edu.jm

Opening Hours:

- Mondays - Thursdays: 12:00 noon-9:00 pm
- Friday: Open only during exams
- Saturdays: Closed
- Sundays: 8:30 am-6:30 pm

Direction to Montego Bay Campus: From Overton Plaza, in front of National Housing Trust on Union Street. Continue on Union Street and take the right turn at the first intersection. It is on the left within the blue and cream Van Haze building. The Montego Bay Campus is up the front steps to the right.

Mr. Jerry Craig, Campus Manager

Contact: 876-337-9835

Email: jcraig@ucc.edu.jm

Ms. Peta-Gaye Jones, Montego Bay Programme Officer

Contact: 876-940-2025

Email: uccmobay@ucc.edu.jm

Ms Yetsha Ferguson, Programme Officer

Contact: 906-3000 ext.4052

Email: programmeofficer@ucc.edu.jm

Regional Campus- Ocho Rios

Ocho Rios Campus

99 Main Street, Ocho Rios, St. Ann

Contact: 876-795-0983

Contact: 876-906-3000 ext.4083

Email: uccochorios@ucc.edu.jm

Opening Hours:

- Sundays: 8:30 am-6:55 pm
- Mondays - Thursdays: 12:00 noon-9:00 pm
- Fridays: Opened only during exams

Direction to Ocho Rios Campus- From the Ocho Rios town clock, head out and away from the town, proceed along the main road and go past Hibiscus Lodge and Carib Apartment both on the left. Continue pass Spencer's Tailoring to the complex on the left S.A. McCalla and Associates. It is the next blue and white building on the left. The Ocho Rios Campus is on the first floor.

Mrs. Tamaree Robb-Duncan, Campus Manager

Contact: 876-337-9800

Email: ochorioscampusmanager@ucc.edu.jm

Ms. Crystal Hinds, Ocho Rios Programme Coordinator

Contact: 876-906-3000 ext 4083

Email: ochoriosprogrcoordinator@ucc.edu.jm

Ms Andrea Shakes, Programme Officer

Contact: 876-906-3000 ext.4083

Email: ochoriosprogrofficer@ucc.edu.jm

Schools and Departments

College of Graduate Studies and Research

College of Graduate Studies and Research (CGSR)

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Opening Hours

Evening: Monday-Thursday: 5:30pm-8:30pm or 5:30pm-9:00pm

Saturday: 6:30pm-10:00pm (International Programmes)

Sunday: 8:00am-6:30pm or 8:00am-2:00pm

Dr. Tom Amonde, Senior Director

Contact: 876-906-3000 ext.4091

Email: graduatestudiesdirector@ucc.edu.jm

Mrs. Dianne Boyd, Director, Administration and Student Services

Contact: 876-906-3000 ext.4006

Email: dboyd@ucc.edu.jm

Ms. Keri-Ann James, Graduate Studies Coordinator

Contact: 876-906-3000 ext.4049

Contact: 876-339-1063

Email: gradstudiescoordinator@ucc.edu.jm

Ms. Patricia Williams, Programme Coordinator

Contact: 876-906-3000 ext.4049

Email: gradstudiescoordinator2@ucc.edu.jm

UCC Online

UCC Online

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext. 4007-9

Email: ucconline@ucc.edu.jm

Ms. Sandra Bloomfield, Director Online

Contact: 876-906-3000 ext.4008

Email: ucconlinedirector@ucc.edu.jm**Ms. Shashauna Smith, Online Programme Officer**

Contact: 876-906-3000 ext. 4007

Email: ucconlineofficer2@ucc.edu.jm**Ms Krysten Vassell, Programme Officer**

Contact: 876-906-3000 ext. 4009

Email: ucconlineofficer@ucc.edu.jm**Undergraduate Studies****Undergraduate Studies**

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Dean of Undergraduate Studies**Dr. Yvonne Dawkins**

Dean of Undergraduate Studies

Contact: 876-906-3000 ext. 4017

Email: 876-347-5522

Email: undergradstudiesdean@ucc.edu.jm**School of Business and Management****Head of School****Ms. Deanna Swaby, Head of School- Business and Management**

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Contact: 876-347-5955

Department of Business Administration

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Mrs. Sonia Davidson, Head of Department, Department of Business Administration

Contact: 876-906-3000 ext. 4044

Contact: 876-315-6879

Email: businessadminhod@ucc.edu.jm**Mr. Denva Smith, Programme Coordinator**

Contact: 876-906-3000 ext.4041

Email: dsmith@ucc.edu.jm**Ms. Pamella Thomas, Programme Coordinator**

Contact: 876-906-3000 ext.4039

Email: pthomas@ucc.edu.jm

Mrs. Shelley Thompson-Taylor, Programme Coordinator

Contact: 876-906-3000 ext.4043

Email: staylor@ucc.edu.jm

Ms. Noyoland Williamson, Programme Coordinator

Contact: 876-906-3000 ext.4040

Email: nwilliamson@ucc.edu.jm

Ms. Trecia Johnson, Programme Coordinator

Contact: 876-906-3000 ext. 3996

Email: businessprogrcoordinator2@ucc.edu.jm

Ms Anthea Thompson, Senior Programme Coordinator

Contact: 876-906-3000 Ext.4039

Email: busprogrcoordinator3@ucc.edu.jm

Department of Tourism and Hospitality Management

Department of Tourism and Hospitality Management

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Ms Deanna Swaby, Acting Head of Department, Tourism and Hospitality Management

Contact: 876-906-3000 ext.4065

Email: hodtourism@ucc.edu.jm

Ms. Carissa Beckford, Programme Coordinator

Contact: 876-906-3000 ext.3992

Email: tourismcoordinator@ucc.edu.jm

School of Humanities and Law

Department of General Studies and Behavioural Sciences

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext. 4019

Mrs. Ionie Miller, Head of Department General Studies and Behavioural Sciences

Contact: 876-906-3000 ext.4019

Email: appliedpsychologyfaculty@ucc.edu.jm

Ms Jodi-Ann Antoine, Programme Coordinator

Contact: 876-906-3000 ext.4023

Email: genstudiesprogrcoord@ucc.edu.jm

Department of Law

Department of Law

17 Worthington Ave, Kingston 5
Contact: 876-906-3000

Ms. Maxine Watts, Programme Coordinator
Contact: 876-906-3000 ext.4025
Email: mwatts@ucc.edu.jm

School of Technology and Mathematics

Department of Information Technology

17 Worthington Ave, Kingston 5
Contact: 876-906-3000

Mrs. Natalie Rose, Head of Department Information Technology
Contact: 876-906-3000 ext.4037
Contact: 876-339-0961
Email: ithod@ucc.edu.jm

Ms. Winsome Bennett
Programme Coordinator
Contact: 876-906-3000 ext.4037
Email: itprogrammeofficer@ucc.edu.jm

Department of Mathematics
17 Worthington Ave, Kingston 5
Contact: 876-906-3000

Dr. Peter Ndajah, HOD Department of Mathematics
Contact: 876-906-3000
Email: headofschoolsmathit@ucc.edu.jm

iCreate Institute

iCreate Institute
72B Hope Road, Kingston 6
Contact: Tel: 876-665-0772
Email: hello@icreateedu.com
Website: <http://ucc.edu.jm/icreate-institute>

Mr. Tyrone Wilson, Chief Executive Officer
72B Hope Road, Kingston 6
Email: tyrone@joinemedia.com

Corporate Education

Corporate Education
17 Worthington Ave, Kingston 5
Contact: 876-906-3000 ext.3999
Contact: 876-906-3215

Email: corporate_edu@ucc.edu.jm

Mrs. Tahjaa Knuckle, Manager, Corporate Education

Contact: 876-315-8218

Contact: 876-906-3000 ext. 4032

Email: corporateedmanager@ucc.edu.jm

Mrs. Eileen Donaldson

Contact: 876-322-0529

Contact: 876-3000 ext. 4056

Email: corporate_edu@ucc.edu.jm

UCCA Academy

UCC Academy

Oxford Terrace Campus

16-24 Oxford Terrace, Kingston 5

Contact: 876-906-3000 ext.4024

Facsimile: 876-968-2948

Email: uccadirector@ucc.edu.jm

Mrs. Judy Ann Minott, Principal UCC Academy

Contact: 876-906-3000 ext 3971

Email: uccaprincipal@ucc.edu.jm

Ms. Patricia J. Perry, Programmes Manager

Contact: 876-906-3000 ext.4055

Email: uccamanager@ucc.edu.jm

Ms. Miriam, J. Taylor, Programmes Coordinator

Contact: 876-906-3000 ext. 4079

Email: uccaprogrofficer@ucc.edu.jm

Early College and Advanced Placement High School Programme

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext.4000, 4047

Email: ecapoffice@ucc.edu.jm

Mrs. Judy Ann Minott, Principal UCC Academy

Contact: 876-906-3000 ext.3971

Contact: 876-319-2967

Email: uccaprincipal@ucc.edu.jm

Dr. Leleith Donald-Tomlinson, Vice Principal

Contact: 876-906-3000 ext.3950

Email: principalecap@ucc.edu.jm

Ms. Annette Mayne, Acting Regional Manager

Contact: 876-906-3000 ext.4071

Contact: 876-339-0128

Email: ecapmanager@ucc.edu.jm

Mr. Owen Martin, Admissions Officer

Contact: 876-906-3000 ext.4094

Email: ecapadmissionsofficer@ucc.edu.jm

Student Support Services

Nurses Station

Worthington Campus - 9:00 a.m. to 1:00 p.m. Mondays – Thursdays

Contact: 876-906-3000 ext.4107

Oxford Road Campus - 10:00 a.m. to 6:00 p.m. Mondays – Thursdays

Contact: 876-906-3000 ext.4108

Registry Services

University Registry

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Website: <http://ucc.edu.jm/departments/registry>

Email: records@ucc.edu.jm

Registrar

Dr. Lincoln Phipps, University Registrar

Contact: 906-3000 ext.3952

Contact: 876-339-1113

Email: universityregistrar@ucc.edu.jm

Registry- Aeorion Student Management System (SMS)

Aeorion- Student Management System

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext.4072

Mr. Maurice Brown, SMS Administrator

Contact: 876-906-3000 ext.4072

Email: smsadministrator@ucc.edu.jm

Registry- Admissions Unit

Admissions Unit

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext.3954, ext.3956-3958, ext.4046

Email: admissions@ucc.edu.jm

Mrs. Sharon Smickle, Supervisor, Admissions Department

Contact: 876-906-3000 ext.3957

Email: admissionssupervisor@ucc.edu.jm

Registry- Examinations Unit

Examinations Unit

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext.

Email: exams@ucc.edu.jm

Ms. Linda Mathison, Manager, Examinations Unit

Contact: 876-906-3000 ext.3944

Contact: 876-322-3725

Email: lmathison@ucc.edu.jm

Mr. Ontino Russell, Asst. Manager/Supervisor, Exams Unit

Contact: 876-906-3000 ext. 3945

Contact: 876-906-322-3613

Email: orussell@ucc.edu.jm

Registry- Records Management Unit

Records Unit

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 Ext.3950-3955

Email: registry@ucc.edu.jm

Mrs. Andrea Wanliss-Laing, Records Manager

Contact: 876-906-3000 ext. 3955

Email: recordsmanager@ucc.edu.jm

Ms. Yvonne Daley, Senior Records Officer

Contact: 876-906-3000 ext.3953

Email: ydaley@ucc.edu.jm

Mrs. Deneise Grant-Smith, Senior Records Officer

Contact: 876-906-3000 ext.3951

Email: statisticalofficer@ucc.edu.jm

Library and Information Centre

Library and Information Centre

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext.3987

Email: asklibrary@ucc.edu.jm

Website: <http://ucc.edu.jm/library>

Opening Hours:

- Mondays - Thursdays: 7:30 am- 8:00 pm- Regular period
- Mondays - Thursdays: 7:30 am-10:00pm- During Exam period
- Fridays: 8:30 am - 4:30 pm
- Saturdays: Closed
- Sundays: 9:00 am – 4:30pm

Mrs. Ana Peralta, Chief Librarian

Contact: 876-906-3000 ext.4073

Contact: 876-796-7866

Email: chief librarian@ucc.edu.jm

Miss Princess Henry, Library Officer

Contact: 876-906-3000 ext.3988

Email: phenry@ucc.edu.jm

Department of Student Affairs (DSA)**Department of Student Affairs**

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Mr. Kevin Powell, Director, Department of Student Affairs

Contact: 876-906-3000 ext.3994

Contact: 876-319-3913

Email: studentaffairsdirector@ucc.edu.jm

Ms. Eugenie Hewitt, Administrator, Department of Student Affairs

Contact: 876-906-3000 ext.3997

Email: studentaffairsadmin@ucc.edu.jm

Student Support Services Staff

Email: studentaffairsstudentworker@ucc.edu.jm

Email: Studentaffairsstudentworker1@ucc.edu.jm

Contact: 876-906-3000 ext. 4063

Student Counselor**Chaplain/Student Counselor**

Pastor Samuel Lewis, Chaplain

Contact: 876-527-4839

Email: samuellewis18@yahoo.com

Scholarships**Scholarships**

Miss Tashai White

Contact: 876-906-3000 Ext.3994

Email: scholarships@ucc.edu.jm

URL: http://ucc.edu.jm/document/scholarship-directory
Student Council
<p>Student Council Contact: 876-906-3000 ext.4063 Email: stu.ucc@edu.jm</p> <p>Mr. Oneil Dowe, President, Student Council Contact: 876-788-0263 (WhatsApp) Email: studentcouncilpresident@stu.ucc.edu.jm</p>
Alumni Association
<p>UCC Alumni Association Ms. Suzette Sylvester, President, UCC Alumni Contact: 876-329-8332 Email: suzette_sylvester@yahoo.com</p>
Student Financial Services (SFS)
<p>Student Financial Services (SFS) and Cashiers 17 Worthington Ave, Kingston 5 Contact: 876-618-7430 Email: sfs@ucc.edu.jm Skype: UCC Student Financial Services</p> <p>Opening Hours:</p> <ul style="list-style-type: none"> - Mondays -Thursdays: 7:30 am- 6:30 pm - Fridays: 8:30 am - 4:30 pm - Saturdays: Closed - Sundays: Open during orientation <p>NB. Cash transactions are not allowed at any location</p> <p>Mrs. Jenifer Walker- Brown, Director of Finance/CFO Contact: 876 906-3000 ext 3995 Contact: 876-802-4559 Email: Financedirector@ucc.edu.jm</p> <p>Ms. Roselyn Vassell, Supervisor, Student Financial Services Unit Contact: 876-906-3000 ext.3979-3980 Contact: 876-321-0969 Email: rvassell@ucc.edu.jm</p>
Quality Assurance Unit
<p>Quality Assurance Unit 17 Worthington Ave, Kingston 5 Contact: 876-906-3000</p> <p>Mrs. Angela Walker-Carby, Manager, Quality Assurance</p>

Contact: 876-906-3000 ext.4038
Email: qualityassurancemanager@ucc.edu.jm

Recruitment Department

Recruitment Department

17 Worthington Ave, Kingston 5
Contact: 876-906-3000 ext.3990, ext.3991, ext.4002, ext.4015, ext.4016, ext.4027

Mrs. Andrea Wray, Director, Recruitment and Enrolment

Contact: 876-906-3000 ext.4002

Contact: 876-337-9728

Email: recruitmentdirector@ucc.edu.jm

Mrs. Rowena Williams-Robinson, Senior Recruitment & Enrolment Advisor

Contact: 876-347-6065

Email: recruitmentadvisor1@ucc.edu.jm

Mr. Gary McKenzie, Graduate Studies Advisor

Contact: 876-906-3000 ext.4001

Contact: 876-822-7317

Email: graduateadvisor@ucc.edu.jm

Amenities

Campus Cafeteria

Campus Cafeteria

17 Worthington Ave, Kingston 5
Contact: 876-906-3000 ext.4034

Opening Hours:

- Mondays - Thursdays: 8:00 am-7:30 pm
- Fridays: 8:00 am - 4:00 pm
- Saturdays: Closed
- Sundays: 8:00 am - 4:00 pm

Ms. Nolalyn Edwards, Supervisor, Cafeteria

Contact: 876-906-3000 ext.4034

Contact- 876-347-6237

Email: nmontague@ucc.edu.jm

Campus Store

Campus Store

17 Worthington Ave, Kingston 5
Contact: 876-906-3000 ext.4035
Email: thecampus_store@ucc.edu.jm

Opening Hours:

-	Mondays – Thursdays: 8:00 am-7:30 pm
-	Fridays: 8:00 am - 4:30 pm
-	Saturdays: Closed
-	Sundays: Varied hours

Full-Time Faculty and Heads of School	
University of the Commonwealth Caribbean (UCC)	
Executive Vice President for Academic Affairs	
Professor Bernadette Warner , Executive Vice President Academic Affairs Division	academicaffairsevp@ucc.edu.jm
College of Graduate Studies and Research (CGSR)	
Dr. Tom Amonde , Senior Director College of Graduate Studies and Research	graduatestudiesdirector@ucc.edu.jm
Dean, Undergraduate Studies	
Dr. Yvonne Dawkins , Dean Undergraduate Studies	undergradstudiesdean@ucc.edu.jm
Head of School (HOS)	
Ms. Deanna Swaby , Head of School Department of Business and Management	dswaby@ucc.edu.jm
Heads of Department (HOD)	
Mrs. Sonia Davidson , Head of Department Business Administration and Management	businessadminhod@ucc.edu.jm
Mrs. Natalie Rose , Head of Department Information Technology	ithod@ucc.edu.jm
Ms. Ionie Miller , Head of Department General Studies and Behavioural Sciences	appliedpsychologyfaculty@ucc.edu.jm
Dr. Peter Ndajah , Head of Department Department of Mathematics	headofschoolsmathit@ucc.edu.jm
Ms. Deanna Swaby , Acting, Head of Department Department of Tourism and Hospitality	hodtourism@ucc.edu.jm
Full-Time Lecturer - School of Business and Management	
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Dr. David Bennett , Assistant Professor, Department of Business and Management	businessadminfaculty@ucc.edu.jm
Mr. Najay Murray , Lecturer, Department of Business and Management	nmurray@ucc.edu.jm
Ms. Kimone Brown , Lecturer, Department of Tourism and Hospitality	tourismlecturer2@ucc.edu.jm
Mrs. Candine Garriques-Browns , Lecturer, Department of Tourism and Hospitality	tourismlecturer3@ucc.edu.jm

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Full-Time Lecturer - School of Humanities and Law	
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Dr. Marcus Goffe , Assistant Professor, Department of General Studies	lawlecturer2@ucc.edu.jm
Mr. Dameion Fagan , Lecturer, Department of General Studies	businessfaculty@ucc.edu.jm
Full-Time Lecturer - School of Technology and Mathematics	
Mr. Otis Osbourne , Lecturer, Department of Information and Technology	itfaculty@ucc.edu.jm
Mr. Neil Williams , Lecturer, Department of Information Technology	itlecturer@ucc.edu.jm
Mr. Aubryn Smith , Lecturer, Department of Mathematics	mathlecturer@ucc.edu.jm
Mrs. Paula Rhoden , Lecturer, Department of Mathematics	mathlecturer2@ucc.edu.jm
Research	
Professor Evan Duggan , Senior Research Director	researchdirector@ucc.edu.jm
Dr. Delroy Chevers , Visiting Scholar Research	visiting scholar@ucc.edu.jm

History and Governance - Undergraduate and Graduate Programmes

"Learning is the only thing the mind never exhausts, never fears, never regrets."
-Leonard da Vinci



Undergraduate and Graduate Programmes

History and Governance

History and Governance- Undergraduate and Graduate

Important Notice

Introduction

History

UCC Vision Statement

UCC Mission Statement

UCC's Recognition and Accreditation

Academic Calendar

Student Governance

This UCC Student Handbook (Undergraduate and Graduate Studies) is intended to assist readers in understanding the policies and procedures of the institution. It contains general information, regulations, guidelines and academic procedures pertinent to each student. It is therefore important that students familiarise themselves with its content as all students are bound by the policies contained herein.

UCC reserves the right to make changes to the policy provisions and content of this booklet without prior notice.

Introduction

The University of the Commonwealth Caribbean (UCC) serves the educational needs of persons seeking qualification and employers seeking quality programmes for the professional advancement of a competent work force.

UCC provides flexibility in programme delivery and scheduling. Students may enrol as full-time or part-time, with a choice of modalities ranging from face-to-face, online or blended, and may choose schedules that include Early Bird, Day-Time, Week-Day evenings, and Sundays. UCC offers a range of academic degree programmes at the Bachelors and Masters levels as well as professional and customised executive training and short courses to individuals and organisations.

History

UCC was established in 2004 as a result of the amalgamation of two tertiary education institutions the Institute of Management Sciences (IMS), and the Institute of Management and Production (IMP). The University has developed its courses and programmes in response to the requirement for new and improved teaching and learning strategies in Jamaican tertiary education. The programme(s) selected will provide challenging, multi-dimensional experiences which prepare individuals for the highly competitive business world.

In recognition of the needs of the discerning learner, UCC applies a personalised approach to all students during their academic journey, with the goal of ensuring the success of all students. All students have access to a dedicated Programme Coordinator who advises each student regarding course selection, academic progression and retention.

UCC Vision Statement

The University of the Commonwealth Caribbean seeks to provide broad-based educational opportunities through partnerships, flexible delivery modes and access to finance, in an environment where high standards, truth, respect and the dignity of the person are embraced

UCC Mission Statement

The University of the Commonwealth Caribbean is committed to preparing students to become exceptional business and community leaders, innovators and scholars in a caring and intellectually stimulating academic environment. All Community members are valued, respected and challenged to embrace excellence, integrity and social responsibility

UCC's Recognition and Accreditation

The University of the Commonwealth Caribbean (UCC) is registered with and recognised by the University Council of Jamaica (UCJ), the official accreditation body for tertiary education in Jamaica, as a University College.

The UCC has been awarded international institutional accreditation as a Premier Institution by the UK-based Accreditation Services for International Colleges and Universities (ASIC).

UCC is the only official Affiliate/Recognised institution of the University of London (UOL) to offer the Certificate of Higher Education in Common Law, the Bachelor of Laws (LLB), and Master of Laws (LLM) degrees in Jamaica.

UCC is in the process of seeking Institutional Accreditation from the UCJ, as well as a University Charter from the Government of Jamaica. The University of the Commonwealth Caribbean has been granted initial Candidacy Status for Institutional Accreditation by the University Council of Jamaica (UCJ).

Academic Calendar

Calendar is organised to reflect our understanding of the support needed to cultivate and sustain you in your progress with us.

The UCC educational experience is designed to meet the demands of the dynamic socioeconomic environment in which it operates. The Academic

The Academic Calendar is based on a trimester system, which includes Fall, Spring and Summer sessions. The calendar shows the start and end dates for each mode of study for each semester—Early Bird, Day, Evening and Sunday— along

with the expected registration and examination periods. Students are required to register for each trimester.

Access to the Academic Calendar for **2019-2020** is given to all students via the official UCC Gmail, student accounts, and the UCC website.

Student Governance

The Mission of the University of the Commonwealth Caribbean Student Union is to:

- foster good relations between the administration, the students and the general public;
- to enhance the growth of students through social activities for a better learning environment;
- to maintain the awareness of the regulations of the institution;
- to plan, organise and support co-curricular activities and to foster a physical and social environment in which students can achieve their fullest potential in accordance with the educational and cultural standard of the College;
- to represent the voice of ALL students at the University of the Commonwealth Caribbean.

Official Language

The language of instruction at UCC is English, which is the native language of the country of Jamaica.

Admission Requirements- Undergraduate Programmes

Each applicant must be at least 17 years of age, as evidenced by his/her birth certificate, on the first day of classes. Students below this age may be admitted if they satisfy the general admission requirements and their parents/wards certify their approval of the same.



Undergraduate Programme- Admission Requirements

Admission Requirements- Undergraduate Programme

Physically Challenged and Disabilities

General Admissions Requirements

Admission Requirements- Jamaicans Candidates

Admission Requirements- International Candidates

Basic Competence and Skills

Advance Standing and Exemptions

- English Language
- Accounts
- Fundamentals of Accounts- Exemptions
- English Language Proficiency
- Non-English Speaking Candidates
- Post Secondary Tertiary Studies

The University of the Commonwealth Caribbean (UCC) will consider applications from all persons, irrespective of race, gender, religion or creed, national or ethnic origin, or range of abilities to all its programmes and activities, with all the rights and privileges generally accorded or made available to students of the University.

The Physically Challenged- Persons who are physically challenged will be considered for special admission on the basis of the requisite facilities being in place to ensure their safety, comfort and general well-being.

Persons with other disabilities will be considered for special admission on the basis of the requisite facilities being in place to accommodate their needs and ability to meet course requirements.

General Admission Requirements- Applicants with prior post-secondary and/or tertiary qualification(s) are required to present transcripts for assessment indicating all previous academic work. Applicants requesting transfer credit for prior post-secondary education must have their

former institutions submit official transcripts so that the award of transfer credit(s) may be determined.

NB. Credits used for entry to the institution will not be considered for exemptions and/or advanced standing.

Each applicant must be at least 17 years of age on the day of entry for the first day of classes. Documentation of proof of age (Birth Certificate) is required. Students below this age may be admitted if they satisfy the general admission requirements and their parents/wards certify their approval of the same.

The language of instruction at the University is English. Students whose first language is not English will be required to demonstrate English Language proficiency.

Students are notified of their admission to their programme of choice in writing. Students who are granted Advanced Placement will also be notified in writing.

Applications for a particular semester are acceptable up to the end of the late registration period for that semester.

The University reserves the right to determine policies for entry to all its programmes and will make its own determination on the credits that are transferable from other duly registered institutions and accredited programmes.

UCC also reserves the right to deny admission to any applicant and to change the entrance requirements without prior notice.

Admission Requirements- Jamaican

Candidates- The minimum standard for general admission against which all applications are assessed requires passes in five (5) subjects at the Caribbean Secondary Education Certificate (CSEC) General Proficiency Level, or the Ordinary Level of the General Certificate of Education (GCE) or at grades I, II, III or A, B, C, respectively.

Subjects must include English Language and Mathematics. A CSEC pass at level 3 must have been obtained in or subsequent to June 1998. City and Guild pass at stage III, National Vocational Qualification (NVQ), and Caribbean Vocational Qualification (CVQ) Level II. Persons applying to pursue programmes in the Department of Business Administration must have a passing grade in CSEC/GCE Accounts (CSEC I, II, III and GCE A, B, C).

Admissions Requirements - International Candidates

International students are required to possess at minimum a High School Diploma, or Certificate of Equivalency / Proficiency/ International Baccalaureate (IB) or other international qualification (in which a minimum Grade Point Average of 2.5 or 70% has been achieved in at least five subjects including **Mathematics** and **English**).

Students who have attained qualifications from recognised tertiary institutions may also be admitted to programmes of study at UCC. The possession of an Associate degree or diploma does not guarantee automatic entry to the upper level (Year 3) of a UCC programme.

In order to determine advanced standing, prior qualifications will be assessed to determine their equivalence and relevance to the UCC prescribed programme to which candidates have applied. For example, a teachers' diploma will not guarantee acceptance with advanced standing by UCC to pursue a degree programme unless the courses/credits indicated on the official transcript

are relevant. Specific courses or credits pursued as part of other programmes prior to the application to UCC may be accepted, even though the entire programme of study may not be.

Basic Competence and Skills- All students must demonstrate basic competence in foundation Mathematics and English. Evidence of basic skills proficiency is generally provided through the attainment of appropriate scores on the CSEC, GCE, City and Guild, NVQ and CVQ examinations in English and Mathematics.

Substitute Courses- Students who have not satisfied the basic competence courses: English, Mathematics and Accounts requirements may complete foundation courses in English and Mathematics during their first academic semester of degree studies within which they are offered. UCC has developed three substitute courses that cover the CSEC syllabi and for which successful completion provides proof of basic competence in the subject areas. These courses are:

- English for Academic Purposes
- Core Mathematics
- Fundamental of Accounting

Students will not be required to pursue these courses under the circumstances outlined below:

English Language

- Applicants with passes in English A (CSEC) or English Language (GCE) with grades I or II or A and B respectively.
- Applicants with passes in Communication Studies in the Caribbean Advanced Proficiency Examination (CAPE) Level I
- Applicants with an Associate or Bachelor's degree with a major in English
- Applicants who have successfully completed a minimum of six credits in English in an Associate or Bachelor's degree
- Applicants who have successfully completed a minimum of six credits in English in a Diploma

Mathematics

- Applicants with passes in Mathematics with grades I or II (CSEC) or A and B (GCE) respectively.
- Applicants with passes in Mathematics in the Caribbean Advanced Proficiency Examination (CAPE) Level I;
- Applicants with an Associate or Bachelor's degree with a major in Mathematics
- Applicants who have successfully completed a minimum of six credits in Mathematics in an Associate or Bachelor's degree;
- Applicants who have successfully completed a minimum of six credits in Mathematics in a Diploma.

Accounts- Applicants wishing to pursue the major in Accounting and Financial Management are required to possess a passing grade in CXC/GCE Accounts. UCC has developed a course that covers the CSEC syllabus and for which successful completion provides proof of basic competence in the subject area.

Fundamentals of Accounts Exemption-

Students may be exempted from this course under the circumstances outlined below:

- Applicants with passes in Accounts CSEC/GCE with grades I or II or A and B respectively.
- Applicants with passes in A-Level Accounts or in the Caribbean Advanced Proficiency Examination (CAPE) Level I
- Applicants who have successfully completed a minimum of six credits in Accounting in an Associate or Bachelor's degree
- Applicants who have successfully completed a minimum of six credits in Accounting in a Diploma.

Credits used for entry to the institution will not be considered for exemptions and/or advanced

standing in a programme of study being pursued by a student.

English Language Proficiency

Non-English Speaking Candidates- The language of instruction at UCC is English. Applicants whose first language is not English will be required to demonstrate English Language proficiency, through the completion of an approved English testing regime such as, the Test of English as a Foreign Language (TOEFL).

A mark of 500 in the TOEFL Test, not exceeding two years, will be accepted as equivalent to and in place of, an acceptable CXC/GCE pass in English Language. For more information on the TOEFL Test, visit TOEFL on the web at <http://www.teofl.org/> or write to: T.O.E.F.L., Box 899-R, Princeton, New Jersey 08541, USA.

All costs related to the TOEFL Test must be borne by the candidate. UCC reserves the right to request candidates to complete its own English Language Proficiency Test in addition to the TOEFL Test.

English as a Second Language (ESL)

English as a Second Language (ESL) – beginner, intermediate and advanced levels

- Level – beginner, intermediate and advanced
- Lessons per week: 18
- Duration of lesson: 60 minutes
- Program duration: 3 weeks; 9 weeks; 3 months; 6 months; 1 year
- Period of operation: all year round
- Provides language support for students who want to achieve appropriate levels of proficiency in English for entry into degree programs offered at UCC and a cultural immersion experience in English.
- Each program combines English language training with cultural activities.

Students will take an English placement test upon arrival at UCC and will be placed in the appropriate level of English study.

There are five (9-week sessions) levels. A student will move to the next level after successful completion of the previous. Students must satisfactorily complete UCC's advanced level (level 5) English to meet the entrance requirements for UCC degree programs.

The shorter (3 week – 9 week), more flexible ESL program is ideal for students who wish to learn English to function more effectively at work, home or in their community.

Entry Requirements for ESL- Applicants submit:

- A completed application form
- Certified copy of passport information page
- One electronic passport size photo
- Non-refundable application fee of US\$100
- Financial documentation demonstrating that the student can support him/herself during his stay in Jamaica (for students living outside Jamaica).

Cultural Immersion

Cultural Immersion Program

- 3-credit program offered over two weeks
- Explores the Jamaican culture through an intensive on-campus study and field experience. Topics include an overview of the linguistic, historical, geographical, socio-political, economic and artistic expressions of the country.

The program is designed to add tangible value to the adult learning experience by stimulating awareness, with hands-on insights into the context of other societies and peoples.

Entry Requirement for Cultural Immersion Program- Applicants submit:

- A completed application form
- Certified copy of passport information page
- One electronic size passport photo
- Non-refundable application fee of US\$100

- Financial documentation demonstrating that the student can support him/herself during his stay in Jamaica (for students living outside Jamaica).

Post Secondary Tertiary Studies- Non-English speaking candidates who have successfully completed at least **two** years of full-time study in an assessable qualification at a recognised university or other post-secondary institution where the sole language of instruction and assessment was English, may not be required to undertake a standardised language test if they can provide a statement or certificate issued by the Registrar (or equivalent) of that institution confirming this.

The statement or certificate must be on official headed paper, and must be the original document. The study must have been completed no more than **two years** prior to the commencement of the UCC programme.

Alternatively, if the applicant's studies were undertaken more than two years prior to the commencement of the programme at UCC, the student may meet UCC's English Language Proficiency requirements provided:

Satisfactory completion of a degree or other assessable post-secondary qualification of a minimum duration of three full-time years (or equivalent) at an institution where the sole language of instruction and assessment was English, and

The student resided in a predominately English-speaking country¹ since graduation. The candidate will need to provide proof of residency with your application for admission

¹**These include:**

American Samoa, Australia, Bahamas, Barbados, Belize, Botswana, Canada, Fiji, Gibraltar, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Singapore, Solomon Islands, South Africa, The Gambia,

Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia, Zimbabwe.

Application Process- Undergraduate Programmes

Prospective students are required to complete and submit the formal Application Form along with the required credentials and fees to the admission department at admissions@ucc.edu.jm.



Undergraduate Programmes- Application Process

Application Process-Undergraduate Programmes

Standard Application Process

Unconditional Admission

Response to Application

Admissions Package

Categories of Admission

- **Full Acceptance:**
- **Conditional Acceptance- Class 1**
- **Conditional Acceptance- Class 2**
- **Conditional Acceptance- Mature Entry**

Advanced Placement Programme

Equivalence of Examinations

Standard Application Process

Applicants are required to:

- a) Complete UCC Official Application Form (online or paper) related to programme option.
- b) Submit a recent (within 6 months of application) passport sized photograph.
- c) Pay processing fee where applicable.
- d) Provide certified copies of academic qualifications. (Where preliminary results slips are submitted, official transcripts must be requested from Overseas Examination Commission.)
- e) Submit certified copy of Birth Certificate.
- f) Submit certified copy of Marriage Certificate (where applicable).
- g) Submit certified copy of name change documents (where applicable).
- h) Submit certified copy of divorce related documents (where applicable).

Unconditional Admission- This means that the applicant has already met the entry requirements. To be unconditionally admitted to degree programmes of UCC, individuals should comply with all the application and admissions requirements.

Conditional/Provisional Admission- This means that the applicant must meet certain

conditions (usually receiving outstanding examination results) before a place in the University is confirmed. The stipulated conditions for provisional admission, in the case of mature students, must be satisfied by the completion of the first year of study. Failure to do so will prevent the student progressing in his/her academic programme beyond the first year, as these requirements are pre-requisites for advancement to the second year of study.

Response to Application- All applicants will receive written notification of unconditional or conditional/ provisional acceptance for admission

Additionally, academic awards (degrees) will not be granted if the conditions stipulated in the Provisional Acceptance Letter are not completely met by the students.

Notification of provisional admission may be delivered electronically, if an email address was provided by the applicant, or via hard copy through the mail.

Admissions Package- Applicants will be contacted to collect their admissions package at an office of the Institution. The Admissions generally consists of the following documents:

1. Acceptance Letter
2. Acceptance Confirmation
3. Enrolment Contract
4. Tuition Structure
5. Aeorion Registration Instruction
6. Email Activation Instructions
7. Student Loan Information
8. Student Handbook- The Student hand book is not sent with the acceptance package, students can access it from the UCC website)

Categories of Admission- Applicants may be accepted in one of the following categories:

a). **Full Acceptance-** Applicants who have fully satisfied the Standard Admission Process with the minimum of five (5) CSEC/GCE/CAPE (including the mandatory English Language and Mathematics) subjects for degree programmes.

b). **Conditional Acceptance- Class 1:**

Applicants to degree programmes who possess a minimum of **Four (4)** CSEC/GCE subjects, and who have not fully satisfied the Standard Admission Requirements, may be admitted in this category with the requirement to successfully attain the additional basic qualifications and/or submit outstanding documents stipulated in the **Provisional Acceptance Letter** within the first year of the programme. Failure to do so will prevent the student progressing in his/her academic programme beyond the first year, as these requirements are pre-requisites to advance to the second year of study. Additionally, academic awards (degrees) **will not be granted** if the conditions stipulated in the **Provisional Acceptance Letter** are not completely met by the students.

UCC provides substitute course for the mandatory English and Mathematics basic matriculation. Students without these basic qualifications are required to enroll and successfully complete the UCC substitutes within the first semester of study within which they are offered. Requirement is to be completed within a maximum of one (1) academic year. UCC also provides substitute course in Accounting in the event that one additional CSEC/GCE is required and Principles of Accounting (POA) was not already successfully completed.

a) **Conditional Acceptance- Class 2: Mature**

Applicants who have fully satisfied the Standard Admission Requirements except for the basic academic qualification, may be accepted via the Mature Candidate Route and granted admission on the basis of:

- i. Possession of alternative academic or professional qualifications.
- ii. Minimum age requirement of 25 years.
- iii. Minimum of five years' work experience in a field related to their proposed programme of study. Exceptions may be made if an applicant has significant work experience in a field other than the proposed area of study.
- iv. An interview will be conducted by the relevant Academic Department.
- v. Review of documents submitted in support of the application:
 - Resume/Curriculum Vitae
 - Employment Verification Letter including perspectives on performance.
 - Three (3) Professional Reference Letters
 - Mature Entry Supplemental Form

All applicants will receive written notification of **provisional acceptance for** admission. This may be delivered electronically, if an email address was provided by the applicant, or via hard copy through the mail. Applicants will be contacted to collect their admissions package at an office of the Institution. The Admissions Package generally consists of the following documents:

1. Acceptance Letter
2. Acceptance Confirmation
3. Enrolment Contract
4. Tuition Structure
5. AEorion Registration Instruction
6. Email Activation Instructions
7. Student Loan Information

Advanced Placement Programme- UCC develops agreements with selected high schools that allow for fifth-form students with demonstrated strong academic potential to register simultaneously for at least two introductory first year subjects at the University,

and to earn credits, if successful, while preparing for their CSEC/GCE examinations.

Special tuition scholarships may be awarded to students in the Advanced Placement Programme to encourage meritorious students who apply. Continuing students may elect to pursue either face-to-face, online, or any combination of courses at the University. This Advanced Placement opportunity is available through all the Regional and Kingston Campuses in Jamaica.

Equivalence of Examinations- The following General Certificate of Education Boards are deemed to be acceptable as awarding equivalent subject passes at Advanced level (A-Level) or Ordinary Level (O-Level)

- The University of Cambridge
- The University of London
- The Oxford and Cambridge Schools of Examination Board
- The University of Cambridge Schools Examination Syndicate
- The Associated Examination Board
- The International General Certificate of Secondary Education

Assessment of Prior Experiential Learning- UCC utilizes the recognized standardized process for direct evaluation of prior experiential learning which offers individuals three (3) reliable and valid means of assessment by qualified specialists. The Options are as follows:

- **Option 1** – A Challenge Examination
- **Option 2** - Portfolio Assessment

An individual may not submit a portfolio for courses for which testing options already exist e.g. CLEP, DANTES or Challenge Examinations

- **Option 3** - Portfolio Assisted Assessment also referred to as Flexible Assessment

The following are the criteria against which learning resulting in student experiences is

evaluated:

- the learning should have general applicability outside of the specific situation in which it was acquired; general principles, theories and techniques must be articulated.
- the learning should include both theoretical and practical understanding of the subject area.
- the learning will also be assessed by an expert who can objectively measure and evaluate the learning that has occurred.
- the learning should be at college level as determined by UCC faculty
- the learning should meet specific course objectives or competencies and should have relationship to the educational goals of the programme of study.
- the knowledge or skill represented as learning should be current with that expected in the classroom and/or employment situations and
- the level of competence should approximate to what would normally be considered C or a better level of performance in the classroom with at least 60% level of attainment of course objectives.

Portfolio Assessment- The maximum number of credits allowed though one portfolio assessment is as follows:

- Associate's degree 15 credits
- Bachelor's degree 6 credits

General Admission and Equivalency Matrix			
Examination	Accepted Grade	Equivalent Exam	Equivalent Grade
GCE Ordinary Level	Grades A-C	CSEC General Proficiency	
Bahamas General Certificate of Secondary Education (BGCSE)	Grades A-C	CSEC General Proficiency	Grades 1 to III
City and Guilds Math Skills 3850 and English Skills 3850	Stage III	CSEC/GCSE Mathematics and English Language	Grade III/C (Students will be required to complete UCC MTH002 and/or ENG002)
University of Technology Official Exams	Grades A-C in the English Language/ Mathematics Exam	CSEC English Language/Mathematics	Pass
NCTVET/NVQJ	Level II Pass	CSEC General Proficiency	Pass
CVQ	Level II English Language and Mathematics	CSEC level 3	
RSA Examinations	Stage II subjects	GCE 'O' Level	Grade C
RSA Examinations	Stage III subjects	GCE 'A' Level	Grade D/E
Test of English as a Foreign Language (TOEFL TEST)	Mark of 500	CSEC pass in English Language	
UCC Core Mathematics (MTH002)	<u>A - C</u>	CSEC General Proficiency	Grades I to II
UCC English for Academic Purposes (ENG002)	<u>A - C</u>	CSEC General Proficiency	Grades I to II
UCC Fundamentals of Accounting (ACT001)	<u>A - C</u>	CSEC General Proficiency	Grades I to II

Note: An applicant is free to accept or reject the decisions of the Admissions Committee in relation to offers of admission. However, this choice must be made before enrolment, since all who register will be deemed to have accepted all the policies and regulations of the University of the Commonwealth Caribbean (UCC).

Graduate Programmes- Overview

Overview and Admission- Graduate Programmes

Overview and Philosophy

- FIU Professional MBA Programme
- FIU Master of Science in Curriculum and Instruction
- FIU Master of Science in Engineering Management (MSEM)
- Commonwealth Executive Master of Business Administration (CEMBA)
- Commonwealth Executive Master of Public Administration (CEMPA)
- UCC Master of Business Administration
- University of London Master of Laws
- Orientation- Local Graduate Programmes
- Orientation-International Programmes

Orientation and Philosophy

The College of Graduate Studies and Research (CGSR) is the provider of quality post-graduate education in leadership, management and public

administration at the University of the Commonwealth Caribbean (UCC). The mission of the College of Graduate Studies and Research is to serve, teach and research in order to improve the quality of business, social, public and organisational leadership and performance. Through our internationally-recognised and accredited graduate programmes, UCC is committed to meeting the social and professional demands for higher education at the postgraduate level in Jamaica and the Caribbean. Partnering with international entities such as the Commonwealth of Learning and the Florida International University to offer cutting-edge world-class graduate programmes, UCC is contributing to national and regional development by enhancing the professional growth and careers of our nation's citizens, by developing human resources in various fields, and by offering quality post-graduate

programmes that can be implemented locally and globally.

Understanding the constraints of the busy, working professional, UCC's College of Graduate Studies and Research is focused on creating opportunities for workers in the public and private sectors to obtain graduate degrees on schedules that minimise disruption of work and personal pursuits. The current programme offerings are each delivered by highly experienced and qualified practitioner-facilitators within a cohort class structure via a variety of modalities and schedule choices – face-to-face, fully online or blended/hybrid options on weekends and evenings. Programme lengths vary between 16 and 24 months, and during this period, participants will gain a wide range of new skills and sharpen their analytical abilities by linking their coursework activities with their day-to-day professional experience. A team approach is often used to allow for the sharing of diverse perspectives on various topics; this interaction results in a challenging, stimulating learning experience that provides for maximum return on time and resources invested.

Vision- The CGSR is a national, regional, and global quality provider of leadership, entrepreneurial and organisational development solutions.

Mission- The mission of the CGSR is to serve, teach and research in order to improve the quality of business, social, public and organisational leadership and performance.

The administration of the graduate programmes offered by the College of Graduate Studies and Research and the overseeing of graduate student admissions and advisement, and programme delivery are managed by the Senior Director. The Senior Director oversees graduate student admission, administration and programme

delivery. The Programme Coordinators in the College assist with the process of managing and providing support to students and faculty.

Philosophy- The educational philosophy of the College of Graduate Studies and Research is that the most effective leader is a practitioner-scholar. The programmes currently offered in the College of Graduate Studies and Research are as follows:

1. FIU(Florida International University)- Professional Masters in Business Administration
2. FIU- Master of Science in Curriculum and Instruction
3. FIU- Master of Science in Engineering Management
4. Commonwealth of Learning- Executive Masters in Business Administration
5. Commonwealth of Learning- Executive Masters in Public Administration
6. UCC -Master in Business Administration
7. UOL (University of London) -LLM (Masters of Laws)

FIU Professional Master's In Business Administration (MBA) Programme- The **Florida International University Professional MBA** is offered by the Chapman Graduate School of Business, FIU, in partnership with University of the Commonwealth Caribbean (UCC). The **FIU PMBA-Jamaica** features a leading-edge curriculum that enhances business knowledge and strengthens leadership qualities and is specifically designed for busy management professionals who seek an MBA degree on a convenient schedule.

Accreditation- The FIU College of Business has AACSB (Association to Advance Collegiate Schools of Business accreditation. AACSB) provides internationally recognised, specialised accreditation for business and accounting programs at the bachelor's, master's, and doctoral

levels. AACSB Accreditation is known, worldwide, as the longest standing, most recognised form of specialised/professional accreditation an institution and its business programs can earn.

The **FIU College of Business** is ranked #15 in graduate international business programs in the U.S. (*U.S. News & World Report*) and the Chapman Graduate School is ranked in the top 15% of accredited Business Schools in the U.S. (*Business Week*). **UCC is the ONLY institution to offer the FIU PMBA programme in the Caribbean.**

Duration- The programme will be run over a Sixteen (16) month period - (Orientation takes place before the start of classes.)

Class Structure- Lectures will be conducted via a blended modality - Face-to-Face and Online classes - on Saturday nights and Sundays at the UCC Worthington Avenue Campus.

- **Online Classes:** 8-week consecutive classes (Online classes have no break periods (excluding Christmas break and other Public holidays as indicated on the schedule). Online class times will be done via Adobe Connect (class times and dates are to be confirmed).

- **Face-to-Face classes** are conducted for 4 weeks each out of every 8-week (online class) cycle. Face-to-face class times: Saturdays 6:30pm – 10:00pm; Sundays 8:00am – 2:00pm (Light coffee-break @ 11:00am)

Program Instruction- Instruction will be provided by full-time faculty from the FIU campus in Miami, Florida. All courses are facilitated by excellent FIU faculty with strong academic credentials and hands-on experience.

FIU PMBA PROGRAMME FEATURES:

- Web Based (Blackboard)
- Access to on-line libraries
- Tutorials for quantitative courses
- Wireless Connection in classrooms
- Office hours with FIU faculty by appointment

- Business Career Management / Professional Development Services (non-credit workshops and advisement) included in the programme

FIU Master of Science In Curriculum and Instruction- Jamaica

Overview- The Master of Science in Curriculum and Instruction is designed towards teaching and education practitioners.

Duration- The normal programme duration is 15 months.

Class structure- Lectures will be conducted via a blended modality - Face-to-Face and Online classes – on Saturday nights and Sundays at the UCC Worthington Avenue Campus.

- **Online classes:** 8-week consecutive classes. Online class times will be done via Blackboard (class times and dates are to be confirmed)

- **Face-to-face classes** are conducted for 4 weeks each. Face-to-face class times: Saturdays 6:30pm – 9:30pm; Sundays 8:00am – 3:30pm (Light coffee-break @ 11:00am)

Faculty- Faculty from the Florida International University (FIU), Miami, Florida will provide the major core of instructions. Jamaican lecturers will teach in the programme as appropriate in keeping with Accreditation guidelines.

Accreditation- The FIU School of Education and Human Development is fully accredited by the National Council for the Accreditation of Teacher Education (NCATE). Its programmes are approved by the Florida Department of Education. The Master of Science in Curriculum and Instruction is accredited by the Southern Association of Colleges and Schools (SACS).

Students will receive:

- Internet access at UCC facilities and email accounts
- Access to FIU Library

Field Trip- The Field Trip to FIU Miami Campus is Optional, and will be offered to students for an additional fee payable to FIU.

The minimum of Field Trip participants required is 10 students.

FIU Master of Science In Engineering Management (MSEM)- Jamaica- The goal of this programme is to prepare individuals for leadership, managerial and entrepreneurial positions in almost any technical industry. The vigorous curriculum integrating engineering, business, and law courses consists of 30 credits (10 courses).

- 30 credit hours of coursework – 10 courses of 3 credit hours each
- Classes will be held on Saturday evenings and Sundays
- Programme duration is up to 13 months.
- Each course includes a minimum of 37.5 hours of classroom and laboratory instruction by FIU faculty

Student Learning Outcomes

- The ability to apply engineering project management skills to manage an engineering project.
- The ability to apply TQM (Total Quality Management) concepts, techniques, skills and tools necessary to an industrial application.
- The ability to identify a legal problem or opportunity, render a sound legal judgment and formulate it into a business proposal.
- The ability to lead and manage business operations in an engineering and technology environment.
- In-depth competency in a technical or engineering field.

MSEM students receive:

- Assistance and guidance during the admissions process
- Course registration
- Course software
- Advising for successful progression of courses
- Access to FIU's Online Library
- Technology resources from the Engineering Information Center

Commonwealth Executive Master of Business Administration (CEMBA)

Commonwealth Executive Master of Public Administration (CEMPA)

The CEMBA-CEMPA Programmes complement the other graduate management programmes offered by UCC to help meet the demand for post-graduate management and public administration education locally, regionally, and globally.

CEMBA-CEMPA Objectives

1. To enable students in the Commonwealth to obtain affordable Master's degrees, contributing to their professional growth and career advancement, and to their country's development.
2. To enable Commonwealth students to develop human resources in management in the business and public sectors.
3. To develop quality post-graduate programmes that can be implemented widely within Commonwealth countries and be internationally recognised.

The CEMBA and CEMPA are integrative and dynamic management development programmes. In each programme, participants take:

- Nine (9) Core Courses in critical functional areas culminating with Strategic Management as the Capstone integrating the concepts and competencies.
- Two (2) Specialist Courses enabling more in-depth exploration.
- Three (3) Required Courses: Business Ethics, Research Methodology and Master's Applied Research Project

The CEMBA-CEMPA programmes consist of 42 credits each and the courses are delivered in the lock-step format.

UCC- Master of Business Administration (UCC-MBA) Objectives

1. The UCC-MBA prepares persons to successfully lead and manage organisations and businesses in a variety of fields within fast-

changing local, regional and global contexts, and supports upward mobility as well as entrepreneurial aspirations.

2. As participants expand their knowledge and skill base in the critical core areas and receive targeted training in the specialisation of their choice, MBA graduates can expect to receive increased and more diverse opportunities for promotion and income generation, to become more flexible and marketable, and to gain confidence and credibility as nation-builders and qualified leaders in their professions.

The MBA programme is offered within a framework of seven (7) specialisations:

- Disaster Management
- Entrepreneurship
- Human Resource Management
- Accounting
- Finance
- Marketing
- Healthcare Management

All specialisations are supported by a shared core of ten courses (30 credits each) and each concentration contains four specialist courses (12 credits each). Students complete 42 credit hours of courses for the MBA degree.

The ideal graduate student will recognise entrepreneurship, business, and management as life callings, showing evidence of:

- Demonstrated work experience and effectiveness
- Ability to do graduate work
- Maturity, motivation, and potential for significant growth
- Leadership, creativity and integrity
- Ability to contribute to the study team and class participation
- Ability and willingness to make 18 or 24 months commitment

Graduate Students are monitored closely to ensure that their academic performance meets the required standards. All graduate students are required to maintain a GPA of a minimum of 3.0 to remain in each programme.

As per the UCC Programme Completion Timeframe Policy, the maximum time-frame to complete the CEMBA-CEMPA and UCC-MBA degrees for the part-time student is five (5) years.

University of London Master of Laws- The University of London (UOL) is the awarding body for the Master of Laws qualification.

The Master of Laws (LLM) programme offers a challenging and flexible scheme of study which advances students' engagement with a range of legal themes.

The LLM programme aims to provide:

- ✓ Advanced understanding of the specific fields of law offered
- ✓ Knowledge and understanding of the contexts in which laws operate
- ✓ The skills needed to understand complex, advanced issues in law
- ✓ Advanced intellectual engagement with difficult legal problems
- ✓ Opportunities to develop tools needed to undertake legal research
- ✓ An environment of self-development into organised and interactive legal professionals

Specialisation- The six UOL LLM specialisations offered at the UCC are:

- Commercial and Corporate Law
- Banking and Finance Law
- Public International Law
- International Dispute Resolution
- Maritime Law
- Human Rights Law

Face-to-Face Tutorials- offered at UCC

- Duration - 2 years
- Part-time study option
- Flexibility
- Weekend classes
- Lectures by practicing attorneys
- Practice exams
- Review sessions
- Academic advising
- Individual attention and feedback
- Additional support and guidance through the programme
- Access to UCC Library resources

Orientation– Local Graduate Programmes

The College of Graduate Studies and Research conducts Orientation sessions for local graduate programmes. The MBA, CEMBA and CEMPA programmes each begin with a not-for-credit orientation course which has four (4) main objectives:

- To orient persons to UCC's processes.
- To familiarise students with the Aeorion and Moodle student management and learning systems.
- To provide time management and personal tools and technologies which will assist student throughout the programme.
- To develop students' confidence in their abilities to be successful in a graduate level learning environment.

The CEMBA and CEMPA programmes commence with a three (3) week Orientation Course which is administered by UCC staff members, a cadre of qualified specialists, some of whom are lecturers in the programme, and at least one graduate of the programme. The MBA Orientation Course follows the same programme as the CEMBA and CEMPA with the exception of the research components. The Orientation Course takes the following format:

Week 1– Groups and Teamwork– (3½ hours) UCC; Prior Learning Assessment (PLA) portfolio

Week 2 – Information Session – UCC Staff

- Introduction to the Commonwealth of Learning; Partnership with UCC
- The CEMBA and CEMPA Programmes – Background and Philosophy
- Rationale for Orientation Programme
- Expectations and Motivation
- Board of Graduate Studies
- Accreditation

Graduate Testimonial

Information Session- CEMBA and CEMPA Staff

- **Programme Information:-**

Course Structure (Schedule); Course Requirements and Grade Scheme - Passing Grade Policy, Etc;

- **Examination Unit and Student Financial Services** - Balances; Eligibility For Exams; Eligibility To Receive Grades

Textbooks:- Booklist; Rental Scheme – Distribution of Textbooks

Aeorian SMS and LMS Systems:
(Registration and Grades; Course Material, Posting Discussions, Chat Sessions, Quizzes)

Student Financial Services and Financial Partners
Question and Answer Session

Introduction to the Applied Research Process* - (3½ hours)

Requirements for Research Papers*
– (3½ hours)

*UCC Research Manual

*The Publication Manual of the American Psychological Association, 6th Edition, 2009 will be used throughout the Programme.

Week 3 – Basic principles of communication applied to writing

- The Writing Process
- Keys to effective writing
- Correctness: Language skills for effective written communication
- Writing arguments
 - Summary writing from structure of argument

Academic Writing- APA standards*

- Plagiarism (5½ hours)

Case Study Methods of Analysis –

CEMBA and CEMPA Online students participate in an additional orientation programme specific to the Moodle Learning Management System and the Adobe Connect platform.

Orientation- International Programmes

Florida International University (FIU) conducts its own Academic and Operational Orientation sessions for each of the programmes at the beginning of each cohort.

Overview and Admission- Graduate Programmes

The College of Graduate Studies and Research (CGSR) is the provider of quality post-graduate education in leadership, management and public administration.



Graduate Programmes- Admission Requirements

General Admissions-

Local Graduate Programmes

- Master of Business Administration (MBA)
- Commonwealth Executive Master of Business Administration (CEMBA)
- Commonwealth Executive Master of Public Administration (CEMPA)

International Graduate Programmes

- Florida International University (FIU) Professional MBA
- FIU Master of Science in Curriculum and Instruction
- FIU Master of Science in Engineering Management
- University of Sunderland's Doctorate In Business Administration/DProf

General Admissions- Each programme in the College of Graduate Studies and Research (CGSR) has its own set of admission criteria, as outlined below:

For the following programmes admission criteria are as follows:

- Master of Business Administration
- Commonwealth Executive Master of Business Administration (CEMBA)
- Commonwealth Executive Master of Public Administration (CEMPA)
- Florida International University (FIU) Professional MBA
- FIU Master of Science In Curriculum and Instruction
- FIU Master of Science In Engineering Management

The ideal applicant for UCC's indigenous MBA programme and the Commonwealth Executive Master of Business Administration (CEMBA) and Commonwealth Executive Master of Public Administration (CEMPA) programmes will recognise entrepreneurship, business and management as life callings, and will show a commitment to the qualities of personal

character development which are relevant to business success and ethical behaviour.

Prospective students are encouraged to submit their applications to the admission department. Application materials are reviewed thoroughly for evidence of writing and communication skills, and for such values as initiative, maturity, integrity, commitment, leadership, teamwork, innovation, and creativity. Involvement and leadership in professional, community and collegiate activities may thus be considered and would strengthen the application. In order to maintain as rich a learning environment as possible, UCC also seeks to enrol students from a variety of backgrounds.

Local Graduate Programmes

▪ Admissions to Master of Business Administration (MBA)

UCC considers responsible academic performance and excellence in testing as evidence of the applicant's ability to do well in graduate study. There is no single GPA requirement that will guarantee admission to the MBA programme. To be a viable candidate to the MBA programme, applicant who did not perform well in their undergraduate programme would typically be expected to show ability and motivation through such measures as CEMAT/GRE/GMAT scores and / or professional success in organisational leadership and management and the business world. Some of the primary factors that will attract the attention of the UCC's Admissions process are:

1. Professional Curriculum Vitae- Strong professional work experience, as reflected in a resume, C.V. (curriculum vitae), or other documentation.

2. Undergraduate Degree- Completion of an Undergraduate degree from an accredited programme

3. GPA- While no specific GPA is required for admission, students who bring GPAs above 2.7 overall, or in their major, from colleges/universities with rigorous academic programmes can marshal the necessary skills for high academic performance. However, students whose professional experience or other evidence shows that they have matured since their undergraduate record may typically be accepted with lower GPA levels. Grades earned in approved/accredited graduate-level coursework or equivalent programmes in other countries may also be considered.

4. Statement of Purpose (Essay)- This describes the applicant's interest in pursuing a UCC MBA Programme, their future plans, and how the MBA will help them achieve those goals. It will be evaluated both with respect to motivations and mastery of communication skills.

5. CEMAT or GMAT- Formal graduate entry examination scores, such as the CEMAT or GMAT. This is highly recommended for persons whose credentials may not be strong enough to warrant acceptance into the programme. CEMAT or GMAT scores are preferred, but GRE or other international scores may also be considered.

6. Recommendations: Applicants should provide two recommendations from individuals who are familiar with his/her character, work performance, academic ability, and leadership potential. Completed Recommendation Forms or Letter of Recommendation should to be sent directly to the UCC Registry or the respective MBA Programme Director.

Applicants should generally avoid using family members or persons who they currently supervise for recommendations.

Interview: After a preliminary review of the application, an applicant may be required to attend an interview with the Director of Administration and Student Services and the Registrar/Admissions Manager (or nominee). The interview can be conducted either in person or by telephone. The interview will evaluate an

applicant's level of maturity, interpersonal skills, career focus, and motivation, inter alia.

No single criterion will be decisive in the admissions decision. Each item will be considered in relation to the applicant's total qualifications. Each application is evaluated on an individual basis. Applicants are notified as soon as a decision has been made.

Admissions Requirements for CEMBA and CEMPA:

▪ **Commonwealth Executive Master of Business Administration (CEMBA)**

▪ **Commonwealth Executive Master of Public Administration (CEMPA)**

In general, admission to the CEMBA and CEMPA programmes requires the following:

- A working knowledge of the English Language at the post-graduate studies level
 - Successful completion of the Commonwealth Executive Management test (CEMAT) (where required) and submission of Prior Learning Assessment (PLA) portfolio.
- a) **Bachelor's Degree-** Less than 2.0. GPA- A minimum 5 years' working experience at the supervisory/managerial level; and Commonwealth Executive Management Achievement Test (CEMAT) required.
- b) **Bachelor's Degree-** Greater than 2.0 GPA- 3 years' working experience at the supervisory or managerial level; CEMAT and PLA waived.
- c) **Without a Bachelor's Degree (Mature Entrant)-** Significant managerial working experience required - at least 5 years in executive positions; other professional qualifications acceptable; CEMAT; certain pre-requisite courses and Prior Learning Assessment (PLA) portfolio required.

All applications are presented to the Admissions Committee which consists of the Dean/Senior Director; Director, Administration and Student

Services; and Registrar or Admissions Manager (or nominee).

The following are taken into consideration:

- Demonstrated managerial experience and effectiveness
- Potential for significant growth
- Ability to contribute to the study team and class participation
- Ability to do graduate work
- Maturity and motivation
- Ability and willingness to make 24 months (part-time) or 12 months (full-time) commitment

Additional Matriculation requirements for Mature Entrants are:

- Commonwealth Executive Management Admission Test (CEMAT), and
- Prior Learning Assessment (PLA)

CEMAT Achievement Test- Required for applicants without a first degree or those with a degree but less than 2.0 GPA.

The Commonwealth Executive Management Admission Test (CEMAT) is a Management Aptitude test provided by the Commonwealth of Learning to judge applicants' capability of successfully taking the programmes. This aptitude test is conducted on dates arranged between the candidate and the Programmes Coordinator after the candidate has made payment for the test and prepared for it using the online materials to which candidates are given access. The CEMAT is designed to provide an additional dimension of measurement for candidate selection for this rigorous and demanding programme of study.

Validity of Admission- Candidates successfully completing the Admission Test (CEMAT) are eligible for admission in the year they pass the test or in the subsequent year. Registration for the programme shall be valid for five (5) years from the date of admission. If a candidate is unable to complete the Programme within 5 years, she/he must then re-register.

Prior Learning Assessment (PLA) Portfolio

Portfolio/Flexible Assessment- Applicants without Bachelor's degrees will be required to

submit a portfolio consisting of documents relating to the following:

Career Achievement / Experience / Effectiveness

- Performance assessments/appraisals and/or written commendations showing evidence of
- Excellence in job performance, superior intellect/application/initiative, rewards/recognition for outstanding results
- Descriptions and demonstrations of involvement in special assignments or projects; team leadership; product improvement, design or development
- Evidence of promotions to positions of increasing responsibility
- Evidence of successfully conducting formal workshops/seminars/training sessions
- Evidence of successful participation in a formal work-related mentoring or management development programme.
- Company/industry awards and citations.
- Non-formal training – provision of signed certificates to validate attendance at career development or skills training workshop or seminars (minimum 16 hours per workshop or seminar)
- Significant business ownership – Articles and Memoranda of Association and financial statements (specifically for those seeking to pursue the EMBA).

Community Involvement and Leadership-

Leadership or Directorship or Board Chairmanship or Membership or Founding role in established/significant body, for example, civic organisation, church, clubs/societies

- Founding role in organisation exhibiting sustainability beyond 3 years
- Selection by peers for commendation

- Community/National/International awards/recognition
- Membership in professional organisations or lobby groups
- Articles published about the applicant's accomplishments

Academic Qualifications- *(Not Including Matriculation Requirements)- Certification from university-level professional courses)*

- **Authorship**
- Book(s) published or contributed to
- Scholarly essays/articles written by applicant in journals
- Newspaper articles submitted by applicant
- Recognised involvement in research activity published results.

Testimonials- Testimonials from highly-placed individuals in reference to applicant's character traits, accomplishments, expertise, knowledge experience, etc.

Admission to a Second Master's Programme- CEMBA and CEMPA graduates who wish to second Commonwealth Executive Master's programme may be admitted upon the completion of the following requirements:

- Successful completion of and graduation from the CEMBA or CEMPA programme
- Submission of Graduate Application form
- Submission of Statement of Purpose essay
- Submission of updated CV

Academic Prerequisites-

An applicant with a bachelor's degree in any discipline or a suitably qualified Mature Entrant may gain acceptance to the Master of Business Administration or Commonwealth Executive Master's programme.

The student in the MBA, CEMBA and CEMPA may begin the programme before completing the pre-requisites, but must complete the appropriate pre-requisite prior to registering for the course for which it is

required. No credits are assigned to pre-requisite courses.

Application documents will be assessed with respect to the need for pre-requisites during the admission process. Once a student has been admitted, his/her transcript(s) will be reviewed to determine if he/she has satisfied the Mathematics, Statistics, Accounting, Economics, and Marketing prerequisites. He/she will receive written notification from UCC's registry if one or more prerequisites have not been satisfied. The student must then register for the required pre-requisite course(s).

However, MBA, CEMBA and CEMPA candidates without sufficient college-level background/competencies in Mathematics, Statistics, Accounting, Economics, and Marketing will be required to complete one or more of the specific pre-requisites modules as listed in the table below:

MBA, CEMBA and CEMPA – Pre-Requisites	
MBA, CEMBA and CEMPA Courses Which Require Pre-requisites	Pre-requisites
Modeling Analysis for Decision Making in Organisations (MGQT6003) Statistics for Management Education (MTH408)	Mathematics and Statistics for Management Education (MTH408)
Quantitative Techniques (MTH604)	Mathematics and Statistics for Management Education (MTH408)
Operations Management (MGT606)	Mathematics and Statistics for Management Education (MTH408)
Financial Accounting and Management (FINM6001/FIN610)	Essentials of Accounting (ACT409)
Managerial Accounting – Information for Decision-Making (ACCT6001/ACT611)	Essentials of Accounting (ACT409)
Business Economics (ECON6001) Economic Environment of Business (BUS605)	Survey of Economics (ECN400)
Marketing Management and Strategy (MGMK6006)	Marketing Management (MKT300)

Florida International University (FIU) Professional MBA

Admission Requirements- Applicants must comply with the following admission conditions:

- Have earned a bachelor's degree from an accredited institution
- Have earned an undergraduate GPA of 3.0 or higher in all upper division course work
- Have 4 or more years of professional experience
- Obtain two letters of recommendation from either faculty members at institution attended for their undergraduate degree, professional supervisors/managers or business associates
- Complete a personal interview and submit a one-page essay on their motivation to attend the programme

In selecting participants, the FIU Admissions Committee considers the following:

- Demonstrated professional experience and effectiveness
- Potential for significant growth
- Ability to do graduate work in business
- Ability to contribute to the study team and to class participation
- Maturity and motivation
- Ability and willingness to make a 16-month commitment

International Graduate Programmes

Academically qualified students from foreign countries are encouraged to apply for admission to UCC. Applicants must be sufficiently proficient in English to be able to study entirely in the English language.

The following must be sent (as applicable) to the Registry in addition to the admission materials for the graduate programme:

- a) Official Bank Statement certified by appropriate authorities (e.g. equivalent to a Justice of the Peace, or an Attorney)

- b) Copies of Official Course Outlines from degree granting institution
- c) Official TOEFL (Students from countries where English is not the primary language will be required to submit a minimum TOEFL score of 550; computer-based score of 213 or Internet-based score of 79).
- d) Official translations (as certified by a translation service) of all documents submitted in relation to application.
- e) Affidavit of Support indicating that sponsor will be responsible for applicant's expenses while pursuing the programme in Jamaica.

Due to Immigration requirements in Jamaica and the necessity of having transcripts evaluated, the deadline for the completion of admission applications from International students (to study in Jamaica) is three calendar months prior to registration day (according to the UCC Academic Calendar) of the academic term of entry (that is, when the cohort begins).

Applications received after the deadline may be considered for a future entry term if the applicant desires. UCC may require applicants to have their academic qualifications and/or transcript(s) evaluated by the University Council of Jamaica (UCJ). All fees for these services are paid by the student directly to the evaluating agency.

When an applicant has been accepted by UCC, an acceptance letter will be mailed to the applicant so that the prospect may commence the official immigration processing (if they intend to study in Jamaica). Students entering UCC must assume full financial responsibility for tuition and charges incurred. In the event a student is being sponsored by an individual or company, an Affidavit of Support and supporting financial

documents must be submitted by the sponsor on behalf of the student. An advance cash deposit is required to be on file within the business office in the amount of the total cost of the semester; including any required health insurance premium (options for coverage will be supplied by the Graduate Studies Division). Otherwise UCC reserves the right to deny the student attendance for that academic period.

FIU Master of Science In Curriculum and Instruction

Admission Requirements- Applicants must comply with the following admission conditions:

- Have earned a bachelor's degree or equivalent from an accredited institution.
- Have earned an undergraduate GPA of 3.0 or higher in all upper division course work.
- Teacher's Diploma; certified copies of teaching diploma and bachelor's diploma.
- Submission of FIU Application Form for Graduate Degree Programmes -The application should be completed online.
- Official transcript(s) from every college/university attended (this includes your teaching diploma).
- Two (2) letters of recommendation
- Essay outlining Statement of Goals
- Updated resume.

FIU Master of Science In Engineering Management

Admission Requirements- The minimum requirements for admission into the Master of Science in Engineering Management are:

- Completed Graduate Application and application fee.
- A 4-year Bachelor's degree from an accredited university with a minimum of "B" average in the upper-level (the last 60 credit hours). An applicant whose GPA does not meet the minimum GPA requirement may be considered for conditional admission.
- Official transcripts of each previously attended university (undergraduate and

graduate) in an envelope sealed by the degree granting institution.

- If an official transcript is not in English, the applicant must obtain two sets of transcripts: one to be submitted to FIU in the original language and the other to be translated by an official translation agency (or certified translator).
- Three letters of recommendation from employers, faculty or professional associates.
- Official TOEFL (minimum score 550 paper-based, or 213 computer-based, or 80 internet-based) or IELTS (minimum 6.5). It is a requirement for students who attended/graduated universities in non-English speaking countries. FIU Institutional code is 5206. Register for TOEFL or Register for IELTS
- Statement of purpose: A well-written statement describing applicant's professional goals and reasons for pursuing the Master of Science in Engineering Management degree at Florida International University.
- Resume: A current resume is required, which may include education, professional training, internship, and employment history (full time and part time employment).

University of Sunderland's Doctorate in Business Administration (DBA and DProf)

The University of Sunderland (UoS) **Doctorate in Business Administration** (DBA) is a terminal business-focused degree that provides practical knowledge that can be directly applied in the workplace. DBA candidates must focus their research on business and management practices.

Each participant takes 6 modules including:

- Framing Professional Identity (PDC514)
- Practice-based Research 1 (PDC510)
- Planning and Contextualisation (PDC511)
- Critical Debate in Professional Practice (PDC512)
- Practice-based Research 2 (PDC513)
- Doctor of Business Administration Submission (DBA)

The DBA has a structure which draws on the following principles:

- Core material delivered in a flexible manner, via study days and the use of an e-learning environment.
- Work based development
- Individual advice
- Personal development, self-direction and motivation
- Peer Support

In general, admission to the DBA programme requires the following supplementary documents:

- A master's degree, 1st class or Upper 2nd class (Honours) bachelor's degree
- English Language competency at the post-graduate studies level
- 1 – 2 page Personal Statement addressing professional experience and standing
- 2 – 3 page Research Proposal related to specific problem(s) to be explored and research aims, review of current and relevant literature, proposed research methodology, and provisional time plan

- Completion and submission of all required documents and supporting items, including:

- a) Official UoS DBA/DProf Application Form
- b) Two (2) References (one academic and one professional)
- c) Transcripts of all prior tertiary level programmes of study (to be sent directly from the institution(s) to UCC)
- d) Copy of Passport or Birth Certificate (and Marriage Certificate if applicable)

Application Process- Graduate Programmes

Prospective students are required to complete and submit the formal Application Form along with the required credentials and fees.



Graduate Programmes- Application Process

Application Process- Graduate Programmes

Standard Application Process

Response to Application

Categories of Admission

Full Acceptance

Provisional Acceptance

Conditional Acceptance- Mature Entry

Advance Standing (Transfer of Credits)

Exemption

Standard Application Process

Students are required to complete the formal application form, and submit along with the required application credentials and fees. Required materials include copies of academic transcript, work certificates and a photograph.

Applicants are required to:

- a) Complete UCC Official Application Form (online or paper) related to programme option.
- b) Submit a recent (within 6 months of application) passport size photograph.
- c) Pay processing fee where applicable.
- d) Provide certified copies of academic qualifications.
- e) Submit certified copy of Birth Certificate.
- f) Submit certified copy of Marriage Certificate (where applicable).
- g) Submit certified copy of name change documents (where applicable).
- h) Submit certified copy of divorce related documents (where applicable).

Response to Application- All applicants will receive written notification of an offer of admission. This may be delivered electronically, if an email address was provided by the applicant, or via hard copy through the mail.

Applicants will be contacted to collect their admissions package at an office of the

Institution. The Admissions Package generally consists of the following documents:

- Offer Letter
- Acceptance Confirmation
- Enrolment Contract
- Tuition Schedule
- Stimulus (incentives) Package

Categories of Admission

▪ **Full Acceptance-** Full Acceptance requires that the student has met all of the requirements for admission to the MBA/CEMBA-CEMPA Programme as listed above.

▪ **Provisional Acceptance-** A student seeking the MBA/CEMBA-CEMPA degree from UCC who has not submitted all of the required documentation and materials for **Full Acceptance** may be accepted on the provision that he or she submit the missing required materials as determined by the application review process and indicated in writing to the applicant. This required information must be submitted within the time frame stipulated in the letter.

The minimum requirements for Provisional Acceptance are:

- 1) the completed graduate application form,
- 2) the application fee, and
- 3) evidence of an approved/accredited bachelor's degree. The maximum number of courses in which a student might be enrolled during the provisional period will be stipulated in writing.

▪ **Conditional Admission- Mature Entry**

Conditional Acceptance is granted to students who are mature entrants (that is, not in possession of a bachelor's degree or equivalent) and who do not qualify for full acceptance. Such students must have significant managerial or executive level experience in leading

organisations that are engaged in social entrepreneurial activities as evidenced in their CVs/Resumes and via the recommendations. These persons will be required to complete a Prior Learning Assessment process.

Applicants who have fully satisfied the Standard Admission Requirements except for the basic academic qualification, may be accepted via the Mature Candidate Route and granted admission having met the following standards:

- i. Minimum of five years' work experience in a field related to their proposed programme of study. Exceptions may be made if an applicant has significant work experience in a field other than the proposed area of study.
- ii. Review of documents submitted in support of the application:

Advanced Standing (Transfer of Credits) and Exemption

UCC students/applicants may be able to accelerate their individual programme of study with advanced standing credit which may be earned in a number of ways. All courses taken at other institutions will be evaluated to determine their eligibility for UCC credit.

Advanced standing is available through the transfer of credits. This occurs when applicants have prior tertiary education as certified by the submission of an official transcript(s) which is evaluated as per established institutional standards.

- **An exemption** is awarded without credit and a student receiving an exemption from a particular course is normally required to complete a different course to satisfy the credit requirements of the particular programme of study.

For both *advanced standing* and *exemption* applicants are normally required to have official

transcripts of their grades or official certification forwarded to the Registrar, University of the Commonwealth Caribbean, for evaluation before acceptance into the programme can be granted and they may also be required to provide course syllabi and outlines of courses previously pursued.

Candidates may use qualifications earned at other recognised and approved institutions for the following purposes:

- Exemptions from courses within a UCC graduate degree programme (Up to 6 credits). Each transcript will be individually assessed to ascertain if the modules/courses are equivalent to those of UCC.
- Transfer of Credits (Advanced Standing) for courses within a UCC graduate degree programme (Up to 6 credits). Each transcript will be individually assessed to ascertain if the modules/courses are equivalent to those of UCC.

Enrolment and Registration- Undergraduate and Graduate Programmes

An applicant is officially accepted to a programme when he/she has received a formal letter of acceptance from the Admissions Department and the student has returned the signed acceptance slip, and signed and submitted the Conditions of Enrolment.



Undergraduate and Graduate Programmes

Enrolment and Registration

Enrolment and Registration-Undergraduate and Graduate Programmes

Acceptance

Student Identification Number

Student Identification Card

Course Allocation- Undergraduate Programmes

Course Allocation- Graduate Programmes

Registration Process

Co-requisite Courses

Pre-requisite Courses

Elective Courses

Advanced Standing: Transfer Credits and Exemptions

Applicable Guidelines

Criteria for Acceptance of Credits

Applying for Credit Transfer and Exemption Procedure

Integral to student enrolment and registration are rules and regulations which demand strict adherence on the part of students. Students are expected to be fully acquainted with all published policies, as they will be responsible for compliance with these policies. Any violation is subject to the UCC taking specific actions.

In order to successfully fulfill the degree requirements for any programme within the timeframe established by the Institution, students are expected to act on the advisement given, to avoid any disruption to their academic schedule.

Students should also be mindful of the environment in which they function and ensure that they act in a responsible manner:

- Make informed choices regarding courses and programmes;

- Provide documentation in support of petitions and other requests;
- Maintain good grades in their performance of each course, adhere to stated regulations governing course registration, leave of absence, re-admission, add/drop and withdrawal; and,
- Dress in a manner in keeping with the stipulations under the heading Dress Code below.

In all circumstances and in all instances, a student is personally responsible for the course and satisfactory progress of his/her education. Accordingly, please ensure that you are aware of and comply with all institutional regulations.

Acceptance- No applicant is officially accepted to any programme until he/she has received a formal letter of acceptance from the Admissions Department and the student has returned the signed acceptance slip, and signed and submitted the Conditions of Enrolment to the Department.

Student Identification Number- Each student is assigned a unique identification number in the Aeorion Student Management System; this is clearly indicated in the Letter of Admission. This number is placed on the identification card which is issued to all incoming students and should be quoted on all correspondence from you to the institution. The number must also be used on exam scripts and projects.

Student Identification Card- Each student is issued with a student identification card which portrays his/her photograph, name, student identification number, programme of study and the expected date of completion. This identification card is required for the student to gain entry to classes, the library and computer laboratories, and to sit official examinations (including mid-module and End of Module).

Course Allocation– Undergraduate Programme

- **Full-Time-** A standard full-time study load is a minimum of fifteen (15) Credit Hours or five (5) courses per regular semester, amounting to 30 credit hours (10 courses) per academic year. Students are encouraged to progress through their programme during the special Summer Semester.
- **Part-Time-** A standard part-time study load is a minimum of nine Credit Hours or three (3) courses per regular semester.

Students who wish to carry fewer or additional courses must participate in academic advisement and make a formal application through the relevant Head of Department.

Course Allocation – Graduate Programme

Master's programmes in the College of Graduate Studies and Research are delivered part-time using a lock-step, modular, and cohort-based format. Students take one or two courses at a time over a period of four, five or eight weeks depending on the course requirements of the programme. The courses continue uninterrupted for the duration of these programmes, with only short breaks between the courses. Students are encouraged to remain with their cohort, but are permitted to take missed courses with other cohorts if necessary.

Registration Process- Registration is a continuation of the Academic Advising and Enrolment processes. Students should meet with their academic advisors prior to selecting and registering for courses via the Aeorion Student Management System

Dates pertaining to the registration periods are published in the Academic Calendar. Students are required to register for each semester (Fall, Spring and Summer Sessions as desired) to secure their place in a course. Registration is not

complete until financial clearance is obtained from Student Financial Services (SFS).

Co-requisite Courses- Conditional acceptance may require that a candidate successfully complete co-requisite courses. These co-requisite courses (e.g. Core Mathematics or English as a Second Language for non-native English speakers) must be pursued concurrently with the main programme of study. All programmes must be completed within the approved time frame as stated in the Letter of Admission.

Pre-requisite Courses- Students are required to take and pass the pre-requisite courses as notified and required to progress through their programmes of study. An example of a pre-requisite course is Academic Writing I, which must be successfully completed prior to a student being allowed to pursue Academic Writing II

Elective Courses- An elective course is a course offered by a department that is open to selection by students from outside that department. It is not the same as a compulsory module, which is a module required for a particular programme of study.

Please note that it may not always be possible to grant your request to undertake an elective course because of timetabling or other constraints.

The institution has identified non-compulsory courses within each of their programmes of study that a student may replace with elective courses. The number of courses that may be replaced in this way is six credits two courses (2) of a programme. The Programme Coordinator is the contact for students wishing to take electives in that department.

Elective Form- Students are required to complete the required application form to apply for an Elective course. If you are planning to

take more than one elective module, you will need to fill in a separate form for each.

Please follow the steps below to complete the process:

1. Complete the information about your chosen module in **Section 1**, in consultation with your Programme Coordinator and filling in all the parts of the table.
2. Take the form to the department offering your chosen course.
3. Obtain in-principle agreement in **Section 2** for your place on the chosen course, from the departmental contact.
4. Discuss your proposals with your Programme Coordinator and obtain a signature in **Section 3** to confirm approval of your request.
5. Your Programme Coordinator will then post a copy of the form to the department offering the elective course, for entry onto your academic record and hand you a copy of the signed form with the confirmation of your amended programme of study.

Advanced Standing: Transfer Credits and Exemptions

UCC students/applicants may be able to accelerate their individual programme of study with advanced standing credit which may be earned in a number of ways. All courses taken at other institutions will be evaluated to determine their eligibility for UCC credit.

- **Advanced standing** is available through the transfer of credits. This occurs when applicants have prior tertiary education as certified by the submission of an official transcript(s) which is evaluated as per established institutional standards.
- **Complete Exemption-** A complete exemption is awarded with full credit in cases

where a student is granted Advanced Standing from UCC courses because the student has already passed courses in other programmes at the UCC or passed courses of similar content at other recognised institutions. Students are not required to take replacement courses.

- **Partial Exemption-** In the case of a partial exemption, students may be advised to complete an alternative UCC course, in order to satisfy the credit requirements of their programme of study. This may occur for candidates who have completed special programmes of study, such as the Caribbean Advanced Proficiency Examination (CAPE), GCE Advanced Level examinations, or in the case of some professional programmes.

- **An exemption** is awarded without credit and a student receiving an exemption from a particular course is normally required to complete a different course to satisfy the credit requirements of the particular programme of study. This may occur for candidates who have completed special programmes of study such as Caribbean Advanced Proficiency Examination—CAPE, or GCE Advanced Levels—or professional programmes.

For both *advanced standing* and *exemption* applicants are normally required to have official transcripts of their grades or official certification forwarded to the Registrar, University of the Commonwealth Caribbean, for evaluation before acceptance into the programme can be granted and they may also be requested to provide course syllabi and outlines of courses previously pursued.

Candidates may use qualifications earned at other recognized and approved institutions for the following purposes:

- Exemptions from courses within a UCC degree programme.
- Transfer of Credits or Advanced Standing

for courses within a UCC degree programme.

Applicable Guidelines

1. A maximum of fifty (50) percent credits may be accepted as transfer in order to complete a UCC bachelor's degree programme.
 2. Persons with non-UCC credentials who are seeking entry to the final two years of a UCC baccalaureate programme are required to possess coursework credits or a completed, relevant tertiary qualification composed of at least fifty (50) relevant/transferable credits from a recognized tertiary institution. However, an applicant has to complete the minimum credit hours established for the specific UCC bachelor's degree (between one hundred and twenty-one (121) and one hundred and twenty-seven (127) credit hours) he/she is pursuing. The applicant thus has to complete the difference between the credits awarded (transfer of credits) and the credits required to complete the programme of study.
 3. Students who receive advanced standing must complete at least 50% of the total credit load (whether Associate or Bachelors') of the UCC degree in order to qualify for the conferral of same. Thus, no more than 50% of the degree credit load may be accepted by way of transfer of credits.
 4. Individuals granted up to 50% relevant/transferable credits may be granted **Conditional Acceptance** into year three of a bachelor's degree programme. **However, students who have to complete pre-requisite courses must successfully conclude them before proceeding to the final year of their programme (year four).** All prerequisite courses are specified in the acceptance letter and must be completed within the approved timeframes.
 5. If an applicant has up to 25% credits transferred into a UCC programme, he/she will be registered in the second year of a degree programme, subject to the approval of the Registrar.
 6. Individuals who have not completed a programme at another recognized tertiary institution, and who submit a transcript in support of an application for advanced standing are subject to scrutiny on three grounds:
 - i. The timeframe from the commencement of programme at the previous institution to the time of application to UCC. This time frame must not have exceeded five years for Associate and/or Diploma and seven years in the case of Bachelor Degree programmes up to the time of application.
 - ii. Credits may be accorded for relevant/transferable courses further to detailed assessment of an official transcript and will be granted in the case of grades at the level of C or above.
 - iii. Up to seventy-five (75) relevant/transferable credits may be accorded.
- Credits used for entry to the institution may not be used and hence, will not be considered for exemptions and/or advanced standing in a programme of study being pursued by a student.*

Criteria for Acceptance of Credits - The Transfer of Credits process **will not** award credit for courses:

- where the student earned below 50%.
- that are remedial or offered at the pre-tertiary level
- that are designated with less than 3 credit hours
- that are non-academic in nature (e.g. recreational, etc.)
- completed at a non-registered institution or in a non-recognized/accredited programme. For a credit to be accepted, it must fulfill the following criteria:
 - i. Be relevant to the prescribed programme.
 - ii. Be equivalent or similar in content to the prescribed course
 - iii. Be equivalent in contact hours

In order for the Registrar's Office to thoroughly evaluate requested transfer credit, information about programme or institutional accreditation, course work level, grading scales, and units of credit earned must be available. This information is generally included on the transcript key of an official transcript. If some or all of the required information is not printed on the transcript, students may be contacted for additional clarification or documentation. Please note that transfer credit can only be awarded for courses with final grades posted, and that all information included in the official transcript must match the transfer credit evaluation request form.

Limitation on Transfer of Credits- For applicants who possess up to 50% transferable credits, the credits may be accepted for courses at any level of the programme where there are equivalent courses. See applicable guidelines.

Credit Transfer Procedure

Advanced Standing/Exemption Procedure

Candidates applying for (a) transfer credits, or (b) course exemptions must complete the "*Application for Advanced Standing/Exemption Form*"

Requests must be supported by official transcripts of grades and relevant course outlines; these should be forwarded, under official cover, to the Registrar, University of the Commonwealth Caribbean.

All documents must be received within the first two weeks of the official commencement of the semester. Requests will not be processed until after official transcripts of grades, relevant course outlines and any other required documents are received.

Being awarded an exemption means that a student is not required to take the applicable course/subject in the degree/curriculum because it was already, recently covered as determined by the transcripts etc. in the required breadth and depth as part of a previous qualification. However, the applicant will be required to pursue a substitute course.

Please note: The decision of UCC concerning Advanced Standing or exemptions is final.

Academic Policies and Regulations- Undergraduate and Graduate Programmes

Students are required to be guided by, and adhere to UCC's regulations, policies, and procedures.



Undergraduate and Graduate Programmes-

Academic Policies and Regulations

Academic Policies and Regulations- Undergraduate and Graduate Programmes

Change in Registration Status

Leave of Absence and Resumption

Withdrawal from a Programme

Exiting With Associate (Terminal) Degree

Transferring Between Programmes

Cancellation of Registration for a Semester

Re-entry to a Programme

Add Drop Policy

Attendance Policy

Academic Probation Policy

Time Limit for Programme Completion

Change in Registration Status- Students electing to change their prescribed programme of study, the mode of study or campus must have formal approval from the Head of Department and the Registry. The required request form must be completed for approval. This applies to the following changes in status:

- Mode of study
- Programme of Study
- Academic Campus

N.B. At all times the University of the Commonwealth Caribbean reserves the right to discontinue the offering of a course or programme.

Optional Modality- There may be occasions when a class offered via the traditional face-to-face mode cannot proceed, due to the low registration of students. In such instances students may be offered the option of completing

the course via UCC Online modality. However, this will be dependent on scheduling and availability.

Leave of Absence and Resumption

Full-time Student- A student who for good reason wishes to be absent from an academic programme for one academic semester (not

counting a summer session) but not exceeding two academic semesters must apply for Leave of Absence by submitting the *Request for Leave of Absence Form and Summer Status* in duplicate (alternatively, for online students, documents must be sent via email) to their Campus Manager or Programme Coordinator, after recommendation for approval by the Head of Department. If the leave of absence request is for the Summer session, the **Summer Status** section of the Form should be completed.

Part-time Student- A Part-time student who for good reason wishes to be absent from an academic programme for one regular semester or a Summer Session but not exceeding two regular semesters must apply for Leave of Absence by submitting the *Request for Leave of Absence Form and Summer Status* in duplicate to their Campus Manager or Student Services/programme Coordinator, after recommendation for approval by the Head of Department.

Leave of Absence from a programme should normally be for one regular semester, one Summer session or up to a maximum of one academic year. On expiration of the leave of absence period, if the student wishes to have his/her leave of absence extended due to extenuating circumstances, he/she must apply to the Registrar. A Leave of Absence extension may be applied for and be granted twice.

Students wishing to rejoin a programme subsequently must submit an *Application for Re-Admission* form at least two (2) weeks prior to commencement of the course. A processing fee is applicable.

The total period for a Leave of Absence, including all extensions applied for and granted, may not exceed two (2) academic years. A student who fails to resume his/her studies at the

appointed time after the specified leave of absence extension period will be deemed to have withdrawn from or abandoned the programme. Students wishing to rejoin a programme must submit an Application for Re-admission Form at least two (2) weeks prior to commencement of the course. A processing fee is applicable.

Withdrawal from a Programme- A student seeking to discontinue his/her studies for a period in excess of two years or on a permanent basis must apply to withdraw from the programme. Students who withdraw from a programme must re-apply to the institution to seek re-entry.

A student wishing to withdraw from a programme of study must complete a *Programme Withdrawal Form* (in duplicate) and submit it to the Registrar or authorised officer for approval, after discussion with the relevant Programme Coordinator or Campus Manager. Forms are available at all UCC Campuses and online.

The date on which the withdrawal request is received by the Programme Coordinator or Campus Manager will be used as the withdrawal date for computing any refund in accordance with the Institution's current tuition refund policy. Where no request for programme withdrawal is received in writing, the student is deemed to have abandoned the programme of study.

Unofficial withdrawal results in 100% forfeiture of tuition and grades of 'F', as applicable, will be recorded for the semester's grades. When an 'unofficially' withdrawn student wishes to resume or re-enter the programme he/she is required to submit a new application, pay the tuition fee applicable at the time of the application, and will be subject to all the requirements applicable to new students entering the institution.

In all instances relating to Withdrawal from or abandonment of a programme the student will receive formal communication that details the institution's applicable policy and regulations and the impact on the student.

Exiting With Associate Degree- Applicants for undergraduate programmes of study are encouraged to apply for bachelor's degree programmes. Students enrolled in the bachelors programmes may, under special circumstances, pursue a planned course of study that leads to the award of an Associate degree after two years. New students who plan to exit with an Associate's degree after two years must apply to their Heads of Department (HOD) by the end of their first semester in the first academic year. Only students, who apply for Associate degrees by the end of the first semester in the first academic year of their study, will be considered for the conferral of Associate degrees.

Associate Degree Transfer Procedure- To exit a programme the student should submit the transfer request to their HODs by the end of the first semester in the first academic year. The Admissions Unit will process the Transfer Form and informs the student via email of the outcome. If the request is approved the student's programme Catalogue is changed on the Student Management System.

Transferring Between Programmes- Students are advised to apply for transfer into a new programme by the end of their first year, after consulting with their academic advisor and HOD. Both Heads of Department need to approve any such application. Students who do not satisfy the requirements of the proposed new programme will not be granted approval.

Cancellation of Registration for a Semester- Students who wish to cancel their registration for a given semester must use the Leave of Absence process. No record of attendance will be made on

the student's transcript for the given semester if done before add/drop. The last day for complete cancellation by any student is the end of the **Add/Drop** period.

Resumption/Re-entry to a Programme- For a student to be re-admitted to a programme, he/she must complete, and submit the *Re-Admission Application Form* to the Registrar by the end of the Late Application Period for the relevant semester with the appropriate fee being paid at the time of submission.

Students who are re-accepted into the programme will be subject to any increased tuition fees applicable at the time of re-entry.

Note: payment of the re-entry fee is not a guarantee of acceptance. Re-admission Forms are available at all UCC campuses and outreach offices.

Students who wish to resume their studies after expiry of their leave of absence should note that course availability may vary semester-by-semester. As programme requirements may change periodically, an academic advisor will assess the re-admitted student's academic record to determine if an alternative plan of study is required. Alternative plans may result in additional coursework requirements and tuition obligations. Where a student has withdrawn from a programme and at the time of resumption the previous course is no longer available, the University will endeavor to make available a substitute course.

Add/Drop Policy: The procedures have been organised into two categories: regular semester (Fall and Spring) comprising thirteen (13) weeks and Summer session encompassing ten (10) weeks.

- The permissible timeframe for adding or dropping courses is within the first two (2) weeks of the fall and spring semesters and the summer session.

- The Add/Drop Form should be used whenever a course is to be added or dropped.
- Courses withdrawn outside the prescribed add/drop academic periods will attract a **Withdrew "W"** Grade.
- Students are allowed a defined maximum attempted hours. Courses dropped outside the prescribed add/drop academic periods will count in the student's attempted hours.
- Students will be allowed up to a maximum of five **Withdrews (5W)** over the entire span of the academic programme.
- Students are allowed a defined maximum attempted hours. Courses dropped outside the prescribed add/drop academic periods will count in the student's attempted hours.
- The official period for a W grade ends at week 9 of fall and spring semesters and at the end of week 6 of the summer session. After the last day to drop a course with a W grade, students may drop courses and receive a WF (Withdrew Failing).
- A grade of WF counts the same as a grade of F in the student's grade point average and will appear on a student's academic transcript.

Please see: Add/Drop Policy below:

Add/Drop Policy	
Fall and Spring Semesters Weeks 1-2	Summer Session Weeks 1-2
<p>Adding Courses- A registered student may add courses to his or her schedule within the first two weeks of the Academic Calendar for the spring and fall semesters.</p> <p>Approval- Students must obtain approval from their Academic Advisor and/or Programme Coordinator to add a class; no additional approvals are required during the Add/Drop period.</p> <p>SFS Charges- None.</p>	<p>Adding Courses- A registered student may add courses to his or her schedule within the first two weeks of the Academic Calendar for the summer session.</p> <p>Approval- Students must obtain approval from their Academic Advisor and/or Programme Coordinator to add a class; no additional approvals are required during the Add/Drop period.</p> <p>SFS Charges- None.</p>
Fall and Spring Semesters During Weeks 1-2	Summer Session Weeks 1-2
<p>Dropping Courses- A student may drop courses from his or her schedule within the first two weeks of the Academic Calendar for the fall and spring semesters.</p> <p>Approval-</p> <ul style="list-style-type: none"> • Unregistered students must indicate a course to be removed in consultation with the Programme Coordinator or Academic Advisor. • Registered students will need the approval of the Head of Department (HOD) or Head of Schools (HOS) or Dean. <p>Academic Penalty- Students must remain enrolled in other courses for that term. If all courses are dropped then the student would be required to complete a Leave of Absence Form. Courses dropped during this period will not appear on their academic transcript.</p> <p>SFS Charges- Fee paid for the dropped course(s) will be deferred to the next semester.</p>	<p>Dropping Courses- A student may drop courses from his or her schedule within the first two weeks of the Academic Calendar for the summer session.</p> <p>Approval-</p> <ul style="list-style-type: none"> ▪ Unregistered students must indicate a course to be removed in consultation with the Programme Coordinator or Academic Advisor. ▪ Registered students will need the approval of the Head of Department (HOD) or Head of Schools (HOS) or Dean. <p>Academic Penalty- Students must remain enrolled in other courses for that term. If all courses are dropped then the student would be required to complete a Leave of Absence Form. Courses dropped during this period will not appear on their academic transcript.</p> <p>SFS Charges- Fee paid for the dropped course(s) will be deferred to the next semester.</p>
Fall and Spring Semesters After Weeks 1-2	Summer Session After Weeks 1-2
<p>Adding Courses- Adding courses after week 2 of spring and fall is not permitted after the official add/drop calendar period except in rare</p>	<p>Adding Courses- Adding courses after week 2 of summer is not permitted after the official add/drop calendar period except in rare</p>

<p>circumstances. Courses may be added at the discretion of the HOD/HOS no later than the end of week 3.</p> <p>Approval- To add courses after the Add/Drop period, a student must have the approval of the Head of Department (HOD), Head of School (HOS) or Dean.</p> <p>Academic Penalty- This approval must be indicated on the Add/Drop Form.</p> <p>SFS Charges- Late processing fee of \$1,000.00</p>	<p>circumstances. Courses may be added at the discretion of the HOD/HOS no later than the end of week 3.</p> <p>Approval- To add courses after the Add/Drop period, a student must have the approval of the Head of Department (HOD), Head of School (HOS) or Dean.</p> <p>Academic Penalty- This approval must be indicated on the Add/Drop Form.</p> <p>SFS Charges- Late processing fee of \$1,000.00</p>
<p>Fall and Spring Semesters End of 9th Week</p>	<p>Summer Session End of 6th Week</p>
<p>Dropping Courses- Dropping courses at the end of the 3rd to 9th week of Spring and Falls is not allowed. A student with very rare circumstance who desires to drop a course at the discretion of the HOD/HOS must be guided by the following process.</p> <p>Approval- In consultation with the Programme Coordinator or Academic Advisor, and approved by the Head of Department (HOD), Head of School (HOS) or Dean.</p> <p>Academic Penalty- Courses dropped during this time will count in the student's attempted hours. Students will receive a W grade for courses dropped during this time period, and these courses will count in the student's 5W count. They will also appear on the academic transcript. Students who drop a course during this period but who have already earned 5 Ws will receive a Withdrew Failing (WF) instead of a W grade, which will be recorded at the end of the term.</p> <p>SFS Charges- No tuition and related fees will be refunded. A late processing fee of \$3,000.00 is required.</p>	<p>Dropping Courses- Dropping courses at the end of the 3rd to 6th week of Summer is not allowed. A student with very rare circumstance who desires to drop a course at the discretion of the HOD/HOS must be guided by the following process.</p> <p>Approval- In consultation with the Programme Coordinator or Academic Advisor, and approved by the Head of Department (HOD), Head of School (HOS) or Dean.</p> <p>Academic Penalty- Courses dropped during this time will count in the student's attempted hours. Students will receive a W grade for courses dropped during this time period, and these courses will count in the student's 5W count. They will also appear on the academic transcript. Students who drop a course during this period but who have already earned 5 Ws will receive a Withdrew Failing (WF) instead of a W grade, which will be recorded at the end of the term.</p> <p>SFS Charges- No tuition and related fees will be refunded. A late processing fee of \$3,000.00 is required.</p>
<p>Fall and Spring Semesters</p>	<p>Summer Session</p>

End of 13 th Week	End of 10 th Week
<p>Dropping Courses- Dropping courses (after the end of week 9 and toward) the end of the 13th week of Spring and Fall is not allowed. A student with very rare circumstance who desires to drop a course at the discretion of the HOD/HOS must be guided by the following process.</p> <p>Approval- The Add/Drop Form should be completed in consultation with the Programme Coordinator or Academic Advisor and approved by the Head of Department (HOD), Head of School (HOS) or Dean.</p> <p>Academic Penalty- Courses dropped during this time will count in the student's attempted hours. A grade of WF counts the same as a grade of F in the student's grade point average. They will also appear on the academic transcript.</p> <p>SFS Charges- Tuition and related fees will not be refunded. A late processing fee of \$3,000.00 is required.</p>	<p>Dropping Courses- Dropping courses (after the end of week 6 and toward) the end of the 10th week of Summer is not allowed. A student with very rare circumstance who desires to drop a course at the discretion of the HOD/HOS must be guided by the following process.</p> <p>Approval- The Add/Drop Form should be completed in consultation with the Programme Coordinator or Academic Advisor and approved by the Head of Department (HOD), Head of School (HOS) or Dean.</p> <p>Academic Penalty- Courses dropped during this time will count in the student's attempted hours. A grade of WF counts the same as a grade of F in the student's grade point average. They will also appear on the academic transcript.</p> <p>SFS Charges- Tuition and related fees will not be refunded. A late processing fee of \$3,000.00 is required.</p>

Add/Drop Form: The form uploaded to UCC's website is to be completed whenever a course is to be added or dropped within the academic calendar period. The portable document format (PDF) writeable Add/Drop Form may be downloaded from the University's website and processed based on the student's modality:

Face-To-Face Students

The Add/Drop Form should be completed in consultation with the appropriate academic personnel as stipulated by the policy. Once the student has gotten the form signed off by the Coordinator and/or HOD/HOS:

- if payment is not required, the Programme Coordinator sends the completed Add/Drop Form to the Registry.
- if payment is required, the student proceeds to Cashier and Cashier sends the completed Add/Drop Form to the Registry.

Online Students

The Add/Drop Form should be completed in consultation with the appropriate academic personnel as stipulated by the policy. Once the student has gotten the form signed off or the approval email from the Coordinator and/or HOD/HOS:

- If payment is not required, the Programme Coordinator sends the completed Add/Drop Form to the Registry.
- If payment is required, the student sends approved form and proof of payment to Cashier and Cashier sends the completed Add/Drop Form to the Registry.

Add/Drop on Aeorion- A student who wishes to add or drop a course must complete the process in Aeorion through a Programme Coordinator or Head of Department of Head of Schools using the Add/Drop Feature. Students will not be obligated for tuition and other fees for courses dropped within the above specified time-frame.

Attendance Policy- Students shall be required to attend classes at the hours prescribed by the University and to be regular and punctual in their attendance. In particular:

- a. Students shall be required to attain the prescribed percentage of attendance 75% in order to qualify for an award representing completion of studies from the University;
- b. Students who have to be absent for extended periods must apply/express this in writing to the Head of Department of their programme of study or the course in which they are registered as applicable. Students must not absent themselves either before they have received a letter approving the request, or for days in excess of the period as may be authorised.

Students who have been absent from classes for three to six sessions for any course without having submitted a medical certificate to the Head of Department through the Programme Coordinator as is applicable shall be considered as having withdrawn from the UCC. These records will be placed on the student's permanent record with the Registry.

Academic Probation Policy- Students must demonstrate satisfactory academic progress towards the completion of their programmes. The University reserves the right to ask any student with a Grade Point Average below the minimum 2.0 within the undergraduate programme to be placed on academic probation as soon as there is concern about the student's performance. Additionally, any student who withdraws from three (3) or more examinations in succession and/or fails at least three or more courses or 9 credit hours without reasonable explanation within a semester will be placed on Academic Probation.

Probation- All students on academic probation shall be limited to a maximum of six (6) credit hours/course load per semester. The probationary

period is a maximum of two semesters. Students must earn a minimum GPA of 2.0 in each semester of Academic Probation until their overall GPA of 2.0 is restored. Students placed on academic probation will be required to attend special guidance sessions as arranged by the Academic Department to which they are assigned (number of sessions to be determined on a case-by-case basis).

Suspension- If the student's GPA remains unsatisfactory after the probationary period has elapsed the student may be placed on "Academic Suspension". Suspended students are not eligible to register for courses for at least one semester and the student's financial aid may be affected.

Students placed on academic probation may be required to attend special guidance sessions as arranged by the Academic Department to which they are assigned.

If the student's GPA remains unsatisfactory after the probationary period has lapsed the student may be placed on "Academic Suspension". Suspended students may not be allowed to enrol in classes for at least one semester and any financial aid may be affected.

Time Limit For Undergraduate Programme Completion- The maximum permissible timeframe to complete a programme is the prescribed programme duration, plus a period not exceeding an additional three (3) academic years. *An academic year is normally defined as two full academic semesters (Fall and Spring).*

- 1.1 The maximum permissible timeframe for completion of the UCC Associate Degree is five (5) academic years.
- 1.2 The maximum permissible timeframe for completion of the full Bachelor's Degree programme is seven (7) academic years.
- 1.3 Where the maximum permissible timeframes have been exceeded, individuals wishing to pursue

programmes at UCC will be required to apply to the institution (new applicant rules apply), and previous credits completed will not apply.

- 1.4 Where an individual is reapplying within the timeframe, but having more outstanding credits than the remaining time would normally allow for the completion of the programme of study, approval will not be granted for the re-application. Therefore candidates will be required to apply to the institution (new applicant rules apply).
- 1.5 The maximum permissible timeframe for the completion of a programme where an applicant was admitted with seventy-five (75) transferrable and relevant credits is five (5) years.

Academic Policies and Regulations- Graduate Programmes

Students are required to be guided by, and adhere to UCC's regulations, policies, and procedures.



Graduate Programme- Academic Policies and Regulations

Academic Policies and Regulations- Graduate Programme

Time Limit for Graduate Programme

Completion

Participant Agreement

Compliance with UCC Regulations

Cohort Integrity

Curriculum

Tuition and Fees

Group Process

Maintenance of Good Standing

Force Majeure

Student Representative- Graduate Programmes

Time Limit for Graduate Programme

The maximum permissible time-frame to complete a programme is the prescribed programme duration, plus a period not exceeding an additional three (3) academic years.

The programme length for the CEMBA and CEMPA is twenty-four (24) months and the programme length for the MBA is twenty (20) months (approximately two (2) years). Therefore, when the three (3) years are added, the maximum permissible timeframe for completion of the MBA, CEMBA and CEMPA degrees is five (5) academic years.

Where the maximum permissible timeframes have been exceeded, individuals wishing to continue in the programmes at UCC will be required to reapply to the institution (new applicant rules apply), and previous credits completed will not apply.

Where an individual is reapplying within the timeframe, but having more outstanding credits than the remaining time would normally allow for the completion of the programme of study, approval will not be granted for the re-application.

Therefore candidates will be required to apply to the institution (new applicant rules apply).

- **Participant Agreement-** This Agreement specifies the basic terms and conditions under which the College of Graduate Studies and Research at University of the Commonwealth Caribbean (UCC) will offer the Commonwealth Executive Master of Business Administration (CEMBA), the Commonwealth Executive Master of Public Administration (CEMPA), and the UCC Master of Business Administration (MBA), as well as any other indigenous UCC Master's degree programme. Each person participating in any of these programmes is to acknowledge and be guided by the terms and conditions outlined below prior to commencement of studies.

Compliance with UCC Regulations- In order to ensure good order and clarity re performance standards, mutual obligations and expectations, students are required to honour, be guided by, and adhere to UCC regulations, policies, and procedures. These include current rules, policies and procedures as well as changes in fees (general), and policies that may arise during the programme. Tuition is set per cohort and changes in tuition will only apply in the event that a student requests a leave of absence, withdraws, or/and has to do a course(s) with another cohort after his/her first registration.

Cohort Integrity

A. The structure is a lock step, cohort programme. Students need to adhere to the programme schedule at all times.

B. While a student may be allowed to 'drop' a particular course, and continue in the programme if the module is a pre-requisite to another in the schedule, the student will not be

allowed to do the subsequent course (for which the pre-requisite is required). S/he will have to attempt the courses (pre-requisite and the subsequent) when next offered.

Curriculum

A. Credits. This is a lock-step graduate programme. In the case of the CEMBA-CEMPA and MBA, the programme consists of 42 semester hours of courses (14 courses of 3 credits each).

B. The courses may be offered face-to-face, online, or blended.

Tuition and Fees- Tuition is paid according to the Payment Plan agreed by the student. Compliance with the terms of the payment plan determines the continuation in the programme of all students.

Group Processes- The programme utilises group processes as vehicles for facilitating an appreciation of the importance of team dynamics in organisational contexts. Through group activities, programme participants are offered several opportunities to engage in collaborative work as they would in an organisation, to reflect on their own experiences, and to understand the relationship between group processes and the output of the same (projects and presentations). Therefore group work counts toward a significant percentage of the final course grade. Participants are required to make meaningful and high quality contributions to the content and the organisation of group projects and/or presentations and to submit the designated parts of the paper and presentation in a timely manner. They are expected to be in attendance at and prompt for group meetings, and notify other group members should an emergency arise that causes lateness or prevents attendance. Integrity is expected of all persons in completing assignments.

Maintenance of Good Standing- In order to remain in good standing in the programme students must maintain a minimum 3.0 (out of 4.0) grade point average (GPA) during their studies. This represents a grade of B. This grade level is the minimum that a participant has to secure in order to pass each course. Failure to do so can result in one being placed on academic probation or being withdrawn from the programme.

Academic Probation- A CEMBA, CEMPA or MBA student on warning whose cumulative GPA falls below the 3.0 may be placed on probation or withdrawn from the programme. Such a student may be given one course to raise his/her cumulative GPA to 3.0 or above. Probation indicates serious academic difficulty.

- **Dismissal-** A graduate student on probation who does not improve his/her cumulative GPA within the timeframe defined will be automatically withdrawn from the programme. This is for a minimum of one academic year. After one year, the student may apply for readmission to the Institution in the same or different programme.

- **Term of the Participant Agreement -** The term of this Agreement shall be from the date of first registration to the scheduled completion of no more than 42 credit hours of courses. However, this term shall not exceed five (5) years.

Force Majeure- If, as a result of an act of force majeure, including without limitation, an act of God, war, riot, labor dispute, strike, threat thereof, intervention of a government agency or instrumentality or occurrence beyond control of the Institution, UCC is hindered in performing its obligations hereunder or is thereby rendered unable to perform its obligations hereunder, then, in such event, UCC shall have the right, upon notifying each student of the occurrence of force majeure as herein defined, to suspend performance of this activity until the event of force majeure has passed.

Student Representative- Graduate Programmes

Class Representatives are an integral part of the collaborative unit in the College of Graduate Studies and Research. This unit consists of the Institution's administration, the Faculty, the Student Executive and the general student populace. The role of the Class Representative is an important element in effectively facilitating an excellent relationship between the student body and the administration.

The Class Representative shall:

- Work with the Director, Administration and Student Services, CGSR and Programme Coordinators to address issues concerning the welfare of the students.
- Report (using the proper reporting protocol) any grievances/complaints of the student body to the Programme Coordinators, who will report to the Director, Administration and Student Services for matters to be addressed by the administration or at the level of the Board of Graduate Studies and Research, if necessary.
- Act as a bridge between the Student Executive and the respective groups.
- Communicate with students in the Cohort per institutional policy, decisions and concerns.
- Maintain an effective database of contact information- lecturers, students, other representatives and relevant administrative personnel.
- Attend meetings of the Board of Graduate Studies
- and Research and produce reports on issues within the span of their control.
- Communicate relevant decisions and new policies of the UCC and CGSR to the student body.

Tuition Fee Structure - Undergraduate and Graduate Programmes

Paying Tuition before the close of registration will afford discounts and avoid delays.



Undergraduate and Graduate Programmes- Tuition Fee Structure

Tuition Fee Structure and Payment- Undergraduate and Graduate Programmes

Tuition and Fee Payment

- **Tuition Financing**
- **Commitment Letter**

Partnered Financial Institutions

Student Withdrawal (New and Returning)

Leave of Absence or Deferral

Applications for Refund

Tuition Fee Refund Policy

Tuition and Fee Schedule

University of London (UOL) Fees

Association of Chartered Certified Accountants (ACCA)

Florida International University (FIU)

Scholarships

Students are required to pay tuition fee in full or make arrangement to pay for the total credits for which they have selected each semester/session, on or before the close of the registration period each semester or session as per the Academic Calendar.

Registration- Students are required to register each term for the courses they intend to sit.

This registration process includes course selection on the Student Management System (SMS), payment of the deposit charged and fees, and payment plan from Student Financial Services (SFS), and is to be completed on or before the closure of the Registration Period each term as per the Academic Calendar.

Late Registration Fee- Failure to comply with the deadline for payment or submission of commitment letters will result in a Late Registration Fee of \$3,500.00. Please see Tuition Fee Schedule.

Tuition Financing- For students sourcing funds through scholarships, Students' Loan Bureau

(SLB) or through loans from recognised financial institutions including the UCC partner institutions or their employers, a commitment letter from the organisation must be presented to the SFS Unit (or Campus Manager for Rural campuses) by the start of semester as indicated in the Academic Calendar.

Commitment Letter- The commitment letter must indicate the amount of funding approved, and the proposed date of payment. Students are encouraged to make appropriate arrangements regarding such commitments before the start of the semester.

Partnered Financial Institutions- The UCC has partnered with financial institutions to facilitate flexible, affordable monthly payment plan options for students. The partner institutions are:

- National Commercial Bank (Jamaica) Limited (NCB)
- City of Kingston Cooperative Credit Union
- JMMB
- Sagicor
- First Heritage Cooperative Credit Union
- Jamaica National Building Society
- ISP Finance

All these institutions offer loan products specially designed for UCC students, with fast processing time, low interest rates and minimal processing fees*.

Student Withdrawal

- **New Students-** A new student may cancel his/her enrolment contract, provided UCC is notified by the end of the Add/Drop period for each Semester or Academic session. In such cases UCC will retain the non-refundable deposit only, and any other funds paid be held on the student's account for future semester.

New Students withdrawing from the programme of study in the first semester AFTER the close of the Add/Drop period, irrespective of attendance,

will be charged the tuition payable for any course for which the student registered for the semester/academic session. Any funds remaining on the students account thereafter will be refunded, subject to an Administrative Fee of J\$3,500.00.

- **Returning Students-** If the participant withdraws after the close of the Add/Drop period, irrespective of attendance, the UCC will retain the tuition payable for any courses for which the student registered for the semester/academic session. Any funds remaining thereafter will be refunded, subject to an Administrative Fee of J\$3,500.00.

Leave of Absence or Deferral- Students applying for a Leave of Absence or Deferral are not eligible for refunds. Any monies paid for tuition will be held and applied to the students account on return.

Programme/Course Cancellation- The UCC reserves the right to cancel a scheduled programme/course if the registration is insufficient to meet the minimum class size requirements. In such instances, student will be encouraged to select another programme/course, failing which all monies already paid will be refunded.

▪ **Tuition Refund Policy**

Applications for Refund- are to be submitted in writing using the official Request for Refund Form available from the Receptionist at the Main Campuses in Kingston or the Regional Campuses.

The Form must be accompanied by copies of the receipts for payments made.

Tuition Fee Refund Policy- Refunds will only be processed where:

- A programme/course is cancelled by the University after a student has paid fees;
- A student completely withdraws from his/her programme of study;

Payments that have been made beyond the FULL programme fee for persons still enrolled in a UCC Programme

Subject to the provisions above, refunds will not be processed for students still enrolled in a UCC programme, where additional tuition will become due prior to completion of programme of study.

Students are therefore encouraged to ensure that they pay the correct amount for tuition, less any available waivers or scholarships, as such amounts will be applied to future terms and not refunded.

Tuition and Fee Payment Schedule 2019-2020

The applicable tuition and other fees applicable during the 2019-2020 academic year for undergraduate and graduate students pursuing UCC degrees are set out in table:

Tuition and Fee Payment Schedule, 2019-2020		
Face-To-Face Students	UCC Online Students (Jamaicans resident in Jamaica)	Caribbean (Non-Jamaicans)
Registration Fees- Students are required to register each term for the courses they intend to sit before the closure of the registration period.	Registration Fees- Students are required to register each term for the courses they intend to sit before the closure of the registration period.	Registration Fees- Students are required to register each term for the courses they intend to sit before the closure of the registration period.
Late Registration Fees- Students who fail to comply with the Registration deadline each term will incur a Late Registration Fee of Three Thousand Five Hundred Dollars (J\$3,500.00).	Late Registration Fees- Students who fail to comply with the Registration deadline each term will incur a Late Registration Fee of Three Thousand Five Hundred Dollars (J\$3500.00).	Late Registration Fees- Students who fail to comply with the Registration deadline each term will incur a Late Registration Fee of Fifty United States Dollars (US\$50.00).
Cost Per Credit- The cost per credit for the Academic Year 2019-2020 is Ten Thousand Dollars (J\$10,000.00) inclusive of: <ul style="list-style-type: none"> • Basic Tuition • Identification Cards (first issue only) 	Cost Per Credit- The cost per credit for the Academic Year 2019-2020 is Ten Thousand Dollars (J\$10,000.00) inclusive of: <ul style="list-style-type: none"> • Basic Tuition • Identification Cards (first issue only) 	Cost Per Credit- The cost per credit for UCC Online course remains at One Hundred United States Dollars (US\$100.00). This cost is inclusive of the following: <ul style="list-style-type: none"> - Basic Tuition - Identification Card (first only)
Cost Per Course- A typical three (3) credit course costs Thirty Thousand Dollars (J\$30,000.00).	Cost Per Course- A typical three (3) credit course costs Thirty Thousand Dollars (J\$30,000.00).	Cost Per Course- A typical three (3) credit course costs Three Hundred United States Dollars (US\$300.00).
Programme Cost- The total cost for a Sixty Four (64) credit programme is Six Hundred and Forty Thousand Dollars (J\$640,000.00) inclusive of UCC 101.	Programme Cost- The total cost for a Sixty Four (64) credit programme is Six Hundred and Forty Thousand Dollars (J\$640,000.00), inclusive of UCC 101.	Programme Cost- The total cost (tuition fees only) for a Sixty Four (64) credit programme is Six Thousand Four Hundred United States Dollars (USD\$6,400.00), inclusive of US\$100.00 for UCC 101.
Foundation Courses- The Tuition Fee for students pursuing the non-credit courses (English for Academic Purposes, Fundamentals of Accounting, and Core Mathematics) via the face-to-face mode is Eighteen Thousand Dollars (J\$18,000.00).	Foundation Courses- The Tuition Fee for students pursuing the non-credit courses (English for Academic Purposes, Fundamentals of Accounting, and Core Mathematics) is Fifteen Thousand Dollars (J\$15,000).	Foundation Courses- The Tuition Fee for students pursuing the non-credit courses (English for Academic Purposes, Fundamentals of Accounting, and Core Mathematics) is One Hundred and Fifty United States Dollars (US\$150.00).

Face-To-Face Students	UCC Online Students (Jamaicans resident in Jamaica)	Caribbean (Non-Jamaicans)
<p>Miscellaneous Fees- Effective Fall 2019, the annual miscellaneous fee is JMD \$15,000. Students starting in Summer 2019 are required to pay \$4,667. (This is the pro-rated cost (((\$15,000-\$1,000)/3) for the Summer Semester only. The One Thousand Dollars is deducted for the Insurance as students starting programmes in the Summer Semester are not covered until Fall. Thereafter, students are required to pay the fee of \$15,000 for the Fall 2019 semester, wherein insurance will become effective. Students are not covered for insurance if they start school in summer and pay the pro-rated miscellaneous fee.</p> <p><i>- Miscellaneous Refund- In the event that a student transfers to another University, please note that the Miscellaneous fees are non-refundable once the semester has started and the student has commenced studies.</i></p> <p>a). JAMCOPY License- For all UCC registered students including online to have access to, and legally reproduce extracts of copyright material published in print - books, periodicals and journals, a license fee is charged by the Jamaican Copyright Licensing Agency (JAMCOPY) is \$1,600.00. The fee is payable at the beginning of the academic year (or upon acceptance of an offer from the UCC, for students commencing programmes in the Spring Semester or Summer Sessions each academic year).</p> <p>b). Personal Accident Insurance- Students are required to pay One Thousand Dollars (J\$1,000.00) each academic year to access the Personal Accident Insurance</p>	<p>Miscellaneous Fees- Effective Fall 2019, the annual miscellaneous fee is JMD \$15,000. Students starting in Summer 2019 are required to pay \$4,667. (This is the pro-rated cost (((\$15,000-\$1,000)/3) for the Summer Semester only. The One Thousand Dollars is deducted for the Insurance as students starting programmes in the Summer Semester are not covered until Fall. Thereafter, students are required to pay the fee of \$15,000 for the Fall 2019 semester, wherein insurance will become effective. Students are not covered for insurance if they start school in summer and pay the pro-rated miscellaneous fee.</p> <p><i>- Miscellaneous Refund- In the event that a student transfers to another University, please note that the Miscellaneous fees are non-refundable once the semester has started and the student has commenced studies.</i></p> <p>a). JAMCOPY License- For all UCC registered students including online to have access to, and legally reproduce extracts of copyright material published in print - books, periodicals and journals, a license fee is charged by the Jamaican Copyright Licensing Agency (JAMCOPY) is \$1,600.00. The fee is payable at the beginning of the academic year (or upon acceptance of an offer from the UCC, for students commencing programmes in the Spring Semester or Summer Sessions each academic year).</p> <p>b). Personal Accident Insurance- Students are required to pay One Thousand Dollars (J\$1,000.00) each academic year to access the Personal Accident Insurance policy</p>	<p>Miscellaneous Fees-</p> <p>Tutorial Fee- A online tutorial Fee of US\$30.00 for Smarththinking.</p> <p>Online Proctor U Fee- A fee of US\$36.00. The fee covers online proctoring services for students sitting examination outside of Jamaica. This fee will be included in the course fee.</p> <p>Technology Fee- Payment required is US\$10.00 per semester.</p> <p>JAMCOPY License- For all UCC registered students including online to have access to, and legally reproduce extracts of copyright material published in print - books, periodicals and journals, a license fee is charged by the Jamaican Copyright Licensing Agency (JAMCOPY) is US\$15.00. The fee is payable at the beginning of the academic year (or upon acceptance of an offer from the UCC, for students commencing programmes in the Spring Semester or Summer Sessions each academic year).</p> <p>Personal Accident Insurance- This fee is not applicable.</p>

Face-To-Face Students	UCC Online Students (Jamaicans resident in Jamaica)	Caribbean (Non-Jamaicans)
policy provided. This fee is payable at the beginning of the academic year, or upon acceptance of an offer from the UCC, for students commencing programmes in the Fall or Spring Semester of each academic year. This fee is paid directly to Sagicor Insurance Company who provides the coverage.	provided. This fee is payable at the beginning of the academic year, or upon acceptance of an offer from the UCC, for students commencing programmes in the Fall or Spring Semester of each academic year. This fee is paid directly to Sagicor Insurance Company who provides the coverage.	Incidental Fee- Incidentals (e.g. application fees, repeat module, transcripts, alternative examinations, certificate copies, etc.) are charged separately. <i>A schedule of Incidental Service Fees is available from the Student Financial Services (SFS) Unit, Programme Coordinator and Cashier.</i>
<p>The remaining portion of the Miscellaneous Fees cover:</p> <p>c). Library and Information services: This provides access to the electronic databases, as well as the maintenance of the Library Software Management System.</p> <p>d). Graduation Processing Fee:</p> <ul style="list-style-type: none"> • This mainly covers the process that the Registry team engages in to assess eligibility for graduation through to preparation of certificate. • Preparation and/or purchase of gowns, hoods, honour cords, caps and certificate holders. <ul style="list-style-type: none"> - Each graduand contributes to the cost of processing the applications, provision of regalia, certificate and holders. The processing fee does not cover the economic cost of the graduation exercise. It is a contribution that is normally made by graduating students at universities. <p>c). Information and communication technologies- This enables the provision and maintenance of the Aeorion Student Management System, computer labs, and wireless services.</p> <p>b). Seminars, Workshops,</p>	<p>The remaining portion of the Miscellaneous Fees cover:</p> <p>c). Library and Information services: This provides access to the electronic databases, as well as the maintenance of the Library Software Management System.</p> <p>d). Graduation Processing Fee:</p> <ul style="list-style-type: none"> • This mainly covers the process that the Registry team engages in to assess eligibility for graduation through to preparation of certificate. • Preparation and/or purchase of gowns, hoods, honour cords, caps and certificate holders. <ul style="list-style-type: none"> - Each graduand contributes to the cost of processing the applications, provision of regalia, certificate and holders. The processing fee does not cover the economic cost of the graduation exercise. It is a contribution that is normally made by graduating students at universities. <p>c). Information and communication technologies- This enables the provision and maintenance of the Aeorion Student Management System, computer labs, and wireless services.</p> <p>b). Seminars, Workshops,</p>	.

Face-To-Face Students	UCC Online Students (Jamaicans resident in Jamaica)	Caribbean (Non-Jamaicans)
Conferences. c). Student Sports and Cultural Development activities.	Conferences. c). Student Sports and Cultural Development activities.	
Graduation Fee- Fall semester final year students will continue to pay the prorated \$5,000, if they had already paid the \$9,000 for graduation. If not, students will be required to pay \$15,000. - Walkers- An additional processing fee of \$2,500 is payable by walkers. This is necessary as their files have to be reprocessed due to outstanding modules at the time of graduating. * Please refer to the relevant section of the Student Handbook for details regarding the Graduation Policy.	Graduation Fee- Fall semester final year students will continue to pay the prorated \$5,000, if they had already paid the \$9,000 for graduation. If not, students will be required to pay \$15,000. - Walkers- An additional processing fee of \$2,500 is payable by walkers. This is necessary as their files have to be reprocessed due to outstanding modules at the time of graduating. * Please refer to the relevant section of the Student Handbook for details regarding the Graduation Policy.	Graduation Fee-

Registration and Payment- Registration is the process of selecting courses on Aeorion (with an Advisor or Programme Coordinator) and then proceeding to the Cashier to make payment. A student may pay in full or pay for one or two courses (depending on the number of courses that he/she will be doing for that semester) and the annual miscellaneous fee. Registration takes place only after full payment is made or the required deposit along with the financial arrangement which is done in the Student Financial Services (SFS) department. Students should register at the Campus where they are taking classes or where the Programme is offered.

UCC Scholarships- Recipients of UCC Scholarships should visit the Scholarship Unit within the Department of Student Affairs. Each scholarship recipient is required to maintain a 3.0 GPA, and this is verified before a scholarship

voucher is issued. The student then, proceeds to SFS, completes registration, and returns the voucher to the Scholarship Unit. If the student is a PATH recipient, a voucher is not issued as the Ministry of Labour and Social Security's approved list of PATH recipients is submitted to the SFS Department.

Both UCC Scholarship and PATH recipients are required to complete thirty (30) hours of voluntary service per academic year, equivalent to ten (10) hours per semester. Should the recipient have any concerns or questions, he/she may visit the Scholarship Unit for additional information.

Full Payment- If payment is made in full at the UCC's Cashier, the Cashier may complete the registration. At the Regional Campuses it is the Campus Manager, who completes the registration. If full payment is made at one of the locations below the student should call SFS to be

registered.

If the student pays in full at Aeorion online for a semester, registration can be done immediately by the student. However, students must follow Step 1 on the Course Registration Form to select courses and seek academic advisement. This process involves using your Curriculum Map to select courses in AEorion, complete the Course Registration Form and email to advisement@ucc.edu.jm and then call or email your Programme Coordinator to discuss course selections for approval.

Partial Payment-As at Spring 2019 two options are available for students making partial payment:

Option A- Once the Course Registration Form is approved students selecting Option A are required to pay the \$5,000 minimum non-refundable deposit by the stipulated date to obtain 100% financing which is repayable in four months. The stipulated date for this option is published via email by the Director of Student Affairs.

Option B- A student may pay for one or more courses (depending on the number of courses that he/she will be doing for that semester), and the annual miscellaneous fee where applicable at UCC's Cashier or at any of the payment locations and then make an arrangement with SFS for financing and completion of registration.

1. **ISP Financing-** A student not paying in full is required to go on a financing plan. Students are required to complete an ISP Tuition Financing Application Form and the Addendum -Student Authorization Form (available on the website and at UCC), after making the required deposit (at UCC Cashier/or any of the payment agency below) and then return to SFS for the registration process to be completed and to sign the application form.

NB. Kindly bring along completed ISP Forms to expedite the process. ISP payments should be made only at Paymaster or at UCC using the ISP Point of Sale Terminal.

The ISP Payment Plan option is only available to students attending classes at the Kingston Campus. A special internal UCC payment arrangement is in place for students attending classes at the regional campuses.

Employed Student- For students who are employed, they are required to take along a Government issued identification (eg. Drivers License, Voters Identification or a Passport) and their Taxpayer Registration Card (TRN)

Unemployed Student- Students who are unemployed, will need a sponsor, and a Sponsorship Form should be completed and both the student and the sponsors' Government issued identification and Taxpayer Registration Number should be submitted along with the form.

Payment Methods

The following payment methods are available:

1. **Online-** Using your Visa, MasterCard or NCB Keycard using your AEorion account. Simply go to www.aeorion.ucc.edu.jm, log into your account using your AEorion ID number, select the "Pay with Credit Card" link under the Student Management System section, and follow the instructions.
2. **BNS Accounts- Using Scotia Online**
Simply log on to your Scotia Online account, select UCC as the payee under the bill payment section, enter your eight (8) digit Aeorion student ID number as the account number, and then submit. You can then proceed to make the payment.

3. Jamaica National Building Society (JNBS) Branch Islandwide

Payments can be made in cash, direct from your JNBS savings account, or online using the JN Live online facility using your student ID number. Students with debit/credit cards can withdraw funds from in-branch ATMs. Send receipts to sfs@ucc.edu.jm

4. UCC Cashier

Acceptable payment methods are Credit Card, Debit Card or Manager's Cheque (acceptance of company cheques is subject to the approval of the SFS Unit). Cash will NOT be accepted for settlement of tuition fees.

5. Paymaster

Only ISP payments should be made at Paymaster

Term Financing- Students also have the option of applying for tuition financing through Term Financing on condition that the student's employer will facilitate salary deduction. To use this option students should send email to: To complete the application process, please log onto:

<https://mytermfinance.com/en-JM/>

Fall 2019 Registration

Registration- Is the process of selecting courses on Aeorion and making arrangements to pay.

To select courses, student should seek academic advisement. After courses are selected then student must pay or make arrangement to pay tuition and fees. Registration is not complete until the student obtains financial clearance from Student Financial Services (SFS).

All course selections must be made between July 14, 2019 - August 31, 2019. Payment dates and fees are listed below:

New and returning student can choose any of the 2 payment options.

	New and Returning Students Lectures Start September 1, 2019	
	OPTION A	OPTION B
Deposit Required	\$5,000 + \$15,000 (Non-Refundable) This Minimum Non- Refundable Deposit must be paid by August 18, 2019 for this Option A to be available to student	Min. \$30,000 + \$15,000
Normal Registration Period	July 14, 2019- Aug 18, 2019	July 14, 2019- Aug 31, 2019
Financing Available (Through ISP)	100% (Less \$5,000 Deposit)	Remaining Courses

	NB: Misc. Fee of \$15,000 not covered	NB: Misc. Fee of \$15,000 not covered
Months to Repay	Four (4) Starting August 25, 2019	Three (3) Starting September 25, 2019
Late Registration Period	(No Late Registration allowed for this group)	Sept. 1, 2019 – Sept. 13, 2019
Late Registration Fee	(No Late Registration allowed for this group)	\$3,500
Add/Drop Period	Sept. 1, 2019 – Sept. 13, 2019 (Add/Drop allowed but No Late Registration allowed for this group)	Sept. 1, 2019 – Sept. 13, 2019

Spring 2020 Registration

Students are to note carefully the process of Registration, which is as follows:

Step 1- Seek academic advisement from the Programme Coordinators regarding the number and title of courses you are required to complete

Step 2- Proceed to make the payment due using either Option A, Option B or full payment

Please note carefully the following:

1. For Spring 2020, all course selections and applicable payments should be made between November 10, 2019 and January 11, 2020 so as to facilitate course scheduling and academic planning
2. Registration is not complete until the student obtains financial clearance from Student Financial Services (SFS).
3. Courses will be considered “selected” only if Registration is complete
4. Absolutely no student will be registered after the Late Registration/Add/Drop period.

	New and Returning student may choose any of the 2 payment options, if not paying in full		
	OPTION A		OPTION B
Deposit Required	NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE: \$5,000 + Miscellaneous Fee (\$10,000) (Non-Refundable) RETURNING: \$5,000 (Non-Refundable) This Minimum Non- Refundable Deposit must be paid by December 20, 2019 for this Option A to be available to student.		NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE: Min. \$30,000 + Miscellaneous Fee (\$10,000) RETURNING: Min. \$30,000
Normal Registration Period	November 10, 2019 – December 20, 2019		November 10, 2019 – Jan 11, 2020
Financing Arrangement	100% Financing Available (Through ISP) (Less \$5,000 Deposit) NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE NB: Miscellaneous Fee not covered in ISP Financing	Commit to complete registration by paying balance remaining using preferred financial arrangement (loans, scholarship, commitment letter etc).	Remaining Courses NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE NB: Miscellaneous Fee not covered in ISP Financing
Payment Period	Four (4) Starting December 25, 2019	Complete full payment by January 25, 2019. Unfilled commitments will result in de-registration.	Three (3) Starting January 25, 2020

Late Registration Period	(No Late Registration allowed for this group)	Jan 12, 2020 - Jan. 25, 2020(Courses should have been selected before Jan 11, 2020)
Late Registration Fee	(No Late Registration allowed for this group)	\$3,500
Add/Drop Period	Jan 12, 2020 - Jan. 25, 2020 (Add/Drop allowed but No Late Registration is allowed. Courses should have been selected and Registered before December 20, 2019)	Jan 12, 2020 - Jan. 25, 2020(Unregistered students will not be facilitated for course selection during this period.)

Summer 2020 Registration

Step 1: Follow the steps below to select courses and seek academic advisement:

- Using your Curriculum Map, select your courses in AEorion,
- Complete the Course Registration Form and email to advisement@ucc.edu.jm (ensure the form is named with your student ID number and name as enrolled in AEorion)
- Alert your Programme Coordinator by call or email and discuss selections for approval
- Your Coordinator will advise you when the form is approved.

Step 2: Proceed to SFS to make the payment due using either Option A, Option B or full payment and complete registration.

- Payments should be made between March 22, 2020 and May 6, 2020
- Selecting a course does not constitute Registration
- Only **fully registered** students will be included on course registers.
- Registration is **not complete** until the student obtains financial clearance from SFS.
- **No** student will be registered after the Late Registration/Add/Drop period

	New and Returning student may choose any of the two (2) payment options, if not paying in full	
	OPTION A	OPTION B
Deposit Required	<p>NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE: \$5,000 + Miscellaneous Fee (\$4,667) (Non-Refundable)</p> <p>RETURNING STUDENTS: \$5,000 (Non-Refundable) This Minimum Non-Refundable Deposit must be paid by May 6, 2020 for this Option A to be available to student.</p>	<p>NEW STUDENTS & STUDENTS RETURNING FROM LEAVE OF ABSENCE: 40% of Tuition Deposit + Miscellaneous Fee (\$4,667)</p> <p>RETURNING STUDENTS: 40% of Tuition Deposit</p>
Registration Period	March 22, 2020 – May 6, 2020	May 7, 2020 – May 23, 2020
Financing Arrangement	<p>100% Financing Available Through External Providers (Less \$5,000 Deposit)</p> <p>Commit to complete registration by paying balance remaining using preferred financial arrangement (loans, scholarship, commitment letter etc).</p>	<p>Remaining 60% of tuition must be paid by June 30, 2020. This balance attracts service charge of 12% for the period.</p>

Repayment Deadline		All amounts owed must be paid by June 30, 2020. Unfilled commitments will result in de-registration.	All amounts owed must be paid by June 30, 2020. Unfilled commitments will result in financial holds/ restrictions.
Late Registration Period	(No Late Registration allowed for this group)		May 24, 2020 - June 4, 2020 (Courses should have been selected before May 23, 2020). Partial tuition payments are not allowed during this period.
Late Registration Fee	(No Late Registration allowed for this group)		\$3,500
Add/Drop Period	May 24, 2020 – June 4, 2020 (Add/Drop allowed but No Late Registration is allowed. Courses should have been selected and Registered before May 23, 2020)		May 24, 2020 – June 4, 2020 (Add/ drop allowed. However, students will not be facilitated for initial course selection during this period.) Partial tuition payments are not allowed during this period.

University of London (UOL) Fee Certificate of Higher Education In Common Law)-

Students are required to pay both UOL and UCC fees. Below are examples of UOL and UCC fee payments if students apply for either one, two or four courses .

Example of Fee Breakdown for University of London (UOL):

2019-2020 UOL Fees		Courses		
Number of courses	Unit	Two	Three	Four
Registration fee	£494.	£494.	£494	£494
Course fee	£153.	£306.	£459.	£612.
Examination fee	£187.	£374	£561.	£748.
		£1,174.	£1,514	£1,854.

The Registration fee is a one-time fee paid at the beginning of the programme. All UOL fee payments are payable to University of London either online using Visa or MasterCard or off-line via Western Union.

Example of Fee Breakdown for University of the Commonwealth Caribbean (UCC):

2019-2020 UCC Fees		Courses		
Number of Courses	Unit	Two	Three	Four
Application fee	US\$25	US\$25.	US\$25	US\$25.
Tuition Fee per	\$68,133	\$136,266	\$204,399	\$272,532.
English Course	\$24,750.	\$24,750.	\$24,750	\$24,750.
Miscellaneous fees (annual)	\$11,500.	\$11,500.	\$11,500.	\$11,500.

A Non-Refundable Commitment fee of \$10,000.00 is required upon acceptance of the offer and must be paid by the stipulated deadline. The commitment fee will be applied to your tuition upon Registration and will confirm your space in the programme.

A Continuation fee of US\$25 is applicable to persons who have successfully completed the Certificate in Higher Education in Common Law and are desirous of transferring to the

second year of the Bachelor of Laws degree programme.

All UCC fee payments can be made by credit card, debit card, manager's cheque, Aeorion Student Management System or directly to the bank using student ID number.

Additional Costs: Overseas Exam Centre's administrative fee - J\$4,900. per subject and made payable to the Overseas Examination Commission (fee subject to change at short notice)

- **Student Loan:** Applicants may apply for a student's loan offered by one of several local financial institutions. You may ask about the institutions that have partnered with the University of the Commonwealth Caribbean to assist students with easy loan arrangements.

University of London (Bachelor of Laws)- Students are required to pay both UOL and UCC fees. Below are examples of UOL and UCC fee payments if students apply for either one, three or four courses.

Example of Fee Breakdown for University of London (UOL): 2019-2020 UOL Fees

2019-2020 UOL Fees		Courses		
Number of courses	Unit	Two	Three	Four
Application fee	£97	£97.	£97.	£97
Registration fee	£494	£494.	£494	£494.
Course fee	£153	£306.	£459	£612.
Examination fee	£187	£374.	£561.	£748.
		£1,271.	£1,611.	£1,951

Registration fee is a one-off fee paid at commencement of the programme. All UOL fee payments are payable to University of London either online using Visa or MasterCard or off-line via Western Union.

Example of Fee Breakdown for University of the Commonwealth Caribbean (UCC):

2019-2020 UCC Fees		Courses		
Number of courses	Unit	Two	Three	Four
Application fee	US\$25	US\$25	US\$25	US\$25
Tuition Fee per course [Year 1]	\$68,133	\$136,266.	\$204,399	\$272,532.
Tuition Fee per course [Years 2 & 3]	\$61,320	\$122,640.	\$183,960.	\$245,280
Miscellaneous fees (annual)	\$11,500	\$11,500	\$11,500	\$11,500

A **Non-Refundable Commitment Fee** of **\$10,000.00** is required upon acceptance of the offer and must be paid by the stipulated deadline. The commitment fee will confirm your space in the programme and will be applied to your tuition upon Registration.

Continuation fee of US\$25 is paid annually to proceed to the next academic year of the programme.

UCC fee payments can be made by debit card, credit card, manager's cheque, Aeorion Student Management System or via bank using student ID number and must be paid in full prior to commencement of classes.

All Application fees are non-refundable.

Additional Costs: Overseas Examination Commission's administrative fee - \$4,900.00 per subject.

NB: All fees are subject to change and at short notice.

Student Loan: Applicants may apply for student loan offered by one of several local financial institutions.

NB: Ask about the institutions that have partnered with UCC to assist students with easy loan arrangements.

Association of Chartered Certified Accountants (ACCA) - Students pursuing the ACCA programme will be required to pay portion of fees in British Pounds (£). These include an initial registration fee to ACCA (currently at £79) and an annual subscription fee (currently at £95). ACCA Exam Fees are charged per course and are currently £78 for courses F1 – F3 and £105 for courses F4 – F9.

CEMBA, CEMPA and UCC-MBA Tuition

- CEMBA- US\$12,500. Face-to-Face
- CEMBA- US\$8,900. Online
- CEMPA- US\$12,500. Face-to-Face
- CEMBA- US\$8,900/ Online
- UCC-MBA- US\$11,500. Face-to-Face

*** All Fees are Subject to change**

A **US\$250 non-refundable** deposit is required upon acceptance to the programme. Payment of the balance can be paid in installments in accordance with the Approved Payment Schedule. **Participants who leave the Programme receive no refund.** All cheques should be made payable to the University of the Commonwealth Caribbean.

N.B. Interim payments should be negotiated with the Student Financial Services Department until loans are finalised.

Florida International University (FIU) Graduate Programmes Tuition

- FIU Professional MBA- US\$21,000.
- FIU MSC. Curriculum and Instruction-\$13,600.
- FIU MSc. Engineering Management-US\$19,000.

Tuition Fee Refund Policy- Refunds will only be processed where:

- A programme/course is cancelled by the University after a student has paid fees;
- A student completely withdraws from his/her programme of study;
- Payments that have been made beyond the FULL programme fee for persons still enrolled in a UCC Programme

Subject to the provisions above, refunds will not be processed for students still enrolled in a UCC programme, where additional tuition will become due prior to completion of programme of study.

Students are therefore encouraged to ensure that they pay the correct amount for tuition, less any available waiver or scholarships, as such amounts will be applied to future terms and not refunded.

Programme / Course Cancellation- The UCC reserves the right to cancel a scheduled programme/course if the registration is insufficient to meet the minimum class size requirements. In such instances, all monies already paid will be refunded.

Scholarships and Waivers

In addition to the categories below a database of available scholarships with criteria and conditions have been posted on the website at: <http://ucc.edu.jm/scholarships>.

- **Tuition and Fee Payment Promotional Waivers Face-to-Face Undergraduate Programmes (Promotional)-** Waivers on tuition fees are only applied to accounts (face-to-face programme) if payment is made for 10 or more courses in full in advance, as per the following schedule:

UCC Online (Applicable Scholarship)						
Years (At Least)	Courses (At Least)	Credit (At Least)	Cost	Waiver Rate (%)	Waiver Value	Discounted Fee
1	10	30	300,000.	5.00%	15,000.	285,000.
2	20	60	600,000.	7.50%	45,000.	555,000.
3	30	90	900,000.	10.00%	90,000.	810,000.
4	40	120	1,200,000.	12.50%	150,000.	1,050,000.

- **Tuition and Fee Promotional Waivers UCC Online- (Promotional)-** Waivers on tuition fees only are applied to accounts of students pursuing courses via UCC Online if payment is made for 10 or more courses in full in advance, as per the following schedule:

Caribbean Students (Applicable Waiver)						
Years (At Least)	Courses (At least)	Credit (At Least)	Cost	Waiver Rate (%)	Waiver Value	Discounted Fee
1	10	30	300,000.	5.00%	15,000.	285,000.
2	20	60	600,000.	7.50%	45,000.	555,000.
3	30	90	900,000.	10.00%	90,000.	810,000.
4	40	120	1,200,000.	12.50%	150,000.	1,050,000.

- **Caribbean Students-** Applicable waivers- Students may pay for the programme that they plan to pursue prior to the commencement of the programme of study IN FULL prior to the start of classes/instruction, by first Registration Date as per the Academic Calendar. Fees would be locked in for the duration of the programme, and subject to waiver as indicated below:

Associates Degrees	Bachelor's Degrees
US\$5,920.00 at the start of the programme	US\$11,200.00 at the start of the programme
Discount of 7.5%)	(Discount of 12.5%)

N.B. Invoices provided for extended periods will reflect applicable waiver

Examination Policy- Undergraduate and Graduate Programmes

The institution aims at making examinations fair to students by ensuring that every examination set is valid, reliable and appropriate to the academic level of the programme.



Undergraduate and Graduate Programmes- Examination Policy

NB. The Bulleted Paragraph numbers were extracted from the Examination Policy

Examination Policy- Undergraduate and Graduate Programmes

General Examination Regulations

Administration of Examinations

Students' Responsibilities and Conduct during

Absence from Examinations

Student Academic Misconduct

Procedural Rules

Coursework Regulations

Review and or Re-mark of: (Section C)

Examination Scripts

Lost Examination Scripts

Determination of Letter Grade: Associate and Bachelors' Degrees

Determination of Letter Grade: Masters' degrees

Official Pass Lists (Section D)

Requirements for Awards (Section E)

General Examination Regulations- UCC expects all students to engage in the pursuit of academic excellence. Basic principles of honesty and integrity must be adhered to. Students are responsible for knowing what standards govern the UCC community and to comply with these standards.

The institution aims at making examinations fair to students by ensuring that every examination set is valid, reliable and appropriate to the academic level of the programme, in keeping with the course outline developed to international standards and approved for respective programmes.

Note: Students are expected to plan travel and vacation arrangements carefully so as to be able to observe pre-determined examination schedules.

■ Administration of Examinations

26. Reporting directly to the Registrar the Examinations Unit will be responsible for the administration of all examinations in accordance with the established policies and procedures

recommended by the Examinations Committee and approved by the Academic Council.

27. An examination shall be administered by means of any one or more of the following:

- Written
- Oral
- Practical
- Practicum
- Coursework (Which shall include written in-course tests, practical work, dissertations, essays, projects as approved by the Examinations Committee as appropriate.)

28. The examination period for all examinations, (MSE and EOSE) shall be stated in the Academic Calendar which is issued to all students on an annual basis.

29. The final examination schedules shall be approved by the Examinations Unit.

- A draft of the End of Semester Examination (EOSE) and Mid Semester Examination (MSE) timetables are published five (5) weeks prior to the EOSE period and two (2) weeks prior to the MSE period.
- Examination timetables in respect of written examinations shall be published at least four (4) weeks before the series of examinations begin for undergraduate programmes and at the beginning of the term for graduate degrees.
- An electronic copy of the schedule will also be forwarded to the programme managers and officers in order for them to send it to the students' UCC email accounts or whichever appropriate electronic medium is being used at the time to disseminate information to students.

- Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices placed on Aeorion, the Website and posted on the official Notice Board at each location at which classes are conducted. Candidates will also be informed of such changes via the officially established student communication medium. Only in extenuating circumstances will any such change be made less than one (1) week prior to the commencement of the series of examinations.

Students' Responsibilities and Conduct During Examinations

Fully Registered

50a. It is the responsibility of each candidate to ensure that he/she is fully registered and financially cleared by each mid semester.

50b. The UCC takes no responsibility for any inconvenience caused to students who do not comply with the time line in Regulation # 50 (a).

51. It is the responsibility of each candidate to ascertain the dates and times of the examination(s) for which he/she is registered.

- If a student on perusing his exam schedule identifies a clash of two or more examination dates and or times, the appropriate '**Clash of Examinations Form**' must be completed and submitted to the Campus Manager/Coordinator within five (5) days of the publication of the examination schedule.
- Compliance with (a) above will facilitate the students sitting both exams.
- When candidates have two exams clashing, they will be quarantined – Permitted to sit both examinations on the same day at rescheduled times and under specific conditions. During this time candidates will not have access to any electronic communication devices.

52. Candidates who are absent from an examination owing to a mis-reading of the time-table shall be liable to the normal penalties for absence from an examination, which is a failing grade 'F'. They will have to repeat the course.

53. Candidates shall print the Examination Permit by the stated deadline announced before the commencement of each series of examinations.

54. Any candidate who fails to comply with Regulation # 53 shall not be permitted to sit exams.

55. Candidates should be seated in the exam room fifteen (15) minutes before the advertised time of any examination. As at Fall 2018, the beginning of Academic year 2018-2019, candidates shall be admitted up to half hour after the start of the examination. Candidates arriving late shall neither be allowed extra time nor be exempted from the application of the stated rules of the examination as read.

56i. Candidates will not be permitted to sit the examination without a valid UCC Photo ID and Examination Permit

56ii. Candidates should neither mark nor write on their exam permit. This is a breach of regulation and may result in the candidate being assigned a failing grade of 'F'.

56iii. The required documents will be checked at the entry to the exam rooms. If there are any violations, candidates will not be permitted to enter.

56iv. The examination permit and photo ID must be prominently displayed on the desk during the exam.

57. Candidates are not permitted to have the following list of items, which is not exhaustive, on their person or desk during a UCC examination:

- bags, briefcases, folders, notebooks, scrap paper, clipboards, pencil and glasses cases.
- Pagers, cellular telephones, electronic tablets, wrist watches (smart and otherwise), earphones, smart bracelets, smart rings and all other electronic devices which are capable of storing and retrieving information.

- (c) Cellular phones and other unauthorized electronic devices must be turned off and placed in your bags. Ringing cellular phones or phones on the person shall be held until the end of the exams. It is the students' responsibility to ensure the safe storage of unauthorized material.

58. Any candidate who fails to comply with Regulation # 57 may be regarded as attempting to cheat and if so, an inquiry shall be conducted as provided under Regulation # 88 of the examination policy.

59. Except in cases of documented religious reasons (letter on official letterhead signed by the leader of the religious community), candidates are not allowed to wear head gears – eg. hats, caps, scarves, tams, berets, bandeaux, headbands while in the examination room.

- i. The candidate who because of religious reasons wishes to wear any form of head gear/head wear during the sitting of an exam is required to make the headgear/head wear subject to inspection by authorised personnel. This should be done in a private area, prior to entry to the examination room.

60. While in the Examination Room, candidates are required at all times to comply with the instructions of the Chief Invigilator and/or Assistant Invigilators. Failure to comply may result in the candidate being disqualified from the examination. Disorderly behaviour may result in the candidate being expelled from the Examination Room. In such cases the Chief Invigilator shall write a report to the Examination Committee

61. The Chief Invigilator should not permit candidates to leave the examination room during the first and last half hour of the examination except in extenuating circumstances. In this case an invigilator must accompany him/her throughout the period of absence.

62. Any candidate who breaches regulation # 61 is deemed to have failed to comply with the examination regulations and may be disqualified from the examination, which would result in a failing grade.

63. The Chief Invigilator should not permit Candidates to hand in their scripts and or leave the examination room during the **first hour and last half hour** of the examination.

64. Candidates who leave the examination room:

- a. Shall not be readmitted unless throughout the period of their absence they have been continuously under the supervision of a responsible member of staff or invigilator.
- b. Shall be deemed to have failed the examination if they leave the room (stage walk out) without permission and unaccompanied by a member of the examination staff/invigilator.

65i. Candidates are required to supply themselves with all the necessary equipments for the exam eg. pens, pencils, rulers, erasers, and the usual geometrical instruments

65ii. No books, papers, printed or written document or pictures or any unauthorized aid or equipment including pagers, cellular telephones hand-held computers OR ANY ELECTRONIC OR COMMUNICATION DEVICES may be taken into or be received in an examination room by any candidate, except as specifically permitted by the Examinations Committee and stated in the rubric of the question paper.

65iii. Electronic Calculators may be used in examination rooms where this is stated in the rubric of the examination paper but only silent, cordless, non-programmable calculators may be used.

65iv. Unless otherwise permitted, all examinations shall be written in permanent ink, preferably blue or black.

65v. Candidates are not permitted to use correction fluid in the examination. In the event of an error a clear line is to be drawn through the relevant section.

66. Candidates shall not begin to write until permission is given by the Chief Invigilator at the appointed time. There shall be no writing whatsoever prior to such permission except where the Chief Invigilator gives permission ahead of the start time of the examination for the candidates to fill in the data required on the cover of the answer book.

67. Candidates shall write their identification numbers and not their names, distinctly at the top of the cover of every answer book and/or separate sheet of paper which is handed in. Candidates shall not write their names anywhere on the answer book or supplementary answer sheet (s).

68. Where extenuating circumstances arise, that affect the student's physical well-being during an examination, the student may be granted permission to sit an alternative exam. Where the student chooses to continue the exam he/she must take full responsibility for the result.

69. THE USE OF SCRAP PAPER IS NOT PERMITTED. All rough work must be done in the answer book provided.

70. Any writing, drawings or image found on the person (*limbs / body / clothing / footwear*) or other work found with a candidate during an examination other than in his/her answer book or supplementary answer sheet provided by the examination department shall be regarded as an attempt to cheat.

i. A candidate shall not write anything on the examination permit/card.

71i. A candidate shall not break, tear, soil or otherwise deface or mutilate the answer booklet or any item provided for his/her use in the examination room.

71ii. A candidate shall not pull the answer booklet apart. If this is done the invigilators are to seize the pieces and replace them with a new booklet. The candidate is to be warned that he/she should not repeat such behaviour as this might lead to his/her suspension from completing the examination. No extra time will be allowed for this.

72. A candidate must not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his/her papers or use any other candidate's papers.

73. A candidate shall not directly or indirectly accept assistance from any other candidate or use any other candidate's papers.

74. A candidate shall not remove from the examination room any material supplied during the course of the exam. The prohibition shall apply to answer booklets, **all question papers**, including multiple choice, true/false papers and answer sheets. Candidates found guilty of this breach shall be subject to the appropriate sanction(s) as listed in regulation sixty-nine 69 below.

75. Candidates shall not engage in any form of communication in the examination room with other candidates while (i) the rules are being read, (ii) an examination is in progress.

76. At the end of the time allocated, all candidates shall stop writing when instructed to do so by the Chief Invigilator and shall ensure that all answer sheets are in order and seals affixed. Each candidate shall be required to sign the examination register next to his/her identification number and name: They shall not leave their desks until an Invigilator has collected their sealed scripts, question papers and any other examination material and they have signed the register; the invigilator then signs the student's examination permit.

77. Candidates who are permitted to leave before the end of the examination period must not leave scripts or other examination material on their desks,

but must hand them in to the Chief Invigilator or an assistant invigilator and sign the register.

78. Any action deemed to be an infringement of the examination policies set out in this document shall be referred to the Manager Examinations Unit, who shall if necessary arrange a meeting of the Examinations Committee which shall review the issue and make recommendations.

79. Candidates found guilty of any examination breach/irregularity/misconduct or attempts thereof by the Examination Committee may be subjected to any of the following disciplinary actions :

- i. Warning
- ii. Assigned a fail (F) and required to repeat module
- iii. Suspension for a maximum one (1) academic year
- iv. Expulsion *and refusal to release academic record.*
- v. Repeat offenders must repeat all other modules taken within the exam session.
- vi. Plagiarism- apply penalties in reference to Plagiarism Policy.

■ **Absence from Examinations**

80. It is expected that students will take all examinations at the specified time as prescribed by the institution, except in the following exceptional extenuating circumstances:

- i. Approved UCC activity
 - ii. National event
 - iii. Job related issue
 - iv. Current illness (personal or immediate family)
 - v. Serious personal problems
 - vi. An accident
 - vii. A recent death in the immediate family
- Other situations of equal gravity

In such cases, the student may apply for the Exceptional Extenuating Circumstances (EEC) option.

Exceptional Extenuating Circumstances (EEC) - are short-term, sudden and/or unforeseen events or circumstances which are beyond the control of the students and which can be proved to have significantly and adversely impacted a student's ability to study or to complete one or more assessment.

In these cases the student may be assigned an Incomplete "I" grade on submission of the appropriate document (s)- doctor's report, death certificate, letter from employer etc, to the Campus Manager / Programme Coordinator before the date of the examination or within three (3) days of the date of the specific examination in cases where it was not possible to submit it before the examination. Consideration may be given for a certificate received after this period.

81. Any student who, having registered for a course and examination, fails to take the examination without the required submission (of # 80 above) shall be deemed to have failed the examination unless the Academic Council on the recommendation of the Examinations Committee shall approve otherwise. A fail in the EOSE or Total Coursework automatically translates to a failure of the module.

82. The Dean, Heads of Departments and Campus Managers shall convey the information as communicated in item # 80 to the Examination Unit.

83. An Alternative Examination must be sat whenever the subject is next offered for examination i.e. the first scheduling after missing the exam.

NB. Submission of a completed Application to sit an Alternative Examination Form does not mean an automatic scheduling of the examination.

84. No candidate shall be admitted to any examination unless he/she has satisfied all the requirements of the prescribed course of study.

85. Any Undergraduate candidate who has been absent from classes for a prolonged period during

the teaching of a particular course for any reason other than illness or whose attendance at prescribed lectures, classes or tutorials has been less than the mandatory **75%**, or who has failed to submit essays or other exercises set by his/her lecturers may be barred from taking the relevant examinations conducted by the institution.

86. Graduate students are required to attend a minimum of **50%** of sessions in a course.

▪ **Student Academic Misconduct**

87. Student academic misconduct is any type of immoral, unethical or unprofessional behaviour that is not in accordance with accepted moral or professional standards and is therefore contrary to UCC students' rules and regulations.

88. Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

i. Plagiarism: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.

- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work
- **Cheating:** Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- **Bribery:** or paid services. Giving certain test answers for money.
- **Sabotage:** Acting to prevent others from completing their work. This includes: cutting pages out of library books or willfully disrupting the experiments of others.

- **Professorial misconduct:** Professorial acts that are academically fraudulent equate to academic fraud.

All acts of academic dishonesty are serious matters which subvert the integrity and credibility of the educational process and specifically apply to:

- a. Final theory, oral or practical examinations.
- b. Mid-module examinations, all tests, assignments, oral and practical examinations related to course work and projects.
- c. Other forms of academic misconduct (**as detailed below**)

UCC will through the Examination Committee initiate action to discipline students who have engaged in any act of academic dishonesty including fraud or unethical behaviour.

Categories of Academic Misconduct

The evaluation of essays, projects, laboratory reports, presentations, tests and examinations is central to the educational process both as guidance to the student and as a means of maintaining appropriate standards of quality assurance for accreditation purposes. The requirement is that all academic exercises submitted for evaluation and course credit are the product of the student's individual effort, except in the case of group projects approved by the lecturer.

89. There are three categories of Academic Misconduct - Gross, major and lesser offences.

(a) Gross offences

i. Offences committed in an examination

Examination cheating constitutes an attempt on the part of the student/candidate to undermine the examination exercise; that is any act carried out during an examination for the purpose of obtaining credit to which he/she is not entitled – an attempt to benefit oneself or another by deceit or fraud. Gross offences committed in an examination include:

- a) Presenting oneself for another candidate for the purpose of taking a test or examination; or by

allowing oneself to be represented by another for the same purpose.

- b) Having prior knowledge of the content of an examination question paper and using same in the examination.
- c) Any other offence not herein specified which subvert or would serve to subvert the integrity and credibility of the examination procedures and process and give unfair advantage to the perpetrator.

ii. Offences committed outside an Examination

Gross offences committed outside of an examination shall be subject to the same disciplinary procedures as if committed in an examination room, and include but are not limited to;

- a) Collaborating with another person in obtaining un-administered examination papers prior to the examination;
- b) Selling or publishing un-administered examination papers, or other work assigned for purposes of academic credit;
- c) Altering examination work after it has been evaluated.
- d) Forging or altering or falsifying any academic record, or making use of any such altered, forged, or falsified record for purposes of academic credit;
- e) Any other offence not herein specified which subvert or would serve to subvert the integrity and credibility of the examination procedures and process and give unfair advantage to the perpetrator.

(b) Major Offences

i. Offences committed in an examination

These include:

- a. Possessing/using unauthorised examination aids/devices/materials;
- b. Copying from another candidate's paper;
- c. Knowingly allowing one's work to be copied during an examination/ test;

d. Collaborating with another candidate orally or in writing during the examination /test without permission;

e. Accepting unauthorised assistance whether directly or indirectly from another individual in the sitting of an examination/test;

f. Directly or indirectly giving assistance to another candidate during the examination;

g. Any other act which subverts or would serve to subvert the integrity and credibility of the examination procedures and process and gives unfair advantage to the perpetrator.

ii. Offences committed outside an examination

These include:

- a. Fabricating research results. This includes false claims regarding research results, interviews or procedures; the omission of statements regarding interviews, procedures or experiments, where the omission cannot be justified;
- d. Plagiarism: presenting any material whether in writing, oral or electronic, that is attributable to, or the property of another person as one's own work without acknowledging the source from which the material is taken. This includes material taken in whole or in part but is not limited to the following material: articles, essays, journals, diagrams, graphs, tables, computer software, GIS files, photographs, digital images, dissertations, reports, projects, music or other works of art.
- e. Misrepresentation: as one's individual writing and /or final product a jointly written or produced submission of any description, unless the instructor has approved a co-authorised submission.
- f. Submitting work for which credit has been previously obtained or is being sought in another course or programme of study in UCC or elsewhere without authorisation for the faculty concerned.
- g. Producing a paper, lab report, or other assignment for another student
- h. Copying another person's paper, lab report or other assignment

- i. Engaging in any other irregularities not specified in these Regulations, but from which an unfair advantage can be obtained.

Lesser Offences

These include but are not limited to the following;

- a. Commencing to answer the paper before the official 'start' time of the examination.
- b. Non-observance of the official 'stop' time for the examination
- c. Other acts so deemed by the Academic Council, through the Examinations Committee.

■ Procedural Rules

90i. If a candidate is suspected of cheating in an examination, the following sequence of steps should be adhered to:

- a. The Chief Invigilator or lecturer in the case of mid-module should carefully note and document the circumstances and all supporting evidence excluding answer booklet confiscated;
- b. The candidate shall be warned, but allowed to complete the examination;
- c. A written statement shall be requested from the candidate at the end of the examination;
- d. Both invigilators and/or lecturer shall at the end of the examination provide a detailed written statement of the misconduct as well as confiscated supportive evidence to be handed over to the Head of the Examination Unit;
- e. The Head of the Examination Unit shall conduct preliminary investigations into the matter and submit a written report (including all the evidence) to the Examination committee within 5 working days;
- f. A meeting of the Examinations Committee should then be convened to discuss the incident, findings and the action to be taken.

90ii. In other forms (coursework related) of academic misconduct, the following will apply:

- a. The circumstances should be carefully noted and documented and all supporting evidence secured;
- b. The matter shall be reported to the HOD;

- c. The HOD shall warn the student in writing that he/she may have Committed a breach of the University's Regulations Governing academic misconduct The letter should indicate the Regulation breached and the misconduct;
- d. The student shall be requested to submit a written response on receipt of the letter;
- e. The HOD shall immediately conduct investigations into the matter and submit a written report of the findings, including all evidence to the Dean and copied to the Head of the Examination Unit within 5 working days.
- f. The Dean, in collaboration with the HOD and the Examination Unit Head will determine if there is a case. If there is, it shall be referred to the Examination Committee for deliberations.

Disciplinary Sanctions

91. This is classified in two (2) categories misconduct and cheating.

A. Misconduct

- i) If a student is caught with a cell phone or any other electronic device during an exam and there is no evidence that the device was or is being activated during the period, the device is to be confiscated, and returned to the student at the end of the exam.
- ii) The student should be allowed to continue the exam and the required signed reports (student/invigilator) submitted to the examination committee. The sanction shall be written warning to the student.

B. Cheating

- i) If a student is caught cheating during an exam, the student receives a failing grade (F) in that course and is required to repeat the course at the prescribed fee. Evidence of cheating must be provided in the report.
- ii) If a student is caught cheating for the second time during an exam:
The student receives a failing grade (F) in all

the courses registered for the semester in which the offense was committed.

- iii) Repeat Offenders
 - a) Suspension for a maximum one (1) academic year
 - b) Expulsion from the institution

Examinations Format

92. Where it is intended that the final examination will be an oral presentation or project, and it will form the whole or part of a final assessment, the students, the Examination Unit and the Examination Committee should be so advised by way of the course outline at the beginning of the term by the Heads of Department or the Dean of School and the designated Heads of Graduate Programmes.

93. The use of multiple choice, true/false or one word answer items in final examinations which count for more than 25% of the total marks ascribed to the end- of- semester assessment (EOSA) shall require the specific approval of the Examinations Committee.

94. All examination scripts shall bear the candidate's identification number but not his/her name. In the case where an electronic storage device is used, both the label and the electronic information shall bear the candidate's identification number but not his/her name.

Coursework Regulations

95. Methods of coursework assessment contributing to the final mark for a course shall be specified in the course outline for each course which is given to students at the beginning of the course. It is expected that lecturers will discuss the assessment methods with their students during the first class.

- a. When a lecturer has more than one group doing the same course, a different mid-semester exam must be administered to each group. The only exception allowed is where the HOD grants permission for all the groups

to sit a common mid-semester exam on the same day and at the same time.

- b. Where there is a scheduled mid-module examination as part of the course work all students are required to sit the said examination. If a student fails to sit such an examination, a written explanation justifying reasons including providing evidence (where applicable) for his or her absence must be submitted to the lecturer and copied to the programme coordinator of the respective campus within three (3) days after the date of the specific examination. All documentation and agreement must be sent to the Registry for inclusion on the student file.
- c. If the reason (s) given is justified the lecturer will facilitate the student by way of a new examination or course work that will assess the competency levels of the student to meet the learning outcomes of the missed examination.
- d. In cases where the reason given is not deemed valid by the lecturer and programme coordinator the student will receive zero (0) for the examination. The student can appeal the decision in writing to the relevant Dean of School. Where the student is still aggrieved after the meeting with the Dean, the student has the option to further appeal to the examination committee.

Review or Re-mark of Examination Script

- 2. A student who wishes to challenge a failing grade of his/her End of Module Examination or major Course Work **which values at least 40% of the total assessment of the course**, should complete and submit the Student Grade **Query/Review/Remark Form** to the Programme Coordinator / Officer or Campus Manager. This form should be

submitted within two (2) weeks of the posting of the grades. Posting of grades refers to the date the institution publishes the grades as finalized.

In submitting the Student Review/Remark Form the student may request:

- (a) To have his /her script reviewed OR,
- (b) To have his/her script(s) re-marked.

97. The student who wishes to have his / her script reviewed /remarked will be required to pay a fee as prescribed by the university.

Review of Examination Scripts

98. The following steps will govern the review process:

(a) Internal Review

- i. The request is copied and logged by Coordinators/Centre Managers who will dispatch same to the Examination Unit.
- ii. The Examinations unit then prepares a copy of the exam script for a review by the HOD, lecturer or content specialist (in the absence of the lecturer) within seven (7) working days of receipt of request.
- iii. If any increase or decrease in marks is identified the same should be recommended on the appropriate Review/Remark Form and the HOD schedules a meeting with the student to discuss this outcome. The academic department then informs the Examination Unit of the decision, after which the student is informed by formal written communication.

Review of Examination Scripts

99. The following steps will govern the review process:

(a) Internal Review

- i. The request is copied and logged by Student Services Officer who will dispatch same to the Examination Unit.

- ii. The Exam Unit emails acknowledgement of the receipt of the request.
- iii. The Examinations unit then prepares a copy of the exam script for a review by the lecturer or content specialist (in the absence of the lecturer) within seven (7) working days of receipt of request.
- iv. If any increase or decrease in marks is identified the same should be recommended on the appropriate Review/Remark Form and the academic department advised of this outcome. The academic department then informs the student by formal written communication

(b) Content Specialist Review

- i. This may become necessary if there is a recommendation for an increase in grade, and will solely be an internal decision.
- ii. The Examination Unit submits official response to Programme coordinator/ Student Services Officer, Campus Manager and the Registry. The student is to be advised of the Review/Remark outcome by Programme coordinator/ Student Services Officer / Campus Manager.
- iii. The process from receipt in the Examination Unit to interim responses or closure should not exceed three (3) weeks.

Remark of Examination Scripts

- 99i. The student who fails a course may opt for his/her script to be re-marked and is required to complete the form no later than two (2) weeks after the posting of the grades **or within seven (7) days after a review is done** and submit same to the Programme Coordinator/ Officer or the Campus Manager.
- 99ii. The posting of grades refers to the date the Institution publishes the grades as finalized. The student is to be advised of the

Review/Remark outcome by Programme coordinator/ Student Services Officer, Campus Manager.

100. Where a re-mark is requested, the Manager of the Exam Unit shall select a new and independent Examiner. The new Examiner(s) no later than seven (7) working days after receiving the script(s) shall return the re-marked script(s) with a written report and where applicable, signed mark sheets to the Manager, Examinations Unit.
101. In the case of the re-marking of a script under Regulation (98), **the mark of the new and Independent Examiner shall be regarded as the final mark unless anomalies identified brings about the need for an institutional remark (third mark).**
102. Re-marking shall not apply to coursework which counts for 60% or less of the total assessment of the course and when such coursework consists of more than one piece, none of which individually exceeds 40% of the total assessment. Where a single piece of coursework counts for more than 40% of the total assessment, re-marking shall be allowed for that piece. This re-mark must be done within the time specified for submission of coursework.
103. The Exam Unit should submit official response of the re-mark to the coordinator/centre manager.
104. The Examinations Unit shall, if necessary, update **all records** of the affected student with that of the remark score (mark sheet on UCC All / Exam Work drive / Aeorion). Noting where possible the date update was effected.
105. The Manager, Examinations Unit shall make a **comprehensive** report on cases where scripts have been re-marked and amended to Dean and the Heads of Departments.

Lost Examination Scripts

- 106.** In cases where it is verified that a candidate has taken an examination and the results of same have not been declared and his/her end-of-module script/ coursework cannot be found, the relevant candidate shall be permitted one of the following options:
- (a) Completing a substitute Examination, the form to be authorized by the HODs
 - (b) Writing the next scheduled examination in the course (e.g. a Alternative or Repeat examination), and abiding by the grade obtained there from.
 - (c) Awarded 50% on exam.
 - (d) Receive a grade comprised of the average of the coursework or the minimum passing grade.
107. In cases where a re-mark has been requested within the time specified and the relevant script cannot be retrieved, the Candidate shall be permitted one of the following options:
- (a) Be awarded the minimum pass mark if the original mark fell within five (5) marks of the pass mark.
 - (b) Receive a grade comprised of the average of the coursework.

Determination of Letter Grade and Grading Rules

Incomplete 'I' Grade- The policy is effective summer 2019 governing undergraduate programmes.

Courses With Final Examination- The 'I' grade will not be given as a substitute for a failing grade. It is not to be used as a means of raising a grade by doing additional assessment after the grade report or as an extension to complete assessment. An alternative examination may be offered to allow students to redeem an 'I' grade.

Courses Without Final Examination- All courses have a final assessment; however, not all courses

have final written examinations. Competency based courses without final assessments that are graded on Coursework only will not carry a final assessment.

Regulations Concerning Academic Referrals and Deferrals

Courses With Final Examination

Students who have not successfully completed a course may be eligible for a referral or a deferral.

108a. Academic Referral – The term Referral is used when the student has not met the pass criteria of a course and has to undertake re-assessment before the start of the next academic year in order to progress to the next stage of the course or gain the final award.

Students will be entitled to one referral opportunity in each instance of failing a final examination over one academic year. Any entitlement to referral can be removed following a proven academic offence or a decision taken by the Dean.

The referral may be an opportunity to re-sit the exam at the next sitting or retake the course:

Final Exam Re-sit- Students who have successfully (scored between 70-100%) completed all coursework and mid course examination and have earned a grade of between 45% and 49% in their final exams will be allowed an opportunity to re-sit the exam at the next sitting of that examination. A re-sit is a further attempt to pass a course and be awarded credits for that course. Re-sit marks will be capped at a minimum pass (50%). A re-sit mark of less than 50% will also replace the original mark unless that mark is lower than the first attempt. Re-sit courses will remain on students' Aeorion profile and the course grade designation will be 'RE'.

If the student does not sit the exam as scheduled, the student would have been deemed to have failed the course. A failed attempt at re-sit will require a repeat of the entire course.

Conditions of RE

The conditions of the Re grade in the case of an academic referral are:

- 1. Only tenable for students who have scored a passing grade of at least 70% in the course work and a marginal failing grade in the final exam of 45% - 49%*
- 2. The re-sit grade will be capped at 50% overall*
- 3. Exam re-sit under 'RE' conditions will require registration for final exam Re-Sit only, at half the cost of tuition for the failed course.*
- 4. A repeat of the course requires registration for the course at the stipulated tuition.*

108b. Academic Deferral – A Deferred Examination is the sitting of an examination at a time other than the original scheduled time/date. This examination is normally called an "Alternative Examination". Due to some special considerations, the student may have missed the exam; this is when the student has requested this facility because of 'good cause'. In this case, the student may be assigned an Incomplete "I" grade. Since the student is sitting the exam for the first time, a deferred examination grade is not capped.

"Good cause" may include:

- current illness
- serious personal problems
- an accident
- a recent death in the immediate family
- a large and necessary increase in working hours
- other situations of equal gravity

In such cases, the student may apply for the Exceptional Extenuating Circumstances (EEC) option.

Conditions of 'I' Grade- *All 'I' grades are further subject to the following conditions:*

- 1. Students may only have up to six (6) in a semester in a programme*
- 2. Students have the option to repeat the course*

3. *Exam re-sit under 'I' conditions will require registration for final exam Alternative only, at payment of the stipulated tuition.*
4. *A repeat of the course requires registration for the course at the stipulated tuition.*

Courses Without Final Examination

Effective Spring 2020

Coursework- Students sitting competency based courses that are evaluated on Coursework only will not carry a final exam. Students are required to complete all graded in-class assessments and achieve an accumulative 50% pass mark.

Academic Referral/Deferral- Students sitting competence based courses will not have the option of academic referral/deferral as students will not sit a final exam, or have the need to resit final assessment. Students will have the opportunity to complete coursework assessments and achieve a pass mark before the end of the semester.

Conditions of RE- The conditions of Re is not applicable for courses without a final examination. Students failing competency based courses will be required to repeat the course when next the course is offered at the full tuition fee cost.

108c. Grade Redemption- An 'I' grade may be redeemed with a passing grade once the student has satisfactorily completed the outstanding examination as specified by Examination Policy. Students will normally be expected to take the exam at the next available sitting.

An 'I' grade must be replaced with a letter grade in the designated period or the grade will revert to an F grade.

Total Incomplete Grade- A student is eligible for up to six (6) 'I' grades in a

semester in a programme, after which the full course must be repeated.

Grade Point Average (GPA)– An 'I' grade will not be counted in the student's grade point average.

Failing Course Work- Where possible, a student should be given the opportunity to redeem a failing coursework grade as long as submissions are made before the end of the semester.

Failing Final Assessment –Where a student has received a marginal grade and allowed one RE, a second marginal grade in the same course, will result in a grade of F.

Total Grade Below 50%- A student who does not achieve a total grade of at least 50% will be considered to have failed the course and must repeat the course at the next sitting.

109. Determination of Letter Grade: Bachelors' and Masters' degrees

Assessment for the Undergraduate (Bachelors') Programme includes:

- Course work Assignments, in class tests and mid-module exam which have a weighting of 60%
- End of Module Examination which have a weighting of 40%

The final grade is determined by the addition of the Course Work and the End of Module examination as follows:

(a) Course work

- i. Students are required to sit Mid-module exams
- ii. Students should attempt all components of the course work assignments and in-class tests in order to ensure a passing grade.

(b) To earn a passing grade in the course:

- i. Student must obtain at least 50% of the course work combined.
- ii. Students must obtain 50% on the End of Semester examination paper.
- iii. When the course work and End of Module examination are added under the guidelines given in 1-2 **student must obtain an overall pass mark of:**

(a) 50% or more at the Undergraduate level (Bachelors') in order to be awarded a passing grade for the course.

(b) 60% or more at the Graduate level (Masters') in order to be awarded a passing grade for the course.

Determination of Final Percentage Score for the Undergraduate and Graduate degrees

100. Determination of Final Percentage Score: Undergraduate degrees				
Course Work *****	Course Work Marks	EOS (Final Exams)	Final %	Letter Grade
Complete and submit all course work assignments including mid-semester.	0-49%	Undergraduate 0-49%	-	F
Complete and submit all course work assignments including mid-semester	50 -100%	Undergraduate 0-49%	-	F
Complete and submit all course work assignments including mid-semester assessment	50-100%	Exceptional Extenuating Circumstances (EEC)	-	Incomplete 'I' (see Reg. 80)
Complete and submit all course work assignments including mid-semester assessment.	70 -100%	45-49%	-	Repeat Exam 'RE'
Complete and submit all course work assignments including mid-semester.	50 -100%	Undergraduate 50 -100%	50 -100%	C – A
Key: DNS - Did not sit				

111. Determination of Final Percentage Score: Graduate degree				
Course Work *****	Course Work marks	EOS (Final Exams)	Final %	Final Letter Grade
Complete and submit all course work assignments including mid-semester	<60%	Graduate 0-59%		F
		DNS	-	
Complete and submit all course work assignments including mid-semester.	>=60%	Graduate 0-59%		F
		DNS		F(DNS)
Complete and submit all course work assignments including mid-module.	>=60%	Graduate 60- 100%	60- 100%	B – A
No course work submitted	0%	Graduate DNS	0%	F
Key: DNS - Did not sit				

Bachelors' Degree Grading System			
Letter Grade	Percentage Score	Quality Points Credit Per Hour	PASSING GRADES
A	90 – 100	4.00	
A-	80 – 89	3.67	
B+	75 – 79	3.50	
B	65 – 74	3.00	
B-	60 – 64	2.67	
C+	55 – 59	2.33	
C	50 – 54	2.00	
F	0 – 49	0.00	

Masters' Degree Grading System		
Percentage Score	Letter Grade	Quality Points Per Credit Hour
90-100	A	4.00
80-89	A-	3.67
70-79	B+	3.33
60-69	B	3.00
0-59	F	0.00

112. A student who fails a course which is a prerequisite for another course in the next term (s) **will not be allowed to continue to that course.**

103. All examination scripts are the property of UCC and will be retained for three (3) years.

Official Pass Lists

114. Internal examiners are required to produce the results of final examinations in the prescribed format, within five work days of the date of the end of module examination.

115. The Examinations Unit will ensure that examination results received from internal examiners are verified and approved by the internal vetting procedures and by external examiners, where applicable. A maximum of one (1) week is provided for this process.

116. The Examinations Unit will publish the official grades on Aeorion and UCC All. The official pass list, records percentage score received for coursework and the EOME as specified in the relevant course outlines.

The official pass list will be published by the week of the add drop period of the semester following the End of Module exam.

117. The official grade is considered published when results have been posted on Aeorion.

118a. Students must make queries within two (2) weeks of the date of posting.

108b. Request by the lecturer for a change of marks must be made before the end of the following semester and the application is subject to review by the Heads of Department and Dean.

Requirements for Awards

119. A student will be eligible for an academic award only upon satisfactory completion of all

requirements of the prescribed programme of study.

120. An academic award shall be deemed to be made on such date as the Academic Council, on behalf of the Board of Directors approves.

121. After the Chancellor on the recommendation of the Academic Council, has approved the pass lists, a certificate under the seal of the institution shall be delivered at a graduation ceremony.

122. All financial obligations to the institution must be fulfilled before academic award is effected.

123. Bachelors' degrees will be awarded with Summa Cum Laude, Magna Cum Laude, Cum Laude and Pass. Masters' degrees are awarded without classification.

124. The quality of each student's achievement at the **Bachelors' and Masters' degree** shall be assessed by means of a system of grades and quality points, determined as follows:

Bachelors' Degree Grading System				
Letter Grade	Percentage Score	Quality Points Per Credit Hour	Award	
			Degree	Diploma
A	90 – 100	4.00	SUMMA CUM LAUDE	DISTINCTION
A-	80 – 89	3.67	MAGNA CUM LAUDE	HONOURS
B+	75 – 79	3.50	CUM LAUDE	CREDIT
B	65 – 74	3.00	PASS	PASS
B-	60 – 64	2.67		
C+	55 – 59	2.33		
C	50 – 54	2.00		
F	0 – 40	0.00		

Masters' Degree Grading System		
Percentage Score	Letter Grade	Quality Points per Credit Hour
90–100	A	4.00
80–89	A-	3.67
70–79	B+	3.33
60–69	B	3.00
0-59	F	0.00

Student Services and Amenities- Undergraduate and Graduate Programmes

"What we learn with pleasure, we never forget," Alfred Mercer



Undergraduate and Graduate Programmes- Student Services and Amenities

Student Services and Amenities-

Undergraduate and Graduate Programmes

Orientation

Advising and Counselling

Aeolion, Student Management System (SMS)

Student Identification (ID)

Classrooms

Computer Labs

Co-curriculum Activities

Fund Raising and Approval Process

Cafeteria

Campus Store

Library and Information Centre

Medical Assistance

Students with Disabilities

Registry Request Services

Transcript Request

Parking and Use of Motor Vehicles

Student Council and Alumni

Scholarship, Grants and Bursaries

Student Mentorship Programme

The University of the Commonwealth Caribbean accepts the validity of a holistic approach to student development and has established the Office of Student Affairs as a part of the necessary structure to ensure that welfare functions for students are properly developed and delivered

Special amenities offered to students will include some of the following: Students receive 24 hour WIFI access with extended bandwidth, email accounts, security and study facilities. Upgraded state of the art Class rooms equipped with air conditioning and accessed by elevators. Events are hosted in our ultra-modern Main Lecture Theatre, retrofitted with ambient light control, speech intelligible acoustic designed for video conferencing with special cameras integrated with projectors.

Orientation- Undergraduate Programmes

Undergraduate Programmes- The first year of University for most students is a huge change as the campus environment and its registrants therein are new and unfamiliar. The UCC Orientation Programme for new students includes a course: "Orientation To University Life" designed to facilitate and assist students transition to being responsible and independent learners.

The course covers the basics of study skills, character building, time management and career path identification. The focus of the course is to support students in transitioning into University life and being able to navigate the multicultural environment. The Orientation to University Life is conducted over two days at the commencement of the Term and it is a 3 component course which carries 1 credit.

Research supports the notion that students who are properly transitioned into university life tend to excel academically. This notion has strongly influenced the design and implementation of the course.

Orientation- Graduate Programmes-

See applicable section for information on orientation for graduate programmes.

Advising and Counselling-

This service is designed for students to maximise their full potential. Students should meet with their Programme Coordinators during orientation or when the need arises to work through academic challenges.

Counseling- A chaplain is available for walk-ins on Mondays 10am – 1pm at the Worthington Campus. The University Chaplain also interfaces with students twice per semester in workshop presentations. Counseling services can

be scheduled through the department of student affairs.

Aeorion- Aeorion is the online Student Management System (SMS) accessed by students with their eight (8) digit uniquely assigned Student ID number provided in the Letter of Admission. It is used by students to select courses, add and drop courses, view notes, upload E-Journal, print exam permit, communications, between lecturers and student and upload assignments and download unofficial grade report.

Student Identification (ID)- Students are issued with a photographic Student Identification Card which should be presented when attending classes or seeking to access any of the institution's facilities or services. Senior UCC staff and security personnel are authorised to ask any person on the premises for their identification; as such, students should have their ID cards displayed on their persons at all times.

Classrooms- Classrooms are equipped with whiteboards, multi-media projectors, audio-visual equipment, Wi-Fi, open and merge functionality and air conditioning units. Students are not required to turn on or off, or adjust the air conditioning units. UCC operates a smoke free environment as such smoking is not permitted on any of our premises.

Students are not to mark or deface the classroom walls or furniture.

Computer Labs- Students using the computer labs are required to observe the rules as approved for the computer labs. Members of the Information Systems and Technology (IS&T) staff are empowered to require users to comply with such rules.

- a. The computer labs are available for use to any registered student of the UCC on the presentation of a valid UCC Identification Card.

- b. In general, however, the computer lab must at all times be regarded as a quiet place of study and investigation.
- c. Food and beverage is strictly forbidden in the computer lab.
- d. The use of cell phones, audiovisuals, radios or any other personal audio visual systems in the computer lab is strictly forbidden. Students are therefore not allowed to take such equipment into the computer lab.
- e. Use computer resources lawfully and responsibly. No sitting in laps is allowed – the institution provides one (1) chair/seating arrangement per student.
- f. Do not tamper with facilities and avoid any action that interferes with the normal operations of computers, networks and facilities;
- g. Every student shall be required upon termination/deferral of his /her course or programme to return any property belonging to the UCC to the Dean/Head of School, Campus Manager, Programme Coordinator or Librarian, as the case may be.
- h. A student who fails to return any property belonging to the UCC upon termination/deferral of his/her course or programme may be debarred from accessing any services i.e. transcripts, letters, diplomas etc.

Co-curriculum Activities- Recreational Activities- The UCC sports programme presents a healthy option; participation in sports not only enhances physical and mental growth but also has multiple positive effects later in life. UCC Male Football Team participates in the annual Intercollegiate Football programme.



The ladies are encouraged to participate in the Female football team; other exciting games such as table tennis, netball, dominoes, obstacle race and track and field, are all a part of the UCC Annual Sports Day, one of the biggest events of the year.

Clubs and Societies- Clubs and societies are dedicated to developing quality students. The UCC currently has several functional clubs and societies that are designed to suit your varied tastes and interests.

We take pride in nurturing students so that they will leave the University equipped for the world of work; through various planned activities, students are exposed to outreach, advocacy, sports and a host of other disciplines.

Clubs and Societies	
Clubs	Schedule
Circle K	Dates and Venue posted on Notice Board
UCCF	Dates and Venue posted on Notice Board
IT Club	Dates and Venue posted on Notice Board
The Lions Football Club	Dates and Venue posted on Notice Board
Alithe Blazers Dance Club	Dates and Venue posted on Notice Board
Toast Masters	Dates and Venue posted on Notice Board
UCC Esemble	Dates and Venue posted on Notice Board
Debate Society	Dates and Venue posted on Notice Board
Tourism Club	Dates and Venue posted on Notice Board
NTSM	Dates and Venue posted on Notice Board
Dance Club Salsa sessions	Dates and Venue posted on Notice Board

- **Environmental Awareness and Outreach Programme-** The University takes pride in the environment and in carrying out the mandate of the University. The Department of Student Affairs strongly emphasises the importance of being socially responsible to all its students, so it urges balance and the need to preserve the environment for present and future generations.
- Our emphasis on Environmental Awareness and Community Social Responsibility is evident in the directives to UCC Clubs and Societies that outreach has to be a part of its yearly schedule.
- Being socially responsible is a mandate of our Orientation to University Life, 1 Credit Course , whereby, it is compulsory for students to complete a 5 hours outreach project which forms a part of their overall assessment for the course .
- **Good Samaritan Inn Programme-** Students are advised at Orientation of the affiliation of UCC with the Good Samaritan Inn Feeding Programme every Tuesday and are encouraged to participate in this outreach venture

Fund Raising and Approval Process-

Student organisations are permitted to sponsor fund raising activities. Only recognised and

registered student organisations may sponsor a fund raising activity on campus and/or using institutional resources. Fund raising projects must receive the written approval of the Department of Student Affairs. By holding a fund raising event, the student organisation assumes the full responsibility and liability for the event. Fund raising activities must be consistent with the policies of the UCC, and comply with all local laws and ordinances. The University's definition of an income-producing project is:

- a. "Any project which produces income including that which involves the sale of tickets; any article of voluntary contribution."
- b. Income-producing projects include, but are not limited to, bake sales, movies, dances, raffles, contributions, and sales of foods, beverages, or snacks.

All monies generated from fund raising events must be deposited in the organisation's bank account through the UCC Accounting and Finance Office.

Events Requiring Approval- Organisations are encouraged to organise programmes and events at the UCC. The following types of events need to receive approval in advance:

- a. Commercial activities
- b. Concerts
- c. Films
- d. Marches or parades
- e. Outdoor and other major events
- f. Rallies and demonstrations
- g. Student social events
- h. Sporting activities outside of those normally organised by the University

Cafeteria- Cafeteria and refreshment services are provided at selected campuses. No alcoholic beverages are served at the cafeteria. Alcoholic beverages are not allowed on any of the UCC campuses.

The Worthington Avenue facility operates within the following schedule:

- Mondays to Thursdays: 8:30 am-7:30 pm.
- Fridays - 8:30 a.m. - 4:00 p.m.
- Saturdays - Closed
- Sundays - 8:30 a.m. - 4:00 p.m.

Other campuses provide snacks and hot and cold beverages.

Campus Store- A Campus Store is available on the Worthington Campus, and serves all UCC campuses or regional campuses.

Opening hours are:

- Mondays to Thursdays: 8:00 am - 7:30 p.m.
- Fridays: 8:00 am - 4:30 p.m.
- Sundays: Varied hours

NB: While the above schedules are normative, the institution institutes special hours of operation during the holidays and the early phases of academic periods. These will be communicated via email to all stakeholders.

Campus Store- Regional Campuses- Students at the Regional Campuses will have their books and other stationery items delivered to them through the respective Campuses.

Library and Information Centre- The mission of the UCC Library and Information Centre is to provide the faculty and the student body with relevant resource materials and to deliver these in an efficient manner, so as to effectively support the institutional and research programmes of the institution. The Library and Information Centre was established to bring together collections of books and non-book materials, which will support and enhance the programmes offered at the institution.

Role- The Library's role is to acquire, preserve, organise, and disseminate information to its users efficiently, reliably, and effectively.

Services- Reference Service Desk and Online (by email to be addressed to asklibrary@ucc.edu.jm).

- Library Orientation
- Library Information Sessions on demand
- Computer Area with Internet Access
- Printing
- Loans
- General reading area

Library Usage- All duly registered students and lecturers automatically acquire membership to the library. Students however must present a valid UCC identification and pass card in order to borrow materials from the library. All library users, whether students, or faculty will need to be registered with the library before any item can be borrowed.

- a. The Library is available for use to any registered student of the UCC on the presentation of a valid UCC Identification Card.
- b. Students using the Library are required to observe such rules as are approved for the Library and members of the Library Staff are empowered to require users of the Library to comply with such rules.
- c. In general, however, the Library must at all times be regarded as a quiet place of study and investigation.
- d. Food and beverage are strictly forbidden in the Library area.
- e. The use of cell phones, digital music device or personal media player or any other personal audio visual systems in the Library is strictly forbidden.
 - The use of cell phones, and cameras or recording devices and apps in the Library is strictly forbidden. Cell phones should be muted once in the Library.
 - Digital music device or personal media player, laptops, tablets or any other personal audiovisual systems are only accepted if they are contributing with a project or research and only to be used

with headphones, ear pods or similar as long as its use doesn't disturb the patrons or quiet environment of the Library.

Ebook Central Database- This database provides a wide variety of e-books for research purposes.

Ebook Central is a product from ProQuest. It offers a variety of authoritative e-books that allow the patron to create and shelve his or her customised bibliography. Patrons may create citations in their documents, once they copy from this environment. It is user-friendly, easy to navigate, and available in several languages.

Other resources- The Jamaica Gleaner and Daily Observer newspapers are available in hard and soft copies for use by all patrons. The newspaper should be accessed inside the library. For accessing the e-paper version, patrons should request from one of the UCC Library Officers. The Gleaner Archive provides access to articles dating back to the early 18th century.

Lecturers also deposit copies of lectures and any other relevant material which could enhance their students' studies.

For the Regional Campuses, a small collection of appropriate textbooks, mainly prescribed course texts, is available at each Campus.

For general enquiries, past papers request, project assistance, making an appointment to the Library please email to asklibrary@ucc.edu.jm

Extension of book loans, are done only by telephone or any consultation you may call the Library at: **876-906-3987, 876-906-3988 or 876-906-3989.**

While the following times are normal, the institution sets special hours of operation during the holidays and the early phases of academic periods. These are extended during

examinations, and will be communicated via email to all stakeholders.

Library Opening Hours

- Mondays -Thursdays: 7:30 am- 8:00 pm.
- Fridays: 8:30 am. - 4:30 pm.
- Saturdays: Closed.
- Sundays: 9:00 am. - 4:30 pm.

Medical Assistance- Registered UCC students may request health care advice and routine medical assistance at the approved Campus Health Clinic, which will maintain all medical records in accordance with the best practice standards of doctor-patient confidentiality. All our Campuses are equipped with Sick Bays that provide first aid care.

Students who are located at regional campuses may consult with a health care professional at the Clinic by telephone, when practicable.

Students with Disabilities- When a student has a documented disability, the Department of Student Affairs works with the student, and any other department of the university necessary, to assure that the student's needs are accommodated in the classroom environment to the greatest extent possible. Where necessary, arrangements can be made to facilitate adjustments to exams/assessments to accommodate students with special needs.

Accommodation- Refers to an adjustment or modification in the academic environment that enables the student to enjoy equal access to the University's programmes, services or activities. An example of an accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing formatting, setting, scheduling, response and/or presentation.

Records Request Services- All requests for transcripts must be submitted via the University's Official Document Request (ODR) Form posted on the website here: <http://ucc.edu.jm/document/odr>

Each applicant is required to ensure that the ODR is properly completed and the relevant fee paid.

Transcript Request- Final grades for each course are recorded and preserved as part of the student's permanent record. Students grade in a given semester are released through the Aeorion Student Management System. No transcript will be issued for students, who are financially indebted, have other obligations to the institution or who have not fully satisfied matriculation requirements within the stipulated timeline.

Document Payment- Official proof of payment of the required processing fee must be clearly visible on the ODR with each request. If this is not evident and certified the ODR request will not be honoured, and thus the application will be delayed. The payment options are:

- **Option 1:** Log into your Aeorion account with your eight (8) digit student Identification number to pay with Credit Card or Key Card. Select the document type and send proof of payment to the Registry at: registry@ucc.edu.jm and to sfs@ucc.edu.jm. Students outside of Jamaica can only pay using credit card
- **Option 2:** Or setup a student payee online Scotiabank or JN Live- using your Student ID number and add two zeros and follow the payment instructions online.

Thereafter, email the payment authorisation to registry@ucc.edu.jm and sfs@ucc.edu.jm.

- **Option 3:** Student may ask someone to pay on their behalf by logging onto to Aeorion: Click "Generate a Third Party Payment Key" The student gives the number generated to their proxy and direct proxy to the Third Party Payment to insert the number and following the directions. A

new Third Party Payment Key is required for all new transactions.

- **Option 4:** Pay at the campus cashier. Collect and complete the Official Document Request (ODR) Form at the cashier and pay with cash. Only payment of JMD\$2,000.00 or less is accepted at the cashier. Or students can pay with debit card, credit card or managers cheque.

Delivery and Collection- If the student is not collecting then the student is required to pay for mailing or courier charges. Student collecting document must present an ID. Persons collecting on behalf of a student must be given written permission from the student and must provide a national ID.

Mailing and Timeline- If not collecting in person, please pay mailing or courier charges. Documents to be sent via Courier will require a telephone contact number, which is to be placed on the ODR form. Official Transcripts are e-mailed directly to institutions and not to students.

Students are to be guided by document preparation timelines set out in table below:

Registry Department	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and (Caribbean))
Academic Request Form	5 Business Days	\$1,500.00	US\$15.00
Course Outline <i>(Course Outline on Aeorion is free)</i>	5 Business Days	\$1,000.00 <i>Each Course</i>	US\$10.00
Financial Letters	15 Business Days	\$1,000.00	US\$10.00
Graduation- Gown Rental <i>(Outside the normal Photo-Shoot period)</i>	2 Days Notice	\$10,000.00 <i>(Refundable)</i>	
Graduation- Fee	See Miscellaneous Fee	Included in Miscellaneous Fee	
Graduation- Fee- Fall 2019 <i>(Final year students that had already paid the \$9,000.00 pay prorated fee of \$5,000.)</i>	N/A	\$5,000.00	
Graduation- Walkers <i>(Reprocess file for outstanding courses)</i>	2 Months	\$2,500.00	
Graduation- Processing	2 Months	Included in Miscellaneous Fee	
Graduation- Certificate	2 Months after Ceremony	Included in Miscellaneous Fee	
Graduation- Replacement Certificate	6 Weeks	\$9,000.00	
Letter of Completion	28 Business Days	\$5,000.00	
Status Letters	5 Business Days	\$1,000.00	US\$10.00
Transcript Request- Regular	14 Business Days	\$1,500.00	US\$15.00
Transcript Request- Express	N/A	Discontinued	
Verification Forms	5 Business Days	\$1,500.00	US\$15.00
Photocopies- Letter Size <i>(Black and White only)</i>	3 Business Days <i>(Depends on volume)</i>	\$15.00 <i>Per page</i>	
Registry Department– Mailing & Courier	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and (Caribbean))
▪ Remittance by Courier- USA- Miami	10-14 Business Days	US\$45.00	
▪ Remittance by Courier- USA- Rest of USA	10-14 Business Days	US\$50.00	
▪ Remittance by Courier- UK	10-14 Business Days	US\$55.00	
▪ Remittance by Courier- Canada	10-14 Business Days	US\$55.00	
▪ Remittance by Courier- International	10-14 Business Days	Available on Request	
▪ Remittance by Courier- Caribbean	10-14 Business Days	Available on Request	
▪ Via Local (regular) Mail	5 Business Days	\$200.00	
▪ Via Overseas (regular) Mail- USA	21-28 Business Days	\$400.00	
▪ Via Overseas (regular) Mail- Canada and UK	21-28 Business Days	\$450.00	

Parking and Use of Motor Vehicles- UCC provides adequate parking facilities at, or adjacent to, all campuses which it operates. Students may also need to present their ID cards to the parking attendants or security personnel assigned to these facilities. From time to time particular areas will be reserved for lecturers' parking and students are asked to comply with the instructions of the parking attendants.

While the institution takes reasonable precautions to safeguard its students, faculty, staff, and its property, nevertheless students are asked to be aware of their surroundings, particularly when traveling to and from the University or around the environs of the campuses.

- a. Students who drive motor vehicles on campus are expected to do so with due care and attention.
- b. Parking or driving is prohibited on grass plots, tree plots, construction areas, or any place that will mar the landscaping of the campus, create a safety hazard, or interfere with the use of the UCC facilities, unless so advised by the security on duty.
- c. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid reason for violation of regulations.
- d. All traffic and parking regulations must be obeyed at all times.
- e. Loud music or loud noise from motor vehicles is strictly prohibited on the UCC campuses.
- f. The UCC shall not be responsible for loss or damage to motor vehicles or any other private property.

▪ **Student Council**

The University of the Commonwealth Caribbean facilitates a fully functioning student governance system. This includes the Students' Union with

its representative system of government at the national level, and at the level of the regional campuses. Additionally, each cohort or class is required to elect a Class Representative. Each academic year in the Spring trimester students are able to nominate candidates for the respective offices to the Student Executive Council of the Students Union. Elections are held on announced dates during the Spring trimester following a vigorous electoral campaign. The Council once elected sits for a one year term of office.

Each of the UCC Campuses throughout Jamaica facilitates the election of a Campus level Student Committee. These committees represent student interests at the regional campuses. They also are allowed representation on the national Student Executive Council.

The Student Executive Council nominates members to sit as representatives and the voices of students on the governance and operational Committees of the institution.

▪ **Student Council Executive-** The UCC Students Executive Council shall comprise of the Full Board which includes Class Representatives from each class, and the Executive. The Executive shall be comprised of the elected officers (as designated) such as Pre Officer, Entertainment and Sports Coordinator, Departmental Representatives and Regional Campus Delegates, nominated and elected by the student body. The current President is Mr. Alex Mowatt, Tel:876-317-4133, email: amowatt@stu.ucc.edu.jm

Student Council Election- Elections for the Student Council shall be held on all Campuses, with elections as published by the appropriate authorities. Officers elected shall serve for a term not exceeding one year. No person shall serve for more than two terms consecutively. Officers to be elected are President, Vice President, Secretary, Treasurer, Public Relations Officer, Entertainment and Sports Coordinator, Departmental Representatives and Campus Delegates.

All students enrolled at a given UCC Campus may vote in that Campus' election. Voters must present a valid UCC ID in order to cast their ballots.

Alumni Association- An active Alumni Association is maintained that generates a quarterly report of activities. We encourage volunteerism and community service activities. The Alumni membership form is available on the UCC's website.

Scholarship, Grants and Bursaries- Annually students benefit from scholarship, grants, bursaries, honours and micro loan facilities. The lists of available scholarships with criteria and conditions have been posted on the website. Receipts of these awards are subject to the availability of funds and candidates meeting the requirements. The cadre of scholarship includes UCC Scholarships and UCC external scholarships can be accessed from: <http://ucc.edu.jm/scholarships>

In addition to the available scholarships students may also benefit from:

- **Scholarship Payment Plans-** Students qualify for Scholarship payment benefits based on the number of courses they are registered for within a semester and the promotional offer being given as a benefit.
- **UCC Online Applicable Scholarships-** Scholarships on tuition fees only are applied to accounts of students pursuing courses via UCC Online if payment is made for 10 or more courses in full in advance.

UCC Honours Scholarship: A 25% scholarship on tuition fees only for the first year (equivalent to 45 credits) in a prescribed bachelor's degree in appendix A below. The scholarship does not cover textbooks. In addition to the 25% tuition scholarship, the award may include other financial assistance offered by external sources.

The student must be 25 years of age or younger on the day of entry for the first day of classes.


The applicant must possess in one sitting, at least eight (8) grade 1 passes at the CSEC General Proficiency level or GCE O'Level (A's only) including Mathematics, English and a third subject, depending on the programme to be pursued. For example, to pursue the B.Sc. in Information Technology, the student must pass Information Technology at the CXC level or GCE with a grade 1 or an A. Proven interest in a social outreach or leadership programme is desirable.

Appendix A- List of prescribed programmes eligible for the scholarship:

- BSc. Tourism & Hospitality Management
- BSc. Information Technology
- BSc. Production & Operations Management
- BSc. Logistics & Operations Management
- BSc. Social Work
- BSc. Applied Psychology
- BSc. Entrepreneurship & Innovation
- BA. Media & Communication
- BSc. Criminology & Criminal Justice

Student Mentorship Programme- The UCC Alumni Association in partnership with the department of Student Affairs has organised a mentorship program in which student mentees are matched with a volunteer mentor based on mutual professional interests. The goal of this program is to facilitate dialogue among students and UCC graduates or UCC Staff members in a supportive manner, where knowledge, skills and experiences are shared, and where networking relationships are cultivated. To be selected students must be registered in a full-time degree programme and must be in year 1 or 2 of the respective programme.

Undergraduate and Graduate Programmes- Incidents and Emergencies

 UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC) <i>Fostering Leadership & Innovation</i>	
<u>INCIDENTS AND EMERGENCIES – STUDENT COPY</u>	
<p>All our Campuses are equipped with Sick Bays that provide first aid care. The Sick Bay at the Worthington Campus is managed by the Operations Department and Sick Bays in the regions are managed by the Campus Managers. In the event of an emergency immediately contact the following responsible authority in the relevant department:</p>	
Emergency	Telephone Contact
Personal Student Matters	<u>Department of Student Affairs (DSA)</u> DSA Director: 876-319-3913; 876-906-3000 ext.3994 DSA Administrator: 876-906-3000 ext.3997 DSA Student Affairs Officers 876-906-3000 ext. 4063
Medical-Kingston	<u>Nurses Station</u> <ul style="list-style-type: none"> ▪ Worthington Campus; 9:00 a.m. to 1:00 p.m. Mon - Thurs Email: nurse1@ucc.edu.jm; Tel: 876-906-3000 ext. 4107 ▪ Oxford Terrace Campus (10:00 a.m. to 6:00 p.m. Mon - Thurs) Email: nurse2@ucc.edu.jm; Tel: 876-906-3000 ext. 4108
Medical Regional	<u>Campus Managers</u> May Pen Campus- Tel: 876-322-3306 Mandeville Campus- Tel: 876-337-9793 Ocho Rios Campus- Tel: 876-337-9800 Montego Bay Campus- Tel: 876-337-9835
General Contact	<u>Telephone Operators</u> Tel: 876-906-3000 ext. 4081 and ext. 4080
Incidents and Emergencies	<u>Operations Department:</u> Tel: 906-3000 ext. 3966, 4028, 4029, 4030, 4031 Director, Security & Facilities: 876-906-4030; Cell: 876-322-4034 Director, Logistics & Administration: 876-906-4029; Cell: 876-339-0241 Supervisor, Operations: 876-347-6265 Operations Officer: 876-339-0918 Operations Officer: 876-322-4034 Clerical Assistant: 876-339-0241

Student Behavioural and Ethical Standards- Undergraduate and Graduate Programmes

Preparing students of the highest standard of ethical behaviour for the world of work and entrepreneurship.



Undergraduate and Graduate Programmes- Student Behavioural and Ethical Standards

Student Behavioural and Ethical Standards
Undergraduate and Graduate Programmes
Academic Integrity and Plagiarism Policy
Academic Misconduct
Plagiarism and Sanctions
Turnitin
Self-Plagiarism
Academic Fraud
APA Style
Turn-It-In
Code of Conduct
Cultural Diversity
Dress Code
Respect for Self and Others
Respect for the Law
Rights and Responsibilities of Student Organisations
Use and Care of the UCC Property and Premises

University of the Commonwealth Caribbean focuses on preparing persons of the highest ethical standard for the world of work and entrepreneurship, and for others who are already working, facilitating the achievement of significant professional development goals. UCC is committed to providing all students with excellent educational and social experiences.

Academic Integrity and Plagiarism Policy **Conditions and Procedures Governing Students' Academic Misconduct**

■ **Academic Misconduct**

Academic misconduct consists of academic dishonesty or unethical behaviour not limited to acts of plagiarism. The University considers these matters to be serious which can affect the credibility and integrity of the education process. Therefore, the University will discipline students who have engaged in acts of academic dishonesty or unethical behaviour.

■ **Categories of Academic Misconduct**

The submission of assignments in the form of essays, lab reports, presentations, tests and examinations must meet the required standards of quality assurance for accreditation purposes. It is required that students present assignments based on their own effort, except in the case of group work. Academic misconduct may be minor or major offenses.

- **Minor Offenses-** Minor infractions, are usually ones in which the student has accidentally copied or partly copied the work of another person, without properly citing it. Major infractions, are usually cases in which the student has taken deliberate steps to copy someone else's work in order to pass it off as their own. Major cases normally result in severe consequences, and it is not unknown for students to be suspended from their course, or even expelled.
- **Major Offenses-** Plagiarism is a form of intellectual theft. If you fail to acknowledge your sources or make it appear that someone else's work is your own, you are guilty of plagiarism. The scholarly world operates by exchanging information and crediting the sources of that information. If you violate that process, you have committed a crime in the academic community. If you are having difficulty completing a paper on time, or need some additional help, or are unsure of how or where to document a source, please contact your lecturer or go to the librarian for help so you can avoid inadvertently or intentionally plagiarizing a source.

Plagiarism- presenting as new, ideas or products that was derived from an existing source. To plagiarize is also to present information without

crediting the source. This relates to anything that is produced: essays, photograph.

■ **Types of Plagiarism**



Clone: Submitting another's work, word –for- word, as one's own.



CTRL-C: Contains significant portions of text from a single source without alterations.



Find Replace: Changing key words and phrases but retaining the essential content of the source.



Remix: Paraphrases from multiple sources, made to fit together.



Recycle: Borrows generously from the writer's previous work without citation.



Hybrid: Combines perfectly cited sources with copied passages without citation



Mashup: Mixes copied material from multiple sources.



404 Error- Includes citations to non-existent or inaccurate information about sources.



Aggregator: Includes proper citation to sources but the paper contains almost no original work.



Re-tweet: Includes proper citation but relies too closely on the text's original wording and/or structure.

Turnitin- Plagiarism Detection Software

Background- The ease with which students can access electronic sources has contributed to increased acts of plagiarism. Students rely heavily on web resources to write academic papers and often students unintentionally plagiarize. To supplement workshops on Academic Integrity, UCC has acquired the Turnitin Software to allow students to identify for revision, drafts of major papers which may have significant similarities with electronic sources. Having submitted their drafts and after receiving the similarity reports, students will have the opportunity to summarize, paraphrase or remove sections of their major papers that appear in other web resources. This academic quality assurance intervention makes it convenient for students to self-monitor to ensure that their papers are original. Likewise lecturers are able to use evidence if necessary, to apply appropriate sanctions for students who submit papers with patch writing and other academic integrity infractions. Turnitin is intended for students to self-correct their papers based on the findings of Similarity.

■ **Turnitin Guidance for Students**

- Sign up for Turnitin by the third week of class
- Submit the drafts for major assignments one week before the final paper is due
- Download the Similarity Report

- d) Summarize or paraphrase sections of the report that have similarities with any electronic source. Check that all citations are accurately done.
- e) Final copies of major assignments should have a Similarity Index of 20% or less and should have all sources cited accurately
- f) Use the findings of the Similarity report to revise areas of the report with similarities to online sources one week before the final assignment is due. Students will revise papers and submit a revised copy that reflects very little similarity with online sources.
- g) Write the submission ID on the front right of the cover page of the hardcopy to verify that the final copy of the paper was submitted to Turnitin.
- h) Final hard copies of assignment will not be graded unless the paper was submitted to Turnitin. Be guided by the University's Assignment Guide and certify that the assignment is your own work by signing the Declaration clause on the standard *Assignment Cover*.

■ **Plagiarism Sanctions**

Plagiarism is a serious offense that can result in a variety of sanctions ranging from failure of the course to suspension from UCC.

PLAGIARISM SANCTIONS		
CATEGORY	CHARACTERISTICS	ACTIONS
Poor academic practice (PAP) Offences occurring for the first time in the first semester of a student's course should normally be treated as poor academic practice	<p>This is not a disciplinary offence and does not count as a first offence in the context of the Category 3 plagiarism definition. PAP involves collaboration or poor citation practice where there is evidence that the student did not appreciate the rules of academic writing or where the extent of copied material can be considered so slight that it does not justify disciplinary proceedings or a penalty. The work in question includes (among other characteristics):</p> <ul style="list-style-type: none"> ▪ a limited amount of material or copied text expressing ideas or concepts taken from the work of others in the student's own words but without appropriate citation. ▪ a limited amount of material or copied text which is referenced in the bibliography but is not properly cited. ▪ a limited amount of material or copied text that has been subjected to 	<p>A formal warning but no penalty is issued by the Head of Department and the student is directed to academic support within the department.</p> <p>The student is required to undertake the University's on-line plagiarism tutorial.</p> <p>In cases of poor academic practice the mark will reflect the academic merit of the work; the mark is likely to be low.</p>

PLAGIARISM SANCTIONS

CATEGORY	CHARACTERISTICS	ACTIONS
	<p>minor linguistic changes with or without citation.</p> <ul style="list-style-type: none"> ▪ a limited amount of material or copied text that is cited but not in quotation marks. ▪ limited collaboration between students as evidenced by structure, source or copied text; this includes cases where the written work is original throughout. 	
Category 1- plagiarism and/or collusion	<p>The work breaches the rules of academic integrity by presenting the material of others as the student's original material. Category 1 plagiarism includes (among other characteristics):</p> <ul style="list-style-type: none"> ▪ short blocks of material or copied text expressing ideas or concepts taken from the work of others without appropriate citation, or copied text that is cited but not in quotation marks. ▪ short blocks of material or copied text which is referenced in the bibliography but is not properly cited ▪ short blocks of material or copied text that have been subjected to minor linguistic changes and presented as the student's own, with or without citation. ▪ short blocks of material or copied text that is cited but not in quotation marks. ▪ collaboration between students as evidenced by structure, sources or short blocks of copied text, (including copied text subjected to minor linguistic changes) or similar bibliographies. <p>A short block of text may be as small as two continuing lines.</p> <ul style="list-style-type: none"> ▪ short blocks of copied code, 	<p>A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur.</p> <p>The course mark is calculated on the basis of the zero mark for the plagiarised assessment.</p> <p>If this results in failure of the course, where resubmission is available, the student may resubmit the assessment for a capped course mark.</p> <p>The cap should be set at the pass mark for the programme.</p>

PLAGIARISM SANCTIONS

CATEGORY	CHARACTERISTICS	ACTIONS
	other computer files or experimental results copied from another student or the work of others from online resources or books without appropriate referencing.	
Category 2- plagiarism and/or collusion	<p>A Category 2 offence will be committed when the copied material represents a significant proportion of the work. The line between Category 1 and Category 2 offences will be determined by the level of similarity between the work and the source material on a case by case basis. Category 2 plagiarism includes (among other characteristics):</p> <ul style="list-style-type: none"> ▪ significant or numerous blocks of material or copied text expressing ideas or concepts taken from the work of others without appropriate citation. ▪ significant or numerous blocks of material or copied text which is referenced in the bibliography but is not properly cited; ▪ significant or numerous blocks of material or copied text that have been subjected to minor linguistic changes and presented as the student's own, with or without citation. ▪ significant or numerous blocks of material or copied text that is cited but not in quotation marks. Significant blocks of text may be as small as several continuing lines ▪ collaboration between students as evidenced by structure, sources, significant or numerous blocks of copied text, (including copied text subjected to minor linguistic changes) or similar bibliographies. ▪ blocks of copied code, other 	<p>A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur. The module mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the module, the student should be required to resubmit the assessment in order to fulfil the learning outcomes and obtain the module credits where this is required for progression purposes. No mark will be awarded.</p> <p>If this penalty does not result in the failure of the module, the module mark obtained for the module should be further reduced by 10% of the maximum available mark.</p>

PLAGIARISM SANCTIONS

CATEGORY	CHARACTERISTICS	ACTIONS
	computer files or experimental results copied from another student or the work of others from online resources or books without appropriate referencing.	
Category 3- plagiarism and/or collusion - 'repeat offence'	<p>A Category 3 offence will be committed if Category 1 or 2 penalties have been applied to a student's work on a previous occasion (i.e. a repeat offence). Contemporaneous offences or offences in which a student has had no opportunity to act upon advice arising from an earlier offence due to close submission dates etc. are not treated as repeat offences but may attract PAP, Category 1 or Category 2 penalties in the normal way.</p> <p>The Plagiarism officer shall determine whether the latest instance of plagiarism is Category 1 or Category 2 in the level of severity. The penalty to be applied shall then take into account the category of penalty of the prior offence.</p>	<p>If both offences are Category 1 then the penalty on the second offence is a Category 2 penalty. If either of the two offences is a Category 2 offence then the penalty on the second offence is a Category 3 penalty.</p> <p>The Category 3 penalty is as follows:</p> <p>A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur.</p> <p>The course mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the course, the student should be required to resubmit the assessment in order to fulfil the learning outcomes and obtain the course credits where this is required for progression purposes. No mark will be awarded.</p> <p>If the penalty does not result in the failure of the module, the course mark obtained for the course should be further reduced by 10% of the maximum available mark.</p> <p>If this penalty does not reduce the degree classification at the end of the programme by one class, the degree class should be reduced by one class. Where reduction in the degree class would result in undergraduate students not obtaining an Honours degree, or in Foundation degree students or postgraduate students failing the programme, their cases should be considered by a disciplinary panel.</p>
Category 4-	A Category 4 offence is the most severe	Refer to Panel

PLAGIARISM SANCTIONS

CATEGORY	CHARACTERISTICS	ACTIONS
plagiarism and/or collusion	plagiarism where the departmental processes do not provide a sufficient penalty. Examples include purchasing of work or soliciting to do so or multiple repeat offences. It may also be appropriate to refer to a disciplinary panel a case which is complex and where the department is unable to establish the facts, for example a case of apparent collusion where the identification of the guilty party cannot be ascertained. A disciplinary panel has the power to impose penalties up to and including expulsion from the University.	

Plagiarism in the honours-level or postgraduate project or dissertation will normally be considered as Category 2 or Category 4 plagiarism depending on the scale of the plagiarism. A Category 2 penalty applied to a postgraduate dissertation will result in failure to obtain a Master's degree since no Master's award can be made where a zero mark is recorded for the dissertation. In such cases a resubmission is not offered, and the Board of Examiners will consider whether an interim award is available. Where the plagiarism in the project or dissertation is very serious or a repeat offence then this will be treated as Category 4 plagiarism.

▪ **Self- Plagiarism**

Resubmission of A Student's Own Work (Self-Plagiarism)- This occurs when a student submits material for assessment which s/he has previously submitted as part of another assessment exercise and which has been marked. The extent of the offence would be evaluated using the above categories.

▪ **Academic Fraud**

A disciplinary hearing is normally called when the Student has breached the University's code of discipline for students. Disciplinary Hearings are

also convened when a student has been alleged to have performed a major act of plagiarism.

All students agree to the ***Code of Discipline*** when they enrol at the University.

The outcome of a disciplinary hearing can depend of the severity of the accusation against

the student. This can mean that a student could face a reprimand, right up to being suspended or expelled from the University.

Disciplinary Hearings are serious as they can have significant consequence for the student. If you receive a letter inviting you to a disciplinary hearing, you should contact the Department of Students' Affairs (DSA) advice team immediately.

APA Style- Students at the University of the Commonwealth Caribbean are expected to write ALL papers using the APA (American Psychological Association) format. The American Psychological Association (APA) developed a set of standards that writers in the social sciences follow to create consistency throughout publications. These rules address:

- Crediting sources
- Document formatting

▪ **Writing style and organisation**

For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing) available in the university library and online. A quick online tutorial on the Basics of APA Style is available at www.apastyle.org/learn/tutorials/basics-tutorial.aspx.

Code of Conduct- UCC has outlined a set of desired values and attitudes considered to be the foundation of intellectual and moral integrity in our future societal leaders. It outlines behaviour expected of its students.

As a member of the UCC community, students will:

- respect the institution's rules of conduct and its mission.
- respect the opinions and differences of all members of the UCC community.
- practice civility and avoid behaviour that undermines the normal functioning of the UCC.
- respect the rights and property of the UCC and its members.
- be diligent and honest in all personal and academic endeavours

Note: All students enrolled at the institution, regardless of the programme affiliation, are expected to know and adhere to all rules and regulations of the institution.

Cultural Diversity- The University of the Commonwealth Caribbean (UCC) will consider applications from all persons, irrespective of race, gender, religion or creed, national or ethnic origin, or range of abilities to all its programmes and activities, with all the rights and privileges generally accorded or made available to students of the University.

Dress Code- Changes in clothing trends will not override the dress code policy. While students have a right to wear stylish clothes of their choice, they also have a responsibility to dress

neatly and appropriately (including footwear for the lecture room, and examinations). Underwear must not be visible.

Students are expected to be well-groomed at all times. Personal grooming including but not limited to, combing, brushing and spraying hair, and applying cosmetics is allowed only in restrooms and/or designated areas.

Note: Full-time day students are encouraged to wear the UCC Polo or Oxford shirts available from the UCC Campus Store to assist with being appropriately attired.

The following are not permitted:

- Clothing that exposes the torso or upper thighs, or excessive cleavage.
- Mini-skirts, midriff blouses, shorts or muscle shirts
- Clothing which is not appropriately worn or not properly fastened or splits which are indecent.
- Garments such as boxer shorts and bloomers that were traditionally designed as undergarments may not be worn as outer garments.
- Bedroom/bathroom slippers
- Head coverings including, but not limited to, caps, hats and bandanas or scarves unless they are worn for bona fide religious or medical reasons.
- Curlers and other hair grooming aids.
- Wearing of sunglasses indoors unless a doctor's authorisation is on file.
- Any articles of clothing or jewelry that may cause injury, including but not limited to, belts and bracelets with spikes, heavy link chains, and wallet chains.
- Wearing of headphones and ear buds in class.

Full-Time Students – Dress Code

Students are expected to be neatly attired at all times. In addition, they are required to wear the mode of dress approved by the UCC for regular class sessions. This mode of dress consists of

business/business-casual pieces such as: buttoned opaque shirts with sleeves, polo shirts (UCC polo shirts encouraged), tailored pants (or solid-colored jeans), knee-length opaque skirts, vests, light sweaters and jackets.

a. Departure from the prescribed mode of dress requires the permission of the Head of Department, Campus Manager or the Student Affairs Director

b. While attending classes at UCC facilities or transacting business with the institution or its agents students are not permitted to wear baseball caps, oversize or skin-fit clothing, tank tops with deep cuts, see through clothing, ripped clothing, navel breakers, pornographic prints, symbols promoting illicit behaviour or any other article of clothing deemed to be inappropriate by the UCC

Respect for Self and Others- Students are expected to conduct themselves in a manner which exemplifies respect for people of all races, religious beliefs, and ethnic groups. Furthermore, each student should adhere to his/her personal values without unduly imposing them on others. At no time should students harass members of the UCC community or violate the privacy of other persons. Students should also conduct themselves in ways to protect themselves and others from communicable diseases.

The UCC reserves the right to impose appropriate disciplinary measures based on any student conduct that may be deemed to be adversely affecting the college community. In the case where a student behaves in an undisciplined and disrespectful manner, that student will be asked by the lecturer or administrator in charge to leave the lecture room. Furthermore, a disciplinary notification may be entered on such student's Permanent Record. Based on the nature of the violation, the Academic Council may impose disciplinary actions.

Respect for the Law- Students are expected to respect and obey all regulations of the UCC and all laws governing our country. Of particular importance is adherence to laws pertaining to

theft, destruction/defacing of property, noise pollution, use of illegal substances; possession of unlicensed firearms and offensive weapons; threats against others and physical assault.

Breaches of the Law of the land will become the subject of a police matter.

NB: Smoking, drinking or the use of drugs or illegal substances and weapons are not permitted on any of the UCC locations.

Student Organisations- Rights and Responsibilities

The UCC is committed to the belief that individuals have the right and privilege to organise and participate in groups whose purposes center around the interests and goals of individual, professional, community and corporate advancement. Though student organisations are able to function on campus and enhance campus life, neither the Department of Student Affairs nor the University of the Commonwealth Caribbean assumes responsibility for organisations. UCC does not assume financial responsibility for such organisations.

a. A registered student organisation and its members are responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the "University of the Commonwealth Caribbean's Code of Conduct" and local laws. Registered student organisations will be held accountable for the action and behaviour of their members or guests at their functions.

b. All registered student organisations are required to have an advisor (who may be a UCC faculty or staff member). The responsibilities of the advisor are designated by the student organisation itself, but often take the form of:

- Attending meetings and events
- Providing information on policies and procedures
- Co-signing all transactions
- Providing guidance and ideas upon request

Use and Care of the UCC Property and Premises-

No UCC student shall:

- a.** Use either: the UCC name, logo, official stationery or the stamp of the Institution or that of any of its Divisions or Departments without the permission of the Dean or Head of School or Student Affairs Director.
- b.** Have access to any key of the UCC without the authority of the University as communicated directly or through the Academic Dean or Head of School or Student Affairs Director. In particular, under no circumstances must any key of the UCC be reproduced or duplicated or caused to be reproduced or duplicated by a student.
- c.** Refuse to comply with the procedures prescribed from time to time for the cleanliness of the buildings, premises and grounds. In particular, students shall not contribute in any way to unsanitary or unclean conditions at the UCC.
- d.** Damage or deface any property belonging to the UCC or property for which the University has responsibility; or remove without UCC permission any such property, or act in any way likely to cause damage to, or the defacing of, or the removal of such property.

Student's Misconduct, Offences, and Grievance- Undergraduate and Graduate

Students who are having difficulty completing a paper or need additional help, or are unsure of how or where to document a source. Please contact the lecturer or go to the Librarian for help.



Undergraduate and Graduate Programmes- Student's Misconduct, Offences and Grievances

Student Misconduct, Offences, and Grievances- Undergraduate and Graduate Programmes

Academic Performance and Attendance

Admission and Registration

Attendance

Bullying and Harassment

Courses, Programmes and Coursework

Disabilities and Challenges

Discrimination

Dishonesty (Cheating, Bribery Sabotage)

Examination Grades

Gambling, Substances and Weapons

Misconduct

Non-Payment of Tuition and Fees

Plagiarism

Sexual Harassment

Violation

The Academic Council serves as the policy-making and regulatory board for all UCC programmes and courses. A participant may submit a petition (in the form of a letter) to the Programme Coordinator/ Campus Manager regarding matters that may legitimately facilitate adjustments or discretions in his/her academic programme or course. This may be dealt with administratively. However, if a student is dissatisfied with the outcome of the administrative review, the student should utilise the Student Grievance, Complaint and Appeal Policy.

Academic Performance and Attendance

- a. The Dean or Head of a School may refuse to allow any student to renew his/her attendance as from the beginning of any Semester for good cause. These may include but are not limited to:

The student's poor academic performance relating to a programme of studies.

- Repeatedly failing to attend an exam without adequate reason.
- Failure to enter for an examination after completing the normal course.

The Dean or Head of School may refuse to allow any student admission to an Alternate Examination where the student was absent from a scheduled exam without a valid reason.

- b. In cases where a student has been denied attendance, he/she may appeal to the Disciplinary Committee against the decision of the Dean/Head of School, provided that a letter of appeal is submitted to the Disciplinary Committee within ten (10) days after the date of the letter from the Dean conveying the decision.
- c. The decision will not be revoked until the Disciplinary Committee has reviewed the appeal. Students who have been refused permission to renew their attendance at the UCC shall be deemed ineligible to write examinations.

Admission and Registration

UCC also reserves the right to deny admission to any applicant and to change the entrance requirements without prior notice.

Attendance- Students shall be required to attend classes at the hours prescribed by the University and to be regular and punctual in their attendance. In particular:
Students shall be required to attain the prescribed minimum attendance of 75% of classes in order to qualify for an award

representing completion of studies from the University;

- a. Students who have to be absent for extended periods must apply/express this in writing to the Head of Department of their programme of study for the course in which they are registered as applicable. Students must not absent themselves either before they have received a letter approving the request, or for days in excess of the period as may be authorised.
- b. Students who have been absent from classes for three to six sessions for any course without prior permission or not having submitted a medical certificate to the Head of Department through the Programme Coordinator as is applicable shall be considered as having withdrawn from the UCC. These records will be placed on the student's permanent record with the Registry.

Courses, Programmes and Coursework- It is the particular responsibility of a student to ensure that they are familiar with the special procedures and requirements for courses, coursework and programmes that are appropriate for their academic programme and collectively satisfy their credit requirements.

Bullying and Harassment- If a student believes they have experienced repeated social manipulation direct or indirect negative actions, physical or passive harassment or any apparent infringement of their right to free expression or a complaint about unfair or arbitrary treatment, that student has the right to appeal using the Student Offences Grievance and Appeals process.

Disabilities and Challenges- If a student is discontented with his or her safety, comfort and well-being the a student has the right to appeal using the Student Offences, Grievance and Appeals process.

Discrimination- A student who believes he/she has been subjected to discrimination whether or not it is characterised by a racial, sexual, gender, medical condition, marital status, religious, political belief, ethnic harassment or treatment in a manner that the student believed he/she been victimised. The student has the right to appeal to utilise the Student Offences, Grievance and Appeals process.

Dishonesty (Cheating, Bribery, Sabotage)

Academic dishonesty or academic misconduct is a type of cheating that occurs in relation to a formal academic exercise. It can include:

- **Plagiarism-** The adoption or reproduction of original creations of another author (person, collective, organisation, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication-** The falsification of data, information, or citations in any formal academic exercise.
- **Deception-** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating-** Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- **Bribery or paid services.** Giving certain test answers for money.
- **Sabotage-** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of other
- **Professorial misconduct-** Professorial acts that are academically fraudulent equate to academic fraud.

For all acts of academic dishonesty which are serious matters which subvert the integrity and credibility of the educational process please refer to the Examination Policy.

Students who are having difficulty completing a paper on time, or need some additional help, or are unsure of how or where to document a source. Please contact the lecturer or go to the Librarian for help.

Examination Grade- A student who wishes to challenge a failing grade should complete and submit the Student Grade Query/Review/Remark Form to the Programme/Officer or Campus Manager and refer to Section V of the Examination Policy.

- **Gambling, Substances and Weapons**
 - a. No smoking is permitted in any UCC building or any other areas on any campus.
 - b. No alcoholic beverage (except as required by formal instruction in approved courses, such as Bar Operations) is to be consumed or allowed on any UCC campus.
 - c. A student shall not, under any circumstance whatsoever, have in his/her possession, or cause to be used, possess, or sell illegal drugs and substances on the UCC premises. Violation of this rule will result in automatic suspension and possible expulsion.
 - d. Using or possession of firearms, explosives, dangerous chemicals or other weapon is forbidden on UCC campuses or within any of the UCC facilities. Violation of this rule will result in automatic suspension and possible expulsion from the UCC.
 - e. A student shall not engage in gambling, or knowingly be part of a group activity involved in gambling anywhere on the UCC compound. Violation of the rule will result in automatic suspension and possible expulsion.

Non-Payment of Tuition and Fees- Students who do not honour their financial obligations to UCC will be subjected to a financial hold on their accounts and may face the following additional sanctions / consequences:

- Will be formally notified by the Student Financial Services department or their nominee

- Will not be allowed entry to classes, examinations (written/oral)
- Will not be afforded grade reports or any other services which are offered or to which they might be ordinarily entitled.

Failure to comply will result in UCC barring/removing students from campuses/classes/examinations

Sexual Harassment- Sexual harassment will not be tolerated at the UCC. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other physical or verbal conduct of a sexual nature including but not limited to: unwanted or inappropriate touching, or physical contact, verbal remarks of a sexually suggestive or derogatory nature, visual symbols, gestures, questions or sounds, distribution or display of written or graphic materials, sending of inappropriate e-mail messages of a sexual nature, or sexting, which can be interpreted as unacceptable by a reasonable person.

It is recognised that sexual harassment may also occur between persons of the same or different gender and between students. Such conduct is therefore absolutely prohibited whether the perpetrators are faculty, staff or students of the UCC or contractors, workers, or other non-employees of the UCC who have reason to be on the UCC premises.

Sexual harassment is regarded by the UCC as reprehensible, and particularly damaging, when it exploits the dependence and trust inherent in student/faculty, student/staff, or employee/supervisor relationships.

Violation- Students are expected to be fully acquainted with all published policies and procedures, as they will be responsible for compliance with these policies and procedures. Any violation of the rules is subject to the UCC taking specific actions.

Misconduct (Minor and Major Offences)

▪ Any breach of the Rules and Regulations of the UCC by a student constitutes misconduct and renders the student liable to disciplinary action. Misconduct shall not be excused on the grounds that the offender acted on behalf of, or on the instructions of any other persons or organisation or was not aware of these rules and regulations.

▪ Misconduct can be of two types: minor misconduct (sometimes referred to as a minor offence) or major misconduct (sometimes referred to as a major offence).

Minor Offence- In case of an offence, deemed to be a minor offence, the Head of the Disciplinary Committee shall determine the penalty to be imposed on the student. Such penalties might include, but not be limited to:

- A written apology,
- Restoration, or payment for restoration of property
- or loss of privileges (e.g. in the Library, Computer Laboratories).

Major Misconduct- May carry penalties of suspension or expulsion and may include, but is not limited to:

- a. Conduct or action which may be considered a risk or danger to members of staff or other students.
- b. Gross insubordination – disruption of classes, exams or continuous general misconduct.
- c. Being on the UCC premises under the influence of alcohol or any other prohibited substance.
- d. Destroying or damaging without lawful excuse, the property of the UCC.
- e. Assaulting any member of staff or student, or explicitly threatening to do so.
- f. Possession of alcohol or illegal drugs and substances at the University. The University reserves the right to conduct searches for such contraband among students and other stakeholders.
- g. Smoking.

- h. Provoking or instigating a fight, or fighting on the UCC premises or at any event sponsored by the UCC.
- i. Use or possession of firearms, explosives, dangerous chemicals or other weapons.
- j. Stealing or unlawful possession of UCC property or the property of another student or staff.
- k. Removal of UCC property unless authorised in writing to do so.
- l. Gambling anywhere on the UCC compound.
- m. Engaging in acts of lewd behaviour or any other behaviour likely to be considered as sexual misconduct.
- n. Sexual harassment of any kind or the deliberate filing of false accusations of sexual harassment.
- o. Possession of any article made or adapted
- p. for use for causing injury or intended by the student for such use by him or her or by some other person.
- q. Unauthorised use or tampering with or breaking into UCC computer and other facilities.
- r. Persistent breach of UCC Rules and Regulations.

The process for handling Minor and Major misconducts are set out in the Student Grievance, Complaints and Appeals Procedure in the next section.

Student Grievances, Complaint and Appeals Process- Undergraduate and Graduate Programmes

"Education is the ability to listen to almost anything without losing your temper or your self-confidence." -Robert Frost



Undergraduate and Graduate Programmes-

Student Grievances, Complaint and Appeals Process

Students', Complaints Policy Grievance and

Appeals Procedure

University's Commitment

Student Expectations

Approach to Complaints

Time Considerations

Complainants

Student Support Sources

Categories of Complaints

Options to Complaints

- Informal Process
- Formal Process

The Formal Complaint Procedure

The Grievance Procedure

University's Commitment- Consistent with its commitment to students first, the University of the Commonwealth Caribbean has adopted this policy to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly. Complaints made under this policy will be monitored and reviewed to enable the University to continually improve processes and services in support of student learning. This policy aims to foster equitable relationships to:

- Support students with a straightforward, appropriate and effective process for resolving complaints;
- Take complaints seriously, but also to deal with them in a way that is appropriate to the issue complained about;
- Guarantee that complaints are dealt with on the basis of evidence and proper investigation;
- Ensure that every issue raised in a complaint receives an appropriate explanation;
- Ensure that all stakeholder directly involved in a complaint have the opportunity for a fair hearing and understand each step of the process;

- Be operated in a respectful and sensitive way, value people's point of view, having due respect for confidentiality;
- Provide appropriate remedies when a complaint is upheld;
- Help us to keep on improving the quality of what we do.

Student Expectations

In order for the University to deal with a complaint properly and in a timely manner, students are expected to engage with the complaints process and undertake the following responsibilities:

- Raise concerns at the earliest opportunity;
- Observe the Student Code of Conduct and Responsibilities;
- Follow informal routes to resolve concerns before raising a formal complaint;
- Engage with a Department of Student Affairs Representative;
- Consider seeking advice from Student Support Sources;
- When submitting a complaint provide full detail in a concise manner and provide documentary support for points made;
- Make considered and reasonable suggestions for remedy should the complaint be upheld and include this in your complaint submission;
- Be aware of sensitivities where issues involve other students or staff;
- Raise a complaint only where a genuine issue has arisen, since repeated unfounded complaints may cause distress and could amount to harassment.

Approach to Complaints

Whenever possible a complaint will be dealt with swiftly and informally. When formal investigation is needed, the approach will still aim to avoid confrontation and blame, but it will nonetheless be rigorous and impartial. When a

complaint requires speedy investigation or the complaint needs to be handled confidentially, an opportunity will be made available to do so. Persons involved in operating the complaints procedure will make known anything that would prevent them from acting impartially and step aside if that is agreed to be the right course of action. Complaints need to be decided in accordance with academic standards, the University's legal duties and our published policies and procedures. However, if a complaint highlights an inconsistency between University practices, policies and procedures and our obligations to a student, then exceptionally it may be appropriate not to apply that policy of procedure in the case of that complaint.

The University keeps records of complaints and their investigation and will monitor the information relating to complaints to allow us to improve our services. Complaints will be logged and monitored by the appropriate personnel who receives the complaint and will be overseen by the Director of Student Affairs. The complaint record is separate from the student record. Staff or the University may give an apology in recognition of disappointment or hurt feelings, but that will not, in itself, constitute an acceptance of legal or moral responsibility.

Definition

A complaint arises when it is felt that an aspect of a course/programme, University service, facility or site is unsatisfactory and should be investigated. The Complaints Procedure is not intended for appeals against the decision of the Examinations Committee or, the decision of appointed external examiners and/or Research Committee (refer to appeals section of the related policy). For matters related to unacceptable social behaviour by a student (refer to the Grievance Policy). Complaints relating to the misconduct of a member of staff may be submitted initially as a complaint but may later be referred to the appropriate Misconduct and Grievance policy.

The University will be responsible for ensuring that the Complaints Procedure operates without

fear of recrimination or retribution against the complainant. If a formal complaint is submitted that would more appropriately be dealt with through other University procedures. The University will notify the student who makes the complaint and any other parties involved if this needs to be done.

Time Considerations

Complaints should be raised immediately or no later than five (5) days of an issue occurring. Complaints submitted outside of this time period will only be considered in exceptional circumstances.

Complainants

A complaint may be made by a student, a previously registered student, a student studying with a partner institution in collaborative arrangements, a recent graduate or an applicant for a programme of study. Complaints submitted by a third party or representative will not normally be formally investigated. A complaint made by a third party will, however, be passed to the appropriate College/Department as informal feedback. Throughout the Complaints Procedure students are entitled to bring someone with them to any meetings held to discuss the complaint. This person, referred to as a "friend", should be a member of the University or Student Council Representative. Where the complaint is brought by a student under the age of 18, they may be accompanied by a parent or guardian.

Student Support Sources

Informed guidance may be sought on the applicability and operation of the procedures from the Department of Student Affairs. Guidance is also available on the University web pages at <https://ucc.edu.jm/student-affairs> which includes a link to an online form for submission of complaints. Students should refer to the following as sources of impartial help, advice, guidance and support in making a complaint:

- Programme Coordinators
- Student Council Representatives
- Department of Student Affairs Officers

- Campus Managers
- The Registry
- Online Programme Officers
- Student Financial Services Representatives
- Recruitment Officers
- Scholarship and International Student Unit
- Live Chat Support

Categories of Complaints

The procedure is designed to facilitate:

General Complaints

Students are encouraged to speak with the Department of Student Affairs where there is a general complaint such as: dissatisfaction with access or condition of facilities, provision of information technology services (Wi-Fi, Aeorion, Moodle), student financial services, and/ or access to Registry services (transcripts, status letters, graduation process).

Complaint against Process or Policy

If the matter involves an academic process or a policy and not a staff/faculty then the student should consult the appropriate personnel below who has ten (10) business days within which to respond:

- Admissions (and other matters connected thereto) - University Registrar
- Academic Policies - Head of Programme Department
- Examinations Policy - Head of Programme Department
- Other Processes and Policies - Director of the Department of Student Affairs

Complaint Against a student or staff

The student should seek to resolve any disputes with the party to which the student has a concern. Where the matter needs to be escalated or was unresolved. The Student shall file a complaint with the Programme Coordinator, Campus Manager or the Department of Student Affairs who will investigate by scheduling an interview with the staff or student. The staff or student shall

be informed of the complaint against him/her and shall be given an opportunity to be heard in his or her defense.

Group Complaint

If more than one student wishes to submit a complaint about the same issue they must:

- Nominate one or two people who are submitting the complaint to whom the University should respond and who will inform the rest of the group as to the progress and outcome of the complaint;
- Enclose a list of the names, student registration numbers and signatures of all students who are party to the submission of the complaint.

Options to Complaints

Informal Process

The best way to deal with most complaints is for the student to raise the issue promptly with the relevant staff locally in the area where the issue arose, and the University expects that students will do this before making a formal complaint. This procedure contains approaches to informal resolution for both students and staff.

Formal Process

If a student wishes to pursue a formal complaint, then they must complete the (Appendix A) official Complaint Form and submit it within five (5) working days of receipt of the outcome of the informal complaint process. Students can obtain a Complaint Form and receive advice on its completion for the Student Support Sources. The Complaint form must be signed and dated and ensure that it:

- Outlines the complaint;
- Describes what the student has already done to resolve the complaint and give details of the response received (include a copy if in writing);
- Explains the reason for the student to remain dissatisfied, and;
- Explains the outcome desired.

If the form does not contain all of the required information, it will be returned to the student and he/she will be asked to provide the correct information. Once this has been received the timescales outlined in the Grievance process will begin.

The Formal Complaint Process

Students who have complaints must exhaust the formal complaint before advancing to the grievance process with fairness and satisfactory resolution being the main objectives. The following UCC personnel participate in the achievement of these positive outcomes. Programme Coordinator/Officer or Campus Manager or Department or School Head – On receipt of a written complaint, the Programme Coordinator or Programme Officer, Campus Manager, Heads of Department (HOD) or Head of School (HOS) will investigate the matter further, and, if necessary, conduct an informal hearing with the student and other relevant parties.

The Formal Complaint Procedure

Step 1-Programme Coordinator, Campus Manager, HOD or HOS

(Five (5) days to complete)

The student must send or deliver the Complaint Form to the appropriate personnel as captioned who will acknowledge receipt and forward the form to the relevant Head of Department. At this point, the Head of Department will determine if an early resolution is possible and contact the student, in writing within five (5) working days to tell the student how they will resolve the complaint. If the complaint is upheld or partially upheld, the student will be informed what action is to be taken. If the complaint is not upheld, the student will be given reasons for the decision.

The Grievance Process

Where the student is dissatisfied with the outcome of the formal process, the

complaint becomes a grievance. Therefore, the student should explore the following process:

1. **Dean or Department of Student Affairs (DSA)**- If the matter is not resolved at the formal process, the matter may be escalated to the Dean or to the Director of Student Affairs depending on the nature of the matter and he or she will arrange for mediation in order to arrive at an amicable resolution.
2. **Appeals Committee**- Where actions have been taken against a student, the student has a right of appeal to the Appeals Committee, which is chaired by the Executive Vice President for Academic Affairs.

The Grievance Procedure

Depending on the nature of the complaint, the student may seek mediation through the Director of Student Affairs or escalate the matter to the Dean of Undergraduate Studies/ Senior Director of Graduate Studies.

Step 2- Director of Student Affairs (Five (5) days to complete)

The Department of Student Affairs (DSA) should be notified in writing of all attempts made to resolve the issue at this level. The matter should be discussed fully in an attempt to mutually resolve the issue within five (5) business days of the complaint and if not mutually resolved the student has the option to seek mediation.

Mediation is a process involving a neutral third party who will assist in resolving the issue mutually and the mediator may be a staff or faculty nominated by the student or the UCC Chaplain/Counselor, Programme Coordinator, HOD or the HOS. A written request for mediation setting out the grievance, the date, time,

place and the parties involved is to be sent to the Department of Student Affairs (DSA).

The DSA will notify the parties involved in writing of the mediation request and the required steps. All parties must agree to the mediation process or the matter is escalated for dispute resolution. The meeting time and place must be agreed by all parties (including the mediator) for a fair and objective process. The mediator must be impartial and ensure that the meeting rules are followed and keep records to file reports. Mediation length may vary depending on issue(s) as well as the availability of the parties involved. The agreed solution must be noted on the Complaint Form and all involved parties must sign the agreement. If no agreement is reached, further intervention may take place. If the student is not satisfied with the outcome of the Mediation, the student may escalate the matter to the Dean.

Step 2- Dean of Undergraduate Studies/ Senior Director of Graduate Studies (Ten (10) days to complete)

A written complaint using the Formal Complaint Form (Appendix I) is to be submitted after all attempts have been exhausted to resolve the matter through the informal process with factual evidence to the Dean of Undergraduate Studies/ Senior Director of Graduate Studies within five (5) days of the conclusion of the Mediation or Formal Process.

The Dean of Undergraduate Studies/ Senior Director of Graduate Studies will review the complaint and and/or meet with the parties to further clarify and investigate the issue to either grant or deny the redress sought or provide alternate remedies within ten (10) days. If resolved, the Dean of Undergraduate Studies/ Senior Director of Graduate

Studies and the student signs to the resolution of the grievance.

Where the student is dissatisfied with the efforts made by the Director of Student Affairs or Dean of Undergraduate Studies/ Senior Director of Graduate Studies, the student may appeal to the Appeals Committee.

Appeal Process

Step 3- Appeal (Twenty 20 days to complete)

The Appeal Committee, which is chaired by The Executive Vice President of Academic Affairs (EVPAA) has Twenty business days in which to hear all sides of the matter, and respond to the student concerning the action taken. If the student agrees with Committee's decision he or she will be asked to sign the related report and the Complaint Form.

External Appeal


The grievance procedure gives student the right of appeal to access an independent third party if the internal processes failed to resolve a grievance. External appeals may be addressed to the relevant agencies within the Ministry of Education, Youth and Information.



All cases of appeals and outcomes of appeals are to be documented and retained by UCC Department of Student Affairs.

Grievance and Appeal Procedure

Kindly consult the complete Students' Complaint Policy and Grievance Appeals Procedure

A student who has a complaint must observe each step in the grievance process before advancing to the next stage for fairness and satisfactory resolution.

Steps	Processes
Step 1 5 Days to complete 	<p>Programme Coordinator/Officer or Campus Manager or Department or School Head</p> <p>On receipt of a written complaint, the Programme Coordinator or Programme Officer, Campus Manager, Heads of Department (HOD) or Head of School (HOS) will investigate the matter further, and, if necessary, conduct an informal hearing with the student and other relevant parties.</p> <p>The Department of Student Affairs (DSA) should be notified in writing of all attempts made to resolve the issue at this level. If not mutually resolved the student has the option to seek mediation.</p> <p>Mediation (Completed within a Semester)</p> <p>Mediation is an informal process involving a neutral third party who will assist in resolving the issue mutually. If the student is not satisfied with the outcome of the Mediation, the student may file a Formal Complaint and escalate the matter to the Dean within five (5) days of conclusion of Mediation.</p>
Step 2 10 Days to complete	<p>Dean</p> <p>The Dean will review the written complaint and and/or meet with the parties to further clarify and investigate the issue to either grant or deny the redress sought or provide alternate remedies within ten (10) days. The Dean's report signed by the student and the Student Complaint Form are sent to the student's file in the Registry.</p>

<p>Step 3 15 Days to complete</p> 	<p>Disciplinary Committee</p> <p>If the matter is still not resolved the student has five (5) days to request a hearing. The Dean or the Director of Student Affairs will summon the Disciplinary Committee to intervene and Disciplinary Committee has fifteen (15) days to provide a response. If a Hearing is required the Disciplinary Committee shall include a Student Council representative.</p> <ul style="list-style-type: none"> ▪ Hearing (Hearing + 5 days to complete) Please consult the Student Grievance Complaint Policy for Hearing procedure. ▪ Sanctions and Resolutions (Five (5) days to complete) The Disciplinary Committee and Academic Affairs Committee have five (5) days after the hearing to make a recommendation. Where a suspension or expulsion is recommended the Executive Vice President for Academic Affairs will review the recommendation and act accordingly or as deemed necessary to determine the period of suspension/expulsion. <p>The Disciplinary Committee shall report the outcome of its decision in writing to the student. If the student agrees that the process has resolved the complaint, the student will be asked to sign the report to this effect.</p>
<p>Step 4 20 Days to complete</p> 	<p>Internal Appeal</p> <p>Where actions have been taken against a student, the student may file an appeal to Academic Council within ten (10) days of Report.</p> <p>External Appeal</p> <p>A student has the right to appeal to an independent third party if the internal processes failed to resolve a grievance. External appeals may be addressed to the relevant agencies within the Ministry of Education, Youth and Information.</p>

Graduation Policy- Undergraduate and Graduate

Awards are conferred on duly enrolled students in their legal names as stated on the student's permanent record.



Undergraduate and Graduate Programmes- Graduation Policy

Graduation Policy- Undergraduate and Graduate Programmes

Commencement Ceremony

Application to Graduate

- July Conferral
- December Conferral

Eligibility to Graduate

Graduation in Absentia

Issuing of Certificate

Honours and Awards

Commencement Ceremony

It is the policy of the University of the Commonwealth Caribbean (UCC), for the Chancellor to confer Academic Awards upon students who have satisfied all graduation requirements.

Awards will be conferred on duly enrolled students in their legal names as stated on the student's permanent record. Name changes must be supported by documentary evidence in the form of certified Deed Poll, Marriage Certificate, and Decree Absolute as is applicable. Such documentary evidence must form part of the enrolled student's permanent file in the Registry at the time of application for the conferral of an award.

All academic, financial and administrative obligations must be met at least forty-five days preceding the Commencement Ceremony in order for the conferral of an academic award to be completed. All applicable fees related to the Graduation Ceremony will be communicated in writing.

Note: Specific deadline dates pertaining to the details of the commencement ceremony, academic regalia, fees, invitations, memorabilia etc. will be communicated to

students by the University Registrar as appropriate, published on the University's website <http://ucc.edu.jm/graduation/> and/or will be posted on notice boards.

Application to Graduate- Students must confirm their intention to graduate by responding to an email invitation to apply for certification. Eligible students are required to apply online using their **UCC GMAIL student account ONLY**. All prospective graduands must apply in order to be considered for the conferral of awards. Please note that your student Gmail account needs to be active to access this link. You may also access the link which is located under additional links on Aeorion. Ensure the link opens from a new tab.

The processing fee must be paid by the stipulated deadline before applications are processed for degree conferral.

Please be sure to follow all instructions carefully to ensure the submission of your completed application. Do not hesitate to make contact with the Registry at registry@ucc.edu.jm should you have queries.

July Conferral- The University of the Commonwealth Caribbean (UCC) confers the Academic awards due at an annual Commencement Ceremony held in July each year. These awards are conferred on students who have met the following criteria:

- Successfully completed all Academic requirements, including matriculation matters and programme credits by the Spring semester preceding the Commencement Ceremony.

- Cleared Library and Financial Standing from the library and Student Financial Services respectively.
- Satisfied all policies and practices of the university eg. disciplinary matters.

Students will only be eligible to receive their degrees/ diplomas (Awards), after the successful completion of all the requirements of their **prescribed programme of study**, in accordance with the following regulations:

Attainment of a minimum Grade Point Average (GPA) of 2.0 for undergraduate programmes and 3.0 for local graduate programmes.

All academic requirements, including the achievement of the established number of programme credits, admissions and matriculation matters must be satisfactorily completed by June (the release of final grades associated with the Spring Semester) of the graduating year.

All eligible graduates are encouraged to participate in the academic procession. These include persons who would have completed all requirements including the Spring Semester examinations of the graduating year.

Please note that two degrees (different levels) are not awarded to one graduand. Therefore, an individual will not receive an Associate degree and a bachelor's degree for the programme for which registration was done.

December Conferral- Students, who satisfy the eligibility requirements, may receive their degrees in December. There is no ceremony in the December period therefore, such individuals will be eligible to participate in either the annual Commencement Ceremony held in July of that year or the one immediately following the completion of their programme requirements.

Students are eligible to receive their degrees/diplomas in December, after the

successful completion of all requirements, in accordance with the following regulations:

1. Attainment of a minimum Grade Point Average (GPA) of 2.0 for undergraduate programmes and 3.0 for local graduate programmes.
2. All academic requirements, including the achievement of the established number of programme credits, admissions and matriculation matters must be satisfactorily completed by August 31 of the graduating year.

Current degrees and Diplomas/Certificates will not be dated and issued outside of the two periods of July and December each year.

Eligibility to Graduate- Students will become eligible to graduate once they have successfully concluded all requirements by the dates stipulated in each conferral period.

Graduate As A Walker- Students who submitted an application to graduate and were advised of their ineligibility, may apply to participate as a "Walker".

In this regard, the student will have the option to attend the July commencement ceremony or wait another eight (8) months to attend the next commencement ceremony after completing their programmes.

Students may be cleared to walk by their school or programme. Each programme or school will determine its participation requirements. Students cleared to walk should:

- Have no more than three (3) courses outstanding to be completed in the semester immediately proceeding the commencement ceremony.
- Have paid all outstanding fees for the summer session at least four (4) weeks before the Commencement Ceremony.
- Be fully registered for the upcoming semester i.e. part-time students pay for all outstanding courses in addition to the miscellaneous fee and full-time pay for all outstanding courses in

addition to the miscellaneous fee at least four (4) weeks before the Commencement Ceremony.

- Be willing to pay the additional processing fee to update their records for the release of their certificate.

Graduation in Absentia- Graduation in Absentia is not automatic and **must** be applied for and be approved by the University Registrar or designate. Approval will only be given for the following reasons that need to be supported with documentary and verifiable evidence:

- Illness
- Death of a close family member
- Work obligations

A graduation administrative fee is applicable for persons wishing to do so in absentia or who applied to attend but who missed the ceremony due to emergency, illness, family death or emergency work-related issues.

Issuing of Certificate

In order for certificates to be issued to graduates, they must satisfy:

- (i) All academic requirements
- (ii) All financial obligations
- (iii) All library obligations
- (iv) Pay Processing fee-
(applicable for year of application)

Degrees will be distributed at ALL UCC locations and may be collected at the respective campuses within two months of the date of conferral, unless otherwise advised.

If for any reason a student does not qualify to receive his/her certificate at the scheduled conferral date he/she will be required to complete another APPLICATION FOR CERTIFICATE form for participation in a subsequent period.

Honours and Awards- Students will be considered for the Deans' and President's awards at the end of each academic year and recognition of achievement will be done at the annual Commencement Ceremony.

Dean's and President's Award

Dean's List- A student will be named to the Dean's List in an academic year if, during that year, the student attains a grade point average of 3.68-3.79 and has:

- Carried no less than the minimum allowable course load/credit hours.
- Received no final grades below C
- Received no grade of I (Incomplete) in any course.
- Completed all course/programme requirements.
- Participated in UCC activities, events, student organisation and/or other student leadership.
- Participated in government or community service.
- Demonstrated exemplary student behaviour.
- No disciplinary issues on his or her file.

President's List- A student who qualifies for the Dean's List in a given academic year with a grade point average of 3.80 and above will also be named to the President's List.

Graduate Programmes- Applied Research

Research is a crucial feature of postgraduate study, and involves both the acquisition of critical skills and their application to satisfy a number of purposes.



Graduate Programmes- Applied Research

Graduate Programmes- Applied Research Applied Research- Graduate Programmes Research Methodology for Management Decision

Master's Applied Research Project

- Types of Applied Research Projects
- Applying Research Methods

Proposal Formulation (Final Draft)

Research Proposal

Data Collection and Analysis

Preparing and Presenting the Research Findings

Research is a crucial feature of postgraduate study, and involves both the acquisition of critical skills and their application to satisfy a number of purposes. Within the processes involved in organisational leadership and management corporate officers and functionaries have to undertake research (applied and/or pure) processes in order to define answers and solutions to major issues. In so doing they are required to articulate the research processes at the foundation of their work. The Applied Research done by the CEMBA-CEMPA students is facilitated over two courses : Research Methods for Management Decision Making and the Master's Applied Research Project and is designed to enhance the research capabilities and skills of the participants by providing them with the requisite knowledge and skills to conduct research at the graduate level and in their organisational contexts.

Research Methodology For Management Decision Making-

This course is designed to prepare postgraduate students for undertaking meaningful social research for decision making. It therefore introduces participants to basic knowledge and skills that will assist them in identifying and defining suitable research topics, and in planning and conducting research to improve practice in business and public administration. This course covers the basic

terms, research orientations and designs, data collection and analysis methods, interpretation as well as methods of reporting of formal research study.

Master's Applied Research Project- Students take up the Applied Research Project course after completing the eight core courses for their respective programme and the Research Methodology for Management Decision Making course . The Applied Research Project is a 3-credit group research activity. Students forward the project proposal to the Programme Director and undertake the project when the proposal is approved.

The objective of the Applied Research Project is to help the student to apply multidisciplinary concepts, tools, and techniques learned during the programme, while solving organisational problems and contributing analysis and findings to the body of knowledge in management or public administration This course is designed to facilitate students' application of research principles. Students at the graduate level are expected to apply critical, analytical, and problem solving skills in addressing organisational problems. This course is intended to build competencies in managers that will allow them to conduct research to solve problems in their organisational contexts.

Types of Applied Research Projects- The project may be from any one of the following types:

- Comprehensive case study (covering single organisation/multifunctional area problem formulation, analysis and recommendations).
- Inter-organisational study aimed at inter-organisational comparison / validation of theory / survey of management or developmental practices.
- Field study (empirical study).

Applying Research Methods- At the end of the Research Methods course, the students will be able to:

- know the difference between quantitative and qualitative approaches to research studies;
- learn basic concepts, definitions, assumptions and principles associated with research;
- understand the different research designs and methods used in research;
- know how to apply the different research methods to selected research problems;
- learn how to use library resources and services as tools of research;
- develop a research plan/proposal to investigate a research problem and
- know how to conduct a major research study, with the guidance of a research supervisor.

Proposal Formulation (Final Draft)- The project proposal draft prepared at the end of the Research Methods course should be revised in consultation with the Supervisor and submitted to the Research Proposal Review Panel for approval. The proposal should clearly state the objectives and research methodology of the proposed project to be undertaken. It should have full details of the rationale, sampling, data collection instruments to be used, analysis techniques to be used, limitations, if any, and directions for further research, etc. The research groups have 4 weeks to complete and submit the Final Draft of the Proposal to the Research Proposal Review Panel for approval.

▪ **Research Proposal**

Students are expected to do the following:

1. Prepare the final draft of their Research Proposal with three chapters, reference list and appendices.
2. The Literature Review chapter should contain at least 30 articles/references and be 15 to 20 pages in length.
3. In the Appendix, students should include the following: questionnaire or interview

schedule, cover letter, consent form, a timeline, a budget, etc.

The paper should be type-written. Font size must be 12, font must be “Times New Roman”, and spacing must be 2.0.

Students are coached into using the Group Proposal to produce the first three Chapters of the Research Thesis.

Data Collection and Analysis- Once the Proposal is approved, research groups have 10 weeks to complete data collection and analysis. Students are coached into completing Chapters Four and Five of the Research Thesis. Coaching will involve data collection, analysis and interpretation and presentation of research findings and recommendations. Each research group will submit a Thesis document that will reflect the students’ writing style and interpretation of the findings, analysis, conclusion and recommendations. APA Guidelines must be strictly adhered to.

Preparing and Presenting the Research Findings- Research groups will be expected to complete and submit all five chapters of the Research Project, to include a summary of the research findings, conclusions, recommendations and suggestions for further research study. Students are coached into converting and summarising the Research Thesis into a PowerPoint presentation for delivery in a group format. Oral presentations of the Research Project will be scheduled, and the Research Facilitators, along with at least two other qualified individuals, will assess each group’s project and adjudicate the oral presentations according to the rubrics for assessment. The marks from the assessors will be averaged to attain the group’s Final Project grade. After the grading of the projects and presentations, the papers will be returned to the students for corrections and preparation of the final bound copies which will be placed in the institution’s library.

International Students- Undergraduate and Graduate Programmes

Meet new friends from over the globe, enjoy sumptuous new dishes and the rich diversity of cultures.



Undergraduate Programmes

UCC Online

UCC Online- Undergraduate Programmes

Selecting Online Courses

Paying and Registering for Courses

Registration Process for Online Classes

PREP Session via Moodle

Attending Online Chat sessions

Online Examinations

Accessing Grades on Moodle

Discussion Questions (DQs)

Handling Grievances

Online Contact

Frequently Asked Questions

UCC Online Students

This section of the Students Handbook directly addresses students who take courses via UCC Online platforms.

Selecting Online Courses

- All courses are selected via Aeorion
- To select online courses use the combination:
Semester-Year-Undergraduate-UCC Online
Online Eg. Fall-2019-Undergraduate-UCC Online
- From the list of available courses, select courses in the order that they appear on your curriculum map (list of courses for your programme) with the help of your Programme Coordinator or Campus Manager. If you did not receive a curriculum map, please contact your Programme Coordinator immediately.
- Once you are a registered UCC student, you will be given access to UCC Online / Moodle LMS.

After course selection via Aeorion, you will proceed to pay and register for your courses at Students Financial Services (SFS)

Paying and Registering for Courses

Students have several options to pay their tuition. Payment can be done using:

1. JN Bill Pay (Money Shop)
2. JN Live (online)
3. BNS online i.e. bill payment option
4. Aeorion

Your student ID number is the account number, for each method of payment

Part Payments

- If part payments are made then a copy of the receipt, your ID number, campus and courses should be emailed to sfs@ucc.edu.jm
- It is imperative that you include whether there are courses awaiting override.

Payment Plans- Should you be interested in a payment plan (funded by ISP):

- Savanna-La-Mar students and students overseas should send an email with the request to SFS (sfs@ucc.edu.jm) and copy a member of the online team on the email (ucconlineofficer@ucc.edu.jm)
- Kingston students are required to visit the SFS office on the Worthington Campus.
- All other students must register at their home campus.

The Campus Manager will contact Worthington if the need arises

Registration Process for Online Classes

- Once registration is complete (i.e. your status changes from unregistered to registered), you can expect to be enrolled within 48 business hours.
- For new students, you will receive an email in your student gmail account from UCC Online Administrator which has the link to the online platform, your username and default password.

- Returning students are expected to use the same password.

PREP Session via Moodle

Once you have registered for an online class you will gain access to the courses and the Prep session.

- It is important that students complete the Prep session as soon as possible.
- The prep session will guide you on the use of the virtual learning environment (VLE); specifically Zoom and Moodle used at UCC Online.
- The Prep session also informs you of:
 1. the purpose of each form
 2. the correct way to complete forms
 3. how to respond to discussion questions (DQs)
 4. how to use Smarthinking and Turnitin

Attending Online Chat sessions

- Your Online Chat sessions are conducted via Zoom
- The Zoom link for your classes are embedded in each course page
- First time users will be prompted to download and install the application on their device. You will only need to install the application on your device once.

Online Examinations

- Please note:
 - **Mid- semester exams** are done **online**
 - While the **end-of- semester exams** are done at the nearest *campus*.
- *Students who will be overseas can request that their exams be proctored online. The proctor is a third party service, provided at an additional cost.*

Location Survey:

- A location survey is done at the start of the course. The submission of this form is extended to the Mid semester period.
- This survey ask each student taking final examination for the prefer exam location.

- Once submitted it is **not** subjected to change. We therefore encourage you to explore all possibilities before submitting.
- If the Location survey is not completed and submitted before mid-semester, the system will automatically assign you to a default campus; indicated on your Aeorion profile.

Accessing and Scheduling Online exams on ProctorU

Local students can request to have their end of semester exam proctored by completing the ProctorU Service Request Form, paying the requisite fees and submitting both form and receipt to the Online Officer by the end of the mid-module exam period.

- **Requests made outside of this designated period will not be facilitated.**
 - Students who reside overseas are not required to make a ProctorU request, however they ought to ensure that they complete the location survey and their default campus reflects their country of residence.
 - An email will be sent to test if your device is suitable for proctoring with ProctorU.
 - If your device is suitable, you can go ahead and set up your ProctorU account.
 - It is your responsibility to acquaint yourselves with the system well in advance of the exam date.
 - You are also required to schedule each exam on ProctorU, at least five days prior to the exam date.
 - Remember that the Proctor is a human invigilator who uses the technology to scan and observe your environment to ensure that any disturbances in your spectrum are logically accounted for by your actions under observation as a student sitting an exam.

- You will not be allowed to use the restroom or anything of that nature during the test.
- You may take a blank sheet, non-scientific calculator and writing implement to your quantitative exams.
- The proctor will examine the sheet of paper to ensure that there is no attempt to cheat.
- Although your exam is at home, be mindful that your exam is being recorded and will be reviewed. You are therefore encouraged to be properly attired for your examination.
- The Proctor will not assist you with the examination; however you may ask the Proctor the time or indicate that you are using a pen/pencil and graph sheet to produce any special chart or graph required by the exam.
- The time you commence and the countdown is shown on your screen - be mindful of it.
 - o If you have an issue with the technology, and you believe that your work may not have been uploaded, immediately email your examination response to the lecturer and copy to the online department.
 - o No exam script emailed after 5 minutes of system failure will be accepted or marked.

Accessing Grades on Moodle

- Your course work grade will be available on Moodle.
- No EOME grade is posted to this platform.
- Your final grade is accessible via Aeorion.

Discussion Questions (DQs)

- During course execution you are required to do DQs posted by the lecturer
- Please ensure that you respond to DQs in the time specified.
- In order to access your grades, you are required to click the Grades tab from the black panel (to the left of the course page).
- This will display all grades posted for the specific course.

Re-opening Discussion Questions (DQs) after grading.

You may request that the DQs be re-opened after they have been graded, however this is at the discretion of the lecturer.

Handling Grievances

- We take your grievances seriously. It is necessary for you to alert us if you experience any genuine dissatisfaction with the VLE, course execution, lecturer, online staff, or procedures.
- Your first point of contact for any dissatisfaction with the course is your lecturer.
 - If after you have had dialog with your lecturer you are still dissatisfied, you should make contact with your programme coordinator.
 - The Programme Coordinator will investigate and provide evidence based information to the Online Director, who will in consultation with your Undergraduate Dean and or HOD, seek resolution.

Online Contact:

Academic Advisor- The Head of the Department that offers your programme

Advisor – Programme Coordinator with responsibility for your programme

UCC Online Director – Sandra Bloomfield

Email: ucconlinedirector@ucc.edu.jm
Tel: 906-3000 ext. 4008

Online Programme Officer – Krysten Vassall

Email: ucconlineofficer@ucc.edu.jm
Tel: 906-3000 ext. 4009

Online Officer – Shashauna Smith
ucconlineofficer2@ucc.edu.jm

Tel: 906-3000 ext. 4007

UCC Online Frequently Asked Questions- Undergraduate and Graduate Programmes

A platform ideal for students who are eager to earn a university degree but require more flexibility alternative to the traditional on-campus classrooms.



Frequently Asked Questions

UCC Online is a distance learning vehicle which uses technology to deliver UCC's degree programmes. The programmes offered through UCC Online use the following models:

- Fully online (except for end-of-module examinations for students in Jamaica). Students in Jamaica sit their end-of-module exams at their respective UCC Campus.
- Fully Online (including end-of-module exams). This option is available to students not resident in Jamaica. Exams are proctored online by ProctorU.
- Hybrid model, that is, students have the option of selecting to pursue some of their courses online and other courses in the traditional face-to-face/classroom option. The hybrid model is available currently only to students residing in Jamaica who can choose to pursue a course at one of UCC's campuses.

2. How does the UCC Online mode of delivery work?

Students receive their instruction from lecturers via a web-based learning platform known as MOODLE.

- This platform allows students to view lecture content/notes, PowerPoint presentations, video and audio resources provided by lecturers. Lecture content is available from week one of the semester.
- Lecturers and students interact in (live) chat sessions and discussion fora (asynchronous).
- Chat sessions begin in the first week of the semester, are conducted via Zoom and run weekly. During the spring and fall semesters chat sessions are one hour each week and are conducted after work hours between Mondays and Thursdays, on Saturday nights and/or Sundays. During the summer session, chat sessions will be approximately 90 minutes each per

week. Chat sessions are recorded by the lecturer and posted within 24 – 48 business hours. Participation in Chats is compulsory and graded.

- Lecturers post their discussion questions (DQs) via the discussion forum in the first week of the semester. Students must respond to these questions and to the response of at least one classmate within the deadlines given. A minimum of five
- DQ is given for the semester. Participation is grade.
- Lecturers also provide self assessment quizzes for students. These are not graded but help students to check if they are familiar with the material
- Students submit assignments and sit exams (mid-module) online from the comfort of their home or office computer.

3. What degrees are offered at UCC Online?

The UCC Online offers a Bachelor's degree in the following areas:

- I. Business Administration
- II. Business Administration majoring in Production and Operations Management
- III. Business Administration majoring in Accounting and Financial Management
- IV. Business Administration majoring in Accounting (start: Fall 2017)
- V. Business Administration majoring in Financial Management (start: Fall 2017)
- VI. Information Technology
- VII. Business Administration majoring in Information Systems Management
- VIII. Human Resource Management
- IX. Marketing

4. What will I need to take an online class?

Generally, you'll need a computer with access to the Internet and an email account. High Speed Internet Connectivity (ADSL) with a minimum bandwidth of 2MB for online courses is best to handle online courses because these courses typically use/include video, audio and podcasts to deliver information.

Preparatory Sessions: Before starting your online classes each semester or teaching period, all students (new and returning) will be required to complete the scheduled Preparatory Session. This is meant to increase and improve your readiness for taking online classes during the semester.

5. How do I apply for a UCC Online degree programme being offered at UCC Online?

Visit the UCC website at ucc.edu.jm.

Applicants will then be contacted via email by a member of the Registry staff with relevant follow up and a decision on admission is usually made within a month or less.

6. How do I get my textbooks and other course materials?

Students will have to purchase the required textbooks via online bookstores, the Campus Store or traditional bookstores. Lecturers will send other course materials such as e-texts as necessary.

7. How do I interact with course instructors or lecturers?

- **Asynchronously**– your interaction is not in real time. This allows you to participate according to your schedule and be geographically apart from the lecturer. This type of interaction usually takes place via email or message boards.
- **Synchronously**– your interaction is real time which means you will have to be online at scheduled class times

using videoconferencing or chat rooms. The scheduled times are usually after work hours and on Sundays.

8. How many courses can I take per semester?

The normal registration for part-time students is three courses per 14-week semester.

9. Is the curriculum the same as that conducted in face to face sessions?

Yes. All UCC students pursue the same courses and sit the same examinations as their counterparts across all Campuses irrespective of location throughout and the Caribbean. This is in keeping with the University's policy and is supported by the University Council of Jamaica (UCJ).

10. How are exams given?

End of Module Exams will be administered in a proctored setting at designated UCC Campuses. Where there is no designated campus, students will be asked to find a reputable institution, such as a University in their country, to proctor the examinations; UCC will verify whether the institution is capable of proctoring the examination and if satisfied, will ask the related authorities to arrange for best practice proctoring. All other exams are administered online.

11. How do students submit assignments?

Assignments are submitted electronically via UCC Online (using Drop Box).

12. How are grades disclosed?

Coursework grades and grades for participation in Chat sessions and Discussion Questions are posted on Moodle. Final grades are published on UCC's student management system (SMS), Aeorion, which the student only can access using his username and password.

13. How can I pay for my online education at UCC?

You can pay for it yourself using UCC's very flexible payment options, see if your employer offers an education assistance programme, or seek scholarships and loans. Jamaican students can also visit the Student's Loan Bureau (SLB) for financial assistance as UCC is SLB-approved. Other grants are also available through your respective Governments. Financial aid deadlines are often much earlier than registration deadlines.

14. How do I pay my fees?

Students have the following options:

- **Online** using Visa, MasterCard or NCB Keycard using your Aeorion account - Simply go to www.ajorion.ucc.edu.jm, log into the student account using your Aeorion ID number, select the "Pay with Credit Card" link and follow the instructions.
- From your BNS accounts using **Scotia Online** - Log on to your Scotia Online account, select UCC as the payee under the bill payment section, enter your eight digit Aeorion student ID as the account number, then submit. Proceed to make payment.
- By manager's cheque or debit or credit card at the Cashier, UCC Campus locations (please be guided by the opening hours of each location).

(For details on transmitting funds by wire transfer, please call the UCC Student Financial Services office. Contact: 876-906-3000 ext. 3978-3980. Email: sfs@ucc.edu.jm.)

15. I'd like to earn a university degree. How long will it take me?

There are several factors to consider:

- The type of degree you are seeking (for example, associate or bachelor) and the number of credits required for that degree
- The number of credits you have already earned that will count toward your degree;
- The number of classes you're able to take each semester.

Generally, however, to complete an associate's degree will take about 28 months; and a bachelor's degree will take about 52 months.

16. Does the UCC accept course credits from other institutions?

The UCC will accept a relevant transferable course taken at an accredited college as long as you earned a "C" or better. Evaluation of transcripts is done on official copies only.

17. The school wants an official transcript. How do I know if mine is official?

A signed transcript in a sealed envelope is considered official. It is usually sent directly from one Registrar's office to another. You may also request that official transcripts be sent to you in sealed envelopes, and they will remain official as long as you do not open them. You can hand them to the Registrar or enclose them with your physical application.

18. How do the online students receive certification?

Students attending graduation receive their certificates at the ceremony.

Students not attending graduation will receive their certificates in the mail.

Students in the Caribbean may participate virtually or be invited to attend the annual ceremony in Jamaica.

19. Where do I go to access my courses?

You may access your courses at <http://ucconline.ucc.edu.jm>

20. I am registered and have not received my Moodle password?

If you are expecting your Moodle password after being registered it may take up to 12 – 24 hours before it is emailed to you. If it is not in your inbox after this time then please check your spam/junk folder. If you still haven't received your password you may submit the issue via email to ucconlineofficer@ucc.edu.jm or onlinesupport@ucc.edu.jm.

21. I forgot my login password. How may I get a new password?

Under the login fields, click “Forgot Password” or go to https://ucconline.ucc.edu.jm/login/forgot_password.php

22. I did a password reset and I did not get my password?

If you do not see your password in your email inbox after using the “Forgot Password” option, check your email spam or junk folder. If you still do not see your password, request a password reset by send an email request to onlinesupport@ucc.edu.jm

23. After I login where do I find my courses?

When logged, you will be taken to dashboard. Your existing courses will be show under “In Progress”. You can also find your courses in the left menu under “My Courses”

24. I am enrolled for a course and I am not seeing it in my list of courses?

Please contact your course coordinator to have this issue resolved. Email ucconlineofficer@ucc.edu.jm

25. How do I access my scheduled class?

You may access your scheduled class by looking for the Zoom Meeting Room URL on your course page, located under Chat Discussion/Sessions.

26. Why am not seeing my class recording on Moodle?

Recordings are published within 24 – 48 business hours. If you do not see your class recording after 72 hours please email support at ucconlineofficer@ucc.edu.jm and copy ucconlinedirector@ucc.edu.jm.

27. What is Zoom Meeting Room?

Zoom Rooms is a software-based **room** system that provides an integrated experience for audio conferencing, wireless screen sharing and video conferencing. **Zoom Rooms** can be used for **room** only attendees or remote attendees joining from another **room**, from their desktop, or from their mobile device.

28. What is SMARTHINKING?

Smarthinking is a service that offers expert advice from professional, qualified tutors whenever you need it. It’s available 24/7. You can also get feedback on an assignment or an essay draft, or get help with tackling those not-so-easy mathematical questions. In addition, you will be able to access a number of free tutorials on difficult topics.

29. If I am an online student, how will I do my exams?

Local Online students attend the nearest campus to sit their examinations and overseas Online students sit their examinations using ProctorU

30. What is ProctorU?

ProctorU is an online invigilation service engaged by UCC for Online examinations

31. Do I pay for the proctoring of Online examinations?

Yes. Each Online examinations attracts a proctor fee (currently 36 USD)

32. How do I access Online examinations?

Online examinations are accessed via the Moodle. After you have logged in, follow the Proctors instructions.

33. I lost connection to the internet while doing my exam, have my answers been saved?

Answers are autosaved as you progress through your exam.

34. What if I am unable to type my examination (or any portion of it), in the Moodle platform?

Inform the proctor that the examination will be done on the papers. Show the proctor that all your sheets are clean sheets with absolutely no mark on them. Once this is verified the Proctor will allow you to write on the sheets and take pictures of these and upload them to the Moodle immediately.

35. What if the session ends before I am able to upload my examination scripts?

The examination scripts should be emailed immediately to the Onlineofficer@ucc.edu.jm and copy to your lecturer. Scripts that are not emailed within 5 minutes after the session ends will not be accepted and the student will need to re-sit the examination at a cost.

36. Can a local student use the online proctor service for examination?

Online proctoring is only applicable to overseas students and local students who are travelling during the time of examinations.

37. Local students must visit their default campus to sit their final examinations

Unless they inform the Online department that they would not be at their default campus through the location survey.

38. What is the location survey?

The location survey is a form that is distributed by UCC Online to request information for a change of location, if a student is not going to be at their default campus of registration, at the time of the examinations.

39. Do all students need to complete the location survey?

Only students who will not be at their default campus of registration during the examination

period needs to complete the location survey. This will provide information about where they will sit their final examinations.

40. When should the location survey be completed?

The location survey must be completed as soon as student becomes aware of their relocation (travel) plans.

The location survey open for the first 30 days of each semester, i.e. for the Fall semester it opens for the month of September; for the Spring semester it is open for the month of January and for Summer, it is opened for the month of June.

41. What if I complete the location survey late?

Students who send information regarding a change of their location after the cut off will be penalized according to the established consequences (payment of the transfer fee).

Academic Forms- Undergraduate and Graduate Programmes

Tell me and I will forget; show me, and I may not remember; involve me, and I will learn." -Benjamin Franklin



Undergraduate and Graduate Programmes

Academic Forms

Academic Forms- Undergraduate and Graduate Programmes

Undergraduate and Graduate Programmes Academic Student Forms, 2018-2020			
Forms	Policy/Procedure	Purpose	URL Link
Academic Calendar	Student Handbook	Tabulate key academic events and corresponding dates.	http://ucc.edu.jm/academic-calendar
Add Drop Form	Add Drop Policy	Add or drop course within appropriate timelines with approval.	http://ucc.edu.jm/document/add-drop-form
Advanced Standing Form	Admissions Policy	Claiming credit for equivalent courses completed at UCC or other institutions.	http://ucc.edu.jm/document/advanced-standing-request-form
Alternate Examination Form	Examinations Policy	Where extenuating circumstances arise beyond the student's control that affect the student's physical well-being.	http://ucc.edu.jm/document/alternative-examination-application-form
Alumni Membership Form	Department of Student Affairs Procedure	As association of students who attended or graduated from UCC with deep sense of purpose.	http://ucc.edu.jm/document/alumni-application-form
Application Forms	Applications For Admissions	Applications for admissions to Courses and Programmes	https://ucc.edu.jm/documents-forms#application
Assignment Cover	Assignment Preparation Guide	Provides guidance for preparing and submitting Assignments.	https://ucc.edu.jm/document/assignment-preparation-guide
Death Notice Claim Form	School Mate Accident Insurance Procedure	Student death claim benefit Form.	https://ucc.edu.jm/sites/default/files/files/docs/Death%20Benefit%20Notice%20of%20Claim%20Form.pdf
Clash of Examination Form	Examination Policy	Overlapping dates of examination schedules.	http://ucc.edu.jm/document/cap-application-form
Corporate Education Application Form	Corporate Education Procedure	A suite of personal and industry-relevant professional courses.	http://ucc.edu.jm/corporate-education/forms/application-form
Course Registration Form	Course Registration Procedure		https://ucc.edu.jm/document/course-registration-form
ECAP Application Form	ECAP Procedure	Early College and Advanced Placement High School Programme	http://ucc.edu.jm/document/ecap-application-form

**Undergraduate and Graduate Programmes
Academic Student Forms, 2018-2020**

Forms	Policy/Procedure	Purpose	URL Link
ECAP Parent Consent Form	ECAP Procedure	Parent/Guardian consent and Applicant's declaration.	https://ucc.edu.jm/sites/default/files/files/docs/ECAP%20-%20Parent%20Consent%20Form.pdf
Elective Forms	Admissions Policy	An elective is a course offered by a department that is open to selection by students from outside that Department.	https://ucc.edu.jm/document/elective-form
Exemption Request Form	Admissions Policy	Replacing a course with another course or not being required to sit that course,	http://ucc.edu.jm/document/request-for-exemption
Grade Query Review Request Form	Examinations Policy	A student who wishes to challenge a failing grade should complete and submit the Grade Query Review Form to the Programme Coordinator or Campus Manager within two weeks of the posting of the grades.	https://ucc.edu.jm/sites/default/files/files/docs/Grade%20Query%20Review%20Request%20Form.pdf
Grievance and Complaint Form	Student Grievance and Complaint Policy	To lodge a grievance and/or to make Formal Complaint.	http://ucc.edu.jm/document/student-complaint-form
Incident Report Form	Health and Safety Policy	All accidents resulting in injury to any employee, student or visitor must be immediately documented and reported. This must be done to properly evaluate and/or treat injured persons and prevent a recurrence The form is sent to the Director of Logistics and Administration, Operations Department.	The Form is available from the Operations Department
Incomplete 'I' Grade	Incomplete 'I' Grade Policy	Examination Resit Application Form	https://ucc.edu.jm/document/resit-examination-application-form
Incident Report Form	Health and Safety Policy	Form used to report minor or severe injury, accidents and incidents.	Within the Operations Department
Independent Study Agreement Form	Independent Study Guidelines	Used to process alternate academic modality.	With Programme Coordinators
Leave of Absence and Summer Status	Admissions Policy	Temporary withdrawal or leave of absence from a programme for a good cause.	http://ucc.edu.jm/document/leave-of-absence

Undergraduate and Graduate Programmes Academic Student Forms, 2018-2020

Forms	Policy/Procedure	Purpose	URL Link
Lecturer's Claim Form	Faculty Terms of Reference-Faculty Handbook	Process payments for instructions provided based on contractual agreement.	With Programme Coordinators
Lost and Claim Property Claim Form (Not on website)	Operations Department	To report items abandoned unclaimed and misplaced.	Within the Operations Department
Mature Entry Supplemental Application Form (undergraduate)	Admissions Policy	Applicants who have fully satisfied the Standard Admission Requirements, may be accepted via the Mature Candidate route.	https://ucc.edu.jm/document/mature-entry-supplemental-application-form
Medical Referral Form	Health and Safety Policy	To note the medical complaint for which an individual is being referred in accordance with UCC's Agreement.	Within the Operations Department
Official Document Request Form (ODR)	Records Management and Disposition Policy	To request official student documents and letters.	http://ucc.edu.jm/document/odr
Official Document Request Procedure	Official Document Request Guide	Students' instructions on how to Request Official Student Documents.	https://ucc.edu.jm/document/requesting-official-document-records
Online Proctoring Service Form	UCC Online Student Handbook	To request online proctoring service provider.	http://ucc.edu.jm/document/online-proctoring-service
Re-Admission Application Form	Admission Policy	Applying to resume a programme of study that was officially temporarily discontinued.	http://ucc.edu.jm/document/re-admission
Re-Sit Examination Form	Incomplete 'I' Grade Policy	Examination Resit Application Form	https://ucc.edu.jm/document/resit-examination-application-form
Refund Request Form	Refund Policy	Process request for return of tuition and/or fee paid.	http://ucc.edu.jm/document/tuition-fee-refund-policy
Scholarship Forms	Scholarship Procedure	Establish the conditions for the application process for the award of scholarship.	https://ucc.edu.jm/document/scholarship-application-form
School Mate Claim Form	School Mate Accident Insurance Procedure	Claim expenses for any injury caused by incident or accident.	http://ucc.edu.jm/document/school-mate-claim-form

**Undergraduate and Graduate Programmes
Academic Student Forms, 2018-2020**

Forms	Policy/Procedure	Purpose	URL Link
Student Council Nomination Form	Student Council Election Guidelines	Election of nominee for the appointment of Student council representative.	http://ucc.edu.jm/document/student-council-nomination-form
Student Grade Query/Review/Remark EOM Form	Examination Policy	Student who wishes to challenge a failing grade of his/her End of Module Examination (EOM) or major Course Work.	http://ucc.edu.jm/document/grade-query-review
Student Referral Claim Form	Student Financial Services (SFS) and Cashier Process SOP	To refer potential students for admission and claim.	http://ucc.edu.jm/document/referral-claim-form
Student Update Form	Student Management System (SMS) Procedure	To update a student's status, Aeorion profile or to submit documents to update their file.	http://ucc.edu.jm/document/student-update-form
Transfer Request Form	Admissions Policy	Reflect change of status and/or change of programme or campus.	http://ucc.edu.jm/document/request-for-transfer
UCC101 Outreach Form	Department of Student Affairs Procedure	Record community engagement activity required for the completion of the course UCC101.	http://ucc.edu.jm/document/outreach
Withdrawal Form	Admissions Policy	Discontinuation of studies for a period in excess of one academic year.	http://ucc.edu.jm/document/withdrawal-application
<i>Updated June 19, 2020</i>			

Appendices

Appendix 1- Aeorion Student Management System Login and Registration Instructions

■ First Time Users – Activate your Account Steps

1. Open your Internet Browser and type the URL <http://aeorion.ucc.edu.jm>
(Online help also available at Online Registration Instructions link)
2. Select the link Activate Online Account from Get Started on the page



3. You will be taken to a page similar to the one below

A screenshot of the 'Activate Account' page on the University of the Commonwealth Caribbean website. The page has a blue header with the university's logo and name. Below the header is a red navigation bar with links: 'Home', 'News', 'About UCC', 'Prospective Students', 'Degrees & Seminars', and 'UCC Online'. The main content area is white and features a form titled 'Activate Account'. The form includes a warning message: 'You requested access to a secure site that requires account activation. Please enter requested information below. If you have questions or concerns email support@ucc.edu.jm. Please note that you will use your IDNUMBER and PASSWORD entered below to access this online system. If you have questions or concerns please call 1-876-525-2064.' The form is divided into two sections: 'Personal Information' and 'Other Information'. The 'Personal Information' section includes fields for 'Student ID', 'Date of Birth', 'Security Question', 'Answer to Security Question', 'Password', and 'Confirm Password'. The 'Other Information' section includes a field for 'Alternate E-mail Address'. To the right of the form are hints for each field: 'Student ID' (The ID number given to you by this school), 'Date of Birth' (YYYYMMDD), 'Security Question' (A question that only you know the answer to), 'Answer to Security Question' (The correct answer to the security question), 'Password' (Password to access Aeorion SGA/RS), 'Confirm Password' (Type password again), and 'Alternate E-mail Address' (P.g. jsmith@ucc.edu.jm). At the bottom of the form are two buttons: 'I Agree' and 'I DO NOT Agree'.

You are required to enter requested information in the fields provided

Personal Information

Student ID :	<input type="text"/>	- [The ID number given to you by this school]
Date of Birth	<input type="text" value="eg, 12/25/1990"/>	- [Month/Day/Year]
Security Question :	<input type="text"/>	- [A question that only you know the answer to]
Answer to Security Question :	<input type="text"/>	- [The correct answer to the security question]
Password :	<input type="password"/>	- [Password to access AEorion SIS/LMS]
Confirm Password :	<input type="password"/>	- [Type password again]

Other Information

Alternate E-Mail Address :	<input type="text"/>	- [e.g: yourname@yahoo.com]
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In the Student ID field type the ID number given to by the school (**this number should be eight digits e.g. 20010101**), your date of birth in the order of **month/day/year**, security question, answer to security question, a password, retype password in confirm password field, and alternate email address (**any email address that you currently use**). This field is optional.

Please note that you **MUST** click on the Agree button in order to activate your account. You will then be presented with a congratulatory message, which is an indication that your account has been successfully activated.

Login Steps- If your account has already been activated, you may access the Aeorion Student Management System (SMS) by following the instructions below. Connect to the Internet and then open any browser of your choice. Type the following URL in the address bar of your browser: <http://aeorion.ucc.edu.jm>

A page similar to the one below will be displayed:



Enter user name (ID Number for Students e.g. 20010101) and password. You will then be required to click on the **login button** or press the **enter key** to sign in.

After Login- After you have successfully logged in, you will be taken to a screen similar to the one below. This screen will present to you various options so please select the one that is most appropriate to the action you wish to engage.

The screenshot shows the Student Portal interface. At the top is a navigation bar with links: Home, News, About UCC, Prospective Students, Degrees & Seminars, and UCC Online. Below this is the 'Student Portal' header. The main content area is divided into sections:

- Student Information:** Displays a profile picture (labeled 'No Display'), name (Ayesha Bader), ID (#12345678), phone ((123) 412-3412), email (me@you.com), alerts (0), and program of study (B.Sc. Business Administration - UCC Undergraduate Catalog (2010-2012)). It also shows Undergraduate G.P.A., Graduate G.P.A., and Account Balance (\$0.00).
- Student Management System:** A list of links for registration, adding/dropping classes, checking status, viewing grades, transferring credits, external passes, program check, tuition estimate, paying with credit card, third-party payment, exam permit, and transcript request.
- Learning Management System:** A section for managing learning activities.
- Assignments Due This Week:** A section showing no assignments are due.
- Recently Updated Learning Units:** A section for updated learning units.
- Recent Discussions:** A section showing no discussions.

Registering for Classes- Under the student management system section, select the link Register for Classes to start your registration process. You need to then select **Year, Term, Schedule,** and **Campus.**

The screenshot shows the 'Register for Classes' page. A dropdown menu is open, displaying a list of campuses: Montserrat (MONT), Montserrat Bay (MONT), Ocho Rios (OCHO), Savanna-La-Mar (SALA), Antigua, St. Vincent, St. Lucia, Dominica, St. Kitts, Grenada, Barbados, Old Hope Road KGN (OHR), Oxford Terrace KGN (OTC), May Pen (MPC), Jose Martí, Acoro (ACP), St. Mary (GNP), Vere (GAP), and UCC Online. The 'Register for Classes' link is highlighted in the main content area. Below the dropdown, there are fields for 'Year' (2015), 'Term' (Fall), 'Schedule' (Undergraduate), and 'Campus' (Kingston). Buttons for 'Begin Registration', 'Add/Drop', and 'View Timetable' are visible. A 'Registration Quick Facts' section is also present at the bottom.

You will then be required to select the **Begin Registration** button to start the registration process.

Please note that once the **Begin Registration** button is selected, the system will perform a series of checks to see if registration is open for the selected period. If registration has not yet been open, the system will display a message indicating the same.



Register

Select the correct registration period below. If you require technical assistance please contact support@ucc.edu.jm.

Year: 2011 ▼ Term: Spring ▼ Schedule: Undergraduate ▼ Campus: Worthington Avenue KGN (WAC) ▼

Begin Registration **Add/Drop** **View Timetable**

Registration is not opened for your selection!

There are four (4) steps involved in the actual registration process:

Step 1- Course Selection, **Step 2-** Calculate Charges, **Step 3-** Pay Fees, and **Step 4-** Registration completion.

Step One- Course Selection

This step will present you with the list of courses available for the selected year and term. You cannot register for a class unless it is available

File Edit View Favorites Tools Help

Acorn - University College X Northern Caribbean Drive... Acorn - University College...

Web Display Alerts: (0) Account Balance: \$0.00 Transferred Credits External Passes Exam Permit Transaction Request

Register for classes | Course Selection

You are at:
Step 1 Course Selection
 Step 2 Calculate Charges
 Step 3 Pay Fees
 Step 4 Registration Completed

Selected Courses

Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Extra Class	Reserve
ACT201	Accounting	F	3	12:00PM	2:00PM	TuTh	To Be Announced	Roger Mendez	---	Reserve

Credit Limit: 12 Credit Load: 6 Pk. req Credits: 0 Credits Remaining: 6

[View Full List](#) | [Prereq. Override Requests](#) | [Extra Classes](#) | [Failed Course Petitions](#) | [View/Modify Waiting List](#)

[Continue to Next Step](#)

Course Code | Title Search ☐ Show courses with available seats only
 Leave the search field empty to display the entire timetable.

All courses are displayed... Time Page Size: 15

Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Seats	Reserve
ACT201	Accounting	F	3	12:00PM	2:00PM	TuTh	To Be Announced	Roger Mendez	49	Reserve
ACT201	Accounting	F	3	7:05AM	8:35AM	TuTh	To Be Announced	Roger Mendez	29	Reserve
BUS100	Business	T	3	7:05AM	8:35AM	WTh	To Be Announced	Lloyd Francis	29	Reserve
ECON201	Economics	T	3	8:35AM	11:30AM	Su	To Be Announced	Prasad Kulkarni	30	Reserve
ECON201	Economics	T	3	7:05AM	8:35AM	TuTh	To Be Announced	Prasad Kulkarni	30	Reserve
ECON201	Economics	T	3	6:20PM	8:20PM	Th	To Be Announced	Kenneth Lopez	30	Reserve
ENG101	English	A	3	7:05AM	8:35AM	TuTh	ROOM 12 MAC	Staff Faculty	35	Reserve
ENG101	English	A	3	9:00AM	10:30AM	Th	To Be Announced	Staff Faculty	35	Reserve

Internet | Protected Mode: On

To see all available courses, leave the search field empty. To see courses with available seats only select the check box which indicates the same.

Course Code | Title Search ☐ Show courses with available seats only

You may also filter the timetable by time to show all courses starting at a particular time (e.g. 5:30 pm). By selecting 5:30 PM from the selection box, all classes beginning at the selected time will be displayed.

All courses are displayed... Filter: Time: 5:30PM Page Size: 15

Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Seats	Reserve
ECON201	Economics	T	3	5:30PM	8:30PM	Th	To Be Announced	Kenneth Lopez	30	Reserve
ENG104	English	T	3	5:30PM	8:30PM	W	To Be Announced	Staff Faculty	40	Reserve
ETH200	Ethics	T	3	5:30PM	8:30PM	M	To Be Announced	Peter Morris	40	Reserve
HOS201	Hospitality and Tourism	R	3	5:30PM	8:30PM	W	To Be Announced	Staff Faculty	30	Reserve
IT102	IT	C	3	5:30PM	8:30PM	Tu	Room 21AC	Staff Faculty	30	Reserve
IT103	IT	E	3	5:30PM	8:30PM	M	Room 21AC	Staff Faculty	34	Reserve

Once you are satisfied with the course that you wish to take, you will be required to select the link titled Reserve to have this course added to your own personal schedule. You will be required to repeat this step for all classes you wish to take.

To deselect a course click on the link (remove) in the corresponding row. Please note courses can only be removed within Step One (Course Selection) where you can **click on the remove button**.

Register for classes | Course Selection

You are on
Step 1
Course Selection

Step 2
Calculate Charges

Step 3
Pay Fees

Step 4
Registration Completed

The course ENG101 was successfully added.

Selected Courses

Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Extra Class	Remove
ACT203	Accounting	F	3	12:30PM	2:00PM	TuTh	To Be Announced	Rupert Mendez	--	Remove
ECON01	Economics	T	3	8:30PM	8:30PM	Th	To Be Announced	Kenneth Luzzar	--	Remove
ENG101	English	A	3	7:00AM	8:30AM	TuTh	800H 12 WAC	Staff Faculty	--	Remove

Credits Limit: 12 Credit Load: 9 Pre-req Credits: 0 (Credits Remaining: 3)

[View Full Load](#) | [Prereq. Override Requests](#) | [Extra Classes](#) | [Failed Course Petitions](#) | [View/Modify Waiting List](#)

[Continue to Next Step](#)

Course Code | Title ☐ Show courses with available seats only
Leave the search text empty to display the entire listtable.

All courses are displayed...

Time Page Size: 15

Code	Course Title	Sec.	Cr.	Starts	Ends	Days	Room	Instructor	Seats	Reserve
ACT203	Accounting	F	3	12:30PM	2:00PM	TuTh	To Be Announced	Rupert Mendez	48	Reserve
ACT203	Accounting	F	3	7:00AM	8:30AM	TuTh	To Be Announced	Rupert Mendez	29	Reserve
BUS106	Business	T	3	7:00AM	8:30AM	WV	To Be Announced	Lloyd Francis	27	Reserve
ECON01	Economics	R	3	8:30AM	11:30AM	Sa	To Be Announced	Ronald Kakani	18	Reserve

As the courses are reserved, the message” The Course ENG101 was successfully added” will be displayed after each course is successfully added.

If you are trying to select a course that clashes with another course, the following message will be displayed, indicating which two courses are clashing.

The item you are trying to add clashes with the following:

Code	Course Title	Starts	Ends	Days	Clash Description
IT101	IT	8:30PM	8:45PM	W	Clashes with a selected course

After you have completed your course selection, click on the link “Continue to next step” To move on to **Step Two (Calculate Charges)**

Step Two- Calculate Charges

This step will display all the charges for the courses selected. Fees that may be manually selected by students will appear to the left and students may choose to add or remove these fees.

Register for classes | Calculate Charges

Step 1
Course Selection

You are at:
Step 2
Calculate Charges

Step 3
Pay Fees

Step 4
Registration Completed

[Selected Courses - View/Modify](#)

Code	Course Title	Sec.	Cr.	Extra Class	Course Cost	Extra Class Charge	Other Charges	Total
ACT202	Accounting	P	3	No	\$21,000.00		\$0.00	\$21,000.00
EDG201	Economics	T	3	No	\$21,000.00		\$0.00	\$21,000.00
ENG101	English	A	3	No	\$21,000.00		\$0.00	\$21,000.00

Semester Charges:

Credit Cost (total)	\$63,000.00
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Total Charges: \$63,000.00
Account Balance: \$0.00

[View/Modify Previous Step](#)[Continue to Next Step](#)

Step Three- Pay Fees

You can Pay your tuition online or offline:

Credit card payment for 100% Tuition – Students may pay semester charges using a credit card online and automatically be registered for that semester/campus. Select the credit card check box and then proceed to make the payment by filling out the card info and billing information and then click **PAY NOW**.

Step 1 Course Selection	Step 2 Calculate Charges	You are at: Step 3 Pay Fees	Step 4 Registration Completed
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Payment Options

☐ Third Party Payment
 ☒ Credit Card
 ☐ Offline

Credit Card Payment



Charge Details

Order Total: \$19,409.00

Type of Payment:

Payment Options: ☒ Full ☐ Other

Card Information

Currency:

Amount:

Card Type:


Card Number:

Expiry Date:

CARD/CVC2 Code:

What is this?

Student Information You have logged in 1811 times. Last login was: Aug 15, 2012 at 10:17 PM from IP: 81.912.4.118

 Edit Profile	Name: John Brown ID No: 12345678 Phone: 0120 11 2-3456 Email: jbrown1@stn.univ.edu.jm Mobile: 00	Programme(s) of Study: (AS) Business Administration - USC Undergraduate Catalog (2010-2012) GRN: Under Graduate 8 Account Balance: \$0.00
---	---	--

Options

Register for Classes Add Drop a Class Check Registration Status My Grades Transferred Credits External Passes	Programme Check Tuition Estimate Pay With Credit Card Third Party Payment Exam Period Help
--	---

Register for classes | Pay Fees

Step 1 Course Selection	Step 2 Calculate Charges	You are at: Step 3 Pay Fees	Step 4 Registration Completed
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Payment Options

☐ Third Party Payment
 ☐ Credit Card
 ☒ Offline

Offline Payment

Please visit or call student finance at: 478 665-3900 to complete the registration process as offline payment is selected.

[View/Modify Previous Step](#)

Appendix II: Paying Fees

Payment Methods- The following payment methods are available:

1. **ONLINE**

Using your Visa, MasterCard or NCB Keycard using your AEorion account. Simply go to www.aeorion.ucc.edu.jm, log into your account using your AEorion ID number, select the “Pay with Credit Card” link under the Student Management System section, and follow the instructions.

2. **FROM YOUR BNS ACCOUNTS USING SCOTIA ONLINE**

Simply log on to your Scotia Online account, select UCC as the payee under the bill payment section, enter your eight (8) digit Aeorion student ID number as the account number, and then submit. You can then proceed to make the payment.

3. **AT ANY JAMAICA NATIONAL BUILDING SOCIETY (JNBS) BRANCH ISLANDWIDE**

Payments can be made in cash, direct from your JNBS savings account, or online using the JN Live online facility using your student ID number. Students with debit/credit cards can withdraw funds from in-branch ATMs. Send receipts to sfs@ucc.edu.jm

4. **AT THE CASHIER**

Acceptable payment methods are Credit Card, Debit Card or Manager’s Cheque (acceptance of company cheques is subject to the approval of the SFS Unit). Cash will NOT be accepted for settlement of tuition fees.

5. **PAYMASTER**

Only ISP payments should be made at Paymaster

Contact UCC Student Financial Services (SFS) Unit (email: sfs@ucc.edu.jm or 1-876-618-7430) to complete the registration process.

Worthington Campus- Students attending campuses in Kingston, the Worthington Avenue campus is open:

- **Mondays to Thursdays 7:00a.m. to 7:30p.m.**
- **Fridays 8:30a.m. to 4:30p.m.**
 - **Sundays 8:00a.m. to 4:00p.m.**

Regional Campus- Students in the Regional campuses are to be guided by the normal opening hours for the campuses as advised by the Campus Managers.

Students who are unable to make tuition payments for a semester in full may contact the Student Financial Services (SFS) Unit or their Campus Manager to discuss the tuition financing options available. The finalisation of such arrangements is a requirement for the completion of the registration process each semester.

Step Four (Registration Completed)

1. If you have opted to pay in full online and be automatically registered, your registration will be marked completed. A confirmation will be displayed indicating all courses registered for and the total tuition cost and any applicable fees.

Step 1 Course Selection	Step 2 Calculate Charges	Step 3 Pay Fees	You are at: Step 4 Registration Completed
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1 of 1 Find | Next



University of the Commonwealth Caribbean

You are Registered for the term:

2013 Fall Undergraduate Kingston

ID #: 12345678

Name: John Brown

Registered By: --Monday, August 18, 2013 5:00 PM

Generated: Monday, August 19, 2013 | 4:56:09 PM

Course Code	Course Title	Section	Credits	Start Time	End Time	Days
ACT100	Financial Accounting	D	3	3:40PM	8:50PM	Su

Accident Insurance	\$1,000.00
Credit Cost (local)	\$27,000.00
Jam Copyright	\$800.00
Technology Fee	\$800.00
Total	\$29,400.00

Thanks for Choosing The University of the Commonwealth Caribbean. Have a Productive Semester !!!

2. After the UCC SFS Unit has verified your payment or established a payment plan for you, your registration will be marked complete. You will be provided with a receipt indicating all courses registered for and the total tuition cost.



Students who opt to establish a payment plan agreement with the University, are required to make contact with SFS, who will complete the process for you. You will be provided with a receipt indicating all courses registered for and the total tuition cost.

Adding/Dropping a Course after Registering

UCC facilitates the students who desire to add or drop a course after the initial registration has been done. The Add/Drop Period concludes and the end of the first two weeks on the semester. A student who wishes to add or drop a course must complete the process in AEORION through a Programme Coordinator/Head of Department or Head of Schools using the Add/Drop Form. Students will not be obligated for tuition and other fees for courses dropped within the above specified time-frame.

Glossary of Terms

Undergraduate and Graduate Programmes

Glossary of Terms

Academic Advising: Academic Advising is the process by which students interact with an Advisor and Academic advisor with the goal of obtaining accurate and detailed information about their degree requirements and academic progress for successful completion.

Academic Year: The period covering the three academic periods (fall, spring and summer) commencing respectively in September, January and May of consecutive calendar years. UCC operates a fully functioning trimester system.

Advanced Placement: Admission to selected first year introductory courses for credit, for an achievement-oriented student who is simultaneously completing fifth form courses leading to CSEC.

Academic Probation: a probationary condition where students whose cumulative GPA falls below 2.0 are put on a semester's academic probation during which time they must maintain good academic standing raising their cumulative GPA to at least 2.0 at the end of the probationary term.

Academic Suspension: Students on academic probation who do not raise their cumulative GPA at the end of the probationary term are put on academic suspension or may be dismissed. Students who are suspended are not eligible to register for courses for at least one semester or receive financial aid.

Add/Drop: This policy defines the timeframe for students to make changes to their class schedule. The allowable timeframe for adding or dropping courses is

within the first two (2) weeks of the commencement of classes.

Advanced Standing: may be granted to students who provide evidence of equivalent credit courses completed in other programmes at UCC or at another recognised tertiary institution. The amount of advanced standing credit that is granted towards a UCC Bachelor degree will be subject to the graduation requirements of the lower level or years three (3) and four (4) of the degree.

Attempted Hours: Means credit hours for which the student has earned a grade. The grade F counts as attempted hours.

Bachelor of Science -Lower Level: The first two years of a UCC Bachelors degree.

Bachelor of Science Upper level: The third and fourth years of a UCC Bachelors degree. Students who successfully complete the full programme of study are awarded the Bachelor of Science (B.Sc.) degree.

Course: A discrete portion of a programme of study with a distinct name, alpha- numeric code and credit value.

Credit: Students given credit for a course do not have to take that course or replace that course with another one in order to complete their programme of study.

Deferral: A request to take up an offer a programme offer at a later date.

Deselection: The Deselection process is the removal of courses for unregistered students after the end of the registration period by the

SMS Administrator in conjunction with the SFS Department.

Earned Hours: Credit hours that the student has passed with a grade of C or higher.

ECAP- Early College and Advanced Placement High School Programme.

Enrolment: Means enrolment in course(s) or a programme after fees and applicable charges have been paid.

Elective(s): Course (s) outside of a mandatory category from which a student may choose to fulfill the credit hour requirements necessary to complete a specific degree. Students are encouraged to seek advisement from their Programme Coordinator or Campus Manager before selecting electives.

Exemption: Students exempted from a course do not have to take that course. However, they must replace that course with another course in order to satisfy the credit requirements of their programme of study.

Full-time Student: Means a student carrying a semester's course load of fifteen credits or five 3-credit courses.

Fee: Includes any amount payable under a stated policy, statute or rule.

Grade point: The numerical value assigned to a letter grade received in a course multiplied by the number of credit hours awarded for the course.

Grade Point Average (GPA): Is a quantitative measure of a student's performance and is the average obtained by dividing the sum of the grade points by the total number of credits attempted.

Grade value: The numerical value assigned to a letter grade.

Leave of Absence: Discontinuation of studies for a period not exceeding one (1) year.

Matriculation: The process by which a candidate earns the right to commence undergraduate study at the University by way of satisfying the institution's entrance or admission requirements.

Maximum Permissible Programme Completion Timeframe: The normal programme completion timeframe (as stated in the calendar) plus three (3) academic years.

Prior Learning Assessment: A series of options through which students may have the learning they have acquired outside of UCC classes evaluated to determine whether it is equivalent to UCC's level of learning. The options may include:

- i. Challenge Examination
- ii. Portfolio Examination
- iii. Portfolio Assisted Assessment.

Part-time Student: A student carrying a semester's course load of nine (9) credits or three (3) credit courses.

Pre-requisite: A course that must have been previously passed to be able to enrol on, or pursue another course.

Provisional Entry: Programme acceptance granted to a student pending fulfilment of the outstanding entry or matriculation requirements within a specified timeframe.

Semester: Means academic delivery period commencing in September (Fall) and January (Spring) respectively of each academic year.

Regular Semester: Means academic delivery period commencing in September (Fall) and January (Spring) respectively of each academic

year.

Summer Session- Means academic delivery period commencing in May of each year.

Withdrawal: Discontinuation of studies for a period in excess of one academic year.

Term: Academic delivery period commencing in September, January and May respectively of each academic year.

Transfer Credit: Credit earned at another recognised tertiary institution which has been accepted towards a student's programme of study at UCC.