



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN**
Fostering Leadership & Innovation

**UCC
GROUP**

STUDENT HANDBOOK

2022-2023






 UNIVERSITY OF THE COMMONWEALTH CARIBBEAN <i>Fostering Leadership & Innovation</i>	University of the Commonwealth Caribbean Policy Approval and Revision Form
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Contact:	Provost and Vice President for Academic Affairs
Appendices:	
Related Policies/Procedures:	<ul style="list-style-type: none"> ▪ UCC Catalogue ▪ Academic Policies and Procedures
Position(s) Responsible for Adherence to Policy:	Provost and Vice President for Academic Affairs, Vice Provost, Dean, Heads of Department, Campus Managers, Registrar, Admissions Supervisor, Records Manager, Quality Assurance Manager, Student Activities & Career Services, Programme Coordinators, and Student Council President.
APPROVED BY: UCC Academic Council Name: <div style="text-align: center;">Dr. Shielah Paul Provost and Vice President for Academic Affairs</div> Signature:  Date: May 9, 2023	APPROVED BY: UCC President Name: <div style="text-align: center;">Professor Haldane Davies, President</div> Signature:  Date: May 15, 2023

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Message from the Associate Vice President, Academic and Students' Affairs



Dear UCC Students,

I welcome you to the University of the Commonwealth Caribbean. The UCC is the largest, private, nonaffiliated educational institution in the Caribbean and only one of five tertiary institutions in Jamaica which have received institutional accreditation from the University Council of Jamaica.

I know that as a student of UCC you will benefit from our local and international partnerships, our trained and experienced faculty and our wide range of educational programmes that will improve your ability to succeed at work and to make a positive contribution to your community.

As a university student you will make some important changes. You will learn to become more of a self directed learner at UCC. This means that you will learn how to take more autonomy of your own learning, how to plan your time to read and study and how to use the guidance we will give to you to enhance your acquisition of knowledge and skills. These are important skills not only for success at university but for success at life in general.

You will make psychological and emotional changes as you learn to assimilate, interpret and articulate your thoughts, feelings, attitudes and beliefs. In a real sense, beginning a university programme requires a kind of 'growing up' regardless of how old you are and how many educational experiences you have already had.

You will also build networks with other students and with lecturers and facilitators in your discipline. These new connections may provide acquaintances and friends that will serve you well for a life time.

To support you on this academic journey we have prepared this Students Handbook for you which you will find provides details concerning UCC's policies and regulations, details of all the programmes offered at UCC and much more useful information. This Handbook will answer many of your questions about your role and responsibilities as a UCC student.

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, who makes all University of the Commonwealth Caribbean community members and stakeholders proud.

Please take some time to become familiar with your Students Handbook; it was prepared specifically for you.

The University's website is also specially constructed for both new and returning students and will always have up-to-date information that you need to help you to navigate the journey through tertiary education at UCC.

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


*Yvonne Dawkins (PhD),
Vice Provost, Academic Affairs
University of the Commonwealth Caribbean*

UCC Operational Amendments since COVID19

1. All courses have been offered on UCC's Online platforms, since the pandemic in March 2021
Students may access the Moodle using ucconline.ucc.edu.jm, then log into Moodle using your UCC issued ID# and the password received in the System Administration email. If you did not receive the email, in your inbox check Spam
2. For courses completed online, assessments completed online will be subject to proctoring. Proctoring is monitoring students taking online exams with software and service. Proctoring is done with an inexpensive artificial intelligence (AI) system -ULearn.
3. Instructions to register with Ulearn is shared on the Resource Center on the Moodle platform
4. Amendments have been made to the Resource Center for both faculty and students to facilitate changes made online.
5. There are videos made available in the Resource Centre for training to gain familiarity with the virtual learning environment.
6. Moodle and Zoom training with faculty and students are done at the start of each semester. These videos are accessible via the Student Affairs Department.
7. The Online Department minimizes exposure of the Online Officers to physical contacts as much as is possible and therefore walk-ins are not encouraged.
Instead you can send emails with your queries to: ucconline@ucc.edu.jm or ucconlinehelpdesk@ucc.edu.jm
8. The Online department does not handle financial queries – All financial matters are resolved with SFS
9. Matters relating to Programmes and courses must be resolved through the Programme Coordinators or HODs
10. Online department handles queries regarding the online platform – that is the Moodle and Zoom.

To contact an Online Officer:

See the Student Helpdesk Directory: <https://ucc.edu.jm/document/help-desk-information>

Important Information The University of the Commonwealth Caribbean (UCC) 	
Advisory Council	
Dr. Winston Adams, UCC Group Executive Chairman Email: wadams@ucc.edu.jm	
Mrs. Geraldine Adams, UCC Group Deputy Executive Chairperson Email: gadams@ucc.edu.jm	
Professor Haldane Davies, President Email: president@ucc.edu.jm	
Dr. Shielah Paul Provost and Vice President for Academic Affairs	
Professor Bernadette Warner, Vice President for Institutional Effectiveness and Assessment Email: executivevp.institutionaleffectiveness@ucc.edu.jm	
Chancellor	
Vacant Email: chancellor@ucc.edu.jm	
Administrative Unit	
Administrative Office University of Commonwealth Caribbean (UCC) 17 Worthington Avenue Kingston 5, Jamaica W.I. Contact: 876-906-3000 Email: direct@ucc.edu.jm Website: www.ucc.edu.jm Opening Hours: - Mondays - Friday: 8:30 am- 5:30 pm	
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 - Mondays - Thursdays: 7:00 am- 8:30 am - Friday- No classes 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 – 2:00 pm

Face-to-Face- Evening Classes

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

Face-to-Face- International Programmes

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

As at March 2021 the institution adjusted its Programmes delivery process:

Online Classes – Hours are subject to change

- Monday-Thursday: 6:00 pm-10:30 pm
- Saturday: 6:30 pm-10:30 pm
- Sunday: 12:00 pm-10:30 pm

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), then turn left onto Old Hope Road. Carland auto is on the left, and UCC Hope Road Campus is on the right.

Regional Campuses

Regional Campus – May Pen

May Pen Campus

3 Chapleton Road, May Pen, Clarendon

Contact: 876-986- 9273

Contact: 876-906-3000 ext.4090

Email: uccmaypen@ucc.edu.jm

Opening Hours:

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

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: maypenprogoofficer@ucc.edu.jm

Regional Campus – Mandeville
<p>Mandeville Campus 3½ Caledonia Road, Manchester Contact: 876-625-5408 Contact: 876-625-2602 Email: uccmandeville@ucc.edu.jm</p> <p>Opening Hours: Changes each semester based on offering. - Mondays - Thursdays: 8:30 am – 4: 30 pm - Saturdays: Closed - Sundays: Closed</p> <p>Direction to Mandeville Campus: On Caledonia Road from the 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.</p> <p>Ms. Faith Blair, Campus Manager Contact: 876-906-3000 ext.4087 Email: fblair@ucc.edu.jm</p> <p>Ms. Rema Green, Programme Officer Contact: 876-625-2602; 876-625-5408 Email: rgreen@ucc.edu.jm</p>
Regional Campus- Montego Bay
<p>Montego Bay Campus 16 East Street, Montego Bay, St. James Contact: 876-940-2025 Contact: 876-971-9653 Email: mobay@ucc.edu.jm</p> <p>Opening Hours: - Mondays - Friday: 8:30 am – 4:30 pm - Saturdays: Closed - Sundays: Closed</p> <p>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.</p> <p>Mr. Joseph Kerr, Campus Manager Contact: 876-906-3000 Contact: 876-337-9835 Email: mobaycampusmanager@ucc.edu.jm</p>

Ms. Peta-Gaye Jones, Montego Bay Programme Coordinator

Contact: 876-940-2025

Email: pjones@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:

- Mondays - Fridays- 8:30 am – 4: 30 pm
- Saturday: Closed
- Sundays: Closed

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 pass 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. Andrea Shakes, Programme Officer

Contact: 876-906-3000 ext.4083

Email: ochoriosprogrofficer@ucc.edu.jm

College, Schools and Departments

Dr. Denarto Dennis, Acting Dean

Email: ddennis@faculty.ucc.edu.jm

Contact: 876-906-3000

School 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-9:00 pm

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

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

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.4003

Email: gradstudiescoordinator2@ucc.edu.jm

UCC Online

UCC Online

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext. 4007-9, ext. 4010. Ext. 4018

Email: ucconline@ucc.edu.jm

Ms. Sandra Bloomfield, Director Online

Contact: 876-906-3000 ext.4008

Email: ucconlinedirector@ucc.edu.jm

Undergraduate Studies

Undergraduate Studies

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

School of Business, Entrepreneurship, and Management

Department of Business Administration

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Mrs. Sonia Davidson, Acting Dean

Contact: 876-906-3000 ext. 4044

Contact: 876-315-6879

Email: businessadminhod@ucc.edu.jm

Mr. Denva Smith, Programme Coordinator (POM, Bus Admin)

Contact: 876-906-3000 ext.4041

Email: dsmith@ucc.edu.jm

Ms. Pamela Thomas, Senior Programme Coordinator (Accounting & Financial Management)

Contact: 876-906-3000 ext.4039

Email: pthomas@ucc.edu.jm

Mrs. Shelley Thompson-Taylor, Programme Coordinator (ISM)

Contact: 876-906-3000 ext.4043

Email: staylor@ucc.edu.jm

<p>Ms. Noyoland Williamson, Programme Coordinator (HRM, Media & Communication) Contact: 876-906-3000 ext.4040 Email: nwilliamson@ucc.edu.jm</p> <p>Mrs. Trecia Johnson-Henry, Programme Coordinator (Marketing, Bus Admin, LOM) Contact: 876-906-3000 ext. 3996 Email: businessprogrcoordinator2@ucc.edu.jm</p>
<p>Department of Tourism and Hospitality Management</p> <p>Department of Tourism and Hospitality Management 17 Worthington Ave, Kingston 5 Contact: 876-906-3000</p> <p>Vacant, Head of Department, Tourism and Hospitality Management Contact: 876-906-3000 Email: hodtourism@ucc.edu.jm</p> <p>Ms. Carissa Beckford, Programme Coordinator Contact: 876-906-3000 ext.3992 Email: tourismcoordinator@ucc.edu.jm</p>
<p>School of Behavioural Science, Humanities and Law</p> <p>College of Behavioural Science, Humanities and Law 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 ext. 4019</p> <p>Mrs. Ionie Miller, Acting Dean Contact: 876-906-3000 ext.4019 Email: behaviouralscienceshod@ucc.edu.jm</p> <p>Ms. Jodi-Ann Antoine, Programme Coordinator Contact: 876-906-3000 ext.4023 Email: genstudiesprogrcoord@ucc.edu.jm</p>
<p>Department of Law</p> <p>Department of Law 17 Worthington Ave, Kingston 5 Contact: 876-906-3000</p> <p>Dr. Marcus Goffe, Head of Department, Law Department Contact: 876-542-3398 Email: behaviouralscienceshod@ucc.edu.jm</p> <p>Mrs. Maxine Watts, Programme Coordinator Contact: 876-906-3000 ext.4025 Contact: 876-320-7981 Email: mmwatts@ucc.edu.jm</p>

School of Mathematics, Science and Technology

Department of Information Technology

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Mrs. Natalie Rose, Acting Dean

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.3937

Email: itprogrammeofficer@ucc.edu.jm

Mr. Ricardo Reid, Programme Officer

Contact: 876-906-3000

Email: itprogrammeofficer@ucc.edu.jm

Ms. Bryanna Chang, Programme Officer

Contact: 876-906-3000 ext. 4020

Email: itprogrammeofficer2@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

College of Applied & Occupational Studies

UCC Academy (MOEYI Sixth Form Integration Pathway Programme & OAD)

17 Worthington Ave, Kingston 5

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

Email: ecapoffice@ucc.edu.jm / ucca@ucc.edu.jm

Dr. Leleith Donald-Tomlinson, Acting Principal

Contact: 876-906-3000 ext.3950

Email: principalecap@ucc.edu.jm

Mr. O'Neil Rattray, Senior Programme Coordinator

Contact: 876-906-3000 ext.4047

Email: snrprogcoorducca@ucc.edu.jm

Ms. Feddis Tanealla, Senior Programme Coordinator

Contact: 876-906-3000 ext.3915

Email: snrprogcoordinator@ucc.edu.jm

Mr. Owen Martin, Admissions Officer

Contact: 876-906-3000 ext.4094

Email: ecapadmissionsofficer@ucc.edu.jm

Mr. Errol Campbell, Quality Support Officer

Contact: 876-906-3000 ext.3914

Email: gasupportofficer@ucc.edu.jm

UCC Global Department

UCC Global Division

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Ms. Marlene Roach, Dean, UCC Global

17 Worthington Ave, Kingston 5

Contact: 876-906-3000, ext.4106

Contact: 876-796-7866

Email: associateregistrar@ucc.edu.jm

Ms. Kerri Gillespie, Sean Registry Clerk

Contact: 876-906-3000, ext.3960

Email: registry2@uccglobal.co

iCreate Institute

iCreate Institute

34 Lady Musgrave Road, Kingston

Contact: 876-649-5563

Contact: 876-464-3764

Email: hello@icreateedu.com

Website: <http://ucc.edu.jm/icreate-institute>

Mr. Tyrone Wilson, Chief Executive Officer

72B Hope Road, Kingston 6

Email: tyrone@icreateedu.com

Corporate Education

Corporate Education

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext.3999

Contact: 876-906-3214

Email: corporate_edu@ucc.edu.jm

Ms. Tahjaa Knuckle-Wint, Director

Contact: 876-315-8218

Contact: 876-906-3000 ext. 4032

Email: corporateedmanager@ucc.edu.jm

Ms. Schana Beckford, Programme Coordinator

<p>Contact: 876-3000 ext. 4056 Email: corporateedcoordinator@ucc.edu.jm</p>
Customer Care Unit
<p>Customer Care Unit 17 Worthington Ave, Kingston 5 Contact: 876-906-3000</p> <p>Ms. Lisa Cunningham, Quality Assurance Assistant Contact: 876-906-3000 ext.4005 Email: customercaresupervisor@ucc.edu.jm</p>
Student Support Services
Registry Services
<p>Registry Department 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 Website: http://ucc.edu.jm/departments/registry Email: records@ucc.edu.jm</p>
Registrar
<p>Mrs. Andrea Wanliss Laing, Acting Registrar Contact: 906-3000 ext. 3955 Contact: 876-319-2970 Email: universityregistrar@ucc.edu.jm</p> <p>Ms. Marlene Roach, Acting Dean 17 Worthington Ave, Kingston 5 Contact: 876-906-3000, ext.4106 Contact: 876-796-7866 Email: associateregistrar@ucc.edu.jm</p>
Registry- Aeorion Student Management System (SMS)
<p>Aeorion- Student Management System 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 ext.4072</p> <p>Mr. Maurice Brown, SMS Administrator Contact: 876-906-3000 ext.4072 Contact: 876-322-1178 Email: smsadministrator@ucc.edu.jm</p> <p>Ms. Cassandra Graham, SMS Officer Contact: 876-906-3000 ext.3956 Email: smsofficer@ucc.edu.jm</p>
Registry- Admissions Unit
Admissions Unit

<p>17 Worthington Ave, Kingston 5 Contact: 876-906-3000 ext.3954, ext.3956-3958, ext.4046 Email: admissions@ucc.edu.jm</p> <p>Mrs. Omieka Baker, Registry Supervisor Contact: 876-906-3000 ext.3954 Email: admissionssupervisor@ucc.edu.jm</p>
Registry- Examinations Unit
<p>Examinations Unit 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 ext. Email: exams@ucc.edu.jm</p> <p>Ms. Linda Mathison, Manager, Examinations Unit Contact: 876-906-3000 ext.3944 Contact: 876-322-3725 Email: lmathison@ucc.edu.jm</p> <p>Mr. Ontino Russell, Asst. Manager/Supervisor, Examinations Unit Contact: 876-906-3000 ext. 3945 Email: orussell@ucc.edu.jm</p>
Registry- Records Management Unit
<p>Records Unit 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 Ext.3950-3955 Email: registry@ucc.edu.jm</p> <p>Mrs. Andrea Wanliss-Laing, Records Manager Contact: 876-906-3000 ext. 3955 Contact: 876-319-2970 Email: recordsmanager@ucc.edu.jm</p> <p>Ms. Yvonne Daley, Senior Records Officer Contact: 876-906-3000 ext.3953 Email: ydaley@ucc.edu.jm</p>
Library and Information Centre
<p>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</p> <p>Opening Hours: - Mondays - Thursdays: 7:30 am- 8:00 pm- Regular period</p>

- [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

Email: chief librarian@ucc.edu.jm

Ms. Princess Henry, Library Supervisor

Contact: 876-906-3000 ext. 4073

Email: phenry@ucc.edu.jm

Student Activities & Career Services

Department of Student Affairs

17 Worthington Ave, Kingston 5

Contact: 876-906-3000

Mr. Gary McKenzie, Senior Administrator

Contact: 876-906-3000 ext.3997

Contact: 876-822-7317

Email: seniorstudentsupport@ucc.edu.jm

Mr. Oneil Dowe, Student Affairs Officer

Contact: 876-906-3000

Email: studentaffairsofficer@ucc.edu.jm

Student Counselor

Chaplain/Student Counselor

Pastor Samuel Lewis, Chaplain

Contact: 876-527-4839

Email: samuellewis18@yahoo.com

Scholarships

Scholarships

Contact: 876-906-3000 Ext.4005

Email: scholarships@ucc.edu.jm

URL: <http://ucc.edu.jm/document/scholarship-directory>

Student Council

Student Council

Contact: 876-906-3000 ext.4005

Email: studentcouncilgroup@stu.ucc.edu.jm

Mr. Jerome McKenzie, Student Council President 2022/2023

Contact: 876-529-4149

Email: studentcouncilpresident@stu.ucc.edu.jm

Alumni Affairs & Trust Services
UCC Alumni Association 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 Ms. Nicola Martin , President, UCC Alumni Association Contact: 876-329-8332 Email: ssylvester@faculty.ucc.edu.jm
Business Office/Student Financial Services (SFS)
Student Financial Services (SFS) 17 Worthington Ave, Kingston 5 Contact: 876-618-7430 Email: sfshelpdesk@ucc.edu.jm Skype: UCC Student Financial Services Opening Hours: - Mondays -Thursdays: 7:30 am- 6:30 pm - Fridays: 8:30 am - 4:30 pm - Saturdays: Closed - Sundays: Open during orientation <u>NB. Cash transactions are not allowed at any location</u> Ms. Roselyn Vassell , SFS Supervisor Contact: 876-906-3000 ext.3979-3980 Contact: 876-321-0969 Email: rvassell@ucc.edu.jm Mrs. Sudeen Warner-Malcolm , SFS Senior Officer Contact: 876-906-3000 ext. 4078 Contact: 876-339-1099 Email: swarner-malcom@ucc.edu.jm Cashier Ms. Katacha Reid , Cashier Supervisor 17 Worthington Ave, Kingston 5 Contact: 876-906-3000, ext.3975 Email: kreid@ucc.edu.jm
Finance Department
Mrs. Jenifer Walker- Brown , Vice President for Administration and Finance/CFO Contact: 876 906-3000 ext.3995 Contact: 876-802-4559 Email: financedirector@ucc.edu.jm
Quality Assurance Unit

Quality Assurance Unit 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 Mrs. Angela Walker-Carby , Manager, Quality Assurance 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.4002, ext.4015, ext.4016, ext.4027, ext. 4060 Mrs. Andrea Wray , Acting Vice President for Student Affairs, Enrollment Management, and Wellness Contact: 876-906-3000 ext.4002 Contact: 876-337-9728 Email: recruitmentdirector@ucc.edu.jm Ms Donna Hunter , Senior Recruitment & Enrolment Advisor Contact: 876-906-3000 ext.4016 Contact: 876-822-6838 Email: snrrecruitmentadvisor@ucc.edu.jm Mrs. Eileen Hopper-Donaldson , Senior Recruitment & Enrolment Advisor Contact: 876-906-3000 ext.4104 Contact: 876-322-0529 Email: recruitmentadvisor2@ucc.edu.jm
Student Progression and Engagement
Student Progression and Engagement Unit Ms. Deanna Swaby, Manager 17 Worthington Ave, Kingston 5 Contact: 876-906-3000, ext.4065 Email: dswaby@ucc.edu.jm Mrs. Georgia Gilmore-Hemmings , Student Engagement & Progression Officer 17 Worthington Ave, Kingston 5 Contact: 876-906-3000, ext.4065 Email: stuprogandengoff@ucc.edu.jm
Students Amenities
Campus Cafeteria
Campus Cafeteria 17 Worthington Ave, Kingston 5 Contact: 876-906-3000 ext.4034 Opening Hours: - Mondays-Thursdays: 7:00 am - 4:30 pm

- Fridays- 7:00 am - 4:00 pm
- Saturdays: Closed
- Sundays: Varied hours

Ms. Shakira Munroe, Senior Shift Supervisor

Contact: 876-906-3000 ext.3968

Contact: 876-339-1008

Email: auxservicemanager@ucc.edu.jm

Campus Store

Campus Store

17 Worthington Ave, Kingston 5

Contact: 876-906-3000 ext.4035

Contact: 876-337-9761

Email: thecampus_store@ucc.edu.jm

Opening Hours:

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

Schools and Colleges	
University of the Commonwealth Caribbean (UCC)	
Provost and Vice President for Academic Affairs	
Dr. Shielah Paul Provost and Vice President for Academic Affairs	
Vice Provost, Academic Affairs	
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Research	
Research Unit	visitingscholar@ucc.edu.jm

All Programmes

Chapter 1- Institutional Background and Handbook Structure

Chapter 1 – Institutional Background and Structure of Handbook- All Programmes

History

Overview

Governance

UCC Vision and Mission

Overview

The University of the Commonwealth Caribbean (UCC) is Jamaica's largest privately-held premier higher educational institution providing students with world class educational programmes and highly trained and qualified local and international faculty.

History

The UCC was established in 2004 as a result of the merger in 2002 of two entities: the Institute of Management Sciences (IMS) incorporated in January 1992, and the Institute of Management and Production (IMP) incorporated in January 1976. In October of 2002, IMS purchased the Institute of Management & Production (IMP) to form one of the largest privately held tertiary education consortiums in Jamaica.

On February 24, 2004, the University College of the Caribbean (UCC), officially emerged from the amalgamation of the two institutions. On February 16, 2017 the Registrar of Companies approved the name “*University of the Commonwealth Caribbean*” under Section 17 of the Jamaican Companies Act.

The UCC choose the name “*University of the Commonwealth Caribbean*” to reflect its abiding aspirations to foster leadership and innovation, in ways that serve the socioeconomic growth and development needs of Jamaica, as well as the Commonwealth Caribbean region, and the wider Commonwealth of Nations, with a focus upon developing member countries.

The new expanded UCC remains one of the fastest growing private academic institutions in the country as well as in the Caribbean.

Governance

The University of the Commonwealth Caribbean is ultimately governed by a Board of Directors. Any action or vote required or permitted by any law, rule, or regulation to be taken by members shall be taken by action or vote of the Board of Directors of the institution as set out in the UCC Board of Directors ByLaws. The institution is organized for educational purposes, including the awarding of degrees at the undergraduate and graduate levels. The primary objectives of the University shall be to educate and promote the career development and professional growth of eligible Jamaicans, and other regional and international students.

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

Handbook Structure

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.

General Institution Information
Chapter I: Brief Institutional Background and Structure of the Handbook
Chapter 1- Overview of Programmes
Chapter 2- Recognition and Accreditation- All Programmes
Chapter 3- General Information- All Programmes
Chapter 4- Student Governance- All Programmes
Chapter 5- Academic Departments, Institutes and Centres- All Programmes
Undergraduate Admissions
Chapter 6- Admission Requirements- Undergraduate Programmes
Chapter 7- Application Process-Undergraduate Programmes
Graduate Admissions and Programmes
Chapter 8- Overview of Graduate Programmes
Chapter 9- General Admissions
Chapter 10- Application Process for Graduate Programmes
Chapter 13- Academic Policies and Regulations for Graduate Programme
Student Support and Progression
Chapter 11- Enrolment and Registration-All Programmes
Chapter 12- Academic Policies and Regulations- All Programmes
Chapter 14- Tuition Fee Structure- All Programmes
Chapter 15- Payment and Financing- All Programmes
Chapter 16- Registration- All Programmes
Chapter 17- Examination Policy- All Programmes
Chapter 18- Student Services and Amenities- All Programmes
Chapter 19- Incidents and Emergencies- All Programmes
Chapter 20- Student Behavioural and Ethical Standards- All Programmes
Chapter 21- Student Misconduct, Offences, and Grievances- All Programmes
Chapter 22- Student Grievances, Complaint and Appeals Process All Programmes
Chapter 23- Graduation Policy- All Programmes
Chapter 24- Applied Research- Graduate Programmes
Chapter 25- UCC Online – All Programmes
Chapter 26- Academic Forms- All Programmes
Glossary of Terms

All Programmes

Chapter 2 - Recognition and Accreditation

Chapter 2 - Recognition and Accreditation- All Programmes

UOL Registered Centre Recognition

Registration- UCJ

Registration- JTEC

Programme Accreditation

ACCA Accreditation

International Accreditation

Institutional Accreditation

University Status

UOL Registered Centre Recognition

In May 2005, UCC obtained official recognition and registration centre status from the prestigious University of London to offer both the Diploma in Law (now the Certificate of Higher Education in Law) and Bachelor of Laws degree (LLB) in partnership with that University.

Registration- UCJ

The University of the Commonwealth Caribbean (UCC) is fully registered with and recognised by the University Council of Jamaica (UCJ), the official accreditation body for tertiary education in Jamaica, as a University College since December 2006.

Our antecedent legacy institution, IMS was registered in April 1997 as an approved tertiary education provider by the University Council of Jamaica (UCJ). IMP was recognized as an accredited institution by UCJ in 1992. The American Council on Education (ACE) had recommended IMP courses in over 1,000 USA Colleges and Universities.

Registration- JTEC

The UCC was award registered status for five (5) years from the Jamaica Tertiary Education Commission (JTEC). The status is: “Registered

by Jamaica Tertiary Education Commission (JTEC)” with effect from July 20, 2022 to July 19, 2027.

The status indicates that the UCC, has attained the standards to operate and deliver the programmes and award/facilitate the appropriate qualifications in keeping with its application for registration.

Programme Accreditation

Programmes have been externally quality-assured through the compliance process of programmatic programme accreditation through the University Council of Jamaica (UCJ). Our antecedent institutions IMS and IMP received accreditation for separate programmes from the University Council of Jamaica. Building on that solid foundation UCC designed and implemented programme offerings benchmarked against UCJ and international standards, and in May 2008 the first set of programmes were accredited.

The University no longer pursues programme accreditation as the process is superseded by institutional accreditation.

International Accreditation

The UCC has been awarded international institutional accreditation since October 2016 as a Premier Institution by the UK-based Accreditation Services for International Colleges and Universities (ASIC) and was renewed January 6, 2021 to January 5, 2023.

The UCC is the only local 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.

Accreditation Status of Programmes Offered Through Partnership:

1). ACCA Reaccreditation

The Association of Chartered Certified Accountants (ACCA) awarded the UCC the Silver Learning Partner status from July 2017 - January 2019 as an Approved Learning Partner (ALP) programme it recognises and certify that UCC met the requirements and are committed to teach the programmes.

The Association of Chartered Certified Accountants (ACCA) Accreditation Exemption Application was renewed for five (5) years to certify the following programmes as: ACCA accredited Programmes for graduates from January 1, 2022 to December 31, 2026.

- BSc. in Business Administration
- BSc. in Business Administration: Accounting
- BSc. in Business Administration with major in Accounting and Financial Management
- BSc. in Business Administration with Major in Financial Management

2). CompTIA Certification

CompTIA provides skills validation through CompTIA's industry-recognized IT professional certification. The partnership provides high-quality IT curriculum, learning resources and support instructors with continuous training and teaching best-practices through a connected global network that delivers in-demand tech talent to the global workforce. Exams objectives are mapped to skills and competencies in the area of IT, Networking, Data Science and Cybersecurity jobs. Students can test in-person or online for CompTIA certification.

3). Association to Advance Collegiate Schools of Business accreditation. (AACSB)- 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. The FIU College of Business has Association to Advance Collegiate Schools of Business accreditation. (AACSB). AACSB Accreditation is known, worldwide for business and accounting programs at the bachelor's, master's, and doctoral levels.

4). Southern Association of Colleges and Schools (SACS)-

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).

Institutional Accreditation

The UCC was granted Certificate of Candidacy on March 4, 2019 and in November 2019, the University of the Commonwealth Caribbean was awarded institutional accreditation by the University Council of Jamaica (UCJ), UCC is one of five universities to have achieved this significant and decisive accreditation status; amongst the eighty public and private tertiary institutions institutionally accredited by the UCJ.

The UCC is institutionally accredited from November 11, 2019 to November 10, 2023 and the renewal application was submitted and is currently being reviewed by the UCJ.

The UCC, as an institution accredited by the UCJ, all its tertiary level programmes are recognised, as such these programmes therefore receive the same status as accredited programmes.

University Status Recognition

UCJ- In February 2022, the University of the Commonwealth Caribbean submitted application to update its status from University College to University with the University Council of Jamaica (UCJ).

JTEC- The University also submitted its application for University status with the Jamaica Tertiary Education Commission (JTEC), also in December 2021. The UCC was award the status of registration for five (5) years from the Jamaica Tertiary Education Commission (JTEC). The status is: “Registered by Jamaica Tertiary Education Commission (JTEC)” with effect from July 20, 2022 to July 19, 2027.

All Programmes

Chapter 3 – General Information

Chapter 3 - General Information- All Programmes

Academic Calendar Official Language Religion

Academic Calendar

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

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

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 2022-2023 is given to all students on Moodle, Aeorion and the UCC website at:
<https://ucc.edu.jm/academic-calendar>

Official Language

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

Religion

The University of the Commonwealth Caribbean (UCC) is non-denominational, as such considers 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.

Students with special religious observances should check the exam schedules early to avoid exam clash and/or make request for alternate exam. Alternative Exam schedule is the provision made for students with exceptional extenuating circumstances.

All Programmes

Chapter 4 - Student Governance

Chapter 4 - Student Governance- All Programmes

Student Governance

Student Council Election

▪ Student Representative- Undergraduate Programmes

Student Council Executive Committee

Student Representative

Class Representative

Student Support

Student Population

All Student Council Representatives are Ambassadors for the University, and should demonstrate appropriate behaviours at all times, both within and outside of the university in order to uphold the integrity of the University.

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.

Student Council Election

Each academic year in the Spring semester, 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 semester following a vigorous electoral campaign. The Council, once elected, sits for a one-year term of office. *See the SOP-Student Council Election Procedure*

Student Representative- Undergraduate Programmes- The Student Executive Council nominates members to sit as representatives and the voices of students on the governance and operational Committees of the institution.

The Student representatives sit on the nine standing committees that report to the Academic Council.

1. Curriculum Development Committee
2. Community Outreach Committee
3. Faculty Development Committee
4. Quality Assurance Committee
5. Library Committee
6. Graduation Committee
7. Admissions Committee
8. Examination Committee
9. Research Committee

The Student Council President or nominee represents the student population on the Academic Council, the governance committee are established to oversee the academic policy processes and administration of the University. The Academic Council is chaired by the Associate Vice President of Academic and Students' Affairs.

Student Council Executive Committee

The University ensures that our students have an influence in the determination and dissemination of policies within our institution. We rely on our Student Council to collect and present valuable student feedback on all the dimensions of the academic and administrative sectors of the UCC. The Department of Student Services (DSS) will continue to document and present these views

and recommendations from the student body to the Executive Arm of the UCC.

- **Terms of Office-** The Student Council Executive shall serve for one academic year with elections for a new Executive body each Spring.

Meeting Frequency- The Council shall meet informally on a regular basis. Formal meetings are required once per semester prior to the submission of reports to the Academic Council. Additionally, the Council may hold town hall meetings as required.

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.

Student Support

UCC applies a personalised approach to all students during their academic journey, to ensure full success of all students. All students have access to a dedicated Programme Coordinator and Academic Advisor who advise each student regarding course selection, academic progression and retention.

Student Population

There is an annual student enrolment growth inclusive of online learning. The student population consists predominately of working adults and includes graduates in supervisory, management and other leadership positions in several of the leading private sector corporations and public sector institutions, within Jamaica, the Caribbean and internationally.

All Programmes

Chapter 5- Academic Departments, Institutes and Centres

Chapter 5 - Academic Departments-All Programmes

Academic Programmes
Programmes Offered
Programme Delivery
College and Schools
Regional Campuses
Online Department
Corporate Education Divisions
Academic Partnerships

Academic Programmes

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

The institution currently offers professional certificate, diploma, associate, bachelor, postgraduate, masters and doctoral degree programmes, as well as customised corporate training programs in Jamaica. Disciplines include: Human Resource Management, Information Technology, Marketing, Hospitality Management, Business, Finance, and Business Administration among many others.

The University has developed its courses and programmes in response to:

1. The requirement for new and improved teaching and learning strategies
2. Providing challenging, multi-dimensional experiences
3. Preparing individuals for the highly competitive business world.
4. Providing opportunities for continuing professional development and lifelong learning-

Programmes Offered

The Institution currently offers a range of professional Certificate, Diploma, Associate,

Bachelor's, Master's, postgraduate certificates and Doctoral degree programmes, as well as customised corporate training programs to individuals and organisations seeking quality programmes for the professional advancement of their work force. Disciplines include: Human Resource Management, Information Technology, Networking with Cyber Security, Marketing, Digital Marketing and Advertising, Hospitality Management, Business, Finance, and Business Administration, Entrepreneurship, Logistics, International Relations, Social Work, Applied Psychology, Criminology; Law, Disaster Management, Health Care Management, Electronics Engineering, Computing Engineering, Financial Mathematics and Econometrics, Statistics and Data Analytics, Control Systems and Robotics, and Embedded Systems among many others throughout our various campuses.

Programme Delivery

UCC provides flexibility in programme delivery and scheduling. Students may enroll as full-time or part-time with classes delivered via a blended modality or fully online. Blended delivery or hybrid combines online interaction. with physical face to face classroom interaction. Fully online programmes allow for asynchronous engagement.

Colleges and Schools

As at May 2023, UCC has established two Colleges, three Schools, and the UCC Global Division to guide and support its academic programming:

- **College-** The College of Graduate Studies and Research (CGS&R) is the academic unit through which graduate programmes are delivered.

- **College** – The College of Applied and Occupational Studies is the academic unit that provides college-readiness and access through bridge programmes for high school graduate students.
- **Schools and Departments**
 - 1) School of Business, Entrepreneurship, and Management
 - a. Department of Business Administration
 - b. Department of Tourism & Hospitality Management
 - 2) School of Mathematics, Science, and Technology.
 - a. Department of Mathematics
 - b. Department of Information Technology
 - 3) College of Behavioural Science, Humanities and Law
 - c. Department of Behavioural Studies
 - d. Department of Law

UCC Global Division

As a result of the demand for greater convenience and flexibility in programme delivery, the UCC Global Division began to offer Asynchronous Online programmes. Courses are developed by content specialists working closely with the instructional designers to prepare pre-packaged modules using the same course curriculum guides, programme structure, and learning materials as courses delivered by the UCC in other modalities.

Regional Campuses

The institution has its headquarters in Kingston, Jamaica. The University has five physical campuses and one virtual campus. The largest campus is in Kingston, at 17 Worthington Avenue. The regional campuses are in Montego Bay, Ocho Rios, Mandeville, May Pen within Jamaica and UCC Online.

Online Department

Online programmes are managed through its UCC's Online Department.

UCC Global Department

As a result of the demand for greater convenience and flexibility in programme delivery. The UCC Global Department began to offer Asynchronous Online programmes. Courses are developed by content specialists working closely with the instructional designers to prepare pre-packaged modules using the same course curriculum guides, programme structure and learning materials.

Corporate Education Division- The UCC through its Corporate Education Division, offers professional certificate short courses to individuals. The Division also offers to corporate Jamaica customized training and workshops taken from our academic catalogue. All UCC Certificate Programs focus on *high impact* practical knowledge and management tools that have immediate applicability.

The UCC certificate courses offers students a learning environment that provides for effective student learning, increasing retention and advancement to graduate programmes.

Business Development & Consulting Institute

The Business Development & Consulting Institute (BDCI) is dedicated to helping to launch new entrepreneurs seeking to bring innovation to market, enabling firms in the sector to capitalize on business opportunities to launch new ventures and grow existing businesses. It offers business advisory services, business researches and training services

Innovation Centre

The Centre for Innovation, Entrepreneurship and Technology encourages students, staff and faculty members to develop and engage with ideas that have the potential to become successful products and services, while enhancing their entrepreneurial abilities, as well as their information and communications technology competencies. Its niche market is UCC students and stakeholders interested in

small business to medium size business, taking business from the stage of ideation to commercialization and funding.

Academic Partnership

UCC also currently partners with a number of institutions both locally and institutionally.

Internationally, UCC has partnered with the Florida International University (FIU), the Commonwealth of Learning (COL), the University of London (UOL), University of Sunderland (UoS), Coursera Inc, Udemy Inc, and EdX Inc., to provide a number of specialized and professional international certificates, undergraduate, graduate and doctoral degree programmes.

Locally UCC and, the Department of Correctional Services signed a Memorandum of Understanding (MOU) with “Stand up for Jamaica,” a non-Governmental organization domiciled in Jamaica in January 2020 and renewed the MOU in March 2022. This agreement facilitates the provision of UCC scholarships for incarcerated persons and correctional officers.

Undergraduate Programmes

Chapter 6 - Admission Requirements

Chapter 6 - Admission Requirements- Undergraduate Programmes

Students with Disabilities

General Admissions Requirements

Admission Requirements- Jamaicans

Admission Requirements- International

Basic Competence and Skills

Substitute Courses

- 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 Institution.

Students with Disabilities

Students with disabilities will be considered for special admission. The University of the Commonwealth Caribbean (UCC) will ensure that the requisite facilities are in place to accommodate their individual needs and their ability to meet course requirements.

Where an applicant indicates a disability and/or specific learning difficulty on the UCC application form, the details relating to this are referred by the Admissions Unit to the Department of Student's Services. Upon admission the student with special needs will be required to complete the Disability Support Form (Appendix A)

<https://www.surveymonkey.com/r/YVL676S>

and the student will be assigned to a student

support officer from the Department of Student's Services.

The applicant's requirements are considered and appropriate action taken to support, for example, their learning and access needs. Where necessary a meeting will be organised with the applicant to explore such requirements and how these may be met.

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 o

fficial 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

***NB.** Foundation Courses are non-credit course used for matriculation requirement and are not reflected on the official transcript.*

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

¹These 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 and Zimbabwe.

Undergraduate Programmes

Chapter 7 - Application Process

Chapter 7 - Application Process- Undergraduate Programmes

Standard Application Process

Unconditional Admission

Conditional/Provisional Admission

Response to Application

Admissions Package

Categories of Admission

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

Advanced Placement Programme

Equivalence of Examinations

Appeals Procedure

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)

9. Register for Your Online Courses

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 Entry-** 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

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 Equivalency Chart

Revised October 2021

Examination/Course (External Qualifications)	Equivalent Exam and Grade (UCC Qualification Requirement)
General Certificate of Secondary Education (GSCE) Accepted Grade- Grades A, B or C	CSEC General Proficiency
General Certificate of Education GCE Ordinary Level Accepted Grade- Grades A, B or C	Passes at Grades A & B are exempt from the UCC Foundation English and Mathematics courses.
Caribbean Secondary Education Certification (CSEC)- General Proficiency level Accepted Grade- I or II- Prior to 1998 Accepted Grade- I, II, III- From June 1998 <i>Previously Caribbean Examinations Certificate (CXC)</i>	<ul style="list-style-type: none"> ▪ CSEC General Proficiency- Level 2 (NQF, 2015) ▪ International General Certificate of Secondary Education (IGCSE)- Grade A, B, C <p>Passes at Grades I & II are exempt from the UCC Foundation English and Mathematics courses.</p>
Bahamas General Certificate of Secondary Education (BGCSE) Accepted Grade- Grades A, B, C	CSEC General Proficiency- Grades 1 to III
City and Guilds Math Skills 3850 Accepted Grade- Stage III	<ul style="list-style-type: none"> ▪ CSEC/GCSE Mathematics- Grade C ▪ CSEC/GCSE English Language- Grade III
City and Guilds English Skills 3850 Accepted Grade- Stage III	Students will be required to complete UCC MTH002 and/or ENG002 Courses
University of Technology Official Exams Accepted Grades- A, B or C- English Language Accepted Grades- A, B or C- Mathematics	CSEC English Language- Pass CSEC Mathematics- Pass
NCTVET/NVQJ (* See Table II below) Accepted Grade- Level II	CSEC General Proficiency- Pass
Caribbean Vocational Qualification (CVQ) Accepted Grade- Level II- English Language Accepted Grade- Level II- Mathematics	CSEC- Level 3
Royal Society of Arts (RSA) Examinations Accepted Grade- Stage II subjects	GCE 'O' Level- Grade C
Royal Society of Arts (RSA) Examinations Accepted Grade- Stage III subject	GCE 'A' Level- Grade D or E
Secondary School Certificate (SSC) Accepted Grade- Levels 4 or 5	
Official TOEFL- Undergraduate Programmes Test of English as a Foreign Language (TOEFL) (Students from countries where English is not their primary language) Accepted Grade- Score of 500	CSEC English Language- Grade Pass
Official TOEFL- Graduate Studies (Students from countries where English is not their primary language) - TOEFL English Language- Accepted Grade- Minimum Score 500	
CSEC General Proficiency- Grades III	UCC Core Mathematics (MTH002) Accepted Grade- A, B or C
CSEC General Proficiency- Grades III	UCC English for Academic Purposes ENG002) Accepted Grade- A, B or C

General Admission Equivalency Chart Revised October 2021	
Examination/Course (External Qualifications)	Equivalent Exam and Grade (UCC Qualification Requirement)
CSEC General Proficiency- Grades III	UCC Fundamentals of Accounting (ACT001) Accepted Grade- A, B or C

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).

Appeals Procedure

The Appeal procedure is designed to provide students the opportunity to appeal the decision of the university as it relates to the granting of Advanced Standing, Exemptions or Credit Transfers.

Where a decision has been made rejecting the granting of Advanced Standing, Exemptions or Credit Transfers, students may file a Letter of Appeal to the University Registrar, copied to the Dean of Undergraduate Studies or the Senior Director of Graduate Studies and Research, depending on the programme being pursued by the student. The Letter of Appeal should be delivered within ten working days of the decision.

The appeal process provides the opportunity for students to present additional arguments, justifications and documentation for consideration. The decision of the University Registrar will be ratified by the AVPAA and considered final. *Kindly refer to the Student Complaints Policy Grievance and Appeals Process.*

Graduate Programmes

Chapter 8 - Overview

Chapter 8 - Overview - Graduate Programmes

Philosophy

Vision and Mission

Programmes Overview

- **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

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.

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)

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 Aeion 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

Aeorion 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.

Graduate Programmes

Chapter 9 - Admission Requirements

Chapter 9 - General Admissions- Graduate Programmes

Master of Business Administration (MBA)

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

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.

Master of Business Administration (MBA)- Admission

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.

CEMBA and CEMPA- Admission

- **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:

BA, 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)

Graduate Programmes

Chapter 10 - Application Process

Chapter 10- 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.

Graduate Programme

Chapter 11 - Academic Policies and Regulations

Chapter 11- 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

Academic Probation

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.

All Programmes

Chapter 12 - Enrolment and Registration

Chapter 12- Enrolment and Registration-All Programmes

- **Acceptance**
- **Activating UCC Student Account**
- **Student Identification Number**
- **Student Identification Card**
- **Course Allocation- Undergraduate Programmes**
- **Course Allocation- Graduate Programmes**
- **Registration Process**
- **Pre-requisite Courses**
- **Elective Courses**
- **Advanced Standing: Transfer Credits and Exemptions**
- **Applicable Guidelines**
- **Criteria for Acceptance of Credits**
- **Credit Transfer and Exemption**

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.

Activating Your UCC Student Account

Your acceptance package from UCC contains information related to your Student Identification Number, Programme of Study, Year Accepted and Exemptions (if any).

Each UCC Online student is required to activate the unique UCC Student Account on Aeorion, which is the Student Management System used to manage the teaching-learning experience at UCC as well as your UCC Student Email (____@stu.ucc.edu.jm).

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-semester and end of semester assessments).

Digital Identification- To limit physical presence and visits to the main campus, the University has been issuing digital Student Identification Cards since Summer 2020. To apply for your digital Identification Cards students are required to upload and submit a digital photograph and a digital signature using their finger on their cell phone/touch screen device or a mouse (if using a laptop/desktop). When your application is approved your Digital ID will be sent via email. Students should store their digital IDs on an accessible device.

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 apply through completing the *Student Course Registration Form* through the relevant Head of Department/Dean.

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).

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 some programmes of study that a student may replace with elective courses. 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. Students may earn Advanced Standing if they have already successfully completed an equivalent course at UCC or another accredited tertiary institution.
- **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 relevant courses in 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.

The Appeal procedure is designed to provide students the opportunity to appeal the decision of the university as it relates to the granting of Advanced Standing, Exemptions or Credit Transfers.

Where a decision has been made rejecting the granting of Advanced Standing, Exemptions or Credit Transfers, students may file a Letter of Appeal to the University Registrar, copied to the Dean of Undergraduate Studies or the Senior Director of Graduate Studies and Research, depending on the programme being pursued by the student. The Letter of Appeal should be delivered within ten working days of the decision.

The appeal process provides the opportunity for students to present additional arguments, justifications and documentation for consideration. The decision of the University Registrar will be ratified by the AVPAA and considered final. *Kindly refer to the Student Complaints Policy Grievance and Appeals Process.*

All Programmes

Chapter 13 - Academic Policies and Regulations

Chapter 13- Academic Policies and Regulations- All 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
Resumption/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 Request for Transfer must be completed for approval. This applies to the following changes in status:

- a. Mode of study
- b. Programme of Study
- c. Academic Campus

N.B. At all times the University of the Commonwealth Caribbean reserves the right (with appropriate notice) 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 the UCC Online modality. However, this will be dependent on scheduling and availability.

Leave of Absence and Resumption

Full-time Student- If a full time student, for good reason, wishes to be absent from an

academic programme for one semester but not exceeding two semesters, the student 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 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 Programme Coordinator, after recommendation for approval by the Head of Department.

Leave of Absence Expiration- 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 will be processed in the following categories:

- **One semester-** Students who were out for one (1) semester will be required to complete an “*Application for Resumption of Studies*” Form. A processing fee is applicable.
- **Two or more semesters-** Students who were out for two (2) or more semesters will

be required to complete an “*Application for Admission*” Form.

Application forms must be submitted at least two (2) weeks prior to the 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. Only in extraordinary circumstances will partial or full refunds be considered and the final grade will be awarded at the discretion of the Registrar. (Please see Refund Policy for guidance). 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 the end of the add/drop period. 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 *Application for Admission/Application for Resumption of Studies 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 **Withdraws (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. Students must contact SFS for the courses to be approved.</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"> 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"> 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 circumstances. Courses may be added at the</p>	<p>Adding Courses- Adding courses after week 2 of summer is not permitted after the official add/drop calendar period except in rare circumstances.</p>

<p>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>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 End of 13th Week</p>	<p>Summer Session End of 10th Week</p>

<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>
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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:

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.

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 more than three consecutive 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 will be evaluated for eligibility of transfer credits.
- 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.

All Programmes

Chapter 14 - Tuition Fee Structure

Chapter 14 -Tuition Fee Structure- All Programmes

Tuition and Fee Payment Schedule		
Programme	Modality/Status	Website link
Associate Degrees	All modalities, new and returning students	https://ucc.edu.jm/tuition-fees/all
Bachelors Degrees	All modalities, new and returning students	https://ucc.edu.jm/tuition-fees/all
Graduate Degrees - CEMBA - CEMPA - UCC MBA	All modalities, new and returning students	https://ucc.edu.jm/tuition-fees/all
University of London (UOL) - Certificate of Higher	All modalities, new and returning students	https://ucc.edu.jm/document/fact-sheet/cert-he-common-law
University of London (UOL) - Bachelor of Laws	All modalities, new and returning students	https://ucc.edu.jm/document/fact-sheet/llb
Doctoral Degrees - Doctorate in Business Administration - Doctorate in Professional Doctorate	All modalities, new and returning students	https://ucc.edu.jm/tuition-fees/all
Florida International University (FIU) Programmes - FIU MSc Engineering Management	All modalities, new and returning students	https://ucc.edu.jm/document/fact-sheet/msem ▪

All Programmes

Chapter 15 – Payment and Financing

Chapter 15 - Payment and Financing- All Programmes

UCC Scholarship

Full Payment

Partial Payment

Financing Options

Financial Aid Policy

Making Payments

Student Withdrawal

Leave of Absence or Deferral

Tuition Refund Policy

UCC Scholarships Recipients

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.

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.

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.

A database of available scholarships with criteria and conditions have been posted on the website at: <http://ucc.edu.jm/scholarships>

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. (UCC only accepts a debit/credit card or Managers' cheque for tuition payment made at the cashier.)

Partial Payment-

Each semester payment plans are email to students and included in the SOP-Student Course Registration Procedure.

A student not paying tuition in full is required to go on a financing plan.

Partnered Financial Institutions- The UCC has partnered with financial institutions to facilitate flexible, affordable monthly payment plan options for students. The institution partners with Niche Financing

Students may also apply to Term Finance or any financial institution of choice.

Students 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: ingrid@mytermfinance To complete the application process, please log onto: <https://mytermfinance.com/en-JM/>

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.

Tuition and Fee Payment Promotional Waivers

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

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.

Financial Aid Policy

The award of financial support depends on the extent of students' financial needs, eligibility, availability of resources, date of application and other criteria. However, there are some benefits which students may automatically qualify for such as waivers and the UCC Honours Awards.

Educational benefits and services to students may be awarded as grants, bursaries, tuition credits, student exchange facilities, discounts, referral programmes, sticker benefits, scholarships, waivers, work and study or tuition financing referrals and may be awarded as cash payouts. New and returning students may receive benefits from one of the above financial aid options depending on the criteria. It is in the student's best interest to select the most appropriate option. Students may benefit from more than one financial promotion per programme. However, there is no limit on the number of student referrals that may be submitted.

Making Payments

Payments can be made at or via:

Aeorian

Payment can be made using a credit card. Log onto your Aeorian account.

www.aeorian.ucc.edu.jm

After logging on, select the "pay with credit card" tab (located to the right of the screen) and follow the steps.

- payment is denominated in Jamaican dollars
- follow the steps below guided by the screenshots to make complete payment.

Banks

National Commercial Bank

NCB ONLINE - For students with an NCB Account and who have activated the online banking feature, they can add UCC as a bill. From the drop-down menu select University College of the Caribbean and enter the UCC ID# as the

account number, for customer name: enter student's name and in the Remarks section, state what the payment represents.

Bank of Nova Scotia (BNS Online)

For students with a BNS Account and who have activated the online banking feature, they can add UCC as a bill. From the drop-down menu select IMS and enter the UCC ID# as the account number, for customer name: enter the student's name and in the Remarks section, state what the payment represents.

Jamaica National Bank

- **MONEY SHOPS** - Students (Except ECAP students) paying cash can do so at the JNB/Money Shop and should use their UCC ID# as the account number. Please be advised that a service charge will apply.

Please note that for persons in and around the Corporate Area, JNB advises that they should use the Money Shops.

- **JN LIVE/JNB Online**

For students with a JNB Account and who have activated the online banking feature, they can add UCC as a bill. From the drop-down menu select University College of the Caribbean/UCC and enter the UCC ID# as the account number, **for customer name: enter the student's name** and in the remarks section state what the payment represents.

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.

Paymaster

Students accessing loans through ISP Financing can make payments through Paymaster.

Proof of Payment

To prevent delays in response, students should ensure:

1. Your student ID number, programme of study and telephone number are included in all emails.
2. Individual financial and registration matters are sent to sfshelpdesk@ucc.edu.jm or your Campus Representatives.
3. Proof of payment is sent to sfshelpdesk@ucc.edu.jm or your Campus Representatives.

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 a 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- Applications for refunds are to be submitted in writing using the official Request for Refund Form available at: <https://ucc.edu.jm/document/refund-request>

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

Tuition Fee Refund 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.

The Refund Policy can access from:

<https://ucc.edu.jm/document/refund-policy>

All Programmes

Chapter 16 – Registration

Chapter 16 - Registration- All Programmes

Registration Process Course Registration Procedure Course Registration Form

Student must seek academic advisement from Programme Coordinators regarding the number and title of courses you are required to complete and to discuss the selected courses and any alternate courses to be taken each semester.

Academic Advisement- Is a collaborative process between the student and an academic advisor to discuss course selection, academic progression and academic policies.

Registration Process

Registration is the process of selecting modules 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 modules (depending on the number of modules

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 with/in the Student Financial Services (SFS) Department. SFS/Cashier verifies the courses in the Aeorion, checks for the approved *Course Registration Form* in the Approved Requests Drop Box and completes Registration. Students should register with the Campus they are taking classes.

Course Registration Procedure:

<https://ucc.edu.jm/document/course-registration-procedure>

Course Registration Form

<https://ucc.edu.jm/search/node/course%20registration%20form>

All Programmes

Chapter 17 - Examination Policy

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

Chapter 17 - Examination Policy- All Programmes

General Examination Regulations
Administration of Examinations
Online Assessments
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
Letter Grade: Associate and Bachelors' Degrees
Letter Grade: Masters' degrees
Incomplete 'I' Grade Policy
Official Pass Lists
Requirements for Awards (Tables)

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

35. 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.

36. 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.)

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

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

- A draft of the End of Semester Examination (EOSA) and Mid Semester Examination (MSA) timetables are prepared five (5) weeks prior to the EOSA period and two (2) weeks prior to the MSA 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. 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.

Online Assessments

1. For Online Assessments, the device being used to write the exam should be equipped with a camera. The Camera must be activated for the duration of the exam to allow artificial intelligence or the proctor monitoring the assessment, to see all activities/images.
2. It is the proctor's duty and or the AI, to ensure that all candidates are registered /admitted /given access to the assessment.
3. Candidates will gain access to the assessment at the prescribed time by either of the following: a) Using their unique username and password b) after they have proven their identity to the artificial intelligence or the proctor monitoring the assessment.
4. Candidates start time In online assessments will be determined by the scheduled start time set in the system
5. During the assessment period all activity will be monitored, flagged and recorded by the Artificial Intelligence
6. Invigilators/proctors are expected to monitor notifications from the AI proctoring software of possible exam irregularities

7. For online assessments there are no physical question papers and answer booklets:
 - a. **The question paper must be downloaded and all answers completed within the document.**
 - b. **Diagrams, charts, illustrations where applicable, can be drawn in pencil and a high resolution photo taken for upload in the document**
 - c. **Quantitative computations MUST be done using tables inserted or Microsoft Excel (and then copying and pasting within the document).**
8. **Candidates Registration Number must be written in the header of the downloaded document – the answer booklet.**
9. **CANDIDATES MUST UPLOAD THE COMPLETED MICROSOFT WORD DOCUMENT ONLY IN MOODLE AT THE END OF THE ASSESSMENT PERIOD**
10. For the online assessments, all completed work will be automatically submitted when the time expires or the student initiates the submission.

Students' Responsibilities and Conduct During Examinations

The regulations below will apply to students sitting online or face-to-face assessment, as applicable.

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.

- a. 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.

- b. Compliance with (a) above will facilitate the students sitting both exams.
- c. 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:

- (a) bags, briefcases, folders, notebooks, scrap paper, clipboards, pencil and glasses cases.
- (b) 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 equipment 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 EOSA 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-semester 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-semester 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-semester 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 Semester Assessment 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:
- Completing a substitute Examination, the form to be authorized by the HODs
 - Writing the next scheduled examination in the course (e.g. a Alternative or Repeat examination), and abiding by the grade obtained there from.
 - Awarded 50% on exam.
 - 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:
- Be awarded the minimum pass mark if the original mark fell within five (5) marks of the pass mark.
 - 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 and can be accessed at: <https://ucc.edu.jm/document/i-grade-policy>

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-semester Assessment which have a weighting of 60%
- End of Semester Assessment which have a weighting of 40%

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

(a) Course work

- i. Students are required to sit Mid-module exams
- ii. Students are required to attempt all components of the course work assignments
- iii. Students are required to pass coursework (mid-module and assignments combined) to pass the course
- iv. Lecturers should provide students with continuous feedback on assessments
- v. Final coursework grades should be given to students at least one week before the final exam.
- vi. If the student failed the coursework marginally (up to 5%) the student should be given the opportunity to redeem the failing coursework grade. Grades for make- up assessments should be capped at 50%

c) To earn a passing grade in the course:

- i. Student must obtain at least 50% of the course work combined *ie pass the coursework*
- ii. Students must obtain 50% on the End of Module examination paper.
- iii. When the course work and End of Module examination are added under the guidelines given in i- ii **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.

- iv. If a failing coursework grade (*Course with final exam*) was not provided before the final exam and the student was allowed to sit the final exam and passed the final exam the student should be given an assessment as an opportunity for grade redemption.
- d) The standard required by the Assessment Policy should be maintained. A student will not be allowed to make-up coursework after the examinations.

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 assesments	<60%	Graduate 0-59%	-	F
		DNS		
Complete and submit all course work assignments including mid-semester assesments.	>=60%	Graduate 0-59%		F
		DNS		F(DNS)
Complete and submit all course work assignments including mid-semester assesments.	>=60%	Graduate 60-100%	60-100%	B – A
No course work submitted	0%	Graduate DNS	0%	F
Key: DNS - Did not sit				

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 Semester Assessment.

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 Semester Assessment.

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

125. Online Assessments

- For Online Assessments, the device being used to write the exam should be equipped with a camera. The Camera must be activated for the duration of the exam to allow artificial intelligence or the proctor monitoring the assessment, to see all activities/images.
- It is the proctor's duty and or the AI, to ensure that all candidates are registered /admitted /given access to the assessment.
- Candidates will gain access to the assessment at the prescribed time by either of the following: a) Using their unique username and password b) after they have proven their identity to the artificial intelligence or the proctor monitoring the assessment.
- Candidates start time In online assessments will be determined by the scheduled start time set in the system
- During the assessment period all activity will be monitored, flagged and recorded by the Artificial Intelligence
- Invigilators/proctors are expected to monitor notifications from the AI proctoring software of possible exam irregularities

7. For online assessments there are no physical question papers and answer booklets:
 - a) **The question paper must be downloaded and all answers completed within the document**
 - b) **Diagrams, charts, illustrations where applicable, can be drawn in pencil and a high resolution photo taken for upload in the document**
 - c) **Quantitative computations MUST be done using tables inserted or Microsoft Excel (and then copying and pasting within the document).**
8. **Candidates Registration Number must be written in the header of the downloaded document – the answer booklet.**
9. **CANDIDATES MUST UPLOAD THE COMPLETED MICROSOFT WORD DOCUMENT ONLY IN MOODLE AT THE END OF THE ASSESSMENT PERIOD**
10. For the online assessments, all completed work will be automatically submitted when the time expires or the student initiates the submission.

Academic integrity

You will be charged with plagiarism if you:

- Copy from published sources, including the internet.
- Purchase a pre-written paper (either by mail or electronically).
- Let someone else write this paper for you.
- Reproduce someone else's assessment paper.
- Submit as your own, someone else's unpublished work, either with or without permission.
- Consequences of Plagiarism
- If the final work you submit—all of

it—is not yours, it does not matter how you came by it. Charges of plagiarism are brought to the attention of Academic Affairs, which initiates an investigation that may lead to formal charges.

- The process for the investigation and adjudication of charges may be accessed at the Dean of Undergraduate Studies Office.
- Plagiarism is a serious offense that can result in a variety of sanctions (for example, failure of the course in which the plagiarism occurred and suspension from UCC among them).
- **THERE SHOULD BE NO COLLABORATION AMONG STUDENTS ABOUT THE ASSESSMENT.**
- **EVIDENCE OF COLLABORATION (INCLUDING SHARED TEMPLATES) WILL RESULT IN A SCORE OF ZERO FOR THE ASSESSMENT.**

126.i Students With Special Needs Policy- Student requiring support for special needs should speak with their Programme Coordinator and complete the Form:

<https://www.surveymonkey.com/r/YVL676S>

126.ii Answering Quantitative Exam- See Website:

<https://ucc.edu.jm/document/answering-quantitative-exam>

All Programmes

Chapter 18 - Student Services and Amenities

Chapter 18 - Student Services and Amenities- All Programmes

Orientation

Advising and Counselling

Aeolion, Student Management System (SMS)

Student Identification (ID)

Classrooms

Computer Labs

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Clubs and Societies

Fund Raising and Approval Process

Cafeteria

Campus Store

Library and Information Centre

Medical Assistance

Students with Disabilities

Records 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 Chapter 8 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.

- The Library is available for use to any registered student of the UCC on the presentation of a valid UCC Identification Card.
- 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.
- In general, however, the Library must at all times be regarded as a quiet place of study and investigation.
- Food and beverage are strictly forbidden in the Library area.
- 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.

NB. Foundation Courses are non-credit course used for matriculation requirement and are not reflected on the official transcript.

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- Fees and Services <i>May 2019, Last Revised January 2022</i>				
Registry Fees and Services	Turn-around Time	Charge- J\$	Charge- US\$ (Regional and (Caribbean))	Effective Date
Academic Report Request	5 Business Days	\$1,500.00	US\$15.00	May 1, 2019
Course Outline <i>(Course Outline on Aeorion is free)</i>	5 Business Days	\$50.00 <i>Per page</i>	US\$10.00	May 1, 2019
Financial Letters <i>(Will now be provided by SFS)</i>	15 Business Days	\$1,000.00	US\$10.00	May 1, 2019
Graduation- Gown Rental <i>(Outside the normal Photo-Shoot period)</i>	2 Days Notice	\$10,000.00 <i>(Refundable)</i>		May 2012
Graduation- Fee	See Miscellaneous Fee	Included in Miscellaneous Fee		Sept 1, 2019
Graduation- Fee- Fall 2019 <i>(Final year students that had already paid the \$9,000.00 will pay a prorated fee of \$5,000.00)</i>		\$5,000.00		August 2019
Graduation- Processing	1 Month	Included in Miscellaneous Fee		Sept.1, 2019
Graduation- Certificate	2 Months after Ceremony	Included in Miscellaneous Fee		Sept.1, 2019
Graduation- Replacement Certificate	6 Weeks	\$9,000. - Over 5yrs		May 1, 2019
	3 Weeks	\$6,000. -5yrs or less		
Graduation- HRM Replacement Certificate		US\$75.00 <i>charged by UCJ)</i>		Sept 2020
Letter of Completion <i>(Letters of completion prior to May 2019 is priced / treated as a Status Letter)</i>	5-10 Business Days <i>(Tentative)</i>	Student eligible for conferral- Gets 1 fee Letter of Completion		May 1, 2019
Status Letters	5 Business Days	\$1,000.00	US\$10.00	May 1, 2019
Transcript Request- Regular	10 Business Days	\$1,500.00	US\$15.00	May 1, 2019
Transcript Request- Express <i>Effective September 1, 2021, the Registry Dept. suspended EXPRESS requests for letters and transcripts until further notice.</i>	3 Business Days	\$2,500.00	US\$25.00	Summer 2019
Verification Forms	5 Business Days	\$1,500.00	US\$15.00	May 1, 2019
Photocopies- Letter Size <i>(Black and White only)</i>	3 Business Days <i>(Depends on volume)</i>	\$15.00 <i>Per page</i>		May 1, 2019
Dispatch by Email (Local and overseas)		\$200.00	US\$2.00	March 2020
Remittance by Courier- USA- iami	10-14 Business Days	US\$53.00		
Remittance by Courier- USA- est of USA	10-14 Business Days	US\$56.00		
Remittance by Courier- UK	10-14 Business Days	US\$75.00		
Remittance by Courier- Canada	10-14 Business Days	US\$70.00		
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		
Please call 876-906-3000 ext. 3982 or 3975 for the US\$ Exchange <u>Daily</u> Bank Rate				

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. Jerome Robinson, 876-529-4149, email: studentcouncilpresident@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.

All Programmes

Chapter 19 - Incidents and Emergencies


Chapter 19 – Incidents and Emergencies- All Programmes

Incident Report Form

Incident Report Form- 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 and the Website at: <https://ucc.edu.jm/document/incident-report-form>

 UNIVERSITY OF THE COMMONWEALTH CARIBBEAN <small>Fostering Leadership & Innovation</small>	
<u>Incidents and Emergencies – Student Copy</u>	
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:	
Emergency	Telephone Contact
Personal Student Matters	<u>Department of Student Services (DSS)</u> DSS Director: 876-319-3913; 876-906-3000 ext.3994 DSS Administrator: 876-337-9793 ext.3997 DSS Student Affairs Officers 876-906-3000 ext. 4063
Medical- Kingston	<u>Nurses Station</u> ▪ 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: 876-801-3104 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

All Programmes

Chapter 20 - Student Behavioural and Ethical Standards

Chapter 20 - Student Behavioural and Ethical Standards- All 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.

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.

- b) Submit the drafts for major assignments one week before the final paper is due
- c) 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*.

Turnitin Guidance for Students

- a) Sign up for Turnitin by the third week of class

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	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	A formal warning but no penalty is issued by the Head of Department and the student is directed to academic support within the department. The student is required to undertake the University's on-line plagiarism tutorial.

PLAGIARISM SANCTIONS		
CATEGORY	CHARACTERISTICS	ACTIONS
treated as poor academic practice	<p>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 minor linguistic changes with or without citation. ▪ 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. 	In cases of poor academic practice the mark will reflect the academic merit of the work; the mark is likely to be low.
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 <p>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.</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.</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
	<ul style="list-style-type: none"> ▪ 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. A short block of text may be as small as two continuing lines. ▪ short blocks of copied code, 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. 	<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
	<p>Significant blocks of text may be as small as several continuing lines</p> <ul style="list-style-type: none"> ▪ 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 computer files or experimental results copied from another student or the work of others from online resources or books without appropriate referencing. 	
<p>Category 3- plagiarism and/or collusion - ‘repeat offence’</p>	<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. 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. The Category 3 penalty is as follows: A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur. 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. 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. 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</p>

PLAGIARISM SANCTIONS		
CATEGORY	CHARACTERISTICS	ACTIONS
		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.
Category 4- plagiarism and/or collusion	A Category 4 offence is the most severe 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.	Refer to Panel

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

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.

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.

All Programmes

Chapter 21- Student's Misconduct, Offences and Grievances

Chapter 21 - Student Misconduct, Offences, and Grievances- All 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

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 should 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.

All Programmes

Chapter 22- Student Grievances, Complaint and Appeals Process

Chapter 22- Students', Complaints Policy Grievance and Appeals Procedure- All Programmes

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:

- a) 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;
- b) 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:

- a) Outlines the complaint;
- b) Describes what the student has already done to resolve the complaint and give details of the response received (include a copy if in writing);
- c) Explains the reason for the student to remain dissatisfied, and;

- d) 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.



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

Fostering Leadership & Innovation


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.

Complaint Form:

<https://docs.google.com/forms/d/e/1FAIpQLSfzonzh6KdFFWz4Q2lSXnR6rbPUBYBHJEf3H282rcymix0GvMA/viewform>

Steps	Processes
<p>Step 1 5 Days to complete</p> 	<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>
<p>Step 2 10 Days to complete</p>	<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>

All Programmes

Chapter 23 - Graduation Policy

Chapter 23 - Graduation Policy- All 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, or 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: 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**. Please note that your student email 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 a new tab.

The processing fee must be paid by the stipulated deadline before applications are processed for degree conferral.

July Conferral- The University of the Commonwealth Caribbean (UCC) confers the Academic awards due at an annual Commencement Ceremony held in July each year. 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:

- Successfully completed all academic requirements, including matriculation matters and programme credits by the Spring semester preceding the Commencement Ceremony.
- Cleared by the library and Student Financial Services.
- Attainment of a minimum Grade Point Average (GPA) of 2.0 for undergraduate programmes and 3.0 for local graduate programmes
- Satisfied all requirements according to the policies and practices of the University.

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 the annual Commencement Ceremony held in July 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.

Eligibility to Graduate- Students will become eligible to graduate once they have successfully

concluded all requirements by the dates stipulated in each conferral period.

Participation As A Walker- Effective July 2019, this practice is no longer accommodated.

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

Issuing of Certificate

a). Collection in person- In order for certificates to be issued to graduates, they must satisfy:

All academic and requirements (including the submission of all mandatory documents)

- i) All financial obligations
- ii) All library obligations
- iii) Processing fee- (applicable for year of application or redeemed through the yearly miscellaneous fee charge)

Once the requirements above are satisfied, degrees will be distributed at the respective UCC locations and may be collected at the respective campus within two months of the date of conferral, unless otherwise advised.

a) Collection by bearer- If a graduate is unable to collect their certificate in person, the following applies:

A graduate may have a bearer collect on their behalf with the following provisions:

1. The graduate must provide the bearer with an authorization letter / email (from a verifiable UCC email address) which clearly states their full name, along with a copy of the graduate's valid picture ID.
2. The bearer must also present a valid Government picture ID to collect. Once these are satisfied, the document will be released.

- b) **Dispatch by Courier Service-** A graduate may make an arrangement for the dispatch of their graduation certificate via local or international courier service. The following applies:
1. The graduate must pay the requisite fee (using the facilities of the UCC cashier or online facilities).
 2. The graduate must provide an authorization and address (P.O. box address not permitted) along with a valid contact number which will be placed on the delivery envelope for dissemination.
 3. When the certificate is collected by the courier service, the tracking number will be shared via email with the graduate for tracking purposes.

Ineligibility for award

If for any reason a student does not qualify to receive his/her certificate at the scheduled conferral date, he/she will be advised and if eligible will participate 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

Chapter 24 - Applied Research

Chapter 24 - 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.

All Programmes

Chapter 25 - UCC Online

Chapter 25- UCC Online– All Programmes

What is UCC Online

Course Delivery

Course Delivery

Technical Requirements

Activating Your UCC Student Account

Registering for Your Online Courses

Preparatory Sessions (Mandatory)

How To Login To Your Online Courses

How to Login To Your Chat Sessions

Zoom Meeting Room Guidelines

Grading Guidelines for Participation

Assessment

Proctored Exams

Location Survey

Tips for Succeeding Online

, Netiquette Guidelines

What is UCC Online?

UCC Online offers/delivers courses for students pursuing UCC undergraduate degrees (and graduate degrees through the Graduate Studies Office). These courses are equivalent to those offered in the traditional classroom setting. While the online courses offer greater flexibility and convenience (the ability to study from home), UCC's online courses are not self-paced courses. The courses are delivered within the same academic period as face-to-face courses and are fully comparable in rigour to the curriculum delivered on any UCC campus.

UCC Online uses a web-based platform called MOODLE as its primary online course management software to offer courses via distance learning. Students of UCC Online communicate with their instructors and classmates via this web page link: <https://ucconline.ucc.edu.jm>. Once students log in with the **same credentials as they would after activating their UCC student email account**, students may view lecture notes, announcements, view and upload assignments and complete

examinations online. (SEE Frequently Asked Questions at Appendix C for more).

Delivery Models

- ☐ **Hybrid (Synchronous and Asynchronous):** Students have the option of selecting to complete 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 complete a course at one of UCC's campuses. The conduct of a face-to-face class is subject to enrolment numbers at the UCC campus of choice.
- ☐ **Synchronous:** The student can select to do all online courses for their undergraduate degree. These courses are taught completely online but will require the student in Jamaica to attend the assigned UCC Campus to sit proctored end-of-modules examinations. Students studying outside of Jamaica will now sit their end-of-semester-assessment examinations from the convenience of their home using a 'live' online proctoring service called **ProctorU**.

In response to the COVID pandemic, as of Summer 2020, all programmes at the university have been offered in the online modality. Each programme has a fully online option except for those requiring internship or practicum exposures that cannot be readily facilitated online.

The programmes requiring some mandatory face to face interaction are:

Bachelor of Science degree in

- Logistics and Operations Management
- Tourism and Hospitality Management
- Production and Operations Management

- Social Work
- Applied Psychology

The following graduate programmes are offered online:

- ☐ UCC/Commonwealth Executive Master of Business Administration
- ☐ UCC/Commonwealth Executive Master of Public Administration.

The following post-graduate programmes are offered online in collaboration with the University of Sunderland:

- ☐ Professional Doctorate
- ☐ Doctorate in Business Administration

Course Delivery

UCC Online courses are designed to have a blend of student-to-student and instructor-to-student interactions and create activities that require the students to engage in the course content and with each other. UCC Online courses are delivered in two basic formats:

1. Asynchronous: this format does **not** require the instructor and student to be online at the same time. Asynchronous learning at UCC Online allows students to review course materials including lecture notes, PowerPoint presentations and other resource materials (including audio and video lectures); download documents; send assignments via a Drop Box facility; and respond to discussion questions in a forum posted by lecturers.
2. Synchronous: this means the instructor and the student are present at a scheduled time (in real-time) for chats/discussions, instruction and activities.

Technical Requirements

To ensure that your online learning experience is successful, please refer to the following basic guidelines:

Hardware - System Requirements:

- ☐ Windows Users
- ☐ Windows 7, 8, 8.1, 10
- ☐ 3 GB of RAM
- ☐ 28.8 kbps
- ☐ Soundcard with Speakers
- ☐ Microphone

- ☐ Webcam
- ☐ Headset
- ☐ Microsoft Office 2003 and above (Word, Excel, PowerPoint)
- ☐ Pop-ups must be allowed for Adobe Connect and MOODLE

Browser Requirements:

The Browsers below work best with the learning platform – Ensure that it is updated to the latest version.

- ☐ Google Chrome
- ☐ Mozilla Firefox
- ☐ Internet Explorer

Software Requirements

- ☐ Microsoft Office Suite or other word processing programme capable of saving files in RTF (Rich Text Format).
- ☐ Your course may require special (free) plug-ins to access streaming media, PDF files, or other web components. If this is the case, you will learn more about these special requirements from the instructor.
- ☐ Antivirus software is highly recommended. (AVG is free and can be downloaded online.)

Registering for Your Online Courses

Dates related to the registration period for each semester are available in the published Academic Calendar (available at the UCC website at www.ucconline.edu.jm). The registration period is that period when students select and pay for the courses they intend to pursue for the upcoming semester.

To register for UCC Online courses, take the following steps:

1. **AFTER** activating your Aeorion Account (follow steps given in package), log in to Aeorion, select link “Register for Classes” to start the registration process.

Select: Semester >

Years>Schedule>Campus Example:

Fall>2019>Undergraduate>UCC

ONLINE

2. There are four (4) steps involved in the actual registration process. Step One is course selection; Step Two calculates your charges; Step Three is

where you pay fees. STEP 4 completes your registration process. If you pay a portion of your fees whether by credit card or at a UCC offline facility (Scotia Online, JNBS or Manager's Cheque), you must call, visit or email (and send proof of payment receipt to) Student Financial Services (or SFS) at sfs@ucc.edu.jm to be deemed fully registered. **Only** online students residing overseas should send a copy of their payment receipt to a UCC Online officer at ucconline@ucc.edu.jm. **Otherwise**, you may pay in full online and be deemed **fully registered**.

4. When you are fully registered by SFS, please wait 24-48 business hours to be **enrolled** to Moodle.
5. Contact: SMSsupport@ucc.edu.jm for assistance with activating your **UCC student email account**. NB: Your default password is your ID Number
6. Use your student ID Number to log in to your UCC Online class.

Preparatory Sessions for Online Students

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 improve your readiness for your online studies in the semester.

How to log in to your courses on UCC Online

1. Visit the UCC Online website at <https://ucconline.ucc.edu.jm>
2. Enter your **username** and the **password** which you created for this account once you are fully registered. Students will get access on the first Monday of the semester once they are fully registered during the registration period. If you register during the ADD/DROP period (this is considered **LATE REGISTRATION**), allow for 24-48 business hours for enrolment to UCC Online.
3. After you have successfully logged into the UCC Online website, you will be required to complete the **mandatory** Prep Session (including a short quiz) after which you will be enrolled to your online classes.
4. The list of courses for which you are enrolled will appear under your profile.

Please remember: ***You will not get online access unless you are fully registered.***

How to log into your Chat Sessions

Chat sessions are held once per week. Chat sessions commence in the **FIRST** week of the semester. Each session lasts for **one hour** during the **Fall and Spring semesters** but for approximately **90 minutes** per week in the **Summer session**.

Chat sessions are facilitated using Zoom Video Conferencing. Students join the Zoom meeting room by clicking on the link/Meeting ID on the UCC Online course page at the scheduled class time.

When using the Zoom Video Conferencing Meeting Room, you must have the following:

1. High speed Internet
2. A (built-in) video camera
3. A headset to prevent feedback from external speakers through your microphone. Feedback is unwanted noise that will disturb the meeting.

Please test your devices before the meeting.

This is your responsibility.

Zoom Meeting Room Guidelines

Zoom provides very clear video meetings directly from your computer or mobile device. With these video meetings, you have a great opportunity to see your fellow classmates and facilitators/ lecturers. To ensure that all your meetings are successful and adhere to good manners and etiquette, we urge all participants to abide by the following guidelines:

1. To participate in your online class, you will need a USB headset with a microphone attached. The headset will help to produce the best sound quality and reduce unwanted background noise.
2. Remember you are on camera so avoid eating food; remember too, you may be called on to speak using the microphone and sound is amplified. Mute your microphone if your facilitator has not already muted it and turn your video off if eating anything.
3. As tempting as it is to want to dress in your pajamas for your online class, please remember you should dress as you would for

a face-to-face meeting with your lecturer/facilitator and in clothing that will not distract other people involved in the meeting. Avoid overly bright colours that will produce a glare.

4. **Assume your camera is on at all times** even when you are not speaking. So be careful of every move you make. Your body language and facial expressions will say a lot about you.
5. Turn off the TV, your music and any other applications that will take your eyes off your meeting. Pay close attention to the presenter and the discussion.
6. Use appropriate language.
7. Avoid personal attacks.

Grading Guidelines for Participation

Grading Guidelines in Chat Sessions & Discussion Fora

Discussion fora and chat sessions provide the bases for interaction between student and instructor and participation by students in all UCC Online courses. Participation in discussion fora accounts for **15 percent** of your course work grade - this may include Chat Session participation which will account for an additional 5 percent of the grade. As students, you are required to check the course assessment sheets which outline various grade ratings that are issued to areas within the course.

Students are required to participate in a variety of discussions and activities and chat sessions with their team. A student's participation will be evaluated on the extent to which he demonstrates an understanding of the course content and an ability to apply this knowledge to the dynamics operating in organisations, businesses or society.

"Attendance" (virtual) and active participation in every discussion and chat session are required to achieve the maximum participation mark.

Guidelines for Attendance for Discussion Fora:

Work Assessment for Online Courses			
Type of Question	Face to Face	Online Previous	Online –Proposed

Students are expected to:

- ☐ Submit one posting for each Discussion Question as per the grading guidelines below.
- ☐ Respond to at least one colleague's post for each Discussion Question to engage in the discussion as it develops.

Guidelines for Posting to Discussion Fora:

Students will be expected to do the following:

- ☐ Focus on question(s) posted by the Instructor.
- ☐ Include related thoughts and materials or other readings applicable to the discussion.
- ☐ Respond to posts within one week of posting.
- ☐ Submit posts ranging between one to three paragraphs in length.
- ☐ Use proper etiquette, and more specifically, respectful language. (See Appendix B)
- ☐ Submit posts that reflect an understanding of the material and further the discussion.
- ☐ Include websites and sources to support arguments and respond to each other's messages.

Some ways to further discussion include:

- ☐ Offer an opinion
- ☐ Suggest a conclusion
- ☐ Be thought provoking

- ☐ Pose a question
- ☐ Disagree

In particular, the instructor will look for commentary that:

- ☐ indicates critical thinking about the topic at hand
- ☐ draws from the assigned readings
- ☐ does not place a burden on the rest of the group by including unnecessary information
- ☐ Interacts and/or responds to the postings of other learners.

DQs (1 or 2 paragraphs)		5 DQ's 5 marks	<p>3 DQs– (5% each)</p> <p>Proposed rubric:</p> <ul style="list-style-type: none"> - Use of English – grammar, mechanics, spelling (<i>I</i>) - Coherence – organization, ordering of thoughts (<i>I</i>) - Strong support, evidence-based discussion (<i>I</i>) - Application to local or regional context, e.g. given (<i>I</i>) - Citation, referencing (<i>I</i>) <p>Facilitators should enforce peer review in the instructions given to students for responding to DQs. It should be clearly stated that an informed reply be posted to the DQ and responses made to at least 2 post made by peers.</p> <p>15 %</p> <p>Participation 5 % of which:</p> <p>2 Marks for Zoom interaction</p> <p>2 Marks for general participation.</p> <p>1 mark will be for peer response (adequate peer responses- 1 mark, inadequate response 0 marks)</p> <p>5%</p>
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1 2 3	MSA 20 marks	Short answers and multiple choice 20 marks	<p>To be renamed <i>Mid Semester Assessment</i> – Scenario based questions requiring more than knowledge recall (comprehension, analysis and application).</p> <p>In the case of quantitative courses Software restrictions will be removed (not limited to Excel or Word), formulae will accompany questions and references will be appropriately made.</p> <p>Assessments must test Course Learning Outcomes</p> <p>20%</p>
Additional assignment Project Essay Oral	2 Assessments (Essay Type) 20 marks	1 or 2 assessments equaling 35 marks	<p>1 assessment (testing comprehension, analysis and application) Assessments must test Course Learning Outcomes</p> <p><input type="checkbox"/> <input type="checkbox"/> Project</p> <p><input type="checkbox"/> <input type="checkbox"/> Essay</p> <p><input type="checkbox"/> <input type="checkbox"/> Oral assessment (public speaking)</p>

(Public Speaking)	(x2)		20%
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Online Coursework	
3 DQ's (5% each)	15%
Participation	5%
Mid Semester-Assessment Assessment	20%
Assessment (Project or Essay type)	20%
Total Coursework	60%

All Assessments must test Course Learning Outcomes (CLO) and between Coursework and end-of-semester-assessment Evaluations ALL CLO's should be assessed.

Guidelines for Attendance for Chat Sessions:

- A minimum attendance of **75% attendance** is required for participation in Chat Sessions. Students should notify a UCC Online Programme Officer in writing of any predictable or unavoidable absence. (See Attendance Policy, **Undergraduate Student Handbook**.)

Assessment

Students will be assessed several ways including (participation in Discussion Questions & Chat Sessions), coursework/assignments, projects, essays, group work, quizzes, mid-semester-assessment and end-of-semester-assessment examinations. Some courses do not have mid-semester-assessment examinations. All coursework must be attempted and submitted (via the online DROP

BOX) within the time-frame given by the lecturer. If late assignments are submitted by the student and accepted by the lecturer, penalties can be imposed.

Assignments must be submitted using the **Standard Cover Page** (sample found on UCC Online home page). If a student experiences any challenge during the sitting of a mid-semester-assessment or end-of-semester-assessment exam, it is the student's responsibility to inform a UCC Online Programme Officer within 12 hours by email of the challenge(s). The lecturer must also be copied on the email. If there is a technical challenge, students must send a screen shot of the "error" message.

Alternative Exams

Alternative exams are allowed ONLY if a student missed the sitting for a MSA or EOSA for Exceptional Extenuating Circumstances such as;

- Sickness (doctor's certificate must be provided)
- Death (death certificate or letter from JP must be submitted)
- Work-related (letter from the organisation must be submitted on company letterhead)
- Natural disasters, political/social unrest

If a student experiences any challenge during the sitting of a mid-semester assessment or end-of-semester-assessment, it is the student's responsibility to inform a UCC Online Programme Officer within 12 hours by email of the challenge(s). The lecturer must also be copied on this email. *If there is a technical challenge, students must send a screen shot of the "error" message.*

End of Semester Assessment Location Registration Survey

UCC Online will dispatch an "End of Semester Assessment Registration Location Form" from the beginning of the semester and should be completed by the first week of Mid-Semester Assessment Exam. This is where you will indicate your intended location at the time of your final exam. It is the student's responsibility to advise UCC Online of any change in location for examinations. Changes to the location survey after the first week of Mid-Semester-Assessment will **NOT** be done. **Do not wait** until the day of your exam to advise the office that you wish to sit your exam in a new location. A new exam location will not be accommodated if the office is not notified within the period stated.

Tips For Succeeding Online

Here are a few tips to help you succeed as a UCC Online student:

1. **Devote time to schoolwork.**
You must devote time every week to concentrate on your online classes. In fact, you must be willing to devote at least **4 hours** per week on each 3-credit course. In the online classroom, all of your lectures, classwork and participation in discussion boards/sessions happen on your time.
2. **Be familiar with Moodle.**
As a student, you will be enrolled into a Resource Centre area on Moodle which provides you with documents or videos on how to use Moodle and be an effective online student. You will be

required to familiarize yourself with the resource centre so that you can efficiently navigate through your online environment.

3. **Always post on the discussion board.**
You will be required to 'post' a discussion or your views on a discussion board at least five times during your studies. Each post will count as class participation and is a significant part of your grade. You not only need to post your discussion on the topic the lecturer has posted but you must also respond to the posts of others within the prescribed timeframe. If you fail to post your discussion in the required time, you may lose points.
4. **Read the course materials that you are given.**
Your course page will contain course material such as PowerPoint presentations, lecture notes, video, audio or e-links. Make sure to read, listen or watch all. Students are responsible for sourcing and reading the required reading texts.
5. **Read the recommended material.**
Your lecturers will usually send you additional suggested reading material to help you to better understand the course you are doing. Make sure to read these other materials to assist you in your learning.
6. **Submit assignments early.**
Make sure you plan way ahead, get started early on your assignments, do your research and submit your assignments early. An unreliable computer or network is no excuse for late submission of assignments. Do your own assignments unless you are asked to submit them as group work.
7. **Participate in Chat Sessions.**
Where Chat Sessions are scheduled, make sure to participate. Such schedules are

held in real-time, so you must ensure that you check the days/times posted on your course page on MOODLE for your Chat Sessions and participate in these.

8. **Keep in touch with your lecturers.**

Your lecturers will provide you with their email addresses and/or telephone contacts. Do not be afraid to ask them questions related to your course during their “office hours”.

8. **Keep in touch with a Programme Officer.**

UCC Online Programme Officers are responsible for assisting you with your online learning experience. Your online programme officer may be reached at 876-906-3222 or 876-906-3224 or at ucconline@ucc.edu.jm. For technical related issues, you may email our external Web Administrator at onlinesupport@ucc.edu.jm.

9. **Read your UCC emails and log in to the UCC Online portal daily.**

You must read all communiqué from your UCC Online Programme Officer who may send you any changes in schedules or other advisories from time to time. You must also make sure you check your UCC Online Moodle course page **daily** for changes in schedules, new assignments, reminders from your lecturers or from UCC.

10. **Make sure you have a reliable computer and internet connection.**

As an online student, you **must** have access to a reliable computer and high-speed internet access (with a minimum bandwidth of 2Mbps). We suggest you upgrade your internet browser (Internet Explorer, Firefox, Chrome or Safari) to the most recent version. Remember, from time to time, you may be downloading and uploading large audio, video and text files.

***Mobile devices may be used as a matter of convenience but are not reliable devices and is **NOT** recommended for online classroom use especially examinations or assignments.

To access your classes, log on to: <https://ucconline.ucc.edu.jm>

Netiquette Guidelines

In an online environment, it is not possible for others to read your body language, tone of voice, or facial expressions. Therefore, a special set of rules has emerged for online communications, called *Netiquette*. Here are some basic Netiquette rules that should be followed during online discussion board, chat sessions, or e-mail:

- ☐ Never give your user ID or password to another person (Do not share personal data in your online chats).
- ☐ Sometimes, a good way to enter a discussion board or chat is by **briefly** introducing yourself.
- ☐ Before posting to a discussion board, you should read prior messages to get a sense of the flow and language of the discussion.
- ☐ Always title your messages. Be sure the subject line reflects the topic of discussion. Do not auto-reply and start a new thread leaving the old subject line in the header.
- ☐ Always check your spelling before posting a message to a discussion board. It will be the first impression you may make on someone, so it is important that your message be free of spelling errors. However, if you are on a synchronous chat, correct spelling would be nice but not as much expected, as the conversation goes much faster.


- ☐ Keep your questions and comments relevant to the topic of the discussion. If another person posts a comment or question that is off the subject, do NOT reply to the discussion board. If you want to reply, do so in private e-mail directly to the original poster.
- ☐ Do not use ALL CAPS. It gives the impression that you are shouting. Capitalize words only to highlight an important point or to distinguish a title or heading. *Asterisks* surrounding a word can also be used to make a stronger point.
- ☐ Keep paragraphs and messages short and to the point.
- ☐ Ensure that your postings contain correct information. Try not to post comments that do not add meaning to the discussion.
- ☐ Do not be afraid to ask questions within the course discussion group, or to share what you know. It is especially considerate to share the answers to your questions with others. Also, if you have researched a topic that you think would be of interest to others, summarize it and post it to the group.
- ☐ Cite all quotes, references and sources and respect copyright and license agreements.
- ☐ If you do post a different view point, first acknowledge what someone else has said. If you disagree with someone, it is better to start a message by briefly restating what the other person has said in your own words. This lets the other person know that you are trying to understand him/her.
- ☐ When presenting a controversial point of view, state whose view it is. For example, if it is your opinion, you can begin with “in my experience....” If it is a view of someone else, you can begin with “according to NAEYC...”, or “the president’s view is....”
- ☐ When you post or e-mail a question, make it as easy as possible for others to understand what you ask. Make sure your question is clear and specific and check replies to your question.
- ☐ Treat the others on the discussion board in a polite and respectful manner. Never mail or post anything you wouldn’t say to your reader’s face.
- ☐ Try to stay calm and do not get offended easily. If you feel the need to send an angry message, take a break.
- ☐ Do not “flame” others on the discussion board. Flaming is the act of responding in a highly critical, sarcastic, or ridiculing manner - especially if done on a personal level. Remember that these discussions are meant for constructive exchanges and learning.
- ☐ When quoting another person, edit whatever isn’t directly applicable to your reply. Take the time to edit any quotations down to the minimum necessary to provide the context for your reply.
- ☐ E-mail messages should be considered private and not shared with others or quoted without permission. However, whatever you post to a newsgroup or discussion board is public. You never know who might read what you posted.
- ☐ Advertisements and spam messages are not permitted on online course discussion boards.
- ☐ Sometimes emoticons (☺) are used to express emotion or abbreviations are

sometimes used (FYI, BTW) but these must be used sparingly **if** permitted by your facilitator.

All Programmes

Chapter 26 - Academic Forms

Chapter 26 - Academic Forms- All Programmes

<div style="text-align: center;">  <p>UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC) <i>Fostering Leadership & Innovation</i></p> <p>Undergraduate and Graduate Programmes Academic Student Forms Directory</p> </div>			
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 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/document/s-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



**UNIVERSITY OF THE
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Fostering Leadership & Innovation

Undergraduate and Graduate Programmes Academic Student Forms Directory

Forms	Policy/Procedure	Purpose	URL Link
Course Registration Form	Course Registration Procedure		https://ucc.edu.jm/document/course-registration-form
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.	https://docs.google.com/forms/d/e/1FAIpQLSfzonh6KdFFWz4Q2lSXnR6rbPUbYBHJEf3H282rcymix0GvMA/viewform
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.	https://ucc.edu.jm/document/incident-report-form
Incomplete 'I' Grade	Incomplete 'I' Grade Policy	Examination Resit Application Form	https://ucc.edu.jm/document/resit-examination-application-form
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



**UNIVERSITY OF THE
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Undergraduate and Graduate Programmes Academic Student Forms Directory

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
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.	https://ucc.edu.jm/document/refund-request
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
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



**UNIVERSITY OF THE
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Undergraduate and Graduate Programmes Academic Student Forms Directory

Forms	Policy/Procedure	Purpose	URL Link
Student Grade Query/Review/Remark EOM Form	Examination Policy	Student who wishes to challenge a failing grade of his/her End of Semester Assessment 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.	https://ucc.edu.jm/referral-programme
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
Withdrawal Form	Admissions Policy	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.	http://ucc.edu.jm/document/withdrawal-application

Updated July 17, 2020

All Programmes

Glossary of Terms

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. *Eg. Academic Year 2019-2020 (includes Fall 2019, Spring 2020 and Sum 2021)*

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.

Asynchronous Online- Allows students to view instructional materials each week at any time they choose.

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.

Blended- Some online and some face to face delivery in the same course of programme, for eg. the theory component is done online and the practical sessions are offered face to face.

Blended Modality- The range of UCC's programme modalities offered for the academic year 2022- 2023 are identified as blended modality.

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.

Hybrid- Offers an online programme option and a face to face option. Students may choose either. Courses therefore are scheduled both online and face to face and students have a choice to complete course/programme using the modality they prefer.

Hyflex: Some students attend classes face to face and some students join online at the very same time (Two different environments but the same learning experience).

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.

Synchronous Online- Students are required to log in and participate in class at a specific time each week.

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.