



**FSP.3**  
**2017/2018**  
**SCOR.P.7**  
**2017/2018**

**THE UNIVERSITY OF THE WEST INDIES**  
**FACULTY OF SPORT**

**FACULTY REGULATIONS**

**2017**

# INTRODUCTION

The Faculty of Sport aims to provide persons with an interest in Sport, the opportunity to pursue their passion. This Faculty provides access to facilities and resources that will allow athletes to further their sporting discipline, while at the same time pursuing academic programmes of interest to them. For non-athletes the Faculty provides opportunities to pursue undergraduate and graduate programmes in several areas of sport, as well as the option of postgraduate certificates in specific areas of sport.

The Faculty of Sport reaches across all the Campuses of The University of the West Indies, through Academies of Sport established on each campus. These Academies are responsible for Academic activities, Sports at all levels, as well as outreach to communities through Sports.

The mission of the Faculty of Sport is to provide high quality education in sports with emphasis on application via research, and development of sports and athletes of the region to maintain their prominence on the world scene. This will be done through cross campus and international collaboration with partners across the world, to ensure that the top sporting minds are involved.

.

## TABLE OF CONTENTS

<b>GLOSSARY</b> .....	4
<b>FACULTY REGULATIONS FOR THE BSc DEGREE</b> .....	6
A. QUALIFICATIONS FOR ADMISSION .....	6
B. OUTLINE OF DEGREE PROGRAMME .....	7
C. REGISTRATION .....	9
D. PROGRESS THROUGH THE PROGRAMME.....	11
E. EXAMINATIONS .....	11
F. AWARD OF DEGREE .....	13
G. LEAVE OFF ABSENCE AND VOLUNTARY WITHDRAWALS .....	15
H. TIME LIMITS FOR COMPLETION AND REQUIRED WITHDRAWALS .....	15
I. EXEMPTIONS AND TRANSFERS .....	16
J. ACADEMIC FORGIVENESS .....	18
<b>APPENDIX I:</b> Foundation Courses .....	19
<b>APPENDIX II:</b> List of Programmes in the Faculty .....	20
<b>APPENDIX III:</b> Presenting and Documenting Material in Course Essays .....	20

## GLOSSARY

### *Glossary of terms used in these Regulations:*

**Anti-requisites** refer to Courses where content overlap precludes Courses being taken together for Credit.

**Assessment Regulations** refer to the University's Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates including GPA and Plagiarism Regulations, 2017-2018.

**Core or Compulsory Courses** are Courses that students must complete in order to be awarded a degree.

**Co-requisite** is a Course which **must** be taken along with another specified Course, in order to ensure the attainment of complementary and/or interdependent competencies.

**Courses** are offered by a Faculty of the University for Credit towards a degree, except Foundation and Co-curricular Courses.

*In-Faculty* – All Faculty Courses originating in the Faculty of Sport.

*Out-of-Faculty* – All Faculty Courses originating in Faculties other than the Faculty of Sport

**Course Substitution** refers to cases where a Course is used to replace a compulsory or core Course in a student's programme requirements. Students must seek and obtain approval of replacement Courses.

**Credit** refers to a unit of study counting towards a degree or diploma. Undergraduate Courses in the Faculty normally carry a weighting of three (3) Credits. A number of Courses, however, carry a weighting of six (6) Credits.

**Elective** refers to a Course within a programme taken by choice of the student. This may be:

**Restricted Elective** - from a subset of Courses offered by a department or the Faculty as part of a particular programme

**Free Elective** - from any department provided it is at the correct Level and approved by the Faculty

**Exemption with Credit** refers to cases where a student is granted exemption from UWI Courses because the student has already passed Courses in other programmes at the UWI or passed Courses of similar content at other recognized institutions. Students **are not required** to take replacement Courses.

**Exemption without Credit** refers to cases where a student is granted exemption from UWI Courses because s/he has already passed equivalent Courses/subjects at other recognized institutions or from other examination bodies. Students granted *Exemption without Credit* **are required** to take replacement Courses.

**Level** represents the different standard of Courses that must be completed in the undergraduate degree programme. Each level, namely level I, level II, and level III, is designated by the first numeral in the Course code. Levels II and III Courses are equally weighted for the assessment of class of degree.

**Major** is a minimum of 30 Credits (variable according to specialization) from prescribed Courses from Levels II and III (advanced Courses).

**Minor** is a minimum of 15 Credits from prescribed Courses from Levels II and III (advanced Courses).

**Practicum** refers to a practical section of a Course.

**Pre-requisites** are Courses which must be completed before registration for another Course is permitted.

**Programme** is a selection of Courses (designed to achieve pedagogical goals), the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulations), makes a candidate eligible for the award of a degree/diploma/certificate.

# **FACULTY OF SPORT**

## **FACULTY REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE**

All students of the University are subject to the General Regulations for Undergraduate Students, 2010 approved by the Senate of the University. Where there is conflict between these regulations and the General Regulations for Undergraduate Students, 2010, the latter shall prevail except where a regulation of the Faculty is expressly permitted by the Board for Undergraduate Studies.

### **A. QUALIFICATIONS FOR ADMISSION**

In order to be eligible for entry to the programme of study in the Faculty for the BSc degree, applicants must satisfy the general University requirements.

#### **A1 University requirements**

Persons applying to enter undergraduate programmes are required to sit the English Language Proficiency Test (ELPT) set by the University. Only persons who are successful in this test or who have been granted exemption, based on distinction grades in CXC CSEC English and CAPE Communication Skills (or equivalent), will normally be considered for entry into the programme..

#### **A2 Academic Requirements**

A2.1 Applicants who wish to begin an undergraduate degree programme in the Faculty must fulfil the general University and Faculty regulations concerning matriculation and the specific requirements of the Faculty.

A2.2 Applicants must have passes in at least five (5) subjects at CXC (CSEC) General Proficiency (Grades I or II pre-1998 and I-III from 1998) or GCE O-levels or GSCE (Grades A-C) or approved equivalents, which must include English Language; in addition, two (2) CAPE subjects (Units 1 and 2) or GCE A'Level passes or GSCE equivalent in a minimum of two (2) subjects. Applicants with other qualifications and/or relevant work experience will also be considered based on the use of Prior Learning Assessment Recognition (PLAR).

A2.3 In order to enter a specific programme, students must satisfy the requirements as specified for that programme.

A3 Applications for all BSc programmes are usually opened in November of the previous academic year and extend to end of August, prior to the start of the academic year for which the applications are being made. Most programmes have entries in September and January.

## **B. OUTLINE OF THE DEGREE PROGRAMME**

### **B1 Course Credits and Weighting**

- B1.1 Normally, each undergraduate Course in the Faculty carries a weighting of three (3) Credits.
- B1.2 Courses taught over an academic year (i.e., year-long or across Semesters I and II) normally carry a weighting of six (6) Credits.
- B1.3 In the case of a 6-Credit Course, the substitution is either another 6-Credit Course or two 3-Credit Courses.
- B1.4 *Credit hours earned* refers to the Credits for each Course that count toward the degree requirement and for which a passing grade is obtained.

**One** Credit hour is equivalent to three theoretical hours of learning per week per semester. For purposes of determining student workload, three notional hours of learning may include:

- (a) ONE contact hour and TWO hours out-of-classroom student work per week per semester;
- (b) a minimum of TWO hours of supervised laboratory work per week per semester;
- (c) or at least FOUR hours of directed learning activities (including project work, research work, practicums and internships) undertaken by the student out-of-classroom per week per semester.

Revision conducted during the three-week formal examination period at the end of the Semester is subsumed in this definition on a pro-rata basis.

- B1.5 Credit hours earned in Courses taken on a Pass/Fail are not included in the calculation of the GPA.
- B1.6 Credits hours earned from another institution at the time of admission to the UWI are not used in the calculation of the GPA.
- B1.7 No academic Credit may be granted for auditing a Course.

### **B2 Programme of Study**

Candidates for any of the undergraduate degree programmes must pursue a Course of study comprising 90 Credits of which, 30 must be completed at Level I and 60 at Levels II and III. As such, a student must be formally registered in one of the following categories:

- (a) **Major:** 30 Credits for Major and 30 Credits for Electives;
- (b) **Double Major:** 30 Credits for each of two Majors;
- (c) **Major and one Minor:** 30 Credits for Major, 15 Credits for Minor and 15 Credits

for Electives;

(d) **Major and two Minors:** 30 Credits for Major and 15 Credits for each of two Minors;

(e) **Special/Option:** Minimum of 45 Credits for Special/Option and 15 Credits for Electives.

**B3** Students MUST complete ALL the requirements for Levels I, II and III of their degree programmes as indicated below:

### **B3.1 Requirements for Level I**

Students are required to complete a minimum of 30 Credits or ten 3-Credit Level I Courses, depending on the choice of Major as follows:

(a) Three (3) Foundation Courses;

(b) Pre-requisites for Levels II/III Courses and/or free Electives; and

(c) Any other Courses designated by the Faculty which are not included in the above.

### **B3.2 Requirements for Levels II and III**

Students are required to complete 60 Credits which normally comprise a combination of 30 Level II and 30 Level III Courses designated for each student's degree programme, as follows:

(a) 30 Credits for one Major and 30 Credits for Electives;

(b) 30 Credits for each of two (double) Majors;

(c) 30 Credits for one Major and 15 Credits for each of two Minors;

(d) 30 Credits for one Major, 15 Credits for one Minor and 15 Credits for Electives;

(e) Minimum of 45 Credits for one Special/Option and a maximum of 15 Credits for Electives.

**B4** Students are required to satisfy pre-requisites (where applicable) for Levels II and III Courses. Students, however, do not have to complete all Courses at one level before taking a Course at another level as long as the pre-requisites for the Course(s) have been met.

### **B5 Co-curricular Credits**

**B5.1** Students will be eligible for no more than three Credits of involvement in Co-curricular activities. The activities may be campus specific.

**B5.2** A student may register for Co-curricular Courses established under the Office of Student Services and Development. These Courses are listed in the individual campus webpages.

**B5.3** All Co-curricular activities/programmes must be approved in advance by the Faculty and Academic Boards.

**B5.4** Subject to Faculty Regulations, Co-curricular Credits will form part of the 90 Credits for a degree. In special circumstances, if Credits are earned in excess of those required for the degree, these and the associated activity will be included on the



student's transcript.

## B6 Foundation Courses

B6.1 All students are required to complete a minimum of nine Credits in Foundation Courses. These Level I Courses are designed to promote sensitivity to and awareness of distinctive features of Caribbean cosmologies, identities and culture.

B6.2 The Foundation Courses are:

**EITHER**

(a) FOUN1001 – English for Academic Purposes

**OR (see Appendix I)**

FOUN1401 – Writing in the Disciplines

**OR (see Appendix I)**

FOUN 1008 - Rhetoric II: Writing for Special Purposes

(b) FOUN1101 – Caribbean Civilization

(c) FOUN1201 - Science, Medicine & Technology in

(d) FOUN1301 – Law, Governance, Economy & Society

(e) Any other Course approved by the Board for Undergraduate Studies

B6.3 Details about Foundation Courses are given in Appendix I.

B6.4 Foundation Courses shall be included in the calculation of the GPA.

## C. REGISTRATION

C1 Student pursuing a degree in the Faculty may register full-time or part-time.

C2 Students must register for Courses at the beginning of each semester or lose their status as students at the University.

### C3 Academic Advising

Before registering for any Courses, students must seek academic advising which is available for all students. This may be delivered via electronic platforms for students not enrolled in land based campuses. Its primary purpose is to assist students in planning, monitoring, and successfully managing their chosen field of study, in relation to clear career objectives.

C4 Registration for a Course constitutes registration for the examinations in that Course. A student who fails to attend the examinations without having previously withdrawn from the Course, or without having tendered evidence of illness at the time of the examinations, certified by a medical practitioner recognised by the University, will be deemed to have failed the Course. Medical certificates must reach the Campus Registrar no later

than seven days after the date of the examination concerned. In such cases, students are awarded Absent Medical (AM) or Failed Medical (FM) as appropriate but these designations shall not be used in the calculation of the GPA.

- C5 A student who has passed a Course will not be permitted to re-register for that Course. Therefore, a student will not be able to re-register for a Course to improve his or her GPA.
- C6 A student is deemed to have completed registration for a Course when his/her financial obligations to the University have been fulfilled.
- C7 Deadlines for changes of registration including withdrawal from or addition of Courses will be as announced by the relevant Campus Registrar.
- C8 Applications for late registration and late adjustment to registration may be subject to a fee to be determined by the Academic Board of the relevant campus.
- C9 Applications for late registration and late adjustment to registration (with waiver of penalty or removal of Course) require approval of the Academic Board of the relevant campus.
- C10 A student may, with permission from the Head of Academy of the relevant campus, change Major, Minor or Special within the Faculty. Once approved for change of Major/Minor/Special, the student must pursue the programme requirements for the year approval was granted.
- C11 All Electives listed in the various degree programmes in the Faculty will not necessarily be available in any one year.
- C12 If a student registers for a Course expressly “not for Credit”, the student may not subsequently have such Credit status altered.
- C13 **Course Registration Requests/Queries<sup>1</sup>**
- (a) Department offices (Academies) are responsible for the processing of requests for:
- additional Courses or Credit limit exceeded
  - late adjustment to registration
  - exemption
  - pre-requisites not satisfied
  - Course quota limit reached
  - special approval for entry
  - change of stream in large Courses
  - change of Major, Minor or Special/Option
- (b) The Student may appeal to the Dean for a final decision.

---

<sup>1</sup> See our web site [www.uwi.edu/sport](http://www.uwi.edu/sport) for a complete list of applications processed by the Academies and the Faculty Office.

## **D PROGRESS THROUGH THE PROGRAMME**

- D1 All students are initially registered as full-time or part-time students but may apply to the Dean to change their registration.
- D2 Full-time students are required to register for a **minimum** of 24 and a maximum of 30 Credits in any one academic year.
- D3 A full-time student may be allowed to register for three additional Credits for a total of 33 if he/she has a degree GPA  $\geq 3.3$  after three semesters or in their final year, if they have not failed a Course.
- D4 Part-time students are expected to register for a **maximum** of 18 Credits in any one academic year.
- D5 A part-time student may be allowed to register for 21 Credits if he/she has maintained a minimum GPA of 3.3. Finalizing part-time students may also be allowed to register for 21 Credits.
- D6 Students, with the permission of the Faculty/Academy, may register for up to three Courses in the Summer School.
- D7 Exemptions from some Courses may be obtained on the basis of regulations contained in Section I – Exemptions and Transfers below.

## **E. EXAMINATIONS**

- E1 Students will be examined during each semester and the summer session in the Courses for which they are registered.
- E2 A student who does not take an examination in a Course for which he/she is registered is deemed to have failed that examination unless permission to be absent has been granted. The student will be required to register for, and repeat the Course in its entirety when it is next offered.
- E3 A student who, on grounds of illness or in other special circumstances, fails to take an examination in a Course for which he/she is registered, may be given special consideration by the Board of Examiners to take the examination at the next available opportunity, without penalty.
- E4 A student failing a Course may be allowed to substitute another approved Course in a subsequent semester or repeat the failed Course.
- E5 **Coursework**
- E5.1 In the case of examination by Coursework only, a student gaining an overall mark higher

than 50% but passing in only one component will be required to repeat at the next available sitting the component that was failed.

- E5.2 A student who is absent from a Coursework examination may apply to the Dean to be excused from this examination no later than one (1) week following the date of this examination. He/she must at the same time submit to the Assistant Registrar (Examinations) of the relevant campus justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Assessment Regulations). The Dean shall consider any such request to be excused from the examination in consultation with the relevant Head of Department or Academy and Course lecturer. If the student is excused from the examination, the percentage mark available to be awarded for the final examination will be increased correspondingly.
- E5.3 A Plagiarism Declaration is to be attached by students registered for undergraduate Courses in the Faculty to the front of any document submitted as a component of Coursework save for when Coursework consists of an invigilated examination. Where the Coursework is submitted entirely in electronic form, the student shall make an equivalent declaration electronically. (*Students may download the Declaration from the Faculty's website (www.uwi.edu/sport)*).

#### **E6 Carry Over Coursework Grades**

If a student misses an examination, he/she may request, through the Faculty, to have the Coursework/mid-semester marks applied at the next sitting of the Course. If approval is granted, the student will only write the final examination. A student who has completed all the components that constitute the final mark for a Course, including final examination is not eligible to carry over Coursework.

#### **E7 Oral Examination for Final Year Students**

- E7.1 The Board of Examiners may recommend to the department concerned that a student who has failed the last one or two Courses(s) required to complete the degree be offered an oral examination in that one or those two Courses provided that he/she has obtained in each instance a mark of at least 40% for the Course(s).
- E7.2 If an oral examination is granted the student may choose to decline the offer and opt for a written examination instead. (See clause E8 below).
- E7.3 The oral examination will be held as soon as possible after the previous examination and within the academic year in which the student is expected to graduate. The student must immediately contact the department concerned so that arrangements can be made.
- E7.4 The oral examination will concern the Course as a whole and not be restricted to the questions set in the examination which the student sat. The First Examiner and at least one other examiner must be present at an oral examination.
- E7.5 If the oral examination is passed, the student cannot be awarded a mark higher than 50% (a marginal pass) for the Course.

E7.6 If he/she fails the oral examination, the student will not have a right of appeal.

E7.7 A student will be allowed **one** oral examination for any **one** Course.

## E8 **Written Examination**

E8.1 Students will be entitled to opt for a written examination in the following circumstances after having registered for and attended classes in a Course(s):

(a) He/she has failed **one or two of the final Courses** needed to complete the degree programme and obtained a mark of no less than 40% in each Course.

(b) He/she has obtained a medical excuse, certified by the University Health Centre, for not having attempted an examination.

E8.2 In exceptional circumstances, the Dean may grant a student a deferral from sitting an examination and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent his/her country on a national team. In both instances, formal representation will have to be made by the employer/national association.

## F. **AWARD OF DEGREE**

F1 In order to qualify for the award of the BSc degree a student must:

(a) have completed a minimum of 90 Credits (normally equivalent to 30 semester Courses) of which 30 Credits are from Level I (including the Foundation Course requirements), and 60 Credits from the Levels II & III Courses; and

(b) have satisfied the requirements of any one of the degree categories listed in Regulation F2 below.

F2 Bachelors' Degree are declared in one of the six (6) categories listed below:

(a) **Major:** 30 Credits for Major and 30 Credits for Electives;

(b) **Double Major:** 30 Credits for each of two Majors;

(c) **Major and one Minor:** 30 Credits for Major, 15 Credits for Minor and 15 Credits for Electives;

(d) **Major and two Minors:** 30 Credits for Major and 15 Credits for each of two Minors;

(e) **Special/Option:** Minimum of 45 Credits for Special/Option and 15 Credits for Electives.

F3 A student who, having registered for a Major, fails to obtain passes in all the designated Courses will be considered for a Minor in the discipline if she/he has passed eight of the 10 Courses which include at least three of the requirements for the Minor.

#### F4 **Laddered Certification**

Some programmes may be designed to have an exit certification at different stages. This will be specified in the programme details. In such cases, students are to apply for the BSc degree, but if they exit before the completion of the degree, and have completed at least 60 Credits, they may be awarded a diploma (60 Credits).

#### F5 **Cross-Faculty and Cross-Campus Majors and Minors**

F5.1 Students may request to combine a Major in the Faculty with a Minor offered by another campus or faculty. To do this, the permission of the Deans of both faculties must be sought and obtained.

F5.2 Students may register for a double Major comprising a Major in the Faculty and a Major offered by another faculty.

#### F6 **GPA**

F6.1 In the calculation of the GPA, a weight of zero shall be attached to all Level I Courses.

F6.2 Levels II and III Courses shall have equal weight (Credit for Credit) in the determination of the GPA.

F6.3 Core Courses satisfying the requirements of Specials/Options, Majors and Minors must be taken into account in the determination of the GPA.

F6.4 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA is less than 2.00 shall not normally be awarded a degree.

#### F7 **Aegrotat Degree** (Also applicable to Diploma and Certificate)

F7.1 A candidate taking final examinations in respect of a degree, diploma or certificate programme and who had been absent through illness from one or more examinations, may apply for the award of an aegrotat degree, diploma or certificate on the following conditions:

- (a) Where the whole of the final examination for a degree, diploma or certificate is taken at the end of the final year of the Course and he/she has completed more than half of the examination but has been absent from the remainder of that examination.
- (b) Where the final examination is in two or more parts (the award of the degree, diploma or certificate is dependent on the performance in each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.

- (c) Where the final examination is in two parts and the student has completed the first part (second year) with a B average or higher and his/her Coursework during the final year of the Course has been of a consistently high standard, but he/she has been absent from the other part of the examination.
- (d) The Examiners consider that in the work which the candidate has submitted at such time of the final examination as he/she had attended, he/she reached a standard which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree, diploma or certificate.

F8 In assessing an application for an aegrotat degree, diploma or certificate, reports from Heads of Department or Academy on the candidate's work should be taken into consideration. Oral examinations where possible, by internal examiners may be an aspect of examinations for the award of an aegrotat degree.

## **G. LEAVE OF ABSENCE AND VOLUNTARY WITHDRAWALS**

- G1 A candidate who does not wish to commence studies during the academic year he or she was offered a place in the Faculty may apply for deferral of entry through the Admissions Sections of the Registry.
- G2 Applications for leave of absence for Semester I and Semester II must be made before the end of the first week of October and before the end of the second week of February respectively, and Courses will be removed from the record.
- G3 Applications for late leave of absence may be subject to a fee to be determined by the Academic Board. The amount of the fee may increase depending on the lateness of the request.
- G3 Students who have attended classes and have requested leave of absence after the dates specified in clause G2 above will normally have to pay a fee equivalent to 50% of the regular tuition fee if their requests are recommended by the Faculty and approved by the Academic Board.
- G4 Application for late leave of absence (with removal of Course or waiver of penalty) and application for retroactive leave of absence (i.e., for a previous academic year) require Academic Board approval.
- G5 Students may voluntarily withdraw from a programme at any point. The request may be made via the Automated Student Request System (ASRS) accessed through the Student Administrative System (SAS).
- G6 Voluntary withdrawals made after the final date set by the Academic Board Sub-Committee for Student Matters (ABSCSM) for such applications will be subject to the University Refund Policy and Courses will not be removed from the record.

## **H TIME LIMITS FOR COMPLETION AND REQUIRED WITHDRAWALS**

- H1 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 2.00 will be required to withdraw from the Faculty.
- H2 Students required to withdraw for failing to complete their degree programme within the stipulated period OR for poor performance as provided for in the Faculty regulations may apply for re-admission after at least one year has elapsed since withdrawal.
- H3 Students from one faculty who had been required to withdraw for failing to complete their degree programme within the stipulated period may apply for admission to another faculty after a minimum period of one (1) year has elapsed since their withdrawal. Such students may be granted exemption from Level I Courses relevant to the new programme subject to Regulation H6 below. (See also Academic Forgiveness at Section J below).
- H4 Students who have been required to withdraw for failing to complete their diploma or certificate programme may apply for re-admission to the Faculty after a minimum period of one (1) year has elapsed since their withdrawal. Such students shall not be granted exemptions from Courses previously passed in the programme.
- H5 Applications for re-admission or waiver of the requirement to withdraw will be considered on their own merit and will only succeed if the Faculty is satisfied that the circumstances surrounding the reasons for the withdrawal have altered substantially.
- H6 Students thus admitted may in accordance with Faculty regulations apply to the Dean for Exemption from Level I Courses subject to there being no substantive change in the content of the Courses for which Exemption is sought.
- H7 Students may in accordance with Faculty regulations apply to the Dean for Exemption from Courses previously passed subject to there being no substantive change to the Course for which Exemption is sought.

## **I EXEMPTIONS AND TRANSFERS**

- I1 The guidelines for granting Exemptions are:

### **I1.1 From UWI Certificates**

A student who, prior to taking the Certificate, has:

- (a) normal-level matriculation will receive exemption with Credit for all degree Courses.
- (b) lower-level matriculation will receive exemption with Credit for 5 Courses or 15 Credits\*



- (c) no matriculation will receive exemption with Credit for 4 Courses or 12 Credits\*

\*A student may receive exemption without Credit for any other degree Course passed.

## 11.2 From Other Universities<sup>2</sup>

- (a) A student transferring from another university to read for a UWI degree will have to do a minimum of two years of full-time study or 60 Credits.
- (b) Course outlines are to be submitted for departmental assessment, except in cases where the departments already have a record of the particular Courses. Any Course approved by departments will earn students exemption with Credit from UWI equivalent Courses up to the limit indicated by 6.3 (a) above.
- (c) Exemption without Credit may be granted for Course(s) in excess of limit indicated.

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

Exemption will be granted for all Courses that have been assessed by the University for equivalency with specific University Courses if a minimum B grade (TLI grading) has been achieved.

- I2 Students in another faculty who have completed all Level I Courses relating to the intended Major or Special in the Faculty are eligible for transfer to Level II/III of the degree programme offered by the Faculty.
- I3 Students registered in the Faculty who have completed all Level I Courses of a degree programme are eligible for transfer to another campus to complete Level II/III Courses within the Faculty.
- I4 Consideration for transfer may also be offered to any student indicated in I2 or I3 above who has completed some of the required Level I Courses for the intended Major or Special.
- I5 Consideration for transfer will not be given to students in the year they were accepted to the Faculty. New students wishing to change faculty may, upon receipt of an offer, choose to reject that offer and request to be considered for their desired Major via the Admissions Section.
- I6 Students approved for transfer must pursue the programme requirements outlined for the year approval was granted.

---

<sup>2</sup> It should be noted that first year (Level I) Courses in the American Four Year Undergraduate Programme will NOT usually warrant any exemption from UWI Courses.

- I7 A student who wishes to take academic Courses as an exchange/transfer student at an institution other than the University shall be guided by Section A1 of Part VIII of the Policy on Education Abroad Programmes which is administered by the Campus International Office.
- I8 Where Credit for a Course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable the University to assess this Course.

## **J ACADEMIC FORGIVENESS**

- J1 Academic Forgiveness is an opportunity for failing students to recover from failure.
- J2 Academic Forgiveness is normally applied to students who withdraw either voluntarily or are required to withdraw by the University.
- J3 The Guiding Principle is to preserve the integrity of the programme the student is expected to complete.
- J4 Both Voluntary Withdrawal and Required Withdrawal, require students to remain out of the University system for a minimum of ONE year, unless they are changing faculties.
- J5 When students who have been granted Academic Forgiveness are re-admitted to the University, the Dean of the Faculty will determine which Courses, if any, may be used as transfer Credits. The maximum number of transfer Credit is 30 Credits which would normally be at Level 1 in accordance with Statute 47.
- J6 The Dean, may recommend to the Board for Undergraduate Studies which Level II or III Courses, if any, may be considered for Exemption with Credit when a student was previously withdrawn.
- J7 When a student either transfers from one faculty to another or is granted a waiver of the requirement to withdraw, she/he is considered a continuing student and carries forward his/her full record.

## APPENDIX I

### FOUNDATION COURSES

FOUN1001	–	English for Academic Purposes
FOUN1008	–	Rhetoric II: Writing for Special Purposes
FOUN1101	–	Caribbean Civilization
FOUN1201	–	Science, Medicine & Technology in Society
FOUN1301	–	Law, Governance, Economy & Society
FOUN1401	–	Writing in the Disciplines

**FOUN1001 ENGLISH FOR ACADEMIC PURPOSES** SII (3 Credits)

All students who are exempt from or who have passed UC010 (and have not passed CAPE Communication Studies with Grade 1 or 2) must do this Course.

**FOUN1008 RHETORIC II: WRITING FOR SPECIAL PURPOSES** SII (3 Credits)

This Course is designed to equip students across the disciplines (and particularly the Social Sciences, Law, and Science and Technology) with skills in business, technical and scientific writing

**FOUN1101 CARIBBEAN CIVILIZATION** SII (3 Credits)

This Course includes: cultural matrices/foundations; the emergence of Caribbean Diaspora (African and Asian) civilizations; Caribbean civilization and the quest for human dignity; ideas, ideologies and theologies and aspects of Caribbean entertainment.

**FOUN1301 LAW, GOVERNANCE, ECONOMY & SOCIETY** SII (3 Credits)

This Course includes: sources of law, administration of justice, constitutional and subsidiary fundamentals, nature and functions of law, theories of the state and issues of governance, comparative government, Caribbean economy, the evolution of Caribbean society, society and culture in the Caribbean, and Caribbean social problems.

**FOUN1401 WRITING IN THE DISCIPLINES** SII (3 Credits)

This Course is available to students who have passed CAPE Communication Studies with Grade 1 or 2. This Course will offer such students an alternative in which they will acquire other essential writing skills, as well as an appreciation of the manner in which academic language reflects the thinking within each discipline.

**Please note that in order to qualify for exemption from the Proficiency Test a student must:**

**a) have passed the CSEC English Language with a Grade 1**

**or**

**b) have passed the General Paper Examination with a Grade A or B or Grades 1 or 2 in CAPE Communication Skills.**

## APPENDIX II

### LIST OF PROGRAMMES IN THE FACULTY OF SPORT

## APPENDIX III

### PRESENTING AND DOCUMENTING MATERIAL IN COURSE ESSAYS

Students often run into trouble when presenting and documenting material in Course essays. The following guidelines should help students to steer clear of any of the pitfalls that might result in being penalized for breaching academic standards. Remember, it is your responsibility to ensure that your essays adhere to the standards of academic integrity.

#### **Types of Borrowed Material**

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

#### **Quotation**

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

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

#### **Summary**

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

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

#### **Paraphrase**

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

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

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

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

### **Framing Your Presentation**

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

### **Framing Hints**

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

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

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

### **Variations on the “According to” frame:**

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

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

**The Interrupting Frame:**

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

**The Separate-Sentence Frame:**

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

**Minor Errors-Format**

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

**Major Errors-Plagiarism**

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

**Major Errors-Other**

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

**Blanket Notes**

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

**Wrongly Attributed Borrowing**

You must attribute the material you borrow to the source you actually use. For example, you find in a book by Smith a quotation Smith borrowed from another book by Jones. If you use the Jones quotation, you must document the borrowing as material from Jones that you found in a book by Smith. You cannot, however, document the passage as if you had found it in the book by Jones or

as if Smith himself had written it. Either of these ways misattributes the quotation, and you could be accused of deceiving your reader by claiming you'd read Jones' book.

### **Padded Bibliographies**

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

*Prepared by Dr. L. Stirton*

Final  
January 26, 2018