



UNIVERSITY OF TECHNOLOGY, JAMAICA

2024/2025

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STUDENT **HANDBOOK**

For Graduate and Undergraduate Students

"Excellence Through Knowledge"



WELCOME TO THE
University of Technology, Jamaica



IMPORTANT NOTICE

On registering, each student at the University of Technology, Jamaica formally agrees to observe and obey all the policies and rules governing students and the operation of the University.

The University has the right to change any information appearing in this or any other publication relating to admission, its courses of study, continuation of study, fees, the requirements for the granting of degrees, diplomas, or certificates and any other matter.

New and returning students are required to familiarise themselves with the information in the Student Handbook.

Student Services and Registry

University of Technology, Jamaica

237 Old Hope Road,

Kingston 6,

Jamaica, West Indies.

Telephone: (876) 927-1680-8

Fax: (876) 977-4388

E-Mail: regist@utech.edu.jm

Website: www.utechjamaica.edu.jm

Facebook: <https://facebook.com/utech.registrar>

Twitter: <https://twitter.com/UTechRegistrar>

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WELCOME

Redefining Students experience, Rebuilding a legacy

STAY CONNECTED:  | UTech Students Union



PRESIDENT'S MESSAGE

DR. KEVIN BROWN



It is my pleasure to welcome new and returning students for the 2024/2025 Academic Year. Welcome to this exciting new chapter at Jamaica's national and premier STEM (Science, Technology, Engineering & Mathematics) University.

Over our 66-year history, UTech, Jamaica has been pivotal in shaping technology and innovation in alignment with our national development agenda. By choosing UTech, Jamaica for your tertiary education, you have embarked on a transformative educational journey that promises lifelong growth and development. As new students, you join a tradition of "Excellence through Knowledge" in a supportive, stimulating, and diverse academic environment filled with enriching opportunities.

The Mission of our University is "**to positively impact Jamaica, the wider Caribbean and elsewhere, through high quality learning opportunities for students, and value added solutions to government, industry and communities.**" We are dedicated to this pursuit, and I invite our students to actively participate in this Mission, throughout your university sojourn.

Recognized for our commitment to international education standards, UTech, Jamaica received Institutional Accreditation from the University Council of Jamaica (UCJ) in 2018.

We take pride in our track record of producing over 65,000 industry-ready graduates, equipped not only with technical competence but also with the ability to drive social and economic transformation. In the emerging digital era defined by Artificial Intelligence (AI), automation, and robotics, your journey at UTech, Jamaica begins at a pivotal moment in history, where our academic programmes continue to evolve in step with these transformations.

As you embark on your transformative education experience at UTech, Jamaica, your journey will not only provide you with the dream of earning a degree in your chosen field but will also shape your future. I encourage you to embrace every opportunity to dream big, to be curious, creative and to think differently. This is your chance to both learn and to innovate meaningful solutions to impact the world around you.

PRESIDENT'S MESSAGE CONT'D

We look forward to you successfully completing your studies and joining the ranks of graduates who are contributing to local and global development.

As you diligently pursue your academic goals, I urge you to uphold UTech, Jamaica's Core Values of **Respect, Accountability, Integrity, Service, Excellence, Innovation and Team Spirit**.

I also encourage you to explore all that the university has to offer by participating in various aspects of university life that align with your interests, including student leadership, myriad competitions, clubs and societies, sports and cultural activities, as well as volunteer and community service initiatives – all of which will contribute to your personal development and enrich your experience.

I extend my best wishes to all new and returning students for a successful, enjoyable, and rewarding academic year.

Dr. Kevin Brown

President

UNIVERSITY REGISTRAR'S MESSAGE

MARION BROWN



It is with immense pleasure that I welcome our new, transfer and returning students to the University of Technology, Jamaica for the Academic Year 2024/2025. We are thrilled to have you join our vibrant community of tertiary learners.

Your decision to study at the University of Technology, Jamaica opens the door to a world of opportunities, given our world-class faculty, fully accredited and globally recognised programmes and students who exhibit a strong commitment to fostering impactful change and determination to make a difference in our global society.

Our mandate is to cultivate professionals in a dynamic and supportive environment, guided by our motto of "Excellence through Knowledge." We aim to produce graduates who will be responsible and respected leaders, committed to advancing our nation and beyond.

The Division of Student Services and Registry is here to support your journey to success. We uphold the University's Core Values of Respect, Accountability, Integrity, Service, Excellence, Innovation, and Team Spirit, and continuously seek ways to enhance our services.

As you embark on this journey, remember that your dedication and hard work will shape your experience and success. Embrace every chance to excel academically, engage in extracurricular activities, and build valuable connections.

I encourage you to thoroughly read the Student Handbook and familiarize yourself with the Regulations and Policies that will govern your studentship. Stay informed about ongoing and upcoming activities by keeping tuned-in to information shared by the various faculties and administrative offices through the various communication media such as your student portal, faculty notice-boards, and social media pages

Once again, welcome! Pursue your academic aspirations with determination and aim for excellence and best wishes for a rewarding and successful academic year!

STUDENT'S UNION PRESIDENT'S MESSAGE

RICK DARBY



Welcome to the 2024/25 academic year at the University of Technology, Jamaica! It is with great honor that I serve as your Students' Union President, representing your interests and advocating for a fulfilling university experience.

This year, our Students' Union Council is guided by the theme "Re-focus, Re-structure, Re-energize." As we embark on this journey together, we are committed to refocusing on our core mission, which is to ensure that student welfare, academic support, and engagement remain at the heart of everything we do. We recognize the evolving needs of our student body and will actively work to restructure our approach, creating stronger systems that enhance efficiency, accessibility, and inclusivity. Above all, we seek to re-energize our campus community, fostering a vibrant and dynamic environment where every student feels empowered to excel.

The Students' Union Council is here to serve Y.O.U. Whether through advocacy, student development programs, social initiatives, or welfare support; we are dedicated to enhancing your university experience. I encourage you to stay engaged, participate in campus life, and make the most of the opportunities available to you.

This handbook serves as a valuable resource, providing essential information to help you navigate university life successfully. I urge you to familiarize yourself with its contents and utilize it throughout your tenure.

Together, let us embrace this year with purpose, resilience, and a commitment to excellence. Let us Re-focus, Re-structure, and Re-energize for a brighter future.

Wishing you all a successful and rewarding academic year!



COLLEGE OF BUSINESS AND MANAGEMENT (COBAM)

Dean - COBAM (Actg.)	Olubusola Akinladejo
Assoc. Dean – Research & Graduate Std.	Dr. Gaunette Sinclair-Maragh
Head of School – SOBA	Celia McKoy
Head of School – SHTM (Actg.)	Dr. Noreen Brown Roomes
Head of School – JDSEEL (Actg.)	Prince Graham-Haynes
Assoc. Head of School – SOBA (Actg.)	E. Alexis Hewitt
Assoc. Head of School – SOBA (Actg.)	Petula Senior
College Administrator	Sharon Anderson-Roach

COLLEGE OF HEALTH SCIENCES (COHS)

Dean – COHS	Dr. Adella Campbell
Vice Dean – COHS	Dr. Sonia Richards-Malcolm
Coord. Graduate Studies – Research & Entrepreneurship	Dr. Andrea Pusey-Murray
Head of School, Caribbean School of Nursing (Actg.)	Anthonette Patterson- Bartley
Head of School, Pharmacy	Dr. Lisa Bromfield
Head of School –Allied Health and Wellness	Vanessa White-Barrow
College Administrator	Kadian Dunkley-Johnson

FACULTY OF THE BUILT ENVIRONMENT (FOBE)

Dean - FOBE

Dr. Laurence Neufville

Vice Dean - FOBE

Dr Elizabeth Pigou-Dennis

Head of School – SBLM

Anetheo Jackson

Head of School – CSA

Jacquiann Lawton

Faculty Administrator

Sheryll Thomas

FACULTY OF EDUCATION AND LIBERAL STUDIES (FELS)

Dean – FELS

Dr. Harold McDermott

Vice Dean – FELS (Actg.)

Dr. Granville Pitter

Head of School – SOTAVE

Dr. Junior Martin

Head of School – Humanities and Social Sciences

Dr. Clover Jones McKenzie

Faculty Administrator

Chelsea Mcleish

FACULTY OF LAW (FOLW)

Dean – FOLW (Actg.)

Marcia Robinson

Vice Dean – FOLW (Actg.)

Mrs. Takeese Gilpin-Allen

Faculty Administrator – FOLW

Karen Rhule

FACULTY OF ENGINEERING AND COMPUTING (FENC)

Dean – FENC

Prof. Sean Thorpe

Vice Dean - FENC

Dr. Andrew Isaacs

Head of School – SOE

Dr. Shallon Stubbs

Head of School – SCIT

Dr. David White

Faculty Administrator

Denise Henry

FACULTY OF SCIENCE AND SPORT (FOSS)

Dean – FOSS

Prof. Samson Omoregie

Vice Dean – FOSS

Dr. Andrew Lamm

Head of School – CSOSS (Actg.)

Dr. Melissa Sanderson

Head of School – SOMAS

Ave Maria McIntosh

Head of School – FOSS (Actg.)

Dr. Nikki Bramwell

JOINT COLLEGES OF MEDICINE, ORAL HEALTH AND VETERINARY SCIENCES

Dean

Dr. Deon Bennett

Vice Dean (Actg.)

Dr. Karlene Atkinson

Head of School – SPH&HT

Dr. Kevin Harvey

College Administrator

Orande Thomas

UTECH JAMAICA, WESTERN CAMPUS

Coordinator, Western Campus

Antoinette Smith

SCHOOL OF GRADUATE STUDIES, RESEARCH & ENTREPRENEURSHIP

Associate Vice President

Dr Paul Ivey

Manager, Projects & Operations

Shaneka Campbell

OFFICE OF THE DEPUTY PRESIDENT

Assoc. Vice President Quality Assurance (Actg.)

Dr. Janet Campbell-Shelly

**Assoc. Vice President - Open and Distance Learning
and Utech Academy**

Dr. Jeanette Bartley-Bryan

University Librarian

David Drysdale



THE MISSION AND VISION OF THE UNIVERSITY

MISSION: "To positively impact Jamaica and the wider Caribbean through high quality learning opportunities, research and value-added solutions to government, industry and communities".

VISION: "We are the #1 University in the Caribbean for work-ready leaders, committed to transforming students and society through high quality teaching, research and value-added services".

THE EMBLEM AND ITS USE



In creating the Emblem or Arms, the University sought to reflect its values and focus while maintaining a link with the College of Arts, Science and Technology (CAST). The components, which are generally stylised, are interpreted below:

The Doctor Bird (feeding on the hibiscus – a source of sustenance) and pineapples (part of the Jamaica Coat of Arms) symbolize the uniqueness of the institution as the foremost national university. The *Lignum vitae*, a native Jamaican flower, is abundant on the Liguanea Plains on which the University is located and symbolizes productivity and the capacity to withstand adversity.

The sun symbolizes life, light and energy; the mountains – strength, majesty and beauty; the open book on its sides, which follows the contours of the mountains, the generation, accessibility and transfer of knowledge; and the pair of dividers, also a component of the CAST logo – technology and the continuity between CAST and UTech, Ja.

The use of the Emblem is guided by the provisions of the Use of Emblem and Graphic Standards Policy which include the following:

- The emblem should be used only on official university documents. These include letterheads, faculty brochures and other university stationery.
- The emblem should be placed at the top left-hand corner of documents or top centre of degree parchments and certificates issued by the University alone, or the University in collaboration with other academic institutions.
- No writing should appear above the emblem or to the left of it.
- The original colours (the University colours) should be represented exactly.
- The emblem should not be encircled by lines or decorations.

Permission to use the emblem must be sought from the Governance Committee through the Registrar. The process which normally takes two weeks is managed by the University Secretariat. Forms are available on the Intranet.

The University's motto, "Magna per artem gesta" is engraved on the emblem. This Latin phase translates to "Excellence through Knowledge". The University's motto, "Magna per artem gesta" is engraved on the emblem. This Latin phase translates to "Excellence through Knowledge".

ACADEMIC CALENDAR YEAR 2024/2025

C A L E N D A R Y E A R 2 0 2 4

S E M E S T E R 1 – A C A D E M I C Y E A R 2024 / 2025

Date	Activity
July. 29	Deadline for Sem1 Module exemptions
Aug. 12 - 25	Registration for Semester 1
Aug. 26	Classes begin for new Academic Year 2024/2025
Aug. 26 - Sept. 20	Late Registration
Sept. 06	Add/Drop forms deadline
Sept. 27	Census Date
Oct. 21	National Heroes day (Public Holiday) – University closed
Nov. 29	Classes end
Dec. 02 - 04	Preparation days
Dec. 05 - 18	Final Examinations
Dec. 25 - 26	Christmas Holidays

ACADEMIC CALENDAR YEAR 2024/2025

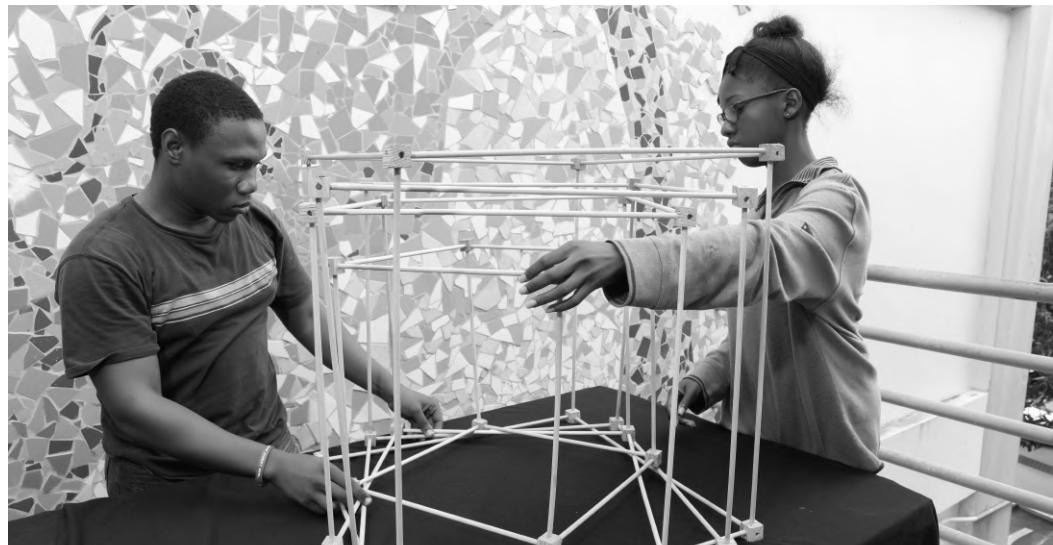
S E M E S T E R 2 – A C A D E M I C Y E A R 2024 / 2025

Jan. 02	University re-opens
Jan. 06 - 07	Validation of Semester 1 grades
Jan. 08	Semester 1 results posted
Jan. 08	Registration opens for Semester 2
Jan. 31	Registration for Semester 2 closes
Jan. 08	Classes begins
Jan. 22	Add/Drop forms deadline

ACADEMIC CALENDAR YEAR 2024/2025

SEMESTER 2 – ACADEMIC YEAR 2024 / 2025

TBD	Progression for Semester 1
Jan. 08 - 31	Late Registration
Jan. 31	Census Date
Mar. 05	Ash Wednesday (Public Holiday) University Closed
Apr. 17	Holy Thursday (p.m.)
Apr. 18	Good Friday (Public Holiday) University closed
Apr. 21	Easter Monday (Public Holiday) University closed
Apr. 09	Classes end
Apr. 10 -11 & 17	Preparation days
Apr. 14 - 30	Final Examinations
May 14	Final day for all Semester 2 grade entry
May 15 - 16	Validation of Semester 2 results
May 20	Semester 2 results posted



ACADEMIC CALENDAR YEAR 2024/2025

SUMMER SESSION – A C A D E M I C Y E A R 2024 / 2025

May 5 - 18	System Maintenance & Academic Preparation
May 12- 18	Registration Summer
May 19	Summer Classes begin
May 23	Labour Day (Public Holiday) University closed
TBD	Add/ Drop forms deadline
May 30	Late Registration Summer ends
May 30	Census Date
TBD	Progression Sem2
Jul. 11	Classes end
Jul. 21 - 24	Summer Examinations
Aug. 01	Emancipation Day (Public holiday) University closed
Jul. 31	Final day for all Summer Grades
Aug. 06	Independence Day (Public Holiday) University closed
Aug. 04 - 05	Validation of Summer results
Aug. 07	Summer Results posted
Aug. 08	Progression Summer
Aug. 11 - 24	Registration for Semester 1 AY 2025–2026
Aug. 17 - 24	Orientation week
Jul. 28 - Aug. 24	System Maintenance & Academic Preparation

University of Technology, Jamaica DISTINGUISHED VISITORS



The banner (Panel # 4) is shown a scroll of the audience by Dr. Alfred Sangster, C.I., Principal (1). Looking up to Mr. Monica Fairbairn, Auditorium Coordinator (2), 1983 © His Imperial Highness Emperor Haile Selassie I of Ethiopia (right foreground) receives Mr. Barry Myers, Head, Commerce Department with Principal Mr. Cecil Wint (2nd R), 1966 © The Most Hon. Sir Florival Glasspole, ON, Governor General of Jamaica (3) © His Excellency the Most Hon. Sir Patrick Linton Allen, ON, Governor General of Jamaica (4), is welcomed by Professor Stephan Vescoviene, C.D., President, Utech, Jamaica, 2010 © Professor Michael Nobell (1) Chairman, Nobel Sustaining Committee, 1992 © The Most Hon. Portia Simpson-Miller, OM, Leader of the Opposition delivering a lecture on education, 1987 © His Royal Highness, Prince Philip, The Duke of Edinburgh (right foreground) with (1-4) Dr. Rae Davis, C.D, President; Mrs. Sandra Glasgow, Vice President; Dr. Blossom O'Meally-Nelson, Pro-Chancellor, 2011 © The Most Hon. Portia Simpson-Miller, OM, Leader of the Opposition (1) and Hon. Andrew Holness, Minister of Education at the installation of the new Pro-Chancellor the Most. Hon. Edward Seaga, OM, PC, 2011 © The Most Hon. Edward Seaga, OM, PC - Former Prime Minister of Jamaica & Chancellor, 1998 © Dr. Mae Jemison, the first African-American woman to travel to space in 1992 arriving on campus to deliver a lecture, 2009 © Dr. Mae Jemison, the first African-American woman to travel to space in 1992 arriving on campus to deliver a lecture, 1998 © The Most Hon. Sir Howard Cooke, ON, Governor General of Jamaica receives Dr. Rae Davies, C.D, President (R) and the Hon. William 'Bill' Morris, OM, Chancellor, 1995 © Dr. Rae Davies, C.D, President (R) and the Hon. William 'Bill' Morris, OM, Chancellor, 1995 © His Excellency the Hon. Patrick Robinson, 2010 © Dr. Stephan Vescoviene, C.D, President, 2010 © His Imperial Highness Prince Emiries Sahle Selassie (2nd R) - grandson of the late Emperor of Ethiopia, His Imperial Majesty Haile Selassie I with Professor Colin Gyles (3) Acting President, Utech, Ja. and Hon. Olivia Grange, Minister of Culture and Sport (3rd R), 2016

SCHEDULE OF COLLEGE/FACULTY MEETINGS

College/Faculty	Faculty Board Faculty	Student Academic Affairs Committee
College of Business & Management	Last Thursday	Second Thursday
College of Health Sciences	Last Wednesday	Third Thursday
Faculty of Education & Liberal Studies	Last Monday	Third Thursday
Faculty of Engineering & Computing	Last Friday	Second Friday
Faculty of Law	Last Wednesday	Second Thursday
Faculty of Science & Sport	Last Thursday	Second Thursday
Faculty of The Built Environment	Last Tuesday	Third Wednesday
Joint Colleges of Medicine, Oral Health and Veterinary Sciences	Third Monday	–

Note: Meetings are not held in July & December.

SECTION A



INTRODUCTION TO THE UNIVERSITY GOVERNANCE



VOTE FOR
THEYSS

NOTE V.

INTRODUCTION TO THE UNIVERSITY

HISTORY

The University of Technology, Jamaica (UTech, Ja.) dates its beginning from 1958, originally as the Jamaica Institute of Technology. In 1959 the name of the institution was changed to the College of Arts, Science and Technology and became incorporated in the College of Arts, Science and Technology (CAST) Scheme of 1959. This was validated by an ACT of Parliament in 1964. In 1986, the CAST Scheme was revised in order to make the College a degree-granting institution, and the College became legally empowered to conduct affairs under a governing Council and Academic Board.

The institution was formally accorded University status on September 1, 1995 as the University of Technology, Jamaica. The University of Technology, Jamaica Act 27-1999, which makes permanent provisions for the establishment of the University of Technology, Jamaica was approved by Parliament on June 8, 1999 and signed into law by the Governor General on June 19, 1999.

The history of the institution is intimately connected with the social and economic development of Jamaica. From just over 50 students and four programmes in 1958, UTech, Jamaica

has grown to become Jamaica's premier national institution with a student population of over 13,000. The University now offers 100 programmes at the certificate, diploma and degree levels through its three colleges and five faculties. The University has further expanded access to its programme offerings to meet the demands of business and industry by establishing campuses and satellite locations across Jamaica. In addition, several programmes are franchised through links with community colleges, and most programmes are linked to national and international professional organisations.

Syllabuses are modeled on the English polytechnic system, with emphasis on flexibility of approach, work-based, experiential learning and professional linkages afforded through co-operative work based programmes. Flexibility in the University's academic programmes is reflected in the various modes of course delivery, which include the establishment of a semesterised mode of delivery introduced in academic year 1999/2000 and further adjusted and piloted in 2009–2010.

The University's mandate is reflected in its mission – "to positively impact Jamaica and the wider Caribbean through high quality learning

opportunities, research and value-added solutions to government, industry and communities". As such, the University's three core pillars are teaching, research and service.

"THE PEOPLE'S UNIVERSITY"

The University prides itself on fulfilling its objective as "The People's University", dedicated to facilitating access to opportunities for learning and to meeting the growth and development needs of Jamaica. In addition to academic pursuits, our students have a rich and unique opportunity to participate in community service, sports, arts and culture which are deliberately blended into the curriculum to produce well-rounded graduates who benefit from a holistic UTech, Ja. learning experience.

The institution's academic progress, its burgeoning research and service initiatives, growing prowess in sports interwoven with the integration of arts and culture, signal a continued bright future for the University of Technology, Jamaica as the Caribbean region's vanguard of higher learning and excellence.

CAMPUSES

PAPINE CAMPUS

The main campus of the University – Papine is located within the Greater Kingston Metropolitan Region in the parish of St. Andrew and

occupies approximately 18.2 hectares. It lies to the east of the Hope Botanical Gardens in close proximity to the Papine / Liguanea commercial centres. The campus is served by several bus routes and is within walking distance from the Mona Campus of the regional University of the West Indies and the University Hospital.

SLIPE PEN ROAD CAMPUS

The School of Public Health and Health Technology is located at 21 Slipe Pen Road, Kingston 5, which is in close proximity to the Kingston Public Hospital.

The B.Sc. degrees in Environmental Health and Public Health Nursing, Occupational Health and Safety, Master of Public Health and Post Diploma in Meats and Other Foods are offered at this facility.

ARTHUR WINT DRIVE CAMPUS

The College of Oral Health Sciences in the Joint Colleges of Medicine, Oral Health and Veterinary Sciences is located at Arthur Wint Drive, immediately adjoining the Bustamante Hospital for Children. In addition to regular classrooms, the campus houses a modern clinical facility that serves as a training ground for the students.

UTECH, JA. WESTERN CAMPUS

The Western Campus is located across the north western region of Jamaica in the parish of St. James. The teaching units are located in the

city of Montego Bay, St. James. The Caribbean School of Nursing (CSON) is located at Barnett Clinic, 2 Cottage Close in Montego Bay. CSON programmes are the BSc Nursing, BSc Midwifery, Post Basic Midwifery, BSc completion for RN, Master in Health Administration. The Dome Street building at 17 Dome St. is the home for programmes of studies from the Faculty of Law (LLB), and the College of Business and Management (BBA); Faculty of Sports and Science offers a BSc in Mathematics and Education and also provides the general education modules in mathematics. The Faculty of Education and Liberal Studies currently provides service for the humanities and will soon offer the BCAT programme in the West. The Students' Union Western Office is located at the Dome St. building. UTech, Ja. delivers the ASc Degree in Business Administration from the Dome Street Campus under the supervision of the UTech Academy.

SCHOOL OF ADVANCED MANAGEMENT

School of Advanced Management, Postgraduate Division, a School within the College of Business and Management is located at 237 Old Hope Road, Kingston 6. The School primarily offers graduate and postgraduate, professional and certificate courses. The graduate courses offered are the Master in Business Administration (MBA), Master of Science in Finance (MSF), Doctor of Business Administration (DBA) and the Doctor of Philosophy (PhD) in Business Administration.

For further information relating to course offerings kindly contact the The School of Advanced Management: 876-970-5522 and 876-970-5551 or 876-927-1680 ext 2522 or 2551. They can also be contacted via email: cobamgrad@utech.edu.jm.

FRANCHISE AND OUTREACH INSTITUTIONS

The University has collaborative agreements with five local community colleges, namely, Brown's Town, Excelsior, Knox, Montego Bay and Portmore as well as Church Teachers' College, the College of the Bahamas, and St. Vincent & the Grenadines Community College. Under this arrangement, the first and/or second years of diploma and/or undergraduate degree courses in the College of Business & Management and the Faculty of Engineering & Computing may be pursued at these institutions. All four years of the Bachelor of Pharmacy are offered at the College of the Bahamas. The Caribbean School of Nursing facilitates the delivery of the Post RN Bachelor of Science in Nursing in St. Vincent & the Grenadines and at Excelsior Community College.

GOVERNANCE

The University was established by Parliament with the enactment of the University of Technology, Jamaica Act No. 27 of 1999. The Act is divided into two sections:

1. The Charter – also called the First Schedule
2. The Statutes – also called the Second Schedule

The Act outlines the objects and functions of the University, ministerial policy directions, general provisions for staff, financial provisions, accounts and reports. The institution operates under a bicameral system of governance comprising a governing body, the University Council, and the supreme academic arm, the Academic Board. Each body is supported by standing committees through which much of its work is expedited.

The University is headed by the Chancellor who presides over the convocation and is supported by a Pro-Chancellor who is second in command.

The President of the University is the chief academic and administrative officer of the University and presides over the meetings of the Academic Board. The President is supported by a Deputy President, Vice Presidents and other senior officers.

The Council is the ultimate authority on matters of governance. However, the nature of the bicameral system requires much consultation between Council and the Academic Board.

The documents of university governance are:

1. The University of Technology, Jamaica Act, No 27 of 1999, which contains the Charter and the Statutes
2. Ordinances – Rules made by the Council
3. Regulations – Rules as defined by the Academic Board
4. Policies – Administrative and Academic guidelines and procedures
5. Decisions of Council and Academic Board.

The University as a public body is also subject to other legislations such as:

1. The Contractor General's Act
2. Public Bodies Management and Accountability Act
3. Government Procurement Rules.

UNIVERSITY COUNCIL

The Constitution of the Council is outlined in Statute XII of the University of Technology, Jamaica Act No. 27 of 1999. Members are

normally appointed on a three-year basis by the Cabinet on the recommendation of the respective nominating bodies. The Council is chaired by the Pro-Chancellor.

THE ACADEMIC BOARD

The Academic Board that was established under Article 12 of the Charter is chaired by the President and is the principal body responsible for the academic governance within the University. The Board is subject to the powers of the President and Council and has the responsibility for the academic affairs of the University, both in teaching and in research, and for the regulation and superintendence of the education of the students of the University as prescribed in the Statutes.

ACADEMIC AFFAIRS DIVISION

The Academic Affairs Division is responsible for the development, coordination and implementation of curricula, instruction and academic policy within the University. This division is comprised of three Colleges, five Faculties, and seven Academic Management Support units, along with the administrative Office of the Deputy President, all committed to carrying out the academic mission of the University.

Headed by the Deputy President, the division executes the academic programme of the University, and provides direction and oversight for creating, developing, and delivering academic programmes, plans and policies. The division

coordinates the Academic Affairs Leadership Group; and the Boards of Graduate and Undergraduate Studies, entities responsible for academic quality and delivery.

COLLEGES AND FACULTIES

ACADEMIC ORGANISATION

Colleges and Faculties are headed by Deans who are responsible for administration and academic affairs and report to the Deputy President and the Academic Board. The academic sub-divisions within each entity include Schools, Departments and Divisions. The faculties/colleges are as follows:-

COLLEGE OF BUSINESS & MANAGEMENT

The College of Business and Management comprises the following Schools:

- The School of Business Administration
- The School of Hospitality and Tourism Management
- The School of Advanced Management
- The Joan Duncan School of Entrepreneurship, Ethics and Leadership, which includes the Technology Innovation Centre (TIC).

See page 71 for information on the TIC.

The policy of the College is to create and maintain close strategic alliance with corporate Jamaica and other similar entities within the region, thereby helping to ensure the continued relevance of its programmes.

COLLEGE OF HEALTH SCIENCES

The College of Health Sciences (COHS) offers an impressive array of online/blended graduate, undergraduate and certificate courses of study for health related professions. Courses of study include Pharmacy, Pharmaceutical Technology, Pharmacy Technician, Nursing, Midwifery, Critical Care Nursing, Dietetics and Nutrition, Medical Technology, Child & Adolescent Development and Health Information Technology in local, regional and global markets. The College is also committed to impactful research activities that will address and provide solutions to health care problems locally, regionally and internationally. The College's three Schools, namely, the School of Pharmacy (SOP), School of Allied Health and Wellness (SAHW) and the Caribbean School of Nursing (CSON) are located on the main Papine campus with satellite campuses for undergraduate courses of study for the CSON in Montego Bay, (Barnett Clinic), and Franchise in Brown's Town, St. Ann (Sigma). The satellite campus at Braemar Ave (Graduate Studies) manages the following Post-Baccalaureate Doctor of Pharmacy, MSc in Health Administration, MSc in Public Health Nutrition, MSc in Nurse Anaesthesia, MSc in Trauma Studies and Integrative Counselling. The College of Health Sciences (COHS) offers options that not only facilitate student learning, but are convenient, accessible and affordable.

FACULTY OF EDUCATION & LIBERAL STUDIES

The Faculty of Education and Liberal Studies (FELS) comprises the School of Technical and Vocational Education (SOTAVE) and the School

of Humanities and Social Sciences (SHSS).

The courses of study offered within the Faculty may be grouped under three broad areas: Technical Teacher Education and Training, The Creative Industries, and Languages and Humanities Social Sciences.

A. TECHNICAL TEACHER EDUCATION

One of the oldest offering of technical teacher education programmes in Jamaica the four-year teacher education courses of Study prepare teachers in Business and Computer Studies; Industrial Technology (Construction, Electrical, and Mechanical), and Food Service & Production Management. The aim of these courses is to produce technical and vocational teachers who are equipped to function as teachers/trainers/administrators/middle managers in the technical and vocational training system at the secondary and post-secondary levels.

B. CREATIVE INDUSTRIES

These courses of study target one of the fastest growing industries in the world at this time and seek to provide skilled professionals to advance Jamaica's position in that industry. The courses include:

Bachelor of Arts in Communication Arts and Technology (BA CAT) which was conceptualized in response to national market needs for training options in the media and communication industry. This four-year degree, which is arguably the most comprehensive undergraduate communication and media degree in Jamaica,

offers students concentration in journalism, public relations, advertising or writing. This highly practical, problem-based course of study equips graduates with skills including website and digital design, photography, digital audio production, multimedia storytelling, video production, editing, and graphic design.

The four-year Bachelor of Arts in Apparel Design Production Management (ADPM) course of study prepares skilled and work ready fashion designers for the Jamaican market and beyond. The very exciting two year Associate of Arts Degree in Image Consulting and Fashion Styling was designed to prepare graduates as fashion stylists, photographic stylists, image consultants, fashion buyers, makeup artists, theatre, film and TV Wardrobe Stylists.

The Associate of Science and Bachelor of Science Degrees in Entertainment Design and Production Technology are the newest courses of study offered by the faculty. These two exciting new courses of study seek to provide training and professional certification to individuals interested in the design and production of entertainment events. Leveraging Jamaica's advantage as a dynamic cultural space, the courses of study stand at the juncture between the cultural and creative industries and technology education and training. Graduates are equipped with the technical skills necessary to provide services for live and recorded entertainment events, using both traditional and digital media with specialisations in Audio Design and Production, Electrical Design and Production,

and Structural and Scenic Design and Production.

C. LANGUAGE TEACHING & RESOURCE CENTRE (LTRC) AND SOCIAL SCIENCES

The offerings out of these units support all the programmes offered across the university. This is accomplished through the provision of general education and elective modules that undergird the technical content of the various specializations. The modules offered are in the fields of academic literacy, psychology, social psychology, philosophy, sociology, ethics and foreign languages (Spanish, French, and Japanese).

FACULTY OF ENGINEERING & COMPUTING

The Faculty of Engineering and Computing (FENC) has been the premier tertiary level provider of education in engineering and computing in Jamaica for more than fifty years. The Faculty has graduated competent highly knowledgeable and skilled engineers and computing professionals to support industrial development and economic growth.

Unique to its programme offerings are the bilingual degree in Chemical Engineering (English and Spanish) and the Enterprise Computing programme. These programmes are offered nowhere else in the English Speaking Caribbean.

All of the established programmes within the Faculty have been accredited locally by the University Council of Jamaica (UCJ). In addition,

the Electrical and Mechanical Engineering programmes are accredited by the Institute of Engineering and Technology (IET).

The wide range of programme offerings include Bachelor of Engineering (BEng) in Agricultural, Chemical, Civil, Electrical, Industrial and Mechanical Engineering and Diplomas in Mechanical and Electrical Engineering.

The School of Computing and Information Technology offers a Bachelor of Science (BSc) in Computing with a major in Computer Science and Information Technology. The Faculty also offers a number of graduate programmes including the MPhil in Electrical Engineering, Mechanical Engineering, Chemical Engineering, Computer Science and Information Systems. There are also taught masters programmes such as the MSc in Information Systems Management and the Post Graduate Diploma in Information and Communication Technology.

The professional development of students is of major importance. Accordingly, the Faculty has established student chapters of international professional associations, such as the Institute of Electronic and Electrical Engineering (IEEE), American Computing Machinery (ACM), Association for Information Systems (AIS), American Society of Mechanical Engineers (ASME), Association of Chemical Engineers (ACHE) and more recently Jamaica Institute of Engineers (JIE). Students participate actively in international student competitions that test their knowledge and design capabilities, and they have received a number of awards in those events.

FACULTY OF LAW

The Faculty of Law (FOLW) offers the Bachelor of Laws (LLB) Degree. Students have the opportunity to complete the degree programme in three years (full-time) or in four years (part-time). Taught by a cadre of local and international experts with interdisciplinary training and experience, the programme is delivered through lectures, tutorials, casebook methods, research, seminars and moots. An example of the Faculty's innovative approach is the teaching of modules, such as Entertainment Law, Sports Law, and Intellectual Property that support emerging dynamic growth sectors of the economy. In addition, the course of study provides learners with the opportunity to explore and develop an interest in the laws and legal systems of Jamaica and the Caribbean Community (CARICOM). For those wanting to practise law, this programme provides a flexible route by which to complete the academic stage of the training needed for the progression to the vocational stage of legal education or related fields.

FACULTY OF SCIENCE AND SPORT

The Faculty of Science and Sport (FOSS) is committed to developing innovations in the STEM and sporting arena to transform the society. It provides courses, research, and consultancy services that relate science and technology to the educational, industrial, business, security, health and sport sectors. The courses offered include undergraduate, graduate and continuing education courses. Additionally, the Faculty

delivers science, mathematics, and sport elective modules for all courses of study across the University.

The Faculty comprises the School of Natural and Applied Sciences (SONAS), the School of Mathematics and Statistics (SOMAS), the Caribbean School of Sport Sciences (CSOSS), the Centre for Science-based Research, Entrepreneurship and Continuing Studies (CSRECS) and the Department of Sport (DOS).

FACULTY OF THE BUILT ENVIRONMENT

The Faculty of the Built Environment (FOBE) was established in 1998 under the new charter and statute of the University of Technology, Jamaica. However, its history goes back to 1958 when the Diploma in Construction Technology was offered in the Engineering Department of the then recently established College of Arts, Science & Technology (CAST). As demand increased for widening training opportunities in Construction Engineering and related disciplines, the Faculty increased its offerings. The early Building Department was established in 1978 with six divisions delivering diploma and/or certificate programmes. In 1988 the Caribbean School of Architecture was instituted. The Faculty now comprises two schools, namely, the Caribbean School of Architecture (CSA) and the School of Building and Land Management (SBLM). The CSA offers one Bachelor's Degree and one Master's Degree. The SBLM offers seven Bachelor's Degrees, two Diploma and one Associate Degree. The School also offers three Master's Degree and one MPhil/PhD programmes.

In addition, faculty members are actively

involved in research and consultancy relating to issues of the built environment. Programmes are recognized within the international arena by professional bodies such as UN Habitat, The World Bank, The Commonwealth Association of Architects (CAA) and Royal Institution of Chartered Surveyors (RICS).

The Faculty seeks to fulfil its mandate by offering world class programmes which are tailored to the needs of the industry. (For programme offerings, please visit our website www.utechja-maica.edu.jm)

JOINT COLLEGES OF MEDICINE, ORAL HEALTH AND VETERINARY SCIENCES

The establishment of the Joint College of Medicine, Oral Health and Veterinary Sciences was approved by the University Council in December 2011. The entity is comprised of three (3) Colleges:

- College of Medicine
- College of Oral Health Sciences
- College of Veterinary Sciences

The Colleges of Medicine and Veterinary Sciences are in the developmental stages and intend to start offering programmes shortly. Within the College of Medicine is the School of Public Health and Health Technology, located at 21 Slipe Pen Road, Kingston 5. The School of Public Health and Health Technology offers BSc programmes in Environmental Health, Public Health Nursing and Occupational Health and Safety as well as a Master of Public Health.

The College of Oral Health Sciences offers BSc. programmes in Dental Laboratory Technology,

Dental Nursing Therapy and Dental Hygiene; Diploma in Dental Assisting (Expanded Function) and the Doctor of Medical Dentistry (DMD)

The DMD programme is taught by a cadre of highly qualified and internationally re-known experts in their respective fields. Students are taught in modern clinical facilities using some of the most up-to-date equipment and are also exposed to many hours of field work by engaging in ongoing community projects throughout the island.

SCHOOL OF GRADUATE STUDIES RESEARCH AND ENTREPRENEURSHIP

In April 2007 the School of Graduate Studies, Research and Entrepreneurship (SGSRE) was established to replace the Office of Research and Graduate Studies. The School of Graduate Studies, Research and Entrepreneurship leads and manages the development and delivery of graduate courses across the academic units of the University. Directed by the research mandate of the University, the School guides and supports university research activities, with a particular focus on inter-disciplinary and applied research relevant to economic and social problems and needs. As an income-generating centre of the University, the School guides and supports entrepreneurial activity, primarily through the delivery of consultancy services and research and development innovations. The School also provides guidance and supervision for the academic publications of the University in addition to administering the intellectual property rights (IPR) policy and

operations of the University. Enumerated below are the specific roles and functions of the SGSRE:

1. Provides linkages among Graduate Studies, Research and Entrepreneurship
2. Develops and implements policies for the central registration of research and consultancy projects
3. Vigorously promotes industrial/professional graduate research degrees at both masters and doctoral levels
4. Develops and monitors implementation of a formula for equitable allocation of returns from income generating research and consultancy ventures
5. Leads inter-disciplinarily for research and consultancy among Graduate Studies, Research and Entrepreneurship Units (GSREUs)
6. Organizes a system of mentorship and pastoral care for graduate students
7. Establishes a system for the protection of Intellectual Property
8. Benchmarks FGSREUs graduate studies, research and entrepreneurship activities.

COLLEGE/FACULTY STUDENT ACADEMIC AFFAIRS COMMITTEE (C/FSAAC)

The College/Faculty Student Academic Affairs Committee is a committee of the College/Faculty Boards. It has been delegated powers to make recommendations to the Faculty Boards

on matters relating to the academic affairs of students, collectively and/or individually. Among the student matters considered by the Committee are the following:

- Deferral of registration
- Cancellation of registration
- Fee refunds
- Leave of absence
- Permanent withdrawal from programmes
- Re-admission
- Re-instatement
- Programme completion
- Deferral of examinations
- Inter-faculty transfers.

The scope of its responsibilities, as indicated in the "Terms of Reference" of the FSAAC, is as follows:

"The Committee shall consider requests from students submitted to the Dean of the Faculty copied to the Student Relations Officer. (See "Schedule of College/Faculty Meetings" on page 16).

- Requests that are within policy shall be decided on by the Committee and the decisions forwarded to the Student Relations Office for dispatch.
- Requests that are outside of policy shall be referred to the Faculty Board for a resolution or to the Board of Undergraduate Studies (BUS) or the Board of Graduate Studies, Research and Entrepreneurship (BGSRE), if not resolved by the Faculty Board.

– On matters that require Academic Board's review or approval, the Committee shall refer those matters to the BUS or BGSRE for submission to the Academic Board Student Affairs Review Panel.

– In discharging its duties, the Committee shall be guided by the appropriate University Policies and Regulations, as well as the relevant Faculty Regulations."

UTech Open

SCHOOL OF LIFELONG LEARNING AND PROFESSIONAL DEVELOPMENT

UTechOpen: School of Lifelong Learning and Professional Development (formerly the UTech Academy) is the newest academic unit at the University of Technology, Jamaica. The school is the dedicated arm for pre-university, lifelong learning, and professional development programmes. These programmes are designed to prepare individuals for the future technology-driven, knowledge-based economy and are available at various locations across Jamaica, including our Papine Campus, Montego Bay, Ocho Rios, as well as online.

Our mission is to expand access to higher education for a diverse range of learners.

UTechOpen finds value within the structure of UTech Ja. as one of the University's initiatives to widen access for persons who are accessing higher education.

The school is charged with carrying out the University's mandate for flexible and open learning through continuing education and professional development and is the place for pre-university programmes, executive education, professional studies and cutting-edge technology skills in Jamaica and the wider Caribbean.

The school is uniquely positioned as the conduit for introducing established faculty short courses, as well as offering several short courses that cater to the professional development needs of experienced professionals. By extension, the school intends to increase access to the programmes in the Faculties and Colleges, offering foundation courses for students who did not meet the university's matriculation requirements for admission.

From its various sites and through innovative programme delivery, UTechOpen is committed to:

- Coordinating the pre-university and lifelong learning and professional development programmes for the university.
- Responding to the training and developmental needs of businesses and industries.
- Responds to the relevant needs of people within the communities who might not have had access to university programmes;
- Preparing eligible individuals to matriculate to the UTech Faculties through the provision of pre-university courses.
- Guiding the programme articulation protocols for enrolment and advanced placement into existing UTech programmes;
- Managing the preliminary courses and programme requirements for each Faculty.
- Providing opportunities for personal and professional educational development through continuing education.
- Collaborating with Faculties, institutions and organisations in the development and delivery of continuing education and community education programmes, research projects and consultancies.
- Expanding the access to UTech educational services beyond the Papine campus into rural and wider communities.
- Coordinating The UTech summer semester Continuing Education programmes.
- Providing opportunities for personal and professional educational development through Continuing Education.

THE SCHOOL HAS FOUR UNITS:

UTech Academy

- Pre- university programmes
- 6 –form STEM pathway programme
- UTech, Ja. Entry Pathways (alternate degree entry pathways)

UTech Executive Education

- Corporate Training
- Management and leadership short courses/certificates
- Marketing and Sales
- Strategy
- Business Analytics

Professional Studies

- STEM short courses
- Professional Short Courses

- Badges and Certification (micro-credentials)

- Career Development

- Entrepreneurship and Innovation

Tech Skills Programme will offer- *Tech Short courses for Industrial Revolution 4.0/5.0*

- Cybersecurity
- Data Science
- Artificial Intelligence
- Internet of Things (IoT)
- Robotics
- Computer Programming
- Machine Learning
- Drone Technology
- Introduction to Graphic Design



ACADEMIC MANAGEMENT SUPPORT UNITS

The Academic Management Support units provide support to the Colleges and Faculties. They ensure that teaching, curricula, research and related requirements for academic support are met and are of the highest quality. The offices are as follows: Office of Distance Learning (ODL); Office of Quality Assurance (OQA); Office of Teaching and Learning (OTL); School of Graduate Studies Research and Entrepreneurship (SGSRE); Western Campus; The Calvin McKain Library; Caribbean Sustainable Energy and Innovation Institute (CSEII); and the UTech Academy.

OFFICE OF DISTANCE LEARNING (ODL)

The Office of Distance Learning (ODL) is responsible for the coordination of distance learning in the University. Its mandate is to increase flexible access and options to the University's programmes for diverse students through a blend of modes and technologies, including the UTechOnline Learning Management System (LMS), video lectures, web-streaming and video-conferencing tools. The ODL provides support to staff through orientation, training, coaching and technical assistance in designing and adapting modules for the online environment.

Other support activities include helpdesk services for students; developing and proctoring online quizzes/exams; and monitoring the Turnitin plagiarism application. Of note, is that the

ODL designs online modules with accessibility features for all students, regardless of disability, which includes an Accessibility Toolbar and Sign Language.

OFFICE OF QUALITY ASSURANCE (OQA)

The Office of Quality Assurance (OQA) provides academic guidance related to quality assurance to 19 schools operating within three colleges and five faculties.

The principal role and function of the OQA is to guide and support the continuing development, implementation and monitoring of UTech Jamaica's Quality Management System. Key features of this system include policy development and review, conducting academic quality audits to assure compliance to policies, guidelines and procedures of the University; evaluation of courses, modules and lecturers, leadership in academic advisement, accreditation (institutional, professional and programme) and facilitating workshops for quality enhancement. The office has a staff complement of an Associate Vice President (AVP) Quality Assurance, four technical officers and two administrative support staff. The operating units of the OQA are quality assurance, accreditation, internal academic quality audit, academic advisement and evaluation.

OFFICE OF TEACHING AND LEARNING (OTL)

The Office of Teaching and Learning provides oversight of core academic functions through-

out the University pertaining to Prior Learning, Curriculum, and Co-operative Education.

Prior Learning Assessment (PLA) recognizes the learning and knowledge that prospective students have obtained from work and life experience. The PLA Unit facilitates admission for applicants without the traditional matriculation requirements, and aids accelerated completion of undergraduate degrees through module exemptions. The Curriculum Unit reviews and monitors courses of study in the University, provides technical assistance in curriculum design and development, and facilitates training for academic staff in teaching and assessment. The Co-operative Education Unit facilitates structured integration of classroom learning with relevant on-the-job work experiences ensuring that our students gain practical and professional exposure in real work settings.

THE SCHOOL OF GRADUATE STUDIES, RESEARCH AND ENTREPRENEURSHIP (SGSRE)

The School of Graduate Studies, Research and Entrepreneurship leads and manages the development and delivery of graduate courses across the academic units of the University. Directed by the research mandate of the University, the School guides and supports University research activities, with a particular focus on inter-disciplinary and applied research relevant to economic and social problems and needs. As an income-generating centre of the University, the School guides and supports entrepreneurial activity, primarily through the

delivery of consultancy services and research and development innovations. The School provides guidance and supervision for the academic publications of the University, and administers the intellectual property rights (IPR) policy and operations of the University.

THE WESTERN CAMPUS

UTech, Jamaica Western Campus is strategically positioned to contribute to the economic development of Western Jamaica. From its two locations in Montego Bay, i.e. Dome Street and Cottage Close, students from the parishes of Hanover, St Elizabeth, St James, Trelawny and Westmoreland are competently provided with optimum service, preparing them to work in Engineering, Construction, Agriculture, Information Technology and Service-Oriented businesses, and also in the Business Process Outsourcing and Tourism, especially as the campus is in close proximity to the Free-zone which employs thousands of workers in the Information and Communication Technology industry. The Campus offers a wide range of programmes from the Certificate, Associate, Bachelor and Masters levels as well as professional and franchise programmes in collaboration with the Montego Bay Community College.

The graduates from the UTech, Jamaica Western Campus are highly sought after for employment in the Financial, BPO, Health and Tourism sectors.

THE CALVIN MCKAIN LIBRARY

The University Library, called the Calvin McKain Library, offers a wide range of information resources and services to students and faculty in support of teaching, learning and research. The information is presented in print and electronic formats. Detailed information about the collections, the online catalogue, location of materials, borrowing privileges, other services provided, opening hours, rules and regulations is provided on the website: http://library.utech.edu.jm/client/en_GB/default.

All students, including those at off-campus locations, have borrowing and/or reading privileges.

Library information literacy sessions are held throughout each semester to enhance clients' information seeking skills and familiarize them with library resources and services. For further information contact: 876-970-5258 or visit our facebook page at:

<http://www.facebook.com/calvinmckainlibrary>.

THE CARIBBEAN SUSTAINABLE ENERGY AND INNOVATION INSTITUTE (CSEII)

The Caribbean Sustainable Energy and Innovation Institute (CSEII) was established under Ordinance 1999/5 for the Establishment and Review of Other Bodies by unanimous decision of the University's Council in June 2013.

The Institute is dedicated to propelling sustainable energy and environmental management through its transformative academic programmes; research; consultancies and special projects; public outreach and its local and international partners. It is a distinctive place for innovation, entrepreneurship and community action in the Sustainable Energy/ Climate Change nexus. Its flagship MSc. Degree in Sustainable Energy and Climate Change offered under the Faculty of the Built Environment offers cutting edge training which is one of a kind in the Caribbean Region.

SECTION B



DIVISION OF STUDENT SERVICES
AND REGISTRY

"EXCELLENCE THROUGH KNOWLEDGE"

DIVISION OF STUDENT SERVICES AND REGISTRY PERSONNEL

University Registrar	Marion Brown
Deputy Registrar	Barry Thomas
Assistant Registrar Student Services	Dorset Gabbidon-Pottinger
Assistant Registrar Admissions and Enrolment	Clayton Moore
Assistant Registrar Student Records	Ann-Marie Lodge
Assistant Registrar Examinations	Sally Carter
Assistant Registrar University Secretariat	Charmagne Murphy
Supervisor, Admissions	Stephanie Morris
Enrolment Officer (Actg.)	Amoy Hibbert
Senior Counsellor
Counsellor
Career and Placement Officer	Charmaine Lewis
Accommodation Officer	Angella Isaacs-Brown
International Students' Coordinator	Janice Sinclair-Morgan
Student Relations Officer	Tamika Christian-Mills
Scheduling Officer	Rosie-Lyn Binns
Governance Officer	Dennis Palmer

DIVISION OF STUDENT SERVICES AND REGISTRY

OFFICE OF THE REGISTRAR

The Division of Student Services and Registry is headed by the University Registrar, Ms Marion Brown, who is an Officer of the University. It is responsible for matters relating to University Governance and Corporate Records, as well as administering the affairs of students, from admission to graduation. The Division also handles requests for academic records including transcripts and statements. The Office of the Registrar, which is located on the mezzanine floor of the main Administration Building, may be reached on telephone numbers: 876-970-5034/5035.

UNIVERSITY SECRETARIAT

The University Registrar serves as Secretary to the University Council and Academic Board, Faculty and College Boards and all Standing, Special or Advisory Committees set up by these bodies. Management of these bodies is coordinated and facilitated by the University Secretariat which provides administrative, advisory and/or secretarial support. The University Secretariat plays a significant role in the development, dissemination, revision and interpretation of the University Governance instruments.

It is a repository of information on all matters relating to University Governance. In this context, the University Secretariat provides advice and guidance on matters of jurisdiction, strategy, policy and process to all members of the University Community. The University Secretariat also has responsibility for, inter alia, managing university elections, the use of the University's ceremonial symbols and University Seal. The Office is headed by an Assistant Registrar, University Secretariat, Mrs. Charmagne Murphy.

STUDENT RELATIONS OFFICE

The Office of Student Relations (OSR) aims to improve relationships among students, faculty and administrators by being an advocate and support centre. The Office of Student Relations also serves as a resource centre for College/Faculty Student Academic Affairs Committees CSAAC/FSAAC, Faculty Administrators, the University's counsellors, Non-Papine or off-site Campuses and Central Administration on the University's policies, and regulations pertaining to students. Student matters handled by the Office include requests for consideration by the CSAAC/FSAAC, such as deferrals, leave of

absences, withdrawals, change of status, reinstatements, non-academic misconduct, refunds, absence from examinations due to illness, and queries of a general nature. The decisions emanating from these requests are prepared by the Office and sent to students and then dispatched to the relevant department(s) for processing. Students who have been affected by extenuating circumstances are also supported by the OSR as their cases are presented to senior academic and administrative managers for further review. Appeals against decisions made by student-related committees and student complaints are also handled by the OSR. Students' issues are always dealt with equitably, guided by the University's policies. The OSR is located on the ground floor of the Student Services Building and can be reached at: Exts. 2008/2359; or email: tchristian@utech.edu.jm. The OSR officer is Ms. Tamika Christian.

ACADEMIC SERVICES DEPARTMENT

This department is responsible for administering student academic services in the areas of admissions, examinations, student records and scheduling of the University's teaching timetable and classroom facilities, coordinating activities related to academic misconduct and recommending/developing student-related academic policies and procedures. Each area is headed by a supervisor who oversees its day-

to-day activities. Other responsibilities include interpreting the University's academic regulations to staff and students, publishing the Student Handbook, and preparing Academic Awards for the graduation ceremony. The Deputy Registrar, Mr Barry Thomas, may be reached by telephone: 876-927-1680, ext. 2441 or 2255 and 876-970-5441. The office is located on the mezzanine floor of the main Administration Building.

OFFICE OF ADMISSIONS & ENROLMENT MANAGEMENT

The Office of Admissions and Enrolment Management (OAEM) is responsible for developing admissions and enrolment management policies and procedures and ensuring that these procedures are adhered to. The Office has the responsibility for quality control in the selection of applicants and the management of the enrolment of students for various programmes in each College/Faculty at each campus location. In addition, the OAEM monitors student attrition and progress from admission to completion of programmes through the preparation, maintenance and analysis of statistical data with a view to monitoring trends in all the University's programmes, and making recommendations and projections based on these trends. The OAEM plays an integral role in promoting the institution both locally and overseas. The OAEM is located behind the EduCom Credit Union and is managed by Mr Clayton

Moore, Assistant Registrar. He may be contacted at 876-970-5003 or 876-970-5073.

UNIVERSITY EXAMINATIONS CENTRE

The University Examinations Centre (UEC) administers all major university examinations for undergraduates and post-graduates for all campuses locally, overseas and franchises/outreach sites. The UEC also prepares and issues examination cards to students. The Centre is also responsible for the preparation of examination timetables, for all UTech, Ja. campuses and franchises, assigning of venues and scheduling invigilators for examinations.

The UEC is the secretariat for Academic Misconduct Inquiry Panels (AMIP) and Special Appeal Committee (SAC) cases. The Centre is directly supervised by Assistant Registrar, Miss Sally Carter, and may be reached by telephone: 876-970-5000. The Centre is located on the ground floor of the Administration Building. Student visits to the Centre are not allowed.

STUDENT RECORDS OFFICE

The Student Records Office:

- maintains a filing system of records of past and current students
- creates files for new students, updates files as necessary, safeguards the security and confidentiality of all students' files, liaises with Colleges/Faculties regarding all students' academic records

- stores and safeguards all examination results received
- prepares and dispatches transcripts/statements/status letters and other student academic records, and provides external organizations with information relating to students and alumni status, in accordance with approved procedures
- processes students' academic awards for graduation
- prepares statistical data and reports, as scheduled or requested
- verifies the authenticity of academic awards, transcripts /status letters.

The Office is directly supervised by Miss Ann Lodge, Assistant Registrar, Student Records and may be reached by telephone: 876-927-1680, exts. 2015, 2016 or 2020. The Office is located on the ground floor of the Administration Building.

SCHEDULING OFFICE

The Scheduling Office is responsible for managing the operations and administration of all aspects of the University's teaching timetable and classroom facilities. The unit guides the scheduling processes and ensures efficient and effective use and allocation of the University's teaching resources from an institutional rather than a particular academic area perspective.

The process incorporates the accurate collation of information relating to staff, students, curriculum and teaching resources. In addition, the

unit processes ad hoc room booking requests for other non-teaching-based activities.

The Office is supervised by Miss Rosie-Lyn Binns and is currently located at the Joan Duncan School of Entrepreneurship, Ethics and Leadership Building. Telephone: 876-970-5628, ext. 2628, 2571, 2539.

OFFICE OF THE ASSISTANT REGISTRAR -WESTERN CAMPUS

The Assistant Registrar Western Campus is the chief representative of the Division at the Western Campus. Under the direction of the University Registrar she is responsible for managing and coordinating various aspects of the Division's work at the Western Campus spanning the Office of the Registrar, Academic Services and Student Services. She works closely with other stakeholders and plays a strategic role in advancing the Division's mandate providing support to students through various stages of the student's life cycle.

Important Contact Numbers:

Assistant Registrar – Western Campus 876 927-1680 EXT 2708; (OR 876 940-1621, 876 940-2194)

STUDENT SERVICES DEPARTMENT

The Department of the Student Services provides a wide range of support and professional assistance designed to enhance student experience upon admission to the University and throughout their sojourn to graduation. The staff in collaboration with both internal and external service providers make every effort to meet the needs of the students.

The Assistant Registrar, Student Services, has direct responsibilities for the student support services inclusive of the Orientation Programme, Student Leadership Development Programmes, Student Insurance, Special Needs Students, and Chaplaincy. The Assistant Registrar also chairs the Graduation Committee meetings.

Mrs. Dorset Gabbidon-Pottinger is currently the Assistant Registrar, Student Services. She may be contacted by telephone at: 876-970-5193/5280/5837. Her email address is dpottinger@utech.edu.jm.

Other email include:
studentsservices@utech.edu.jm.

Please communicate with us on facebook at (UTech, Jamaica-Student Services).

ORIENTATION

WHAT IS ORIENTATION?

Orientation, or as we call it here at the University of Technology, Jamaica the ‘Week Of Welcome’ (W.O.W) is what you get, a “WOW” experience! Usually, the 3rd week of August is busy with the orientation activities. It is intentional that each experience welcomes, informs, entertains, inspires and propels the new student into readiness for their academic success.

All new and transfer students are required to participate in the week-long Orientation Programme, which contributes to the First Year Experience Programme. Being new in a large institution such as the University of Technology, Jamaica, can be very daunting. The orientation programme captures a vibrant campus atmosphere that make adjustments easier and allows all new students to confidently face the challenges and opportunities of University life.

WHY DO YOU NEED TO ATTEND ORIENTATION?

The Orientation Programme showcases the University’s history, traditions, available services in and outside of the colleges/faculties, co-curricular programmes and academic requirements. All of this is crucial and beneficial to every student attending the University and presents necessary guidelines for a smooth transition. The Induction Ceremony, with its pomp and pageantry is the culminating event of the week. New students are inducted into the University

at this formal ceremony, chaired by a senior member of the University, attended by the University Chancellor, Officers of the University, the Students’ Union President and the Academic and Administrative staff.

LEADERSHIP

At the University of Technology, Jamaica we build, empower and produce leaders of exceptional character. As such, students are developed and trained to perform leadership roles with the utmost discipline, creativity and confidence. The programmes geared to cultivate the culture of exemplary leadership include: the Student Leadership Programme, the UTech (IRSS)/Student Leadership Development Programme and our High School Mentoring Programme.

STUDENT LEADERSHIP DEVELOPMENT

At the University of Technology, Jamaica we believe in training our leaders for effective governance within the ambit of the University and beyond. We prepare leaders for tomorrow, leaders of substance who will forcefully advance nation building.

At our annual conference, student leaders are challenged to consider representational leadership at the national level as well as to nurture mindsets to impact global governance. All students elected and appointed to serve in leadership positions on the Students’ Union Council and on the Halls of Residence are required to

attend the Student Leadership Conference at the end of the second semester. The Conference functions as the vehicle that drives the requisite training to assist all student leaders in the execution of their respective duties. They are exposed to areas of student governance, finance management, communication, dining etiquette, protocol, conflict resolution, strategic planning and team building exercises.

WHO ARE OUR LEADERS?

Our Leaders are undergraduate and postgraduate students from varying backgrounds, disciplines and year levels.

What brings them together is a passion for serving and representing their peers, making a difference, and a dedication to enhancing the Student Experience at the University of Technology, Jamaica.

WHY SHOULD ONE PARTICIPATE IN STUDENT LEADERSHIP? IT IS AN OPPORTUNITY TO:

- Inspire and represent others and be the change you want to see;
- Develop your communication and interpersonal skills and enhance your employability;
- Build your University-wide networks;
- Foster your commitment and engagement to service through various conferences, workshops, events and professional development.

WHO IS ELIGIBLE?

To be a Student Leader, you must:

- have a GPA of 2.7 for the academic year.
- be a registered student at the University
- apply for an appointed post

Kindly see our Students' Union Council website for more information www.utechstudents-union.com

UTech, JA INTERNATIONAL RECRUITING STAFFING SOLUTIONS (IRSS)/STUDENT LEADERSHIP DEVELOPMENT

If you are interested in leadership, particularly geared towards politics and community development, then UTech/IRSS Student Leadership Development Programme is for you. You may join various sessions geared towards developing your leadership skills, as well as participate in community outreach tours and projects.

The programme targets 2nd to 4th year students of the University of Technology, Ja. Second year students can participate in 4 of 6 on-campus leadership development training workshop/seminar sessions held over 2 semesters and 2 off-campus civic type engagements – one each semester – which seek to enhance students' political awareness and involvement.

Third year students can participate in two (2) leadership development workshops and a major community-based service project. Fourth (4th) year students will have the opportunity to participate in a study abroad

programme to some overseas institutions with which UTech, Ja. already has a Memorandum of Understanding (MOU).

Student leadership development is an essential goal for any university to achieve, as it prepares students to be well-rounded and able to contribute to the improvement of their society and the world at large. It is on this basis that the Department of Student Services, funded by International Recruiting Staffing Solutions (IRSS), has developed a programme referred to as the 'UTech/IRSS Student Leadership Development Programme'.

HIGH SCHOOL MENTORING PROGRAMME

The High School Mentoring Programme, is a collaboration between the Student Services Department and the Environmental Health Foundation which prepares and develops students from the University of Technology, Jamaica to offer mentorship to participating high school students.

Mentorship usually involves educational and social development especially for students who may come from 'broken homes'. Programmes and activities are usually scheduled around mentors' and mentees' timetables to ensure that they are substantial and fulfilling.

WHY SHOULD ONE GET INVOLVED IN THE HIGH SCHOOL MENTORING PROGRAMME?

Mentoring is only one component of a programme that involves other elements. The

programme offers many benefits to the students of the University if they get involved. The benefits garnered are: tutoring, coaching or life skills training, interpersonal skills development and the ability to understand different personalities. The supportive, healthy relationships formed between mentors and mentees are both immediate and long-term and can contribute to the society at large.

Benefits to the 'mentees':

- Increased matriculation into university
- Lower high school dropout rates
- Healthier relationships and lifestyle choices
- Improved students' attitude toward attending University
- Enhanced self-esteem and self-confidence
- Improved behaviour at home and at school
- Stronger relationships with parents, teachers, and peers.
- Empowerment to become nation builders

If you have an interest in mentoring a high school student, contact Mrs. Mitchel Muir-Johnson at Mitchel.muir-johnson@utech.edu.jm

STUDENT INSURANCE

MEDICAL

All registered students at the University of Technology, Jamaica (UTech, Ja.) are covered under the UTech, Ja. Student Insurance Plan (Health, Personal Accident and Group Life) with Sagicor Life Jamaica Limited.

GROUP HEALTH PLAN (GROUP HEALTH POLICY)

- There is a one-time deductible fee of three thousand dollars (\$3000.00) paid after benefits have been exhausted under the basic plan, thereby making you eligible for benefits under major medical. This may be a one-time payment or an accumulation of payments over the policy year.

SUPPLEMENTAL HEALTH PLAN – (FOR HOSPITALIZATION)

There is a one-time deductible fee of ten thousand dollars (\$10,000.00) to be paid before accessing the hospitalization benefits from the supplemental plan. However, laboratory, x-ray and physiotherapy are exempted from this deductible.

INSURED STUDENTS ARE COVERED IN THE EVENT OF:

1. Death by Natural Cause (Group Life Policy)
2. Personal Injury
3. Death Resulting from Accident (Personal Accident Policy)

SUBMISSION OF CLAIMS IN RELATION TO PERSONAL ACCIDENT POLICY

- Students are covered on and off campus, 24 hours/365 days of the year (global coverage)
- All Personal Accident claims should be submitted to the Office of Insurance and Special Needs within thirty (30) days from the occurrence of an accident. The final dead-

line for medical claims submissions is ninety (90) days from the occurrence of the accident.

- There is a one-time deductible fee of two hundred and fifty dollars (\$250), which is considered as the student's out-of-pocket expense for the first claim made during the contract period, September 1–August 31.
- Only claims related to or derived from the accident will be processed. Claims for taxi fare, food, etc. will not be honoured. The Schedule of Benefits may be obtained from the Office of Insurance and Special Needs.

COLLECTION OF HEALTH CARD

- All first year, articulated and advanced placed students can collect their Health Insurance Cards at their College/Faculty office. All other Health Insurance related matters can be dealt with at the Office of Insurance and Special Needs at the student services building
- NB: Health Insurance cards are issued only once from Sagicor Life Jamaica Limited, our current provider, hence the card is valid up until completion of a programme of study. Benefits are uploaded to the Health Card each academic year.
- Replacing Health Insurance cards will attract a fee of three hundred dollars (\$300.00).

SPECIAL NEEDS STUDENTS

Schools, colleges and universities globally

ensure that students with disabilities or severe illnesses are given the attention and care they need to make their academic pursuit a success. In light of this, the University of Technology, Jamaica provides a number of services for persons with disabilities designed specially to ensure that they have proper access while pursuing their studies and are able to participate fully in university life.

Under the theme "removing barriers and creating access and independence for special needs student", the Office of Insurance and Special Needs in Student Services department ensures that students with physical, medical, or psychological disabilities have equal access to university programmes and services.

- Appropriate academic accommodations can be requested based on the student's functional limitations. This must be verified by a medical practitioner and be further evaluated by our UTech, Ja. Medical Centre and/or Counselling Unit.
- At Student Services, the staff will explain the academic accommodation process, including the documentation that must be submitted relating to the student's health condition, along with input from the student's health care professional.
- Students who believe they have undiagnosed disability should obtain an evaluation through the University Counselling Service (876-970-5028) or private health care provider.

- Diagnosed students can request academic accommodation.
- Student academic accommodation is sent to the faculty explaining the accommodations that have been approved by the special needs unit.
- The student's condition or diagnosis is not discussed with the instructors. However, instructors may need to discuss the accommodations with the student to determine how best to implement them.

SPECIAL NEEDS UNIT

Special Needs Students may make arrangements for special requirements during online and or face to face learning and assessments, such as:

- Readers
- Scribes
- Large print
- Lab assistance
- Special tutoring
- Additional time
- Rest period or supervised breaks
- Special facilities for in-course tests and examination
- Interpretation Services
- Housing accommodation
- Screen reader to be placed on computer monitors
- Assistance with registration at Jamaica Council for Persons with Disability.
- The Job Access Work System (JAWS) –

available in the Language, Teaching and Research Centre and the Library to assist visually impaired students.

Registration and enrollment to the Special Needs Unit can be done through coordination with the Counselling Unit, Registrar's Office or College/Faculty Administrators. Our Services are impartial, non-judgmental and confidential.

For additional information to register, please contact Office of Insurance and Special Needs at Student Services at 876-970-5837 or the Medical Centre at 876-970-5459 or email: studentsservices@utech.edu.jm.

CHAPLAINCY

The Chaplains lead worship and run social, spiritual and educational events for the students of the University of Technology, Jamaica. The very foundation of the work that we do at the University of Technology, Jamaica is about creating an environment for the students where they feel safe and can share their experiences and get spiritual advice on every area of their lives. Whether you are part of a particular religious/spiritual community or not, we welcome you! The Team comprises:

Contact Details for Chaplains:

Name	Contact Information	Email	Chapel Day	Chapel Time	Pastoral Counselling Session [Day(s) & Time]
Dr. Rev. Alison Iton	876-512-0201	alisoniton@gmail.com	2nd & 3rd Sundays	9:30 – 11:30 am	Mondays: 2:00 p.m. – 4:00 p.m.
Father Irenaeus Vincent		Irenaeus.vincent@english.op.org			Fridays: 2:00 p.m. – 4:00 p.m.
Rev. Dr. Stevenson A.M Samuels	(876) 371-1587/ (876) 547-0636	stevenson sam@yahoo.com			Thursdays: 3:00 p.m. – 6:00 p.m.
Mrs. Carroll Richards	(876) 434-6375	crujamaica@gmail.com			Wednesdays: 10:00 a.m. – 12:00 p.m.
Mrs. Audrey M. Dawes-Jarrett	(876) 797-6021	Audrey.dawes@utech.edu.jm or dawesjarrett@gmx.com			Tuesdays: 1:00 p.m. – 3:30 p.m. Wednesdays: 10:00 a.m. – 1:00 p.m. Thursdays: 3:00 p.m. – 1:00 p.m.
Pastor Holland Thompson		Tomlandus@yahoo.com			Tuesdays: 1:00 p.m. – 3:30 p.m.

ACCOMMODATION

The University currently provides 191 single occupancy bed spaces (in a total of seven (7) residential facilities. The Halls are designed as follows; Male only facilities – Farquharson Hall and Hall F; Female only facilities – Garvey Hall, and Halls A, B, and E; Co-ed only facility – Dennis Johnson Hall of residence. Each Hall is managed by a Resident Manager supported by a Student Executive Body, with overall management assigned to the Accommodation Officer.

Each hall is equipped with all the basic amenities for your comfort, and is protected by an electronic security system, Access is gained through the use of an electronic access card. Several developmental programmes and activities are designed and structured for the residents' holistic development, and enjoyment.

Boarding fees are paid per semester, however, full payment can be made at the start of the academic year. Fees are paid prior to the start of each semester. The payment dates are in accordance with the payment schedule decided by the University. Accepted applicants are required to pay a non-refundable Boarding Commitment Fee (BCF), which is a percentage of the total boarding fee.

For students interested in living on Halls, the application period is October 1 to January 31. Students may complete this process online, by accessing the website at www.utechjamaica.edu.jm. Click on students,

and then "apply for boarding". The completed application form must be submitted to the Accommodation Office by January 31, in order to be considered for boarding. Incomplete forms will be deemed void.

Should there be challenges encountered while completing this form, students may contact the Accommodation Unit for assistance at telephone numbers 876-970-5191/5262 /5847/5841, and or by email boarding4@utech.edu.jm.

In the event that a student is not accepted for on-campus boarding, the Accommodation Unit assists in finding suitable and affordable off campus accommodation.

CAREER AND PLACEMENT UNIT

This Unit engages in activities that are geared towards students' and graduates' total preparedness for employment and or entrepreneurship.

The Unit constantly liaises with:

- students and alumni to establish and assist in fulfilling their goals;
- administration and academic departments regarding programmes and activities for students and alumni;
- corporate society to identify job placement opportunities and general trends in demand.

SERVICES OFFERED

Career Advisement: This service is offered to students individually or in small groups. In scheduled sessions, students can explore career options, complete career assessment instruments, get insight into the employment process, review items such as résumés and cover letters and be referred to other relevant services available on, or off the campus.

Résumé Clinic: Students receive help to create/review items such as résumés, cover letters, and career portfolios.

Mock Interviews: The Unit provides an opportunity for final year students to sharpen their interviewing techniques, through “real life” interviews with human resource professionals from both corporate Jamaica and the University. Students are provided with valuable feedback and general coaching on their overall performance.

Employment Empowerment Sessions: A series of sessions are held over two semesters, with approximately seven (7) sessions each semester. The sessions are geared towards equipping students with the necessary “employability skills” for them to function effectively in the job market.

Fit to Recruit Charity: This initiative is geared towards assisting those male students with financial difficulties in obtaining professional attire for their job interviews. Since the inception of this initiative, over 80 males have been

suitably dressed in our efforts to help them advance into the world of work.

Mentoring Programme: This is a collaborative effort between the Unit, members of the Division of Student Services and Registry and the Alumni Office. The programme is geared towards matching third and final year students with successful professionals within their field of study, who will act as mentors providing some additional support necessary for students to transition successfully into the world of work.

Annual Job Fair: This series of events is the Units’ major recruitment drive and is held in semester two of the academic year. Final year students are given an opportunity to network with Human Resource professionals and other personnel who are able to offer employment or advice. The Fair also includes an entrepreneurial component.

YouTube: In an effort to share the experience and activities of the Unit, we have recorded and posted videos of our initiatives and programs. You can subscribe to our channel: Career and Placement Unit UTech, Ja.

Job Placement: The Unit assists students/alumni in gaining employment or exposure to the working world. The following forms of employment can be obtained through the Unit:

- Full-time
- Part-time
- Company-initiated internships
- Referrals for Internship opportunities

- Seasonal – e.g., during the summer, weekend
- Voluntary.

Maximize your university education through your interaction with this Unit by taking time out to do the following:

- Get to know more about your interests, values and abilities by visiting us to do a career and or personality assessment.
- Get advice when deciding to choose a major or making other career related decisions.
- Attend our weekly Employment Empowerment Sessions, Thursday afternoons 3pm – 4pm, in Lecture Theatre 4(LT4). Come and leave feeling empowered to take on the world of work.
- Experience real interviews through participating in our mock interview sessions;
- Visit us to revamp your résumé.
- Join our mentoring programme. You may view our mentoring handbook for further information on the programme at www.utechjamaica.edu.jm/mentor.pdf
- Apply for job placement and become a part of the pool of job applicants prepared for job opportunities as soon as they become available.
- Network with prospective employers at our annual job fair to be held in March.
- Join us on Facebook (Placement UTech) and get constant updates on activities and events.

- Visit our webpage <http://www.utechjamaica.edu.jm/campus-experience/career-placement>. Get updates on upcoming events, and discuss topics related to your career development.

To participate in any of the above activities and events please email us at placement@utech.edu.jm., call us directly at (876) 970-5030/5267 or visit us at the Department of Student Services located on the Papine Campus.

COUNSELLING UNIT

As we go through life, we are faced with many personal decisions and challenging problems. These can be difficult and sometimes overwhelming to handle. Many problems are solved through discussions with colleagues, friends, family, a lecturer, tutor, nurse, chaplain or counsellor. In some instances, it is best to obtain assistance away from one's familiar daily environment.

The University's Counselling Unit is available to assist in addressing the needs of individuals who find it too challenging to adequately cope with life's situations. Getting professional help is about seeking viable options towards positive change and empowerment in one's life. Although there is no quick fix to every situation, talking confidentially with a trained professional is a major step towards resolving an issue.

THE COUNSELLING TEAM

The Unit is staffed by a psychiatrist (part-time), a team of trained psychologists (psychotherapists), and chaplains. They are all competently trained in helping clients from varying backgrounds and cultures, with a wide range of personal and other issues.

As counselling is a process that seeks to assist clients to focus on, and understand more clearly the issues that are affecting them, the counsellor's role is to provide support and understanding, while listening and giving a non-judgmental response. Our counsellors respect your values, choices and lifestyle, and want you to experience the best quality life while at the University of Technology, Jamaica.

DURATION OF SESSIONS

Typically, each counselling session lasts for fifty (50) minutes. However, shorter or longer sessions are sometimes held – depending on the circumstances. While some matters might need only one session, others could necessitate months of regular visits. Additional sessions can be arranged at the counsellors' discretion.

All information given at the counselling session is held in the strictest confidence, unless the client gives instructions otherwise.

Confidential sessions are held on the following issues:

- Abuse
- Addiction
- Adjustment
- Alcohol
- Anger
- Anxiety and Panic Attacks
- Assertiveness
- Change and Transitions
- Concentration Techniques
- Depression
- Disabilities
- Financial
- Grief and Loss
- HIV / AIDS
- Insomnia
- Loneliness
- Parental Separation / Divorce
- Phobias
- Post Traumatic Stress Disorder
- Psychiatry
- Rape
- Relationships
- Relaxation Techniques
- Religion/Chaplaincy
- Self-Esteem
- Self-Injury / Suicide
- Sex and Sexuality
- Stress
- Time Management
- Trauma

SUPPORT GROUPS AND PROGRAMMES

- Risk Reduction
- Conflict Resolution
- Conflict Reduction Techniques
- Consultations and Referrals
- Bereavement Counselling
- Focus on Healthy Lifestyles
- Coping Skills
- Holistic Counselling
- Counselling Seminars
- Individual and Group Therapy

OTHER PROGRAMMES

Peer Counsellors' Training (LINX)

LINX – “Reaching Out, Connecting”. This program trains students to counsel their peers. Training is facilitated through lectures, discussions, exercises, and role plays. General counselling techniques are stressed, through special presentations on assertiveness, decision-making, referrals, crisis intervention, and substance abuse issues, among other activities.

FIRST YEAR EXPERIENCE

The First Year Experience Programme (FYE), aims to help first year students adjust responsibly to the challenges of university life, and maximize their potential for academic success.

Opening Hours

The Counselling Unit is open Monday to Thurs-

day from 8:00 a.m. to 6:00 p.m., and 8:00 a.m. to 4:00 p.m. on Friday.

Clients are encouraged to make appointments in order to enable the smooth flow of operations. However, emergencies and walk-ins are accommodated based on need and consideration.

Contact Us

The Counselling Unit is located upstairs the Medical Centre.

Telephone: 876-970-5029, Extensions: 2028, 2460

INTERNATIONAL STUDENTS' OFFICE

The University has an International Students' Office (ISO) which is specifically equipped to support our international students by facilitating their recruitment, registration, accommodation and sponsorship.

To facilitate their adjustment to the new environment, the ISO organizes a number of functions for international students. A City Tour is organized in August to familiarize students with places they need to know in Kingston and St. Andrew and the immediate environs of the UTech, Ja. campus. In September, the ISO hosts a reception to formally welcome students to the UTech, Ja. family and in April the Registrar hosts a dinner for all final-year international students.

Additionally, the ISO assists students with student-related services, including passport and immigration related issues, guidance and references for opening bank accounts and basic security and safety guidelines.

Throughout the year, the University of Technology, Jamaica, International Students' Association (UTISA), supported by the ISO, hosts other activities that showcase the students' unique cultures and talents, and plans excursions, and other non-academic activities.

Finally and importantly, the ISO assists with the recruitment of international students and promotes the University overseas.

The Office is located at the Student Services Building and is managed by the International Students' Coordinator, Mrs. Janice Sinclair-Morgan. She can be contacted by e-mail:

jsinclair@utech.edu.jm or telephone:
876-927-1680-8, extensions 2179/2194.

***QUICK TIPS AND USEFUL INFORMATION
FOR INTERNATIONAL STUDENTS***

1. Know the International Students' Office. It should be your point of reference through-out your tenure at UTech. Ensure that the ISO has your current address and tele-phone contacts at all times.

2. Secure the necessary 'Extension of Stay' for studying in Jamaica.
3. Collect your health card from your Faculty/College.
4. Register with your country's local consulate/embassy.
5. Contact the Financial Aid Office for scholarships and earn and study opportunities.
6. Be aware of your surroundings at all times; ensure that you read the security and safety brochures prepared by that department.
7. Read your Student Handbook; familiarize yourself with the policies and rules governing students and the operations of the University.
8. Know your Students' Union representatives.
9. Participate in activities organized by the ISO and the University of Technology, Jamaica, International Students' Association (UTISA), virtual or otherwise. These activities are planned for your benefit and your full participation is vital to your success.
10. Get involved in clubs and societies offered through the Students' Union Council.
11. Pay your tuition fees on time. Ensure that all financial issues are settled on time.

12. Participate in dorm activities. You are only guaranteed space for the first year. Reten-tion of accommodation on Hall is partially dependent on your involvement in res-ident life activities.

INFORMATION FOR NEW INTERNATIONAL STUDENTS

Contact with the International Students' Office: The most important contact for international students is the International Students' Office (ISO). The ISO is located on the first floor of the Student Services Building, beside the Medical Centre. The ISO will assist you with all the necessary information for the first few days in Jamaica. It is important that the ISO is kept abreast of your contact numbers as well as your place of residence in case of an emergency.

Transportation to the UTech Campus: The University provides transportation from the Norman Manley International Airport to the UTech, Ja. campus, providing that you communicate your travel itinerary to the ISO at least two (2) weeks before arrival. Alternatively, we recommend that you take JUTA taxis only from the airport to the campus. The cost from the Norman Manley International Airport to the UTech, Ja. campus or its immediate environs is approximately US\$60.00. This may be less if students travel in groups.

Sponsored Students: Sponsored students must submit a Letter of Commitment from their sponsor to the ISO to show proof of sponsorship. You will not be able to register as a sponsored student unless the International Students' Coordinator has cleared you. You may also email the Letter of Commitment to the ISO at jsinclair@utech.edu.jm. Where applicable, spon-sored students should ensure that they have enough funds to cover settling in costs and liv-ing expenses for at least one month until their funding is received.

On Campus Accommodation: Upon arrival, the Accommodations Office will assist and direct you to your Hall of Residence. Prospective students desiring housing on-campus must complete a "Boarding Application Form", which can be accessed via our website at <http://www.utech.edu.jm>. The application period for summer and year-long students is October 1 to January 31. For further information on on-campus housing please visit the Accommodations Office's webpage at <http://www.utechjamaica.edu.jm/accomm/>. The Office also provides assistance with off-campus accommodation.

Orientation: Students entering the University for the first time are required to participate in a week-long orientation programme. The pro-gramme introduces students to the University's history, traditions, educational programmes,

co-curricular programmes and academic requirements to ensure successful completion of their programme.

Medical Requirements: All full-time students entering the University for the first time must submit a medical certificate. The completed form should be submitted to the Medical Centre. The form can be downloaded at www.utechjamaica.edu.jm. Please note that the medical can be done in your home country or at the Medical Centre on campus.

The Community Service Programme (CSP): The Community Service Programme (CSP 1001) is a mandatory forty-five (45) hour, one-credit module which comprises five (5) contact hours in the classroom and forty (40) community service hours out in the field. These forty (40)

contact hours must be completed at an approved agency agreed on by the Community Service Department at the University of Technology, Jamaica (UTech, Ja). Students are given two (2) consecutive academic years to complete their CSP projects, but are strongly urged to complete this module within the first two academic years. For further information, please visit <http://www.utech.edu.jm/services/communityservices/index.html>

Changes in Name, Address or Marital Status: If your address has changed, it is your duty to update your details on the Integrated Student Administration System (ISAS). Documentary proof is required for changes in name or marital status. This should be submitted to the Student Records Office and the necessary forms completed.

The following are the extended opening hours for the various units:		
Unit	Day	Time
• Assistant Registrar, Student Services	Monday–Friday	8:00 a.m. – 4:00 p.m.
• Accommodation	Monday–Friday	8:00 a.m. – 6:00 p.m.
• International Students Office	Monday–Friday	8:00 a.m. – 5:00 p.m.
• Career and Placement	Monday–Friday	8:00 a.m. – 4:00 p.m.
• Counselling Unit	Monday–Friday	8:00 a.m. – 6:00 p.m.
• Lobby (Administration Building)	Monday–Friday	8:00 a.m. – 8:00 p.m.

SECTION C



SUPPORT SERVICES FOR STUDENTS' DEVELOPMENT

SUPPORT SERVICES FOR STUDENTS

CARIBBEAN POISON INFORMATION NETWORK (CARPIN)

The Regional Nerve Centre of the Caribbean Poison Information Network, a multi-sectorial initiative, is located in the Drug Information Service (DIS) in the College of Health Sciences on the ground floor. The initiative is the result of ten (10) years of collaboration among several stakeholders in the health and education sectors. The network is managed by a committee of representatives from several entities, and was officially launched on Friday, May 13, 2005 during the inaugural Poison Prevention Week.

CARPIN is actively involved in educating students within the School in poison prevention strategies and accessing information on poison prevention. The Drug Information Service Unit which shares office with CARPIN has been joined as a unit to carry out the mission of the School of Pharmacy.

MISSION

We are committed to:

- preventing poisonings through public education
- providing poison information to all clients in a timely manner

- advocating for policies that will protect the health and welfare of the most vulnerable and at risk populations to poisoning
- working with stakeholders to build regional cooperation in poison prevention and management.

Services are available during the following hours:

- Monday to Friday 8:00 a.m. – 4:00 p.m.

The services can be accessed at the University Hospital of the West Indies (UHWI) Accident and Emergency department after 4:00 pm on weekdays, weekends and holidays.

Contact Information

Telephone: (876) 927-1680-8 ext 2300/
(876) 927-1620 ext 2500

Toll Free: 1-888-POISONS/1888-764-7667

Fax: (876) 927-1699

E-mail: carpin@utech.edu.jm

CO-OPERATIVE EDUCATION

Co-operative Education is one of the University's flagship programmes geared towards promoting our graduates' work-readiness. The programme facilitates structured integration of

classroom learning with relevant on-the-job work experiences which are related to the students' course of study and career goals.

UTech, Ja. is committed to ensuring that its students gain practical and professional exposure in real work settings, thus improving their marketability and academic motivation, as well as facilitating a better understanding of career choices and goals and workplace culture, among other things. Co-operative Education modules (also called Internship, Work Experience, Practicum, Professional Practice) are generally made available to students in their second through to final year of study and form a mandatory component of most courses of study (including graduate courses). Students may however participate in the programme

voluntarily. The Co-operative Education Unit falls under the Office of Teaching and Learning, Academic Affairs Division. The Unit works along with all Schools offering Co-operative Education modules, in providing quality industry experience. To this end, the Unit assists with the recruitment/engagement of employers, direct placement of students, preparation of students for industry engagement and supervision of students while on engagement. Furthermore, within each School there is a Co-operative Education Coordinator who, with support from the Unit, coordinates placements and monitors students' performance while on the job. For additional information on the Programme, students are encouraged to visit the website at: <http://www.utech.edu.jm/academics/aca-demics/cooped>, visit their School/Faculty Office or visit the Unit located on St. Kitts Close (across from Lillian's Restaurant) Mondays to Fridays 8:00 a.m.–4:00p.m. Additional contact information is as follows: Telephone: (876) 927-1680-8 ext2820/3536 E-mail: sjunor@utech.edu.jm; ced@utech.edu.jm

CYNTHIA SHAKO EARLY CHILDHOOD EDUCATION & DAY CARE CENTRE

The Cynthia Shako Early Childhood Centre offers exceptional day care services to children 3 months to 3 years in a stimulating, nurturing and caring environment. The Centre operates under the supervision of the College of Health Sciences and is open from 7:30 a.m. to 6:00 p.m., Monday to Friday.

AFTERCARE PROGRAMME

After care services are provided for children ranging from 3 to 8 years old. Children enrolled in the aftercare programme are offered assistance with homework as well as other age appropriate and developmental activities.

SUMMER PROGRAMME

The Centre hosts an annual summer programme catering to children 4–10 years old. This summer programme is available to the general public.

Our programme is based on learning through themes, which incorporates all the developmental domains as guided by the Jamaican Early Childhood curriculum.

Essentially, the overarching goal of the Centre is to positively and systematically influence the development of each child within our care, while allowing all parents/guardians to continue their education and carry out their duties with confidence.

DEPARTMENT OF COMMUNITY SERVICE AND DEVELOPMENT

The Community Service Programme (CSP 1001) is a mandatory forty-five (45) hour, one-credit module which comprises five (5) contact hours in the classroom and forty (40) community service hours out in the field. These forty (40) contact hours must be completed at an approved agency agreed on by the CSP tutor or the Community Service Department at the University of Technology, Jamaica (UTech, Ja).

Students should register for the module in semesters one, two, or three of their first or second year but they must complete it in the semester in which they have registered.

All students who enrolled in the module before the academic year 2022/23 are required to complete and submit all outstanding assessments during semester one of the 2022/23 academic year. For further information, please visit <http://www.utech.edu.jm/services/community-services/index.html>

JAMAICA VALUES AND ATTITUDES PROGRAMME (JAMVAT)

Students may apply to participate in the Jamaica Values and Attitudes Programme (JAMVAT) of the National Youth Service through the Department of Community Service. In this programme students carry out 200 hours of community service work and in return have 30% of their tuition fees for that year paid by JAMVAT. Application forms can be downloaded

from www.nysjamaica.org, completed and submitted to the Department to be checked and routed to JAMVAT.

The Department is located on the ground floor of the Student Services Building.

Call 876-927-1680 extensions 2050, 2343 or 2253 or 876-702-4536 or e-mail: paulton.gordon@utech.edu.jm.

GRADUATE STUDENTS' LOUNGE

The University has established a lounge for graduate students. The Lounge is equipped with workstations for computers, a relaxation area, restrooms, and a kitchenette. The lounge is adjacent to the Admissions and Enrolment, building.

INTEGRATED STUDENT ADMINISTRATION SYSTEM (ISAS)

UTech, Ja. has a state-of-the-art Integrated Student Administration System (ISAS). A major feature of this system is e:Vision, which can be accessed via the Internet from UTech's website at www.utechjamaica.edu.jm.

e:Vision is an online tool that students must use in order to facilitate their academic journey through the University. Students need to ensure that they keep abreast of the "Calendar of Events" and "e-Notice Board" on the portal, so as to complete the relevant exercises within the allotted time.

e:Vision will facilitate the following activities:

1. Pre-enrolment for returning students (specialisation/major-minor selection)
2. Selecting University and/or School Electives
3. Enrolling online
4. Updating online curriculum vitae
5. Updating personal/favourite links
6. Selecting payment plan
7. Viewing:
 - a. Electronic notices and bulletins
 - b. Payment schedules/fee breakdown
 - c. Provisional module results
 - d. Provisional course-work results
 - e. Provisional Re-do results
 - f. Provisional transcript results
 - g. Account balances
 - h. Flexible module selection/scheduling (semesterized students)
 - i. Personalized class timetables (semesterized students)
 - j. Personalized exam timetables
 - k. Career Placement applications (final year students)

The following activities will be available on e:Vision in the near future:

- Online application
- Online payment

ACCESSING E:VISION

e:Vision is accessible anywhere in the world, once you have access to a computer with an internet connection. It can be accessed by following the steps below:

- Click on the browser icon on your desktop or in the Start menu
- In the address bar, type www.utechjamaica.edu.jm
- Click on the ‘Student Portal’ link at the top right section of the page
- Click on the ‘Log-in to UTech Portal here’ link

REGISTERING AND ENROLLING ONLINE

In order to begin and complete your registration and enrolment, you are expected to make some payments and receive financial clearance. From the Home Page go to your ‘Intray’ and a message will be seen with an action/link labelled “Select your modules.” After you have clicked on that link, your online enrolment process will begin. Once you have confirmed your module selections and received financial clearance, return to the ‘Intray’ and click the action link “Click here to Enrol.” After completing each step, click on the “Next” buttons until you have reached the final page and your registration will be complete.

E:VISION CONTENT

The “Home” tab has:

- Portal Options – change password; change security question and answer; access email

information

- Intray – enrol online; check incoming messages
- Personal links – add favourite links
- Upcoming Events – view University’s Calendar of Events
- e - Notice Board – view electronic notices and bulletins
- Calendar & Search

The “Student” tab has:

- Student Details – personal details
- Student Actions – choose Electives online and view module information
- Your Academic Information – view provisional coursework and module results
- Student’s Reports – view provisional transcript and other reports
- Your Fee Information – account payments
- Useful Links
- Advisor Information – view details on assigned academic advisor
- Career and Placements information

EMAIL SERVICE

The Student Email Service is provided by Microsoft Live@edu. This service is web-based and can be accessed at

<https://outlook.com/utech.edu.jm>

How to Sign In with Live@edu for UTech Student Email

SIGN IN! A Live@Edu email account is automatically created for prospective students upon

payment of the Enrolment Commitment Fee. Accounts are also created for registered students. Sign in today to activate your account!

CHECK REGULARLY! The University will use this email address to send you important notices about your registration, course enrolment, financial aid etc.

LOGIN ID and PASSWORD: Your Windows Live ID is your firstnamemiddleinitiallastname@students.utech.edu.jm

Your initial password is your birth date in the format YYYYMMDD.

Example: A birth date of April 1, 1983 is 19830401

YOUR UTech EMAIL ADDRESS: format is:
firstnamemiddleinitiallastname@students.utech.edu.jm

IMPORTANT TO KNOW:

- The service is supported by the Internet Explorer, Firefox and Chrome browsers.
- You will need an alternate e-mail address in case you forget your UTech Student Email password and need a reminder. If you don't have one, hotmail.com, yahoo.com and gmail.com all offer free email accounts.

WIRELESS AND WIRED CONNECTIVITY (WIFI)

The need to access posted assignments by way of the Student Integrated Administration System (ISAS), Library Information Management System (LIMS), and other on-line resources has become more important as students acquire their own personal laptops and thereby become less dependent on using the computer laboratories. Wireless access is currently available in areas that are mainly used by students. These are:

- Calvin McKain Library
- Caribbean School of Architecture (CSA)
- School of Computing and Information Technology (SCIT)
- Alfred Sangster Auditorium
- School of Hospitality and Tourism Management (SHTM)
- Faculty of Education and Liberal Studies (FELS)
- College of Health Sciences (COHS)
- The Gazebo in front of SCIT (near the Administration Building)
- All student dormitories

The WiFi signals spread sufficiently to service the general areas used by students. Wireless access is also found in several classrooms and lecture theatres.

JOAN DUNCAN SCHOOL OF ENTREPRENEURSHIP, ETHICS AND LEADERSHIP (JDSEEL)

The vision of JDSEEL is the creation of a nation that is vibrant, dynamic, ethical and bubbling with excitement of new business ventures, creating employment for all while helping persons achieve their dreams.

Its mission is to offer students higher education pathways into creating new business ventures and to deliver entrepreneurship, business, and professional education of national and international standards while contributing to the economic development of Jamaica and the Caribbean region. In doing so, the school will undertake focused and relevant research, which will make a major contribution to the understanding of and practice in, the world of entrepreneurship, small business and management.

A Bachelor of Science degree is offered in Entrepreneurship which covers university core subjects, as well as others such as Entrepreneurial Behaviour, Project Management for the Entrepreneur, Entrepreneurship and Digital Commerce among others, geared towards encouraging and strengthening entrepreneurial pursuits.

JDSEEL also offers professional courses for the Micro Small and Medium Enterprises (MSME) in the areas of Accounting, Marketing Planning, Business Plan Writing and so on. These courses

are geared towards small business owners, as well as corporate clients who want to improve their skills.

THE BUSINESS CLINIC

This provides varied services to businesses which require short term contacts for assistance in general business development. Students from across the university may become involved in providing services with the guidance of a lecturer. We provide services such as Market Research and Business Plan writing.

Our main target is the Micro Small and Medium Enterprises (MSME) sector.

THE LANGUAGE TEACHING AND RESEARCH CENTRE

The Language Teaching and Research Centre is located in Room 8A12 in the Faculty of Education and Liberal Studies. An initiative of the School of Humanities and Social Sciences in the Faculty of Education and Liberal Studies, the Language Teaching and Research Centre (LTRC) aims to deliver strategic interventions for language learning. The Centre supports the University's language teaching and learning needs through research and multimedia resource support for modules in academic writing, communication arts and technology, English, French, Japanese and Spanish. Resources for other humanities and social science modules

e.g. philosophy and ethics are also available in the Centre. The Centre is also directly responsible for the English Language Proficiency Test which is a prerequisite for some students entering the University.

The LTRC offers a facility for self-directed, independent study but users are able to benefit from the guidance of a facilitator. Students needing specialized assistance in language learning should make appointments.

MISsION:

- To encourage, nurture and otherwise facilitate the highest levels of proficiency in verbal and written language use within the University community.
- To spearhead enquiry into and academic engagement with issues of language use within the University community and in the wider national context through research, speaker's fora, colloquia and other relevant modalities.

To make appointments, visit the Centre during the following hours:

Monday–Friday: 9:00 am–12:00 noon and
1:00 pm–4:00 pm

SERVICES OFFERED:

Customized tutorials for students, the Language Challenge, translation of documents, proofreading and editing, training seminars and workshops in business communication and consultations by appointment.

PERSONNEL:

Teaching Assistant: 876-927-1680, Ext. 2447

LIBRARY SERVICES

INFORMATION RESOURCES

The Calvin McKain Library offers a wide range of information resources and services to students and faculty in support of teaching, learning and research. These resources include:

- Print book and journal collection of 135,436 books and 59 titles respectively. In addition, access is available to more than 58,000 journal titles through 19 online resources covering approximately 83 databases. There are also 1,530 videos, DVDs, CD ROMs and audio tapes, including the Art and Architecture special collection. Pamphlets, newspapers, government and private sector publications, such as the PAHO Collection are also part of the library's resources.
- **A Reserved Materials Collection**, located in the Client Services Division, consists of textbooks and other resources available for 4-hour loan. Materials in the Caribbean Collection are available for a similar loan period. The Reference Librarian is located in the Caribbean Reading Room and provides assistance with research, inter-library loan and document delivery services.

- The Archives houses some of the historical records of the University.
- The Instructional Media Services Unit offers services such as video editing, conversion and duplication.

FACILITIES

The facilities comprise of:

- Three (3) main reading rooms
- Faculty Reading Room
- The Multi-purpose Room
- Graphics Lab
- Audio-Visual Theatre
- 24 Hour Reading Room/ Graduate Reading Room
- Caribbean Collection/Periodicals Reading Room
- Two Seminar Rooms
- Cyber Lab
- Video Studio

SERVICE POINTS

The Facilities also include Service Points at the following locations:

- Dome Street
- Barnett Clinic
- Slipe Pen Road
- Faculty of The Built Environment Resource Unit
- Drug Information Services (COHS)
- Arthur Wint Drive (SOHS)

USE OF CELLULAR PHONES AND MULTIMEDIA/MOBILE DEVICES IN THE CALVIN MCKAIN LIBRARY

The use of cellular telephones and other devices SHOULD NOT disturb library users. Additionally, the recording of library materials using cellular or multimedia/mobile devices may contravene international copyright law. Therefore, such recordings are prohibited in the Calvin McKain Library.

COMPUTER ACCESS

Computer access is provided through a 28-station cyber lab and student kiosks in Reading Room 2, the Caribbean Reading Room and the 24-hour reading room. All are equipped to facilitate research using online resources.

INFORMATION LITERACY SESSIONS

Library sessions are held throughout each semester to enhance clients' information-seeking skills and familiarize them with library resources and services. For further information contact: 876-970 5258 or visit our face-book page @

<http://www.facebook.com/calvinmckainlibrary>

GENERAL INFORMATION

Detailed information about the collections, CALCAT (online catalogue), location of materials, borrowing privileges, other services provided, opening hours, rules and regulations is provided on the website www.utech.jamaica.edu.jm/library/index.htm and in the Library Handbook.

All students, including those at off-campus locations, have borrowing and/or reading privileges.

LEGAL ADVICE CENTRE

The University of Technology, Jamaica, in keeping with its thrust as “the People’s University”, committed to the expansion of access to service, scholarship and research, established the UTech, Ja. Legal Advice Centre in July 2011 to provide legal advice for members of the public who are socially, economically or otherwise disadvantaged.

The UTech, Ja. Legal Advice Centre provides Faculty of Law undergraduate students, under the supervision of an Attorney-at-Law, with practical training and skills in a social justice context to meet the legal needs of the poor and disadvantaged. The free-of-cost services offered by the Centre include advising persons on how to handle legal, administrative and other problems, referring persons to organizations which provide social and other services and recommending the use of Alternative Dispute Resolution.

The UTech, Ja. Legal Advice Centre currently operates from the Faculty of Law at the Papine campus on Monday, Wednesday and Friday from 1:00 p.m. to 4:00 p.m.

MEDICAL CENTRE

The Medical Centre continues to provide quality health care to the University Community.

The team of health care professionals is multi-disciplinary and the following services are offered:

- Counselling
- Environmental & Occupational Health
- Family Planning
- General Medicine
- Medical Laboratory
- Referrals

Opening Hours:

Papine Campus

Monday–Friday: 8:00 a.m. – 8:00 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.
Contact Number- 876-927-1680-9, ext. 2466,
876-970-5466/702-3313
Appointment times at the Counselling Unit varies from the above

Western Campus

Monday–Friday: 8:00 a.m. – 4:00 p.m.
Selected Saturdays:: 9:00 a.m. – 1:00 p.m.
Contact Number- 876-927-1680-9, ext. 2724

MEDICAL LABORATORY SERVICES

Service is available on weekdays between the hours of 8:00 a.m. – 3:45 p.m. Results of routine laboratory tests are usually available within 72 hours.

EMERGENCY SERVICES

Persons with life-threatening emergencies who visit the Health Centre receive supportive care and are then transferred via ambulance to the Accident & Emergency Department of the University Hospital of the West Indies.

ACCESSING MEDICAL SERVICES

All users of the Medical Centre are required to make an appointment. You can reduce your wait time by scheduling your appointments from home.

Users are encouraged to follow the guide-lines outlined below to access medical services.

- Email requests for medical reports, referrals or appointments to utech-medcentre@utech.edu.jm
- Provide radiology (X-ray) and laboratory test entities with the email address to which diagnostic test results can be sent.
- The email account will be manned by the medical team and feedback will be provided within 72 hours.
- Remember to include a telephone number for us to contact you.

Your current health insurance and student identification cards are necessary for each visit.

STUDENT HEALTH INSURANCE PLAN

All registered students are provided with a health insurance card which can be used at any health care provider. Please note that some providers only accept cash/debit/credit cards as payments. If this occurs, ask for a signed receipt and claim form in order to make a claim against the health insurance plan provider. Major medical benefits are applicable in certain circumstances.

There is a cost for services not covered by the health insurance plan however cash is not

collected here. Payments are to be made at the Accounts Receivable Unit.

STUDENT REQUIREMENTS TO ACCESS AND PARTICIPATE IN CLINICAL ROTATIONS

All students enrolled in health and allied health courses of study who are required to participate in clinical rotations within areas of the Ministry of Health must be fully immunized.

Access to clinical sites will only be granted if immunization is current and covers the period of rotation. The Immunization schedule:

The Immunization schedule:

- Birth BCG
- 6 weeks OPV, DPT/HepB/Hib (Pentavalent)
- 3 months OPV, DPT/HepB/Hib
- 5 months OPV, DPT/HepB/Hib
- 12 months MMR
- 18 months DPT, OPV boosters
- 4–6 years DPT, OPV, MMR boosters

All applicable students must have Mantoux test performed and results forwarded to:

- The Medical Centre for Papine Campus students, or
- The Western Campus Nursing Station – for Western Campus students.

This test can be done at the National Chest Hospital, Barbican Road, Kingston 6 or at the St James Type 5 Health Centre, Creek Street, Montego Bay respectively.

MEDICALS FOR NEW STUDENTS

All students being enrolled for the first time are required to complete and submit a medical either in-person to the Medical Centre electronically at

- studentmedical@utech.edu.jm or
- Western Campus Nursing Station or
westerncampushealth@utech.edu.jm

(for Western Campus students).

You will be given a receipt after in-person submission of the medical which is to be taken to the Safety and Security Department to obtain your student identification card. Electronic submissions will generate a message to guide completion of your student identification card.





OFFICE OF THE CUSTOMER SERVICE ADVOCATE

The Office of the Customer Service Advocate (OCSA) welcomes our undergraduate and graduate students. The Office is located on the third floor of the Main Administration Building and is responsible for developing and guiding a relevant customer service programme for the University. The Office seeks to ensure that the university's customer service standards are developed and adhered to and plays a key role in establishing a culture of excellent customer service. The Office continues to employ a customer-centric approach to service by consistently encouraging a service-oriented culture to meet the needs of all our customers and stakeholders.

Below are some on-going activities and new achievements.

These include:

- The introduction of the University Call Centre which receives inbound calls through the switch board and Avaya telephone.
- The ongoing Net Promoter Score survey.
- Monitoring of customer service standards.
- Ongoing customer service training for all new and returning staff.
- Ongoing Mystery Shopping activities.
- Update of the university's campus map. (The map is located between the College of Business and Management and the Faculty of Education and Liberal Studies).

We are pleased to advise that, the lobby in the Main Administration Building is now open for your convenience, Monday to Friday from 8:00 a.m. to 7:00 p.m., during the semester and 8:00 a.m. to 4:00 p.m. during semester break.

In the event that you have a complaint, we encourage you to contact us. We look forward to hearing from you.

Additional Contact Information.

Telephone: (876) 970-5844/46/48/927-1680-8
Ext. 2844/46/48
Toll free: 1-888-991-513
Fax: (876) 977-4388
Website: www.utechjamaica.edu.jm
Email: customerserviceadvocate@utech.edu.jm

OPERATIONAL GUIDELINES FOR ATTENDANCE AT SCHEDULED CLASSES

RESPONSIBILITY OF STUDENTS

- Students should attend all scheduled classes consistently, in order to ensure the best opportunity for optimum academic performance.
- Where absence is unavoidable for more than one class, the instructor should be notified.
- Students should be punctual for all classes.
- Class registers indicating the date should be signed by students in attendance for tutorials and laboratories. Registers should be kept by the instructor.

If an instructor is not present for the first thirty (30) minutes of a class, without notifying the stu-

dents, then students may leave and a representative from the class will then complete the TLPG-2 form indicating the instructor's absence. This form will be submitted to the HOS/HOD/PD.

Students are to be self-directed in their approach to learning and in the pursuit of their courses of study. Students should:

- attend classes consistently
- be punctual for classes
- do assigned readings and other assignments in preparation for classes
- follow acceptable standards of dress and proper grooming
- participate in group assignments and projects
- not exhibit disruptive behaviour

PRINTERY/BINDERY

The Printery, located beside the Computer Lab, in the School of Information and Technology, is responsible for most internal publications, such as books, teaching manuals and other educational and informational materials developed and produced by Faculties and other units.

The Printery also offers the following services to students at a cost:

- Digital colour and black-and-white printing and photocopying of documents such as projects and theses. These documents can be printed from e-mails (maximum print or copy size 11" x 17")
- Binding (ring or hard bound)

- Repair and re-covering of text books.

SHELLY-ANN FRASER ASSESSMENT CENTRE FOR CHILDREN

The Shelly-Ann Fraser Assessment Centre for Children (SAFACC) – a unit within the School of Allied Health and Wellness, College of Health Sciences – was launched on Monday, December 10, 2012. The centre is located to the northern end of UTech, Jamaica Papine campus, adjacent to the Cynthia Shako Early Childhood Education & Daycare Centre. SAFACC was established against the immense global recognition of the need to improve the assessment and management of children with exceptionalities. The Centre was named in tribute to Mrs. Shelly-Ann Fraser-Pryce who graduated from UTech, Ja. with the Bachelor of Science degree in Child and Adolescent and Development. This tribute serves as an acknowledgement of her passion and commitment to working with children and to memorialize her contribution to the University and to Jamaica. In 2012 she was appointed the first University Ambassador of the University of Technology, Jamaica in recognition of her demonstrated significant interest and pride in the University and as well as her high standards of integrity. In November 2016, she was conferred with the degree of Doctor of Laws, Honoris Causa.

The services currently offered by SAFACC include:

- Screening, assessment and intervention of

- children 7 to 18 years old who may present with a range of psychological, emotional, social, educational/cognitive and developmental problems.
- Provision of individual and family counseling.
 - Intervention for parents/guardians with understanding their children's cognitive, emotional, developmental or social needs and how best to support them.

TECHNOLOGY INNOVATION CENTRE

TIC is a special unit of JDSEEL, and operates as the English speaking Caribbean's first fully functional business incubator. The TIC has had a vast amount of exposure in business incubation internationally and is sought after as the local experts in this field in Jamaica and the wider Caribbean community.

The main functions of the Centre include the housing of entrepreneurs in twenty-five (25) office suites and four (4) light manufacturing bay units; as well as virtual tenancy for entrepreneurs who prefer to work from home.

The facility provides a 'one-stop shop' service through the provision of all business services inclusive of internet, telephony, meeting rooms, printing, copying and mail retrieval.

The incubator's vision is to become the foremost centre for entrepreneurship development in Jamaica and the Caribbean, excelling in the delivery of services to our clients. The mission is to assist, monitor and encourage fledgling

entrepreneurs to achieve targets that will enable them to graduate to a mature status, through the use of technology and innovation.

Recently, a student incubator, Venture Design Studio was established for students with businesses. Students may apply to be a part of the incubator from which they can operate in a professional environment with like-minded people. The space is shared and offers the same environment as other incubated clients.

UTECH, JA. ALUMNI RELATIONS OFFICE

The UTech Alumni Relations Office is located in the main Administration Building of the Papine campus. The Office is the official link between the University and all graduates of CAST and UTech, Ja. In addition, the Alumni Relations Office provides support to all Alumni affiliates i.e. The Alumni Association, UTech; *the Alumni Chapters which are the New York, South Florida, Ontario and United Kingdom Chapters*; as well as Alumni Special Interest Groups (SIGS) related to *Pharmacy, Architecture, and the Faculty-Staff*. The Alumni Relations Office also supports the work of the Colleges and Faculties in engaging their alumni, as well as supporting the work of the Student Services Department to develop well rounded University students, through participation in their various programmes and services e.g. *Job Fair, Orientation, Graduation, Student Leaders' Conference and the Employee Empowerment Programme*.

All graduates are encouraged to become members of the Alumni Association, UTech, Ja. and to participate as members of the Executive to guide the development of programmes and services of benefit to fellow graduates and the University, as well as to support events and initiatives of the Association as regular members. Through membership in the Alumni Association, UTech, Ja graduates are afforded:

- Opportunities for networking with other alumni to facilitate personal, professional and business development;
- Rewarding mentor relationships with current UTech, Ja students ;
- Use of the library and other facilities;
- Opportunities to influence changes in UTech's policies to improve the University experience;
- Discounts at select stores

Of special note, is the University's Mentoring Programme, which is a collaboration between the Student Services Department and the Alumni Relations Office. Students are encouraged to contact the Student Services Department to be assigned a mentor and benefit from the valuable insights and guidance by our cadre of mentors who have vast professional qualifications.

For more information on Alumni Relations services please contact Ms. Cheryll Messam, Alumni Relations Manager at email: utech.alumni@utech.edu.jm, phone: 876-970-5468.

Please visit our website: www.utechjamaica.edu.jm and our alumni blog: www.utechalumni.wordpress.com and our facebook fan page: www.facebook.com/castutechalumni

UTECH, JA CENTRE FOR THE ARTS

The Centre for the Arts is situated in the heart of the campus. It is surrounded by the Caribbean Sculpture Park, the only open-air museum of its kind in the English-speaking Caribbean.

The Centre was established in 1998, with a mandate to help individuals unleash their creative energy towards living as the highest and the best of who they are, through an exposure to the arts. It focuses on cultural training and professional development. The Centre supports the University's cultural needs through the coordination of events and by providing performances for internal functions.

VISION :

The Centre for the Arts will be a nurturing and dynamic centre of excellence that becomes a hub that unearths and trains artistes in the production of academic, professional and artistic creation while fostering the evolving nature of arts and cultural heritage.

MISSION :

The mission of the Centre is to provide an arts platform where young people from all walks of life at the UTech, Jamaica as well as the wider

community, including practitioners in the industry, are introduced to new and innovative training in the arts. It is a school that aids in the development of artists and artistes, new and experienced, by collaborating with professionals for academic, practical and relevant training.

PROGRAMMES OFFERED

The Centre offers a diverse range of disciplines, of which three are University electives. Each of the three contributes three (3) credits towards the completion of the degree programme at the University. The electives are online and face-to-face and are as follows:

- Drama and Theatre Arts
- Introduction to Dance
- Introduction to Music

In addition to electives, the Centre offers the following extra-curricular programmes:

DRAMA ENSEMBLE

Tuesday: 5:00 p.m. – 7:00 p.m.

Introduction to drama allows students to gain knowledge of a wide cross section of theatre arts, in a detailed yet compact programme designed to cultivate a deeper appreciation of theatre/drama and its impact on culture, history and social development.

Students are introduced to acting and theatre, and voice and speech. Areas covered include:

- Transformation

- Storytelling & Improvisation
- Public performance
- Dramatic verse and much more

DANCE ENSEMBLE

Friday: 6:00 p.m. – 8:00 p.m.

This course helps to extend the participant's understanding of how the body responds to rhythm and in addition, to develop an appreciation for the tradition of dance as an international language.

The discipline gives students a basic knowledge of techniques in dance. Different genres of dance are explored to include traditional and contemporary forms. Students will be engaged as a professional performing ensemble at the university's events.

UTECH, JAMAICA CHOIR

Wednesday: 6:00 p.m. – 9:00 p.m..

Thursday: 6:00 p.m. – 8:00 p.m.

The programme encourages students to effectively use the voice, the most available musical instrument, to express their own culture and to explore the culture of others. It emphasizes the development of each student's ability to sing well by providing relevant techniques, principles and practices.

Students gain meaningful exposure to:

- a repertoire of music from the Caribbean & Africa.

- a basic understanding of body parts that contribute to the production of quality sounds.
- the effective use of the voice as a vehicle for cultural expression.
- Students will be engaged as a professional performing ensemble at the university's events.
- Hand techniques for dexterity and flexibility.
- Students will be engaged as a professional performing ensemble at the university's events.
- Students also gain knowledge in polyrhythmic systems, drum rhythms of Jamaica and Africa – Dinki Mini, Kumina, Nyahbingi, Ibo, Akum, Gahu, etc.

VISUAL ARTS

Wednesday: 6:00 p.m. – 9:00 p.m.

Students are able to explore and express themselves through the various forms of fine and applied art. They are introduced to basic drawing via an understanding of the anatomy. This allows for a general feeling and understanding of the rudiments of drawing.

Participants are also taught photography and art appreciation through painting on canvas and other experimental techniques, all geared towards achieving a better understanding and knowledge of fine arts from a professional perspective.

DRUMMING ENSEMBLE

Friday: 5:00 p.m. – 7:00 p.m.

In this discipline the areas explored include:

- The reproduction of different sound bases, open tone and tips from various areas of the drumhead.
- Timing and tempo (use of timelines, drum rhythm, basic beat system, cross rhythm).

STEEL PAN

Wednesday: 6:00 p.m.–9:00 p.m.

Students are given a basic understanding of the techniques in playing the steel pan. The programme teaches Introduction to Steel Pans, Introduction to Basic Rhythm and Tones, Sight Reading and Music Notation, Maintenance and basic chord progression.

As part of the UTech Steel Pan Ensemble, students develop a repertoire that includes Caribbean, Jamaican folk and popular music. Students will be engaged as a professional performing ensemble at the university's events.

INSTRUMENTAL BAND

Monday: 5:00 p.m.– 8:00 p.m.

Students are taught different techniques in playing music, theory and musicianship, individually and as a group. They are also taught how to improvise using basic theory and techniques learnt.

As members of the UTech Instrumental Band, students develop a repertoire that includes the blues, Jamaican folk and popular music. Students will be engaged as a professional performing ensemble at the university's events.

Visit the Centre for the Arts Link on UTech Ja website; find us on Facebook – Centre for the Arts, UTech Jamaica or follow us on Instagram and Twitter @CFA_UTechJa to learn more about our services.

UTECH FOUNDATIONS

Two Foundations have been established as charitable organizations to support the University of Technology, Jamaica and its programmes.

The UTech Foundation in Jamaica was established in 1988 to promote academic excellence and has been providing extra-budgetary financial support to the University for scholarships to local students, financial aid, staff training and development, research and other special projects.

The American Foundation of the University of Technology, Jamaica (AFUTech) established on March 10, 2004:

- supports institutions of higher learning with capital improvements, general operating expenses, provision of services or participation in joint undertakings.
- sponsors and supports scholarships for stu-

dents in institutions of higher learning and operates exclusively for charitable and educational purposes.

Application forms for Foundation scholarships are available at the Financial Aid Office on the Papine campus.

UTECH ONLINE-BLENDED LEARNING

In its effort to increase flexible access to academic programmes and services, UTech, Ja. has been intensifying its use of various technology modalities to facilitate online-blended learning. The aim is to deliver lectures and course materials through various blends or combinations of the web, videos, podcasts, video-conferencing and other interactive media, while enriching face-to-face dialogue and interactions within the physical classroom. Several courses of study will also be delivered fully online throughout the Caribbean and beyond.

All first year students will have the opportunity to pursue selected General Education modules in either a blended or completely online format through the virtual learning space UTechOnline (<https://utechonline.utech.edu.jm>). In keeping with the semesterization thrust, students will ultimately be able to select modes of delivery that are most convenient and suitable for their learning styles. These new arrangements will require adequate access to individual computers/laptops and internet bandwidth. Students will also be expected to participate in

orientation sessions to the learner support systems. The timetable and other details relating to the launch of specific pilot initiatives will be communicated at the school level.

UTech Online Learning Management System (LMS)

UTechOnline is the University's official virtual learning space, which is powered by the Moodle Learning Management System (LMS). It is home to an array of modules and courses of study in various formats ranging from simple web-assisted and web-enhanced features to more interactive blended, hybrid or fully online delivery. UTechOnline can be accessed at <https://utechonline.utech.edu.jm>

As a registered student, your official UTech login ID and Password will provide access to UTechOnline. Your official UTech email address will be required also to access this learning space, so a transition period is being arranged for all students who currently utilise other email addresses to create one. More details regarding the access to UTech Online will be provided in special online orientation documents.

All online students are expected to have access to a computer with the following minimum technical specifications:

Minimum Hardware Requirements for UTechOnline

- 2 GB of RAM
- 1 GB of free disk space

- Broadband Internet connection (56 Kbit/sec or faster)
- Sound card with speakers or headphones

Minimum Software Requirements for UTechOnline

- Operating System (OS)
 - Windows XP Operating System (or better) for Window computers
 - OS X for Macintosh computers
- Browser Options and Requirements
 - Mozilla Firefox 15 or later
 - Google Chrome 22 or later (<http://www.google.com/chrome>)
 - MS Internet Explorer 9.0 or later – a download is available from Internet Explorer site.

Other Support Features Required

- JavaScript must be enabled (http://support.mozilla.org/en-US/kb/javascript-settings-for-interactive-web-pages#w_enabling-and-disabling-javascript)
- Cookies must be enabled (<http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-web-site-preferences>)
- Pop-up blocker must be turned off (http://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings)
- Mozilla Firefox Adobe Acrobat Reader (<http://get.adobe.com/reader/>)

- Adobe Flash (<http://get.adobe.com/flash-player/>)
- Adobe Shockwave (<http://get.adobe.com/shockwave/>)
- Java runtime environment
- VLC player

UTECH PHARMACY

The pharmacy is managed and operated by registered pharmacists with the assistance of pharmacy students and a Pharmacy Technician. It is a legally operated facility that is registered by the Pharmacy Council of Jamaica.

The objectives of the pharmacy are to:

1. facilitate the learning process of 3rd-year pharmacy students, giving them real hands-on experience, and
2. provide pharmaceutical services to the UTech, Ja. communities.

The pharmacy carries a wide range of prescription drugs, non-prescription drugs, toiletries, first aid supplies, multi-vitamins, contraceptives, cough and cold preparations and much more. It also has an up-to-date computerized programme for processing prescriptions.

Accepted insurance schemes include Sagicor, Medicus and National Health Fund (NHF). All Major Credit Cards and Debit Cards are also accepted.

Pharmacists are available for private consultation regarding prescriptions, drug-related matters and disease concerns. Please feel free to talk to them.

Opening Hours:

Monday–Thursday: 10:00 a.m. – 6:00 p.m.
Friday: 9:00 a.m. – 5:00 p.m.

Contact Information:

Straight Line: 876-970-2492, Extension: 2301

UTECH REHABILITATION CENTRE FOR CHILDREN WITH EXCEPTIONALITIES

The Centre, is governed by the College of Health Sciences (COHS) School of Allied Health & Wellness (SAHW). Daily rehabilitative and therapeutic care is offered to severe residents of Sophie's Place Gordon Town a Mustard Seed Communities Apostolate. Each child is assessed and placed on an Individual Programme Plan to promote their ability through activities for their daily living skills in allowing each child to reach his/her maximum potential.

The Centre is a shared space with The Shelly-Ann Fraser Assessment Centre. We embrace the future growth and development of the University of Technology, Jamaica and Mustard Seed Communities and network with external agencies.

ACADEMIC SUPPORT

The UTech, JA Rehabilitation Centre provides opportunities for education, training and research in the field of Disabilities Studies. The Centre serves as a practicum site for BSc. students in the Child and Adolescent Development Course of Study and facilitates practical training and research opportunities for local,

regional and international students of other courses upon request.

TEACHING & LEARNING

Lecturers and other staff of the college voluntarily facilitate training to the Mustard Seed Caregivers through Long Distance Learning (LDL).

VOLUNTEERS

First year students from all faculty may complete their Community Service Programme (CSP1001) of forty (40) at the Center. Each student will receive training related to attitudes towards persons with disabilities and a certificate upon satisfactorily completing their hours.

UTECH, JA. LICENCE FOR MARIJUANA RESEARCH

The University of Technology, Jamaica (UTech) received a licence on May 14, 2015 officially authorizing the cultivation of marijuana for scientific research. The licence was presented at a special ceremony to mark a day of celebrations at UTech, Ja Papine campus dubbed, "Medical Marijuana Integration Day."

The College of Health Sciences is the University's focal point for this initiative. Since 2015, UTech, Ja. has attracted national and international attention. Several partnerships have been established with growers and researchers as the University strengthens its capacity to take full advantage of the potential opportuni-

ties to flow from research into medicinal Cannabis Sativa.

WELLNESS CENTRE

The Wellness Centre was established at the University of Technology Jamaica, College of Health Sciences in 1999 based on research results conducted by lecturers on the nutrition profile and the development of chronic non-communicable diseases among the University population.

Among its activities are:

- **Services:** Registered Dietitians/ Nutritionists provide nutrition counselling and life-style enhancing programmes in nutrition, weight management, fitness, sports, stress reduction and other related services.
- **Training:** Dietetics and Nutrition students are trained in the art of science of nutrition counselling. The Centre also acts as a preceptor site for externship students.
- **Events:** Provides resources for health fairs and research expos.
- **Research:** Engages in research related to nutrition

The Wellness Centre is located at the COHS Ground Floor. We accept medical referrals or self-referrals and appointments made by contacting the Administrative staff at the COHS office at 876-927-1680-8, Extn 2315. Email: cwalker@utech.edu.jm

SECTION D



STUDENT FINANCIAL SERVICES REGISTRATION & ENROLMENT



STUDENT FINANCIAL SERVICES

Garcia Green-McLennan
Director, Student Financing

OVERVIEW

The information contained herein represents a comprehensive policy guideline on matters concerning student financing for undergraduate students; to include information on fee payment requirements as well as student related financial services offered by the University.

All undergraduate students are required to comply with these policy directives and adhere to the attending procedures; as outlined in this section of the Student Handbook. Please note that these policies and procedures are subject to change without notice.

FEES STRUCTURE

THE ENROLMENT COMMITMENT DEPOSIT (ECD)

All students are required to make a **mandatory Enrolment Commitment Deposit (ECD) payment at the start of each semester**; in order to begin module selection. The ECD is not an additional fee, instead it is a deposit towards the overall cost for each semester's tuition and is non-refundable. The ECD is also non-transferable from one academic year to the next; except where students are approved for Leave

of Absence; or Deferral as a newly admitted student.

Once the ECD requirement is satisfied, students will be given the opportunity to select modules; and they are required to meet the minimum amount for financial clearance in each semester; as per the approved payment plan options.

TUITION & ANCILLARY FEES

Tuition fees are payable at the start of each semester, while the following non-refundable ancillary fees are payable annually, usually at the beginning of the academic year:

1. Students' Union Dues
2. Health Insurance
3. Student Welfare Fund
4. Registration
5. Jam Copy Tariff
6. Health/Personal Accident Insurance
7. Other fees where applicable (Law Library, Axis Journal, E-Books)

Students are required to pay all the fee components outlined above. In addition, some Colleges/Faculties may have other prescribed fees

for particular activities. For example, Axis Journal fee – applicable to Faculty of the Built Environment, Law Library fee in the Faculty of Law, and the E-books fee, applicable to the College of Health Sciences.

Please note that the **ECD** which is paid in a student's first semester will **go towards the mandatory miscellaneous fees**. Where the Ancillary Fees are more than the ECD, the student will be required to pay the difference at the start of the academic year.

TUITION FEES

1. Tuition fees are calculated on a per credit basis, and are based on the total number of credits taken by a student in a given semester.
2. The cost per credit for each module is determined by the Faculty/College from which the module is being offered, based on the associated credit value assigned to each module. The following guidelines are applicable as it relates to tuition fees:
3. Under Semesterization, students are allowed to select modules and class times online using UTech, Ja's Students' Portal, via the University's website at www.utech.edu.jm.
4. Students can ascertain the cost per credit for each module from the respective College/Faculty that offers the respective modules. This information is displayed on the student's fee breakdown and on the Students' Portal.
1. Based on the modules selected and the credit assignment for each module, an invoice is generated automatically; which details the total amount for which the student is billed for the modules selected; plus the miscellaneous fees.
2. The flexibility of semesterization allows students to take a minimum of nine (9) credits per semester; thereby giving them the freedom to meet their financial obligations to the University.
3. Irrespective of the number of modules selected, students are required to pay in full (100%) for all modules selected, as well as clear any outstanding balance previously owed to the University.
4. The number of modules selected can be as low as 9 credits or as high as 21 credits; and the number of modules selected should be based on the student's ability to pay.
5. This means that the 100% fee payment requirement will vary from student to student; depending on the number of modules that are selected.
6. The University may decide to offer a payment plan to students.
7. If offered, all students who do not pay 100% of fees for modules selected by the Census Date, would default to the University's Standard Payment Plan for that semester and would be subjected to all terms and conditions of the plan.
8. Students may request an estimate of fees from Student Financing Department by sending an email to feeestimate@utech.edu.jm
9. The Estimate of Fees is offered at no cost

ANCILLARY FEES

1. Ancillary fees are applicable even if a student registers for one semester of the academic year.
2. Students, who are accepted to begin school in the January cohort, are required to pay ancillary fees in their first semester (January); as well as at the start of the next academic year (August). Even though both periods fall within one (1) calendar year, they span two (2) academic years.
3. Ancillary fees are non-refundable and would only be refunded, if the University withdraws the offer to the student or if the course of study to which the student has applied has been cancelled.

PROCEDURES FOR GENERATING INVOICES

1. Log into the Students' Portal via website www.utech.edu.jm
2. Select modules to be pursued at the beginning of each semester and the summer session.
3. Submit and confirm modules, then print invoice for modules selected
4. Pay in full or according the approved payment plan, at any of the University's approved payment gateways: Paymaster or Bill Express island-wide; as well as Jamaica National Building Society (JNBS), or National Commercial Bank (NCB).
5. Await financial clearance by monitoring the 'In-Tray' on the Students' Portal.

6. After two (2) clear working days (Monday to Friday), check the 'In-Tray' on the Students' Portal for the Financial Clearance (FC) message.
7. If modules are not confirmed and the requisite payment made based on the approved payment plan, financial clearance will not be granted.
8. When financial clearance (FC) is granted, follow the steps outlined within the FC message to complete the enrolment process online.
9. Please note that the financial clearance process is automated and will be granted electronically when full payment has been received, as outlined on the invoice.

REGISTRATION CENSUS DATE

The University will notify students of the Registration Census Date for each semester. The Census Date is the final date for students to be registered on-time, in order to avoid late fee penalties.

The Census Date is also important; because it is the final date for students to indicate to the University their intentions to enroll for a given semester. This will allow the University to effectively plan for the delivery of classes in that semester.

*IMPLICATIONS OF THE REGISTRATION
CENSUS DATE*

Any confirmed modules which remain on the system after the Census Date, would be considered an indication from the student that:

- he/she intends to be in school for that semester;
- the modules confirmed are the ones the student will undertake;
- the modules confirmed are the ones for which the student should be held liable.

Essentially by confirming the modules as at the Census Date, a student has given the University the go-ahead to provide the required resources for teaching and learning for that semester. This means the student accepts full liability for the fees generated as of module selection and conformation.

*CENSUS DATE – REWARDS FOR PAYING
ON TIME*

Students who pay in-full by the Census Date – Get Cash Back

- A 2% rebate on tuition only.
- Automatic clearance to sit exams

How To PAY YOUR FEES

The process in paying fees involves students using any of the payment gateways and following the instructions outlined below.

Payment Locations in Jamaica:

1. Fees can be paid by cash, debit/credit card or Manager's Cheques at any of the following locations:
 - a. Paymaster outlets island-wide
 - b. Bill Express outlets island-wide
 - c. National Commercial Bank (NCB) branches island-wide
 - d. Jamaica National Building Society –JN Bank (JNBS)
2. Your name and Student Identification Number are required for all payment transactions.
3. It will take at least two (2) working days (Monday to Friday) for fees paid at the external payment agencies to be financially cleared.
4. Financial clearance may exceed two (2) working days during the busiest periods of registration.
5. Personal Cheques will NOT be accepted at external payment agencies.

*PAYMENT PROCEDURES FOR NCB
CUSTOMERS ONLY:*

In order to facilitate payment at the bank, you will need the following documents:

1. UTech's Fee Breakdown Sheet (invoice) for tuition or boarding, which will indicate the student's name, ID number and amount to be paid
2. A completed regular NCB deposit voucher

UNDERGRADUATE FEE PAYMENT SCHEDULE – SEMESTER ONE, 2024/2025

Census Date – Friday September 30, 2024	
Date	Details
Aug 08 – Sep 30	<p>Pay mandatory Enrolment Commitment Deposit (ECD) to begin Enrolment</p> <ul style="list-style-type: none"> • New and Returning Local Students - J\$30,000.00 • New and Returning International Students – US\$275.00 • The ECD is not a charge, it is a deposit (payment) towards overall tuition cost <p>Access to classes and completion of registration will be granted ONLY after the following conditions are met:</p> <ul style="list-style-type: none"> • Students have been given academic progression by his/her College/Faculty; • The Admission & Enrolment Office has created students' enrolment record for semester one • Students have paid the ECD and waited two (2) clear working days for his/her account to be updated with the payment.
Aug 08 – Sep 30	<p>Option 1 – Pay Tuition & Boarding in Full & On-time by Census to benefit from Rebate</p> <p>100% Payment by Census Date will allow students to receive a 2% Rebate on tuition only. N.B. The rebate is:</p> <ul style="list-style-type: none"> • Applicable only to fully registered self-financed students; • Not applicable to Sponsored/Scholarship students including SLB recipients; • Only applicable where students also complete the 10-step process on-line to complete registration.
Aug 08 – Nov 30	<p>Option 2 – Pay Tuition in Part according to the stipulated Installment Deadlines</p> <p>Semester 1 Tuition Invoice can be paid in Three (3) Instalments:</p> <ul style="list-style-type: none"> • 1st Installment (30%) to be paid by September 30, 2024 – Failure to meet 30% of total semester's tuition invoice by September 30, 2024 will result in accounts being charged a Late Registration Fee of J\$10,000.00 or US\$100.00 • 2nd Installment (30%) to be paid by October 31, 2024 - Failure to meet 60% (30+30) of total semester's tuition by October 29, will result in accounts being charged a Facility Fee of J\$10,000.00/US\$100.00. • 3rd Installment 40% to be paid by November 30, 2024 - Failure to meet 100% (30+30+40) of total semester's tuition invoice by November 30, 2024 will result in accounts (E:Vision Portal) being blocked at the end of the semester. Where accounts are blocked due to outstanding balances, students will be prevented from registering in subsequent academic sessions and will not be able to receive clearance for award of certification; until outstanding fees are cleared • A Delinquency Fee of J\$10,000.00 or US\$100.00 per month up to a maximum of J\$20,000.00 or US\$200.00 will be charged for all outstanding fees (tuition & boarding) beyond November 30, 2024.
Aug 08 – Nov 30	<p>Part-Payment and Conditionalities for Boarding Students</p> <p>Semester 1 Boarding Invoice is to be paid in Three (3) Instalments:</p> <ul style="list-style-type: none"> • 1st Installment (30%) of total semester's boarding invoice to be paid by September 30, 2024 • 2nd Installment (30%) of total semester's boarding invoice to be paid by October 31, 2024 • 3rd Installment 40% of total semester's boarding invoice to be paid by November 30, 2024

UNDERGRADUATE FEE PAYMENT SCHEDULE – SEMESTER ONE, 2024/2025

Date	Details
Aug 08 – Nov 30	Conditionalities for Part-Payment Plan – Boarding & Tuition
	<p>Boarding students are required to:</p> <ul style="list-style-type: none"> Pay the minimum 30% of total Boarding invoice, as well as 30% of total Tuition invoice by September 30, 2024; in order to avoid Late Registration Fee of J\$10,000.00 or US\$100.00. Pay a minimum of 60% of total Boarding Invoice as well as 60% of total Tuition invoice by October 31, 2024 in order to avoid the Facility Fee of J\$10,000.00 or US\$100.00 Complete full payment (100%) of Boarding and Tuition Invoice by November 30, 2024 in order to avoid account (E:Vision Portal) being blocked at the end of the semester. Where accounts are blocked due to outstanding balances, students will be prevented from registering in subsequent academic sessions and will not be able to receive clearance for award of certification; until outstanding fees are cleared.
SLB Students awaiting Final Loan Approval	
	<ul style="list-style-type: none"> SLB students are reminded as a condition of their SLB loan, they are required to pay in full the annual Miscellaneous Fees (out-of-pocket) in order to be financially cleared; even with a fully approved loan. The payment of the ECD will therefore go towards covering these annual ancillary fees. Where the ancillary fees for a specific programme exceeds the ECD of \$30,000.00; students MUST also pay the difference, in order to be financially cleared. SLB students are encouraged to submit all required documents to ensure that they secure a fully approved loan by the Census Date, September 30, 2024. No Fee Penalties will be applied to SLB students awaiting final loan approval.
Fully Sponsored / Scholarship Students	
	<ul style="list-style-type: none"> Recipients of Full Scholarship/Sponsorship are not required to pay the ECD; where their scholarship/sponsorship covers the full amount for each semester. Scholarship/sponsorship students with prior year credit balances equal or exceeding the minimum ECD requirement, will need to contact the Student Financial Services Unit: fincustomersupport@utech.edu.jm Unit to request the transfer of funds from the previous academic year to the current one.

- indicating clearly if the payment is for tuition or boarding
3. Tuition and boarding must not be paid on the same deposit voucher; two separate deposit vouchers are needed.

The following information must be stated clearly on the deposit voucher:

1. UTech's Account Number: 371360247 (JA\$ payments) OR,
2. UTech's Account Number: 371060375 (US\$ payments)
3. Student's Name
4. Student's Identification Number
5. The amount being paid
6. The name of the person making the payment, which must be written in the section "PAID IN By _____"
7. "UTech School Fee Payment" stated in the section "ACCOUNT NAME_____"
8. Students are encouraged to retain all receipts for transactions done at the University and at our external payment agencies for future reference.

PAYMENTS BY E-BANKING

Payments in local currency can be made to the E-Banking facility (NCB customers only); The following are the instructions to access NCB Online: at www.jncb.com

1. Go to www.jncb.com
2. Select the "Bill payments" tab

3. Click "Add bill payee"
4. Select "Schools & universities"
5. Click "Next"
6. Select "University of Technology Jamaica"
7. Enter your ID number (NB. ensure the ID number is correct as you will not be asked for an ID number when making future payments, however you can edit the payee in the future)
8. Enter 'Tuition' as the Transaction Type

PAYING FEES OVERSEAS (WIRE TRANSFER)

Transfer of funds should be made to National Commercial Bank (NCB), Branch location for local transfers: Matilda's Corner, Kingston 6; International Transfers: Corporate Branch 32 Trafalgar Road, Kingston 5 Jamaica, W. I. The following should be stated to the representative at the bank.

1. UTech's Account Number 371060375; for students invoiced in US\$ or UTech's Account Number 371360247; for students invoiced in JA\$
2. SWIFT CODE: JNCB JMKX
3. Student's Name
4. Student's Identification Number
5. Indicate the type of payment being made i.e. "Tuition Payment" OR "Boarding Payment"
6. Include details of student's name and identification number in wire transfer details.
7. Send confirmation of payment

to the Student Financial Services Unit
at fincustomersupport@utech.edu.jm.

Please pay attention to the following conditions:

1. That wire transfers take an average of up to fifteen (15) working days or more, depending on the point of origin of the transfer.
2. Any charges incurred during the transfer will be deducted from the original amount being sent and the remainder applied to the recipient's account.
3. Students should verify with their banks, that the address of the sender meets the international standards for wire transfer transactions. This means that the sender's domicile should be identifiable when searched via satellite.
4. If this information is not disclosed by sender, this will delay or prevent the transaction from being processed at UTech's bank.

- Indicate the type of payment being made, eg. tuition, boarding , transcript, graduation etc.

2. Students should ensure that the details printed on the receipt corresponds to the information given to the cashier (UTech Bank Account number is NOT required).
3. Students are also encouraged to retain all receipts for transactions done with the University and at our external payment agencies for future reference.

FEE PAYMENT PROCEDURES FOR SCHOLARSHIP RECIPIENTS

1. Students who are recipients of full/part scholarships are required to make contact with the Scholarship Unit and submit written verification of their scholarship and their Fee Breakdown Sheet.
2. Scholarship recipients should send their Scholarship Letter to the attention of Mrs. Pauline Madourie and submit by email to pmadourie@utech.edu.jm; or drop off scholarship letters in person to the Scholarship Office at the Papine Campus.
3. This is to allow for the registration of the scholarship on their account, so that they may receive financial clearance.
4. Scholarship recipients from any of our satellite campuses are required to submit the aforementioned documents to the Administrative Office at their respective campuses. The Campus Administrator/

PAYMASTER/BILL EXPRESS PAYMENT PROCEDURES

1. Students are required to indicate the following to the teller at any of the Paymaster/Bill Express offices island-wide:
 - Student Identification Number
 - Student Name
 - Amount being paid
 - Indicate that payment is being made to "UTech"

- Assistant Registrar of that campus will forward them to the Scholarship Unit at the Papine Campus for processing.
5. Scholarship recipients who do not have approved scholarship in time for the Census date, will be subject to the requirements of the Standard Fee Payment Plan
 6. Financial clearance can only be given when a written Donor Commitment is received by the Financial Aid Office or the minimum payment made, according to the approved payment plans.
 7. Where Scholarship commitments are not received by the Scholarship Office before the Census Date to allow for financial clearance, these students are subject to all conditionalities as stated in the approved payment plan.
 8. Scholarship recipients are required to pay all fees in excess of the amount covered by the scholarship, in order to receive financial clearance in any given semester.
 9. Scholarship students who have failed modules will be required to bear the full cost to redo the modules; unless otherwise stipulated by the Donor in writing.
 10. Students are required to liaise with the Scholarship Office to ensure that the scholarship donor pays the agreed fees within the agreed time.
 11. If the scholarship donor fails to pay the required fees, the student is ultimately liable and will be required to pay all outstanding Fees, On Demand.

FEE PAYMENT PROCEDURES FOR SPONSORED STUDENTS

1. Sponsored students are required to submit their Letter of Undertaking from their sponsor; in order to be registered for a given semester.
2. The sponsorship letter can be dropped off at the Sponsorship Unit (located in Finance and Business Services Division) or it may be sent by email to studentcollections@utech.edu.jm.
3. Students should aim to finalize their sponsorship, so that at the very least, a written commitment to pay can be given by the sponsor to the University, before the Census Date in each semester.
4. Students who do not have approval for their sponsorship in time for the Census Date requirement, are subject to the requirements of the Standard Payment Plan for a given semester.
5. Financial clearance can only be given with a letter of commitment to pay at least the minimum fee payment requirement, according to the approved payment plans.

6. Where sponsorship commitments are not received by the sponsorship office before the Census Date to allow for financial clearance, these students are subject to all conditionalities/penalties for non-payment as stated in the approved payment plan.
7. Sponsored students are required to pay all fees in excess of the amount covered by the sponsorship.
8. Sponsored students from any of the satellite campuses are required to submit their letter of commitment from the sponsor to the Administrative Office at the respective campuses; where the administrator of that campus will forward them to the Sponsorship Unit at the Papine Campus for processing.
9. Sponsors are required to pay all outstanding fees within 30 working days of the official close of registration each semester.
10. Students must ensure that their sponsors adhere to the credit conditionalities and comply with the stipulated payment deadlines.
11. If the sponsor fails to pay by the stipulated deadline, the student is ultimately liable and will be required to pay all outstanding fees, on demand.

FEE PAYMENT PROCEDURES FOR STAFF MEMBERS & DEPENDENTS OF STAFF MEMBERS

1. Staff members or dependents of staff members who are eligible for a tuition waiver are required to submit their fee breakdown to the Human Resource (H.R.) Department for approval.
2. Staff members are required to meet the ECD requirement in order to begin module selection, pending approval of the sponsorship through the Human Resource Department.
3. Once the H.R. Department gives the approval and states the value of the waiver, this information will be forwarded electronically to the Students Receivable Unit in order for the student's account to be updated.
4. The student is then required to pay the remaining tuition/miscellaneous fees required for enrolment.
5. Staff members may also make arrangements via salary deduction or staff guarantee to pay outstanding fees for themselves or their dependents.
6. This arrangement is made through the Student Debt Recovery Unit and must be approved by the Receivables Accountant or the Director of Student Financing /and the Payroll Department.
7. Where a staff member sets up an approved

- payment arrangement via salary deduction to settle 100% of balance outstanding, the student may receive financial clearance and be exempted from the facility fees.
8. If an employee settles the outstanding fees over the counter before and wishes to cancel the payroll deduction order; s/he may complete a Stop Order Request through the Student Debt Recovery Unit; and present the original receipt to substantiate the settling of the debt. The request will be reviewed and approval will be given by the Receivables Accountant (if the students account is fully settled), to cease the payroll deductions.
- FEE PAYMENT PROCEDURES FOR EARN & STUDY STUDENTS**
1. Students employed on the University's Earn & Study Programme are allowed to make tuition and boarding payment via the Earn & Study Tuition Payment Agreement.
 2. This agreement will allow students to receive financial clearance for enrolment or boarding, by committing to pay these fees from future earnings under the Earn & Study Programme
 3. The fees are deducted at source from the stipend paid to student work at each payroll period (fortnightly or monthly).
 4. Students who do not adhere to the terms and conditions of the agreement are subject to all penalties applied to students with outstanding balances.
5. Interested students can make this arrangement through the Student Welfare Unit.
 6. Arrangements will be made by the Student Welfare Office to collect the tuition payments at source, for each payroll period, until the full commitment is honoured.

GUIDELINES FOR TUITION REBATE

RATIONALE

In a bid to augment our fee payment offerings to students, the University of Technology, Jamaica (UTech, Ja.) has implemented an initiative to recognize and reward students who attend to their tuition requirements in full and on-time each semester. Students who pay 100% of their tuition and miscellaneous fees on-time and complete the 10-step process online to complete registration by the Census Date will receive a 2% rebate on tuition fees only.

ELIGIBILITY CRITERIA

1. All fully registered students both local and international, at the undergraduate level.
2. Students may be attending any one of the University's campuses, including all satellite campuses in Jamaica.
3. Students must be fully registered and all fees paid in full by 11:59PM on the Census Date.

4. Students must be self-financed and should not be receiving sponsorship/scholarship to cover any portion of the tuition.
5. Students should not make any changes to their invoices after the Census Date.
6. Persons receiving Fee Waivers (grants) from UTech Ja's H.R. Department are not eligible.
7. Students who are employees of UTech, Jamaica are not eligible.
8. Students who serve on the Students' Union Executive are not eligible.
9. Students receiving grants from the University's Student Welfare Office or the Students' Union are not eligible.
10. Students pursuing studies at UTech Academy, or Short Courses are not eligible.

GENERAL PROCEDURES FOR FINANCIAL CLEARANCE

1. Financial clearance will only be given after students have selected and confirmed their modules, and have paid the required fees in full (including any outstanding fees from previous semesters).
2. SLB recipients, scholarship and sponsored students must pay the ancillary fees in full, in order to receive financial clearance.
3. SLB recipients, scholarship and sponsored students must pay any amount in excess of the amount covered by their sponsor/donor, in order to receive financial clearance.
4. The financial clearance process has now been automated therefore students will not be required to visit the campus for "Financial Clearance". Manual clearance is not available.
5. The Receivable Department, in conjunction with the Enterprise Application Systems (EAS) Department, will upload data provided by the payment agencies to the students' accounts, based on the payment records received, in order to facilitate automatic financial clearance.
6. Students should refer to the Online Registration Guide on the Students' Portal which outlines the steps for completing the enrolment Process.

CONDITIONALITIES

1. The Rebate will be applied on all accounts where students pay 100% of fees by the Census Date.
2. Students may make multiple payments, but the sum total of those payments must be equal to 100% of tuition & miscellaneous fees by Census Date.
3. The 100% fee payment must be received by the University or its agencies (NCB, Bill Express, Paymaster, and JN) by 11:59 PM on the Census Date.

7. Students will receive regular messages on their portal, to inform them of their registration status.
8. Students are required to monitor their portal ‘In tray’ for messages regarding financial clearance. They are further urged to take note of the details of the messages and follow the recommended actions.
9. If after two (2) clear working days following fee payment, a financial clearance message does not appear in the ‘In tray’, please contact the Student Financial Services Unit via email fincustomersupport@utech.edu.jm.
10. The notification message you will receive in your ‘in tray’ may include any of the following:
 - a. “You have been financially cleared . . .”
 - b. “You have not paid the requisite amount to be registered . . . The remaining balance must be settled to avoid penalties.”
 - c. “Your financial status cannot be assessed because you have not confirmed your module selections.”

Please pay special attention to the instructions displayed which would indicate if there is a problem with your registration and follow the recommended actions. You cannot be registered unless:

- a. the requisite fees have been paid
 - b. your modules are confirmed
11. Financial clearance is given electronically,

based on your invoice and payment agreement.

IMPLICATIONS FOR NON-COMPLIANCE WITH FEE PAYMENT REQUIREMENTS

Students are urged to pursue the number of modules based on affordability based on the flexibility of semesterization. Where students opt to take a payment plan, it is expected that they will honour their financial obligations as stipulated in the payment plan, in order to avoid arrears. A student will be deemed to be in arrears if:

- fees from previous years remain unpaid (such a student will not normally be allowed to register).
 - an expected payment is not received on or before the due date.
 - any late fees or miscellaneous fees are unpaid.
1. Students who are not registered will be delisted.
 2. Students whose payments are late may be charged a late fee.
 3. Students who are in arrears will be blocked from viewing grades and enrolling in subsequent semesters.
 4. Provisionally enrolled students who utilize the University’s services by attending classes but fail to complete their registration by the stipulated date, will NOT be allowed to sit exams.
 5. The names of the students who fail to settle

- the outstanding payments may be published in the local newspaper, sent to the Credit Bureau, and to the external debt collector.
6. Before a student account is transferred to any of the medium stated above, reminder and demand notices will be sent using the email and address the student provided.
 7. Once a student's account has been transferred to the external debt collector, a service charge for the collector will be applied to student's account, as such we urge all students to settle promptly.
 8. Students who are in arrears may be debited normal student privileges, including access to the library / medical services etc.
 9. Students in arrears will NOT be able to access transcripts, awards or status letters, until the balances are settled in full.
 10. Students are being reminded to ensure that they update their contact information on the system, so that they can receive notices, and any communication from the University.

THE STUDENTS' LOAN BUREAU

THE APPLICATION PROCESS

The Students' Loan Bureau (SLB) funds tuition fees for studies being pursued at Universities – both publicly and privately owned, Community Colleges and Teachers' Colleges, as well as other institutions approved by the Ministry of Educa-

tion. The process of acquiring a loan from the SLB has evolved over the last four decades from a paper-based system of applications to being fully online. Applications for any of the three 3 loan types: The Targeted Loan, SLB PAYS Loan and Post Graduate Loan can be accessed by visiting the Bureau's website – www.slbja.com.

The SLB funds tuition and examination fees ONLY. Therefore, it is important to note that, if you have failed a module and you are repeating, the SLB will not cover the cost of that repeated module. SLB beneficiaries must take the FULL COURSE LOAD required by the institution for the specified academic year.

The application period for each academic year usually commences in February and extends to May.

Who is eligible to apply for a Target loan?

- Jamaican citizens of ages 18 to 65
- Persons who will be pursuing studies or are currently attending an approved tertiary Institution

Who is eligible to apply for a SLB PAYS loan?

- Jamaican citizens of ages 18 to 65
- Students who have been employed in their current jobs for at least one year and whose places of employment facilitate salary deduction;
- Parents/ Guardians/Spouse who wish to apply on behalf of the student and meet the above employment criteria

Who is eligible to apply for a Post Grad loan?

- Jamaican citizens of ages 18 to 65
- Students who have been employed in their current jobs for at least one year and whose places of employment facilitate salary deduction.

How do I apply for a loan?***RETURNING SLB BENEFICIARIES***

All returning applicants are required to submit a one-page electronic renewal application called a status report form by the application deadline to facilitate the renewal of their loans.

- Visit the SLB website – www.slbja.com
- Click on the apply online tab
- Click the sign up tab to register
- Follow the instructions outlined by the SLB to complete the application

NEW APPLICANTS TO THE SLB

New applicants are required to complete a 12-page electronic application form and submit the relevant application documents within the specified time frame. Late applicants may communicate with the SLB's Loan Processing Unit regarding a late application period and fee.

- Visit the SLB website – www.slbja.com
- Click on the apply online tab
- Click the sign up tab to register
- Read and follow the instructions provided to you by the SLB to complete the application.

NOTE: New applicants can apply for an SLB loan prior to receiving an offer from the tertiary institution.

What do I need to apply for a loan?

1. One certified passport size photograph (certified by a Justice of the Peace or Attorney).
2. Taxpayer Registration Number (TRN). TRN card or the slip issued by TRN Office must be presented.
3. One (1) Photographic Identification (one of the following)
 - a. Valid Passport
 - b. Valid Driver's License OR
 - c. National Identification (Voter's ID)
4. Birth Certificate (original or Certified copy is acceptable)
5. Transcript/Examination results along with Student identification card (Applicable to students who are already enrolled in an approved programme of study).
6. Letter of acceptance for students who will be entering the institution for the first time.
7. Proof of banking information to include i. Name of Bank, ii. Branch, iii. Account Holder and iv. Account number. Proof can be in the form of (a) Bank book or (b) Bank statement
8. Income verification for all employed members of the household.
Methods of income verification include:
 - a. Letter from employer stating job title

- and gross salary earned whether annually, monthly, fortnightly or weekly;
- b. Last three (3) pay slips;
 - c. For informal self-employed members of the household – Declaration of Self-Employment Form;
 - d. For formal self-employed members of the household – a current audited account from a certified Accountant;
 - e. For persons who are employed to basic schools that are governed by the Ministry of Education (MOE), they will be required to submit the three last payslips from the Ministry of Education (MOE) and a job letter signed and stamped from the basic school.
9. For households where there is **NO** employed members (inclusive of the applicant), a Zero Income Household Form must be completed and notarized by a Justice of the Peace.
10. Proof of PATH benefit for household member(s) registered under the PATH scheme by means of a:
- a. NCB PATH Cash Card;
 - b. A letter from the Ministry of Labour & Social Security OR
 - c. A PATH cheque-stub (within the past 6 months of submission)
11. Declaration Form (original document must be submitted to the SLB's office)

If you are applying to a university as a new stu-

dent, you can bring in the acceptance letter as soon as you have received it from the institution. However, all other documents as outlined above must be brought in order for the loan to be processed.

The Students' Loan Bureau website – www.slbja.com houses all relevant information on the how, when and where of applying for a loan. The SLB's process is a convenient one that allows the student to complete the form at intervals where assistance may be sought for clarification as necessary.

For further information please feel free to email the Students' Loan Bureau at info@slbja.com; by phone at 876-619-4752; or WhatsApp 876-279-8080.

STUDENTS' REFUNDS POLICY

GENERAL GUIDELINES

1. In the case where a student has overpaid on his/her account, the student has the option to request a refund or allow the funds to be applied to the next semester's fee.
2. Refund applications are accepted at the end of each academic year so as to ensure that students adequately cover their financial obligations for the entire academic year. The refund application periods are as follows:
 - May 15–July 31 – Students whose last enrolment for the A/Y is semester two

- July 01–August 31 – Students whose last enrolment for the A/Y is in the summer session
3. The processing time for a refund is at least 15 working days, after approval.
 4. Failure to correctly complete the application form and/or submit ALL the required documentation (including payment receipts); may result in a delay in processing the refund.
 5. In the case of 3 above, the refund will not be paid until the outstanding documents for the year in which the refund is being sought are submitted.
 6. Please note that scholarship/sponsorship recipients should allow an additional 5 working days for processing as these applications must also be vetted and verified by the Financial Aid Office.
 7. Students will be advised via an email from the Receivables Department when their refund application is received and processed.
 8. If approved, the refund will be processed based on the method of payment used in the original transaction as follows:
 - Where payment was made using cash, debit/credit card, Manager's Cheque at any the University's external payment agencies, the refund will be paid by cheque and can be collected at the cheque Disbursement Unit on the Administration Building
 - Where payment was made using a credit card via UTech online, the refund will be charged back to the credit card holder whose credit card was used to make the payment to UTech, Ja.

ACCOUNT OVERPAYMENT – SELF FINANCED STUDENTS

1. Self-financed students are those who have paid 100% of their fees 'out of pocket', that is without the assistance of a sponsorship or scholarship. These payments can be made by cash, manager's cheque, debit or credit card, and will be processed as per the general guideline stated above.
2. Where there is an overpayment on the account of a self-financed student, the student may apply for a refund at the end of the academic year, within the stipulated period as outlined above.
3. In order to submit a refund application at the end of the academic year, students are required to download the refund application form from the University's website at www.utech.edu.jm.
4. The completed application form is to be submitted along with copies of all receipts for the academic year.

ACCOUNT OVERPAYMENT – SPONSORED STUDENTS

1. Sponsored students can only be refunded for the portion of their fees paid out of pocket.

2. Where sponsors overpay, refunds will only be paid to the student if the sponsor gives written instructions to the University for the excess funds to be paid to the specific student(s).
 3. Without this written instruction from the sponsor, the overpayment on the account will be returned to the sponsor, at the end of the academic year.
 4. Where the sponsor gives written instructions for the student to receive the refund, the student will be required to complete the refund application form and attach the supporting documents.
 5. The completed application form is to be submitted along with copies of all receipts for funds paid out of pocket for the academic year (if applicable).
 6. Sponsored students are required to identify themselves on the application form by indicating the name of sponsor(s), the amount received and the academic year in which it was received.
 7. Refund applications are to be submitted online to the email address refundapplications@utech.edu.jm.
- ACCOUNT OVERPAYMENT – SCHOLARSHIP RECIPIENTS**
- Scholarship recipients can only be refunded for the portion of their fees paid out of pocket.
 1. Where a donor overpays, refunds will only be paid to the student, only if the donor gives written instructions to the University for the excess funds to be paid to the specific scholarship recipient(s).
 2. These instructions must be sent in writing by the donor; identifying the student by name and ID number and state clearly how the excess funds are to be utilized. The Scholarship Office guides the recipient on the procedure to write to the donor.
 3. Without written instruction from the donor, the overpayment on the account will be returned to the donor, at the end of the academic year.
 4. This written instruction can be in the form of an official letter from the Donor; or an official email where the Donor's full name and title are clearly stated. The Scholarship Interview Sheet is not sufficient to allow for the payment of funds to students.
 5. Where the donor gives written instructions for the student to receive the refund, the student will be required to complete the refund application form and attach the supporting documents.
 6. The completed application form is to be submitted along with copies of all receipts paid out of pocket for the academic year (where applicable).
 7. Scholarship recipients are required to complete a specific refund form that is not used for self-financed or sponsored students. The form requires the scholarship recipient

to indicate the name of the scholarship, the value of the award and the academic year in which the award was received.

REFUND PROCEDURE – MODULE DEFERRAL BY A COLLEGE/FACULTY

(See module withdrawal policy below.)

1. Modules can only be deferred by a College/Faculty, where the module is cancelled or rescheduled because of specific challenges with the delivery of the module.
2. Under such circumstances (item 2 above), the University may consider refunding the fees for the module(s) which were cancelled/rescheduled.
3. The College/Faculty would be required to write to the Enrolment Officer in the Office of Admission and Enrolment Management, indicating the module(s) that were deferred, the reason for the deferral and the names of the affected students. The memo should also be copied to the Scheduling Unit.
4. The Office of Admission and Enrolment Management would do the necessary system checks to verify the information sent by the College/Faculty, and would ensure that the enrolment records of the affected students reflect the change(s).
5. The Office of Admission and Enrolment Management then writes to the Receivables Accountant to advise of the deferral, the reason and the affected students and request that the associated fees for the modules deferred be removed.

6. The Receivables Accountant reviews the submission and if approved, an adjustment would be done to credit the affected student's account with the amount approved.
7. If the adjustment when applied brings the student's overall balance to a credit position, the student may apply for a refund or allow the funds to remain on the account to be applied to future charges.

REFUND PROCEDURE – MODULE COLLAPSING BY A COLLEGE/FACULTY

1. A Faculty/College may collapse a module if the student enrolment numbers are below that which was projected. Under such circumstances, the University may consider refunding the fees for the module(s) which were collapsed.
2. The College/Faculty would be required to write to the Enrolment Officer in the Office of Admission and Enrolment Management, indicating the module(s) that was/were collapsed, the reason for the collapse and the names of the affected students. The memo should also be copied to the Scheduling Unit.
3. The Office of Admission and Enrolment Management would do the necessary system checks to verify the information sent by the College/Faculty and would ensure that the enrolment records of the affected students reflect the changes.
4. The Office of Admission and Enrolment

- Management would write to the Receivables Accountant to advise of the collapsing of the module, the reason and the affected students and request that the associated fees be removed for the collapsed modules.
5. The Receivables Accountant would then review the submission and if approved, an adjustment will be done to credit the affected student's account with the amount approved.
 6. If the adjustment when applied, brings the student's overall balance to a credit position; the student may apply for a refund or allow the funds to remain on the account to be applied to future charges.
- REFUND PROCEDURE – FOR LEAVE OF ABSENCE (LOA)**

Leave of absence is the suspension of studies, up to the third week of the semester or academic year with the approval of the University. In order to be classified as a LOA, the student should have no interaction with the ISAS system. This means the student should not have engaged in module(s) selection. Additionally, please note the following:

1. If the student applies for LOA after the third week of the semester, then s/he would not be eligible for LOA, but instead would be approved for a Withdrawal from his/her course of study; and under this circumstance the withdrawal policy will apply (see page 102).

2. Informing a Faculty member of non-attendance at classes, does not constitute official notification or approval for official withdrawal from your course of study.
3. Students requesting LOA are required to complete a Faculty Student Academic Affairs Committee Request (FSAAC) Form and submit it to the Registrar, through the Student Relations Office.
4. If the student applies within the stipulated time (up to the third week of the semester) and is approved for LOA, and the student has already made payment towards his/her fees; then s/he would be eligible for a full refund of fees paid for the semester that the LOA is approved, provided there is no other outstanding balance to the University.
5. The date on which the request is received by the Registrar's Office will be used to compute the refund.
6. Students applying for a refund will be required to submit the original payment receipt and other supporting documents to the Student Relations Office.

REFUND PROCEDURE – WITHDRAWAL FROM PROGRAMME OF STUDY FOR A SEMESTER)

The University of Technology, Jamaica projects expenses for the provision of services to students prior to the beginning of each semester, based on the number of students who have

indicated their intention to enroll. Students who withdraw from their programme during the semester or cancel their enrolment prior to the beginning of the semester may deprive others of the opportunity to gain entry for that semester.

This may create enrolment vacancies which cannot be filled and ultimately may prevent the University from achieving its income target. Therefore, any refund of fees for Programme Withdrawal for a semester, will be in strict accordance with the guidelines outlined below:

1. Students desirous of withdrawing from their programme for a semester are required to give written notice to the University Registrar.
2. Informing a Faculty member of non-attendance at classes does not constitute official notification or approval. Written approval from the Registrar is required for a refund to be considered under the University's Refund Policy.
3. Students requesting withdrawal should complete a 'Faculty Student Academic Affairs Committee Request (FSAC) Form' and submit it to the Registrar, through the Student Relations Office.
4. Refunds are processed in accordance with the stipulated Refund Payment Schedule for Withdrawal.
5. Requests for refunds outside of the stipulated Refund Payment Schedule will not be approved.
6. Registered students who have made part payment of fees and have applied for withdrawal after the specified deadlines (outlined in refund schedule), will NOT be entitled to a refund and will be required to pay the remaining fees before they resume their course of study.
7. If the request is received outside of the stipulated deadlines, all outstanding fees for the semester of withdrawal must be settled before readmission is granted.
8. A student who is expelled or suspended will not be entitled to any fee refund for the semester in which the violation occurred.
9. Students who write to the University Registrar and are granted permission to withdraw from a programme will receive a refund of tuition fees according to the Refund Eligibility Schedule set out below.
10. The date on which the withdrawal request is received by the Registrar's Office will be used as the withdrawal date for computing the refund.
11. The postmark date on the envelope will be used as the withdrawal date for requests sent by mail, and that date will be used for computing the refund.
12. The Accounts Receivables Unit refunds tuition fees within six weeks, provided that all information and documents have been submitted by the Student Relations Office.

13. Refunds are based on the assessment of charges incurred, e.g., administrative fees, and not upon the amount paid.
14. Students applying for a refund are required to submit the original payment receipt and other supporting documents to the Student Relations Office.

REFUND PROCEDURE – MODULE WITHDRAWAL

1. Requests to withdraw from modules must be submitted to the Head of School for approval no less than two weeks before the official suspension of classes for the semester or the summer session.
2. There is NO refund of module fees when a student withdraws from a module. Students who have withdrawn from module(s) will be required to pay the full fees to attempt the module(s), at the next available sitting.
3. However, consideration may be given where there are extenuating circumstances (death, disaster, internship clashes, etc.) which would have forced the student to withdraw from the module, outside of the stipulated time.
4. The student is required to put his/her situation in writing to the Registrar through the Student Relations Office for consideration at the College/Faculty Student Academic Affairs Committee (C/FSAAC).
5. Having thoroughly reviewed the student's case, if C/FSAAC considers the student's

requests favourably, then they would submit this recommendation to the Student Relations Office, which would make a written submission to the Chief Business & Finance Officer within the Division of Finance & Business Services, for consideration regarding the student's fees.

6. Please note that the Division of Finance & Business Services reserves the right to deny any such recommendation from the College/Faculty Board, if the decision from the Board is deemed unreasonable or is not in keeping with University policies and procedures.

WITHDRAWAL – SHORT COURSES

1. For short courses, withdrawals should be done within the first 15 working days after the official start date of the course, in order to be eligible for a refund.
2. Withdrawal requests received after the first 15 working days after the official start date of the course are not eligible for a refund.

PAYMENT DISBURSEMENTS FOR BOOKS, LEARNING DEVICES, ALLOWANCE, ETC.

The University recognizes that students may receive additional financial support as a function of their sponsorship to cover non-tuition expenses such as books, computer, tablets, boarding, etc.

REFUND PAYMENT SCHEDULE (TUITION) – DUE TO WITHDRAWAL	
Date Request has been received by Faculty/College/School Office	% Refund
Programme withdrawal for a Semester	
0–10 working days from commencement of classes	90% of Tuition
11–25 working days from commencement of classes	60% of Tuition
Beyond 25 working days after the commencement of classes	*No refund
Students in Courses of Study Lasting Less than 15 Weeks	
Within 5 working days from commencement of classes	90% of Tuition & Exam
6–15 working days from commencement of classes	60% of Tuition & Exam
Beyond 15 working days from commencement of classes	*No refund

* A student is not entitled to a refund beyond 15 and 25 working days after the commencement of classes, as per table above. The student is therefore liable for all outstanding fees as per module selection and would be required to settle fees in accordance with the terms and conditions of the fee payment plan.

Where a donor wishes to provide non-tuition school related financial assistance to a sponsored /scholarship student; a one-off disbursement to a student per academic year. N.B. Only, one disbursement will be done per academic year; as the University is not a financial institution and therefore cannot do multiple third party disbursements. The Scholarship donor is required to:

- write a formal letter to the University expressly indicating their intention to cover a non-tuition, school related expense.
- indicate the purpose for which the allow-

ance is being paid (eg. Learning device, books, travelling, food etc.)

- indicate the name(s) and ID numbers of the students for which the payment of allowance is intended
- Indicate the amount to be allocated to each awardee
- remit payment in full to the University to cover the identified expenses

To facilitate the disbursement of the funds, the Scholarship Office is required to:

- prepare a written request for the disbursement along with disbursement sheet

- Attach the supporting documents (Donor Letter, Proof of funds remitted to UTech and invoice from supplier of goods, where applicable).
- The memo and supporting documents are to be submitted to the Snr. Accountant, Payroll/Payables; through the Director of Student Financing and the CBFO; in order for the cheque payment to be processed.

STUDENTS' UNION PERFORMANCE BASED REWARD (PBR)

The Students' Union Council members receive an incentive at the end of each academic year; which is paid as a percentage of tuition fees for that year. This incentive is referred to as the Performance -Based Reward (PBR).

The PBR is paid after a performance evaluation process which would determine if the Council member is eligible for the PBR based on the result of the performance review.

The PBR is paid by cheque to the individual Council Member and is therefore processed as follows:

1. A written request for payment is sent by the Assistant Registrar, Student Services to the Snr. Director, Business and Asset Administration for approval.
2. Following receipt of approval from the Snr. Director, the documents are then sent to the Snr. Accountant, Payroll/Payables for the cheque to be generated.

PERFORMANCE BASED REWARD (PBR)

CONDITIONALITIES

In the administration of the PBR, the following important conditions should be noted:

1. Based on the revised provision of the Students Union policy approved in 2014, the PBR is not to be "applied to Council Members Tuition or Boarding Fees" therefore the following guidelines obtain:
2. The PBR is not to be processed through the Students Receivables Department as this would then require the payment to be offset against tuition fees.
3. A written commitment outlining eligibility for the PBR cannot be used to offset fee payment requirements for the Enrolment Commitment Fee, Financial Clearance or associated fee payment penalties/charges.
4. Each Council Representative is paid directly and therefore on receipt of the payment may use the funds to settle any outstanding debt to the University and or prepay for expected fees in the future.
5. Where fees are outstanding for Student Council Members they will be subjected to the usual charges and penalties as applicable to the rest of the student population.
6. Where a Student Union Council Representative is a recipient of another award/grant from the University whether by way of scholarship or sponsorship in a given academic year the total paid by the University

for both awards/grants will not exceed the total that the Council member was charged for fees for that academic year.

KEEPING YOUR STUDENT CONTACT INFORMATION CURRENT

It is the responsibility of each student to ensure that the University is kept abreast of his/her current contact information as the University will need to communicate with students regularly about important student matters.

1. Any correction to your data must be done online before completing the enrolment procedure.
2. Ensure that at all times the University has your most current telephone numbers, e-mail addresses and term/mailing address.
3. Correspondence sent to a student via the postal service, using the address on the University's system will be deemed to be received even if the student has changed his/her address.
4. Once the University has sent out a communiqué to the students via the Students' Portal, it is deemed that the students are in receipt of such communiqué, irrespective of whether the students have checked their portal.

Therefore, it is the responsibility of the each student to check e:Vision and his/her mailbox daily, especially prior to payment deadlines and the deadline for the issuing of exam cards.

FINANCIAL AID

The University recognizes that many students experience significant financial challenges and are unable to adequately fund their tertiary education. Consequently, the University offers a wide range of financial support services through the Financial Aid Office in the form of:

- Scholarships
- Student Welfare Grants
- Earn and Study Programme

SCHOLARSHIPS

Scholarships and Bursaries are awarded annually, mainly to Jamaican nationals studying at the undergraduate levels. However, there are specific scholarships that are available to other Caribbean nationals and a small number of scholarships available at the postgraduate level.

The application period for scholarships opens in May each year and closes on the following date (unless otherwise stated):

1. June 30 – Scholarships offered to returning students in Years 2 to 4
2. July 31 – Scholarships offered to new students in Year 1

PROCEDURES FOR APPLYING FOR SCHOLARSHIPS

Students may apply for ALL scholarships for which they are eligible based on their programme level. In order to apply, students are

required to complete an application form (available online at www.utech.edu.jm); Click on Admissions/Student Financing/Forms/Scholarships) and submit the following documents:

1. Progress Report(s) or CSEC/CAPE Certificates for first year students
2. Records of extra-curricular activities (both on and off campus)
3. Copy of a photo ID (school ID for returning students, Driver's License or Passport etc. for new students)

STUDENT WELFARE GRANTS

The Student Welfare Unit manages a small fund that is derived from the combined welfare contributions which form part of the miscellaneous fees paid annually by each student. Under the guidance of the Student Welfare Committee, these funds are re-directed to assist the University's neediest students. All enrolled students who contribute to the Student Welfare Fund by the payment of their annual miscellaneous fees are eligible to apply for student welfare assistance in the following areas:

- Tuition
 - Books & Supplies
 - Lunch Subsidy
 - Transportation (JUTC Bus Passes)
 - Medical Expense
 - Boarding/Rent
 - Teaching Practice Expenses
1. Student Welfare Grants are usually paid to

offset the payment of school-related expenses but, in exceptional circumstances; the grant can be paid directly to the student.

2. Enrolled students at all levels, pursuing an undergraduate course of study are eligible to apply.
3. Applications for lunch assistance are accepted at the start of the academic year, between August and September; while applications for all other forms of assistance can be submitted throughout the rest of the academic year (October to July).
4. Applicants must clearly demonstrate need, which should be substantiated in writing through a Reference Affidavit by a Minister of Religion, Justice of the Peace, Lecturer or Senior Manager at the University.
5. Application forms are available online at www.utech.edu.jm.
6. Decisions on grant awards are made by the Student Welfare Committee which is chaired by the Student Welfare Officer and is supported by the University's Counselors, Health Care Administrator and Student Services Managers.
7. Recommendations for assistance can also be made by the Director of Student Financing and the Student Financial Services Office but still require the ratification of the Student Welfare Committee.

8. The maximum amount which can be awarded as grant assistance for an academic year for a single applicant is as follows:
 - Grant assistance – \$40,000.00 per academic year
 - Lunch Subsidy (NCB Keycard cash) - \$5000 per month / \$250.00 per day
 - Transportation Subsidy (Bus Pass) - \$4,000 per month / \$200.00 per day

EARN AND STUDY

Employment is provided for students on campus through the Earn and Study Programme. Student workers are recruited and assigned to various Departments, Faculties and Colleges across the University and work is scheduled to avoid conflict with the students' academic performance. Students employed on the programme gain valuable work experience as an important complement to their academic pursuits. They also have the opportunity to earn additional income to assist with school related expenses. Earn and Study operates through two programmes: (i) the Regular Programme and (ii) the Expanded Programme. Together, these two student work programmes allow for greater accessibility and reach to a wider cross-section of students who are in need of campus employment.

ELIGIBILITY CRITERIA FOR THE REGULAR EARN & STUDY PROGRAMME

1. All enrolled unemployed students within a given academic year are eligible to parti-

pate in the Earn & Study Programme. However, in order to ensure greater accessibility, students are only allowed to work in one of the two employment batches each year.

2. Students interested in participating in the Earn and Study Programme may choose one of the following options:
 - **Option 1** – Working in semesters 1 and 2, where students are allowed to work 25hrs per work / 50 hours per fortnight. Payment is made on a fortnightly basis.
 - **Option 2** – Working in the summer session, where students are allowed to work a 40-hour work. Payment is made on a monthly basis.
3. Within any given academic year, students who work in the semesters are not allowed to work in the Summer Session; and vice versa.
4. First year students are NOT allowed to work in semesters 1 and 2, of their first year but may work in the summer session of that first year.
5. Final year students are NOT allowed to work in semesters 1 and 2 of their last year; but may work in the summer session of that final year.
6. Students on Academic Probation (GPA of 2.0 or below) will not be employed on the Regular Earn & Study Programme as they

- will need to focus on improving their academic performance in order to maintain their studentship.
7. For the Regular Programme, students do not get to select where they are placed but all efforts will be made to ensure that there is a best fit for placements taking into account the students' experience, skills and the Department's needs.
 8. However, a student is not disadvantaged due to lack of experience or qualification as the aim of the Regular Programme is to expose students to the world of work and to provide that desired experience which will assist them once they have completed their studies.
 9. The application period for the Regular Earn & Study Programme are as follows:
 - Semesters I and II – August of each year
 - Summer Session – April of each year
- ELIGIBILITY CRITERIA FOR THE EXPANDED EARN & STUDY PROGRAMME***
1. All enrolled unemployed students are eligible to participate in the Earn & Study Programme.
 2. However, placement on the expanded programme is dependent on a student's availability since this programme usually requires students to work well beyond the 25 hours a week required for the Regular Programme.
 3. Often the required work hours are between 8:00 and 4:00 and so an ideal candidate for the Expanded Programme should not be carrying the full credit load; but should instead be enrolled on modules which equate to part-time studies.
 4. For the Expanded Programme, students do not get to select where they are placed. Placements are done based on the specific needs of the Department in an attempt to achieve the right job fit with the skills and experience that the receiving Department needs.
 5. Students at all programme levels are able to work and there are no restrictions on the employment period for a student within each academic year. This means that students are allowed to work unbroken throughout the academic year.
 6. However, students on Academic Probation (GPA of 1.70 or below) will not be employed on the Expanded Earn & Study Programme as they will need to focus on improving their academic performance in order to maintain their studentship.
 7. There is no specific application period for the Expanded Programme as placement is done in response to the needs of the Departments which can be at any time throughout the year. Once a need is established, suitable candidates will be identified from the Earn & Study Skills Bank which is a reservoir of data from the Earn & Study applications.

FREQUENTLY ASKED QUESTIONS***FEES PAYMENT***

Ques. 1: What are the payment options?

Ans.: Payments can be made at Bill Express, Paymaster, UTech On-line.

Ques. 2: Will payments at Paymaster, Bill Express or UTech Online, allow for financial clearance immediately?

Ans.: No. Processing of all payment transactions require at least 2 clear working days.

Ques. 3: If I make payment on time at the payment agencies but the payment is remitted to the University after the payment deadline, will I have to pay a late fee?

Ans.: No. UTech, Ja. will not penalize you if the payment to our collecting agencies was made on time but remitted late to the University.

The late remittance will be a matter between the University and its payment agencies.

Ques. 4: Can I pay my fees in US\$ if it is quoted in JA\$?

Ans.: Yes, but you must note that there may be an exchange loss due to currency conversion which you will be required to bear. You will need to provide proof of payment to the Student Financial Services Unit.

Ques. 5: If I registered on a plan and decide that I need to change my option, can this be done?

Ans.: No. Once the Census Date has passed you are locked into the original plan.

Ques. 6: If I am partially sponsored, can I make part payment on the balance?

Ans.: No. Students are required to act according to the stipulations for payment as directed by the Finance Office each semester, This requires full payment for any amount not covered by the sponsor.

Ques. 7: Can we make part payment for accommodation?

Ans.: Yes. You may pay on a semesterly basis according to the Fee Payment Plan.

Ques. 8: Can boarding and tuition be paid with one payment?

Ans.: No, payment for tuition and boarding must be paid separately.

Ques. 9: Can part payment be made for a module added in the Add/Drop period?

Ans.: No. All modules added within the add/drop period must be paid for in full.

Ques. 10: If I am awaiting a credit adjustment to my account, should I wait until the adjustment is done before paying my current tuition?

Ans.: No. You should pay your current tuition in full and await the account update on the amount to be adjusted.

Ques. 11: If I have an outstanding balance for the University, can I get a transcript or my award?

No. Transcript and Awards are not released until the student has fully settled his/her indebtedness to the University; irrespective of whether the debt is owed by a Sponsor or Donor on the student's behalf.

STUDENTS' LOAN BUREAU

Ques. 12: If my loan is approved by the Students' Loan Bureau and I have completed all the necessary processes at the Bureau, will UTech, Ja. ensure that the Bureau remits payment on my behalf?

Ans.: No. It is the responsibility of the student to ensure that the Students' Loan Bureau remits payment to the University. Students can either check with the Students' Loan Bureau, through the Students' Portal on E:Vision, or with the Student Financial Services Unit in the Finance Division, to verify that payment has been made.

Ques. 13: If I am sponsored by the Students' Loan Bureau do I still have to pay to register?

Ans.: Yes. Students are required to pay the mandatory ancillary fees as the Students' Loan Bureau is responsible for tuition fees only.

Ques. 14: How will UTech, Ja treat excess funds received from the Students' Loan Bureau?

Ans.: The University is required to return all unused funds to the Bureau at the end of each academic year.

Ques. 15: What will happen if the Students' Loan Bureau remits my loan short?

Ans.: The student will be required to pay the difference, but s/he can also apply to the Students' Loan Bureau for reassessment, and if approved, the student will be refunded the amount paid out of pocket if a credit remains on his/her account.

Ques. 16: If I choose to do fewer modules than the number approved by the Students' Loan Bureau for the academic year, can the unused funds from the Bureau be transferred from one academic year to the next?

Ans.: If the student has a Targeted Loan, the money cannot be transferred. The Students' Loan Bureau requires the University to return all unused funds at the end of each academic year. Therefore, such a student would need to make a formal request to the Bureau for the funds to be transferred to the next academic year. If approved, the Students' Loan Bureau will instruct the University in writing.

However, if the student has a PAYS Loan, s/he can request for the credit balance to be transferred.

Ques. 17: If I choose to do credits above the number approved by the Students' Loan Bureau for that academic year, will the Students' Loan Bureau pay for the additional modules?

Ans.: No. The Students' Loan Bureau will only pay for the approved number of modules required for a particular year and programme, irrespective of the number of modules the student selects. Students must verify with the Bureau the amount covered for each academic year for their tuition.

Ques. 18: If I have excess funds paid by the SLB, can this be used to cover my re-do's or ancillary fees?

- Ans. No, SLB does not pay for re-do's, ancillary fees or zero credit courses.
- Ques. 19: If the Students' Loan Bureau pays my fees, will I be awarded the 'Grant-In-Aid'?
- Ans.: Not all loan recipients are awarded grants.
- The Students' Loan Bureau awards 'Grant-In-Aid' to students after evaluating their loan applications. Students should check with the Students' Loan Bureau to see if they were approved for a grant.
- Ques. 20: What if I only need the 'Grant-In-Aid' and not the loan from the Students' Loan Bureau?
- Ans.: The Grant-In-Aid is only approved for loan recipients deemed needy by the Students' Loan Bureau and as such, students who do not receive a loan will not be given the Grant-In-Aid

even if the sponsor has not paid the actual money to the University?

Ans.: No. A Letter of Commitment cannot be used to process a refund. Refunds can only be considered after payment is received in full and a student's account is assessed to ensure that he/she has settled his/her full tuition obligation.

Ques. 23: If my sponsor/donor pays more than my fees and my account is in credit but I have made no out-of-pocket payment, can I get a refund?

Ans.: No. Even if the student's account is in credit but the student has **NOT** made an out of pocket payment the student cannot get a refund unless the sponsor instructs the University in writing to make the payment to the student.

Ques. 24: If I am sponsored or a recipient of a scholarship, but I paid an excess on my tuition, will the excess be refunded to me?

Ans.: Yes. You may request a refund of the excess paid by you; however, this can only be refunded after the sponsor has paid the amount committed.

Ques. 25: What will happen if I receive a full sponsorship/scholarship after being approved for the Students' Loan and Grant-In-Aid?

Ans.: The student is required to immediately inform both the Students Loan Bureau and the Sponsorship/Scholarship Unit in writing. The Bureau may require the student to forego the loan, however, if the student wishes to keep both the loan and the scholarship, s/he must write to the Bureau and make a formal request to do so.

S P O N S O R S H I P / S C H O L A R S H I P

Ques. 21: If I register with a Letter of Commitment for sponsorship/scholarship, and the sponsor gives me the payments directly, can I make the payment at the bank or bill payment agency after receiving the cheque from my sponsor?

Ans.: No. All cheques originating from a Letter of Commitment for sponsorship must be presented to the Sponsorship Unit of the Financial Aid Office (FAO) for processing. This will ensure that both the sponsor and student's accounts are accurately updated.

Ques. 22: If my sponsor /donor commits to paying more than my fees, will UTech, Ja give me a refund after receiving the commitment,

Ques. 26: Can unused funds paid by my sponsor /donor for an academic year be utilized in future academic years?

Ans.: Yes. A credit in one academic year may be transferred to another academic year by making a written request at the Student Financial Services Unit in the Finance Division.

EXAMINATIONS

Ques. 27: If my account has an outstanding balance, will UTech, Ja give me the opportunity to write my final exams?

Ans.: Once you are a fully registered student you will be able to sit your exams, even if you have a balance on your account.

Ques. 28: I paid my fees in full but no modules are printed on my exam card. Will I be allowed to write the exams?

Ans.: No. It is the responsibility of the student to check E:Vision to ensure that the modules registered for, are on his/her diet. Missing modules must be reported to the Admissions Office immediately, and not to the Accounts Department.

REFUND

Ques. 29: If I have overpaid on my fees, what is the refund procedure and how long will it take?

Ans.: Students must complete the Refund Request Form and submit to the Student Receivables Department in the Finance & Business Services Division, along with copies of the "Fee Breakdown" and all payment receipts for the academic year for which the refund is

being sought. Students will be advised via email when their refund is processed.

Ques. 30: If I pay my fees to register and then I am approved for a loan from the Students' Loan Bureau during the year, when will I receive a refund?

Ans.: A student can only be refunded his/her portion after the Students' Loan Bureau remits payment to the University, which is usually at the end of the academic year.

Ques. 31: If I need an official estimate of my tuition fee to take to a financial institution for assistance, what can I do?

Ans: The student can request a letter/statement from the Student Financial Services Unit in the Finance Division indicating an estimate of fees. This will take a minimum of seven (7) working days.

STATEMENT OF FEES

Ques 32: Can I get an official statement of my account balance?

Ans: Yes. Students can obtain a statement from the Student Financial Services Unit in the Finance Division. This process may take a minimum of seven (7) working days.

Students may also visit the Students' Portal for a system generated balance.

REGISTRATION

Ques. 33 After I have received my fee breakdown and made the necessary payments, am I registered?

- Ans.: No. Students are not registered until they have completed the 10-step process online.
- Ques. 34** Will I be allowed to register for a new academic year with a balance outstanding?
- Ans.: No. All outstanding balances must be settled before a student is given financial clearance for a new academic year. Furthermore, the University reserves the right to block a student's account for non-payment of fees.
- Ques. 35** Will I be allowed to register with a Commitment Letter from a sponsor?
- Ans.: Yes. Once the letter is approved by the Sponsorship Unit, the student will be allowed to register provided the commitment covers the minimum requirement for financial clearance; but s/he must ensure that the sponsor settles the balance on time.
- Ques. 36:** If I receive exemption for a certain number of modules, will there be a reduction in my tuition fees?
- Ans.: No. Students are not entitled to a reduction in their fees if they have received exemptions.
- Ques. 37:** Why do we pay an Enrolment Commitment Fee (ECF)?
- Ans.: Payment of the ECF is an indication of the student's commitment to pursue studies for a given semester and therefore allows the student to begin the enrolment (module selection) process. In the first semester (only) of each academic year, the ECF represents a contribution towards the ancillary charges of your school fee. It is mandatory and non-refundable. In two subsequent semesters it is a initial deposit on total tuition fees.
- Ques. 38:** If my Identification card is lost what should be done to get another one?
- Ans.: Report the lost card immediately to the Safety and Security Department and pay for a replacement at Paymaster or the cashier, UTech, Ja.
- Ques. 39:** If I already have an insurance/health card, am I still required to pay the amount which is on the "Fee Break-down"?
- Ans.: Yes. All students must pay the health insurance fee even if they are covered under another health plan.



REGISTRATION AND ENROLMENT

REGISTERED STUDENT – DEFINITION

A student will be considered “registered” when he or she has:

1. accepted the offer of admission and paid the commitment fee by the stipulated date
2. paid all fees and charges prescribed by the University by the stipulated date
3. agreed to the terms and conditions governing the University.

ENROLMENT

Enrolment is the process by which a student selects and confirms modules and/or class times specific to his or her course of study, in conjunction with his or her academic advisor. Upon completion of selection and confirmation of modules, students are required to pay their fees, receive financial clearance, agree with terms and conditions and collect their identification cards.

ENROLMENT PERIODS

All students, including those needing to repeat modules during the academic year, are required to enroll online with the University. (Please see

“Academic Calendar Year” for enrolment periods on page 14).

DEFERRALS

Applicants offered admission to the University may request a deferral of their registration for a period of one year.

Requests for deferral should be done in writing to the Assistant Registrar, Admission and Enrolment and copied to the Head of School/Department before the beginning of the instructional period in which the course of study would normally commence.

Applicants who have been granted deferrals will be guaranteed places for the next academic year, in the course of study for which the original offer was made, only if there are no changes to the matriculation requirements. A new application will be required if there have been changes to the matriculation requirements.

Two months prior to the expiry of the deferral period, applicants will be contacted in writing by the Assistant Registrar, Admission and Enrolment to determine their intention to take up the offer so that appropriate preparations can be made.

Note: Applicants who are granted deferrals must complete the “Application for Readmission” form.

COURSE WITHDRAWAL

Enrolled students who are unable to continue their studies must notify the Registrar in writing, copied to their Head of School/Department and the Enrolment Officer.

Refunds will be made in accordance with the Refund Payment Schedule, see page 94.

ONLINE ADD /DROP

An electronic Add/Drop form may be accessed via the internet only by registered students who wish to add or drop modules from their diet. Programme directors, lecturers, academic advisors or any other designated person will be able to support or deny the students' requests electronically. Registered students only, may obtain a password to access the online

Add/Drop from the School of Computing and Information Technology (SCIT). The Add/Drop facility may be accessed on the home page of the University's website-as one of the links at the top of the page. Otherwise go directly to <https://www.utech.edu.jm/AddDrop/>.

Use the link below to view the instructional video on the Add/Drop Procedure. Click the help link on the top right hand to start the tutorial on making the request. <http://www.utechjamaica.edu.jm/adddrop/>

(See Add/Drop policy, page 220)

ENROLMENT PROCEDURES FOR GRADUATE STUDIES STUDENTS

1. Visit the University's website at www.utechjamaica.edu.jm and click on "Student e:Vision" link located under Quick Links.

2. Click on the link "Log-in to UTECH Portal here" and follow the instructions to log in.
3. Go to the "Flexible Payment Plan" section located below the INTRAY on the left of the page and view "Payment Plan Options."
4. Click on the link "Select Payment Plan." Follow the instructions to select your payment plan and view your fees (printing is optional).
5. Log out of the Student Portal
6. Make payment using one of the payment options: Must always quote students' name and identification number.

PAYMENT OPTIONS

A. PAYMENT AT NCB

- UTech's Account Number:
371360247 (JA\$ payments) OR
371060375 (US\$ payments)

B. PAYMENTS BY E-BANKING (NCB customers only)

Payments in local currency may be made to the e-Banking facility. Go to www.jncb.com.

C. PAYMENTS BY WIRE TRANSFER

Transfer of funds should be made to National Commercial Bank (NCB), Matilda's Corner, Kingston 6, Jamaica, W. I. The following should be stated to the representative at the bank.

- UTech's Account Number:
371360247 (JA\$ payments) OR
371060375 (US\$ payments)
- SWIFT CODE: JNCF JMKX

- Fax bank confirmation of payment to Department of Student Financing at 876-970-2302.

Please pay attention to the following condition-
alities:

1. Wire transfers take an average of up to fifteen (15) working days or more.
2. Charges incurred during the transfer will be deducted from the original amount being sent.
3. Address of sender should meet international wire transfer standard. (Should be identifiable by satellite search).

D. PAYMENT AT PAYMASTER

E. BILL EXPRESS

F. ONLINE PAYMENT VIA UTECH JA'S WEBSITE
(WWW.UTECHJAMAICA.EDU.JM)

1. Go to www.utechjamaica.edu.jm, select "Online Services" under "Quick Link"
2. The following cards may be used Keycard, Visa and MasterCard
3. Upon payment a confirmation email will be sent to you indicating receipt of your payment.

Students are encouraged to retain all receipts for transactions done at the University and at our external payment agencies for future reference.

PAYMENT PROCEDURES

STUDENTS' LOAN BUREAU (SLB)

RECIPIENT

SLB recipients should ensure that they provide the Bureau with all the documentation required to ensure their loan is approved before closure of registration.

SPONSORED STUDENT/SCHOLARSHIP

RECIPIENT

If you are a sponsored student/scholarship recipient you will need to go to the Financial Aid Office, located on the Papine Campus, with:

- Letter of Commitment from your Sponsor indicating your name, UTech student ID number, amount of funds committed and expected date of payment.
- A copy of your fee breakdown, which is available from the Student Portal after you have selected your payment option.

FINANCIAL CLEARANCE

Students are given financial clearance based upon agreed payment of fees. Upon such payment, a message is sent two (2) clear working days after, to the in-tray of the Students' Portal. The message may be:

1. "You have been financially cleared . . ." OR
2. "You have not paid the requisite amount to be registered . . ."

If no message is received at the time, contact Student Financing at

fincustomersupport@utech.edu.jm.

You cannot be registered unless the requisite fees have been paid. However, fee payment alone is not registration; all the other procedures and steps must be completed.

On the Students' Portal – Click on the link 'Click here to enroll' located under the "Action" column in your in-tray and follow the instructions to complete your enrolment.

Proceed to the medical centre to submit your medical form or to make arrangements for the medical to be completed by the UTech Practitioner. **Failure to complete your medical will bar you from being a beneficiary of the health scheme.**

Proceed to the Department of Safety and Security located on the ground floor of the main Administration building at the Papine campus to process your identification card.

(N.B. At least one hour time span must be given after the completion of the online enrolment steps before proceeding to the ID Services Unit.)

EXTENSIONS OF REGISTRATION FOR GRADUATE STUDENTS

- Extensions of registration may be granted by the College/Faculty Student Academic Affairs Committee as required and in exceptional circumstances.
- During the final year of studentship , where it appears that the requirements are unlikely to be met by the maximum date,

students MUST apply in writing, through their supervisor, for an extension to the College/Faculty Student Academic Affairs Committee for such extensions to be granted.

- The application should detail the reasons for the extension being sought and may include the difficulties that might have been experienced, and why the candidate is unable to complete in the expected time. These difficulties should have been referred to in the student's progress reports over the period.
- The student and supervisor must provide the Committee with a realistic estimate of the time required to complete the course. The time period should be no longer than one calendar year.
- Extensions are not granted automatically.
- Requests for extensions must be made in advance.
- Where an extension is granted the following steps must be taken:
 - A Student Extension Request form must be signed by the student and lodged by the College/Faculty Student Academic Affairs Committee, through the Programme Coordinator or the student's supervisor.
 - Fees will be calculated for such students based on the extension period and applicable policies.



SECTION E



STUDENT RESPONSIBILITIES EXAMINATIONS

STUDENT RESPONSIBILITIES

(*ALSO SEE UNDERGRADUATE STUDENT CHARTER*)

As an academic community, the University seeks to establish and maintain an environment conducive to effective teaching, learning and research. This requires the co-operation of all members of the community to ensure academic and intellectual freedom and maintain the highest standards in teaching, learning, research, evaluation and personal integrity.

In addition to being bound by the policies, laws and regulations of the University, registered students are also bound by the specific regulations of the programme in which they are enrolled. They are expected, therefore, to familiarize themselves with these regulations.

The University is a public institution that provides educational opportunities to a large student body and serves a wide variety of interest groups. Thus, it is important for the institution to have a set of rules to govern the interaction of students, faculty and the wider University community. Acceptable standards of student conduct are based on common sense and common courtesy.

Students who breach the University or Faculty

Regulations by failing to conduct themselves in an acceptable manner by violating the rights of others, by damaging University property, or by being found guilty of breaching the Regulations in another way may be asked to discontinue their studies.

CLASS ATTENDANCE

Consistent class attendance will ensure you the best opportunity for optimum academic performance. Absence from laboratory/practical classes and/or courses where class work contributes to the final grade will have a negative impact on your student achievement. College/Faculty-specific requirements exist for some programmes.

DRESS CODE

Students are expected to follow acceptable standards of dress and proper grooming. Undergarments should not be visible. Some programmes require the wearing of specific clothing for sanitation and safety reasons and students must dress accordingly.

EXAMINATIONS

In addition to regular coursework – that is, tests and assignments forming an integral part of the University's overall evaluation requirements, official examinations are held during specified times throughout the academic year.

Generally, the official examinations and their schedules are as follows:

1. Final Examinations:

Semester 1	–	December
Semester 2	–	April/May
Summer Session	–	August

2. Professional examinations:

These are normally held outside of the above periods.

EXAMINATION TIMETABLE

The examination timetable can be viewed on the University Examinations Notice Board and on e:Vision (PERSONALIZED TIMETABLE).

Publication dates are in the "Significant Dates" section of this Handbook (page 12).

Students who identify conflicts, e.g., missing examination modules and module code anomalies in their examination schedules, should report

them immediately to their College/Faculty/School Examination Coordinator for resolution.

The draft timetable is subject to change and should not be used to make pre-arranged plans concerning the final examination dates.

Students are encouraged to constantly review the draft examination timetable, both on eVision and the University Examinations Notice Board, until the final timetable is published.

EXAMINATION CLASHES

1. The onus is on students to view the examination timetable when it becomes available.
2. All clashes should be immediately reported to the Examination Coordinator within the College/Faculty/School.
3. All clashes should be reported at least seven (7) days prior to the start of examinations.
4. In the event that the clashes are unresolved, the student will be directed to the "clash-room" by the College/Faculty/School Examination Coordinator on the day of the examinations.
5. Students will only be allowed to leave the "clash-room" if accompanied by an invig-

- ilator or any such person designated by the University. Cellular phones are not allowed in the clash-room.
- Students will be quarantined for the period of the clash examinations.

POLICY ON “THE RESCHEDULING OF EXAMINATIONS FOR STUDENTS REPRESENTING THE UNIVERSITY DURING SCHEDULED EXAMINATION SESSIONS”

PURPOSE

This policy is intended for an enrolled student who wishes to apply for the rescheduling of examinations if he/she is unable to sit the scheduled final examination due to the following:

- The student will be representing the University on approved activities
- The student will be involved in activities of statutory and national importance, e.g., jury duty, special mission and national emergencies
- Emergencies or other situations where rescheduling may be required will be dealt with at the College/Faculty level.

Appropriate documentation indicating the service/duty must be submitted to the Office of the Registrar for approval. Prior approval from the University is required before an examination is rescheduled.

PROCEDURAL RULES

STUDENT

Advanced rescheduling of examinations will be allowed only under the procedures noted below:

- The student must complete and sign an “Examination Reschedule Form” stating each examination module to be taken and submit to the Dean/Dean of School for approval.
- Return form to the Director of Sport/Programme Director. This should be done at least three weeks prior to the start of the scheduled examination period as published in the *Student Handbook*.

DIRECTOR OF SPORT/PROGRAMME DIRECTOR

Upon receipt of appropriate documentation from the student, the Director of Sport/Programme Director will be required to:

- prepare a memorandum requesting the rescheduling of the examinations, along with supporting documentation, including:
 - Name of student
 - Activity
 - Period within which student will be away from the University
 - Modules to be rescheduled.
- submit the above to the Office of the Registrar. This should be done three weeks

prior to the start of the scheduled examination period as published in the *Student Handbook*.

UNIVERSITY REGISTRAR

Upon receiving the request from the Director of Sport/Programme Director, if approved, the University Registrar will send appropriate documentation to the University Examinations Centre. The Dean and Head of School will inform the student of the decision.

COLLEGE/FACULTY/SCHOOL

- The Dean/Head of School will review and sign the "Examination Reschedule Form" and the Head of School will inform the lecturer/s to set alternative papers.
- Lecturer/s will be required to prepare examination question papers for such student/s within the specified period.
- Lecturer/s submit examination paper/s to School Examination Coordinator.
- College/Faculty submits examination paper to the University Examination Centre by the end of the final week of the scheduled examination period.

UNIVERSITY EXAMINATIONS CENTRE

Upon receiving the examination paper from the College/Faculty/School, the University Examinations Centre will indicate the rescheduled date, time, and venue of the examination/s, in consultation with the College/Faculty/School and conduct the examinations.

PREREQUISITES

- All questions regarding rescheduling of examinations should be directed to the University Examinations Centre.
- Examinations will not be rescheduled to a date earlier than that of the scheduled examinations as published in the *Student Handbook*.
- Failure of the student to attend the rescheduled examination without a medical certificate or evidence of other mitigating circumstances, will result in a zero being automatically assigned. Redo fees will be applicable, if the student fails to attend the rescheduled examination without a medical certificate or because of other mitigating circumstances.
- Students should not do more than two (2) examinations in any given day.
- The rescheduled examinations should be held within two weeks after the scheduled examinations.
- Changes to the final examination schedule must be authorized by the University Registrar.

The University encourages students' participation in a variety of competitive and recreational sporting activities, seeks to facilitate holistic development of the students, and is committed to providing support for students to succeed academically.

RESCHEDULING OF EXAMS UNDER OTHER CIRCUMSTANCES

The University will not normally reschedule examinations under other circumstances.

Affected students are encouraged to write examinations at the next available sitting, subject to the approval of the Registrar.

Students who have missed examinations should apply to CSAAC/FSAAC which will make the appropriate decisions for students to sit the missed examination at the next available sitting with or without payment.

REGISTRATION ON MODULES

Students should ensure that they are correctly registered on all modules for which they are attending lectures by checking e:Vision. Failure to do so may result in such students being disallowed from writing examinations for modules for which they might think they are registered.

EXAMINATION RECEIPTS

An examination receipt is issued to each student upon his/her submission of an examination script, or other piece of work/assessment, given by a lecturer that will contribute to a module grade.

IDENTIFICATION FOR EXAMINATIONS

Students without a valid UTech Identification (ID) Card will not be allowed to sit final or coursework examinations.

ABSENCE FROM EXAMINATIONS

A candidate who is unable to write examinations/module assessments because of illness is required to submit a medical certificate to the Student Relations Office through the University's Health Services Administrator. The medical certificate may be obtained from:

- i. a medical practitioner at UTech Medical Centre or
- ii. a personal medical practitioner. The medical practitioner is required to send a confidential medical report using the designated form to the Medical Practitioner at the UTech Medical Centre so that your case may be considered by the Registrar. Designated forms may be collected at the UTech Medical Centre or downloaded from e:Vision and UTech's website. Please note that the University reserves the right to request an examination by its medical practitioner. The medical certificate should be presented to the Student Relations Office through the University's Health Services Administrator (Forms should be taken directly to the University Medical Centre) within seven working days of the

missed examination or module assessment.

Important Note: Certificates received outside of this period will NOT be considered.

It is important, that you visit the UTech Medical Centre or private practitioner immediately following your missed examination. MEDICAL CERTIFICATES

WHICH SIMPLY STATE: "Mr/Miss X was unfit for work on 'x' days" are NOT acceptable. Please bring this to the attention of your doctor.

Note:

1. A waiver of examination fees is **NOT** automatic.
2. Students who absent themselves from examinations or module assessments without a valid reason will receive a failing grade.
3. If there are circumstances, such as illness, which may affect the student's performance in an examination and the student chooses to write the examination or module assessment, he/she cannot normally appeal the results.

OR

A candidate who is unable to write examinations/module assessments due to psychosocial stressors is required to submit a report from the University's Counselling Unit **ONLY** to the Student Relations Office through the University's Counselling Psychologists and Psychiatrists for consideration by the Registrar. Designated forms may be collected at the Counselling Unit located at the Medical Centre or downloaded from e: Vision and UTech's website. Forms must be sent directly from the Counselling Unit within five working days (Monday–Friday) of the missed examination or module assessment.

Important Note: Reports and forms received outside of this period will **NOT** be considered.

Note:

1. A waiver of examination fees is **NOT** automatic.
2. Students who absent themselves from examinations or module assessments without a valid reason will receive a failing grade.
3. If there are circumstances, such as psychosocial stressors such as death(s) in the family, and other circumstances determined by the Counselling Psychologist or Psychiatrist, which may affect the student's performance in an examination and the student chooses to write the examination

or module assessment, he/she cannot appeal the results. (See page 128–129 for the forms to be completed).

OFFICIAL NOTIFICATION OF EXAMINATION RESULTS

Students can obtain their official progress reports from their College/Faculty/School. Progress Reports are issued at the end of semesters and summer sessions examinations. Students may also access results and Progress Reports via the e:Vision and the Student Portal.

LOST EXAMINATION GRADES

If a lecturer cannot produce a grade for an examination done by a student and the coursework was passed, the student should be offered a passing grade or the opportunity to re-do the examination with tutorial assistance, if necessary, at no cost (See policy on "Lost Examination Grades"). In the case of a graduate, he/she should be offered the lowest grade that will not result in a lowering of the class of award earned.

EXAMINATION GRADE REVIEW

A review may be obtained only if there were extenuating circumstances not known to the examiners or evidence of irregularities in the conduct of the examinations (For procedures, see No. 15, "Other Frequently Asked Questions" on page 248).

RE-DO EXAMINATION POLICY AND PROCEDURES

The Re-do Policy is summarized on page 214.

REGISTRATION FOR RE-DO EXAMINATIONS

It is the responsibility of each student to note the specific closing dates for registration and re-do examinations. The onus is on the student to complete and submit the required registration forms and pay the required fees. The registration date can be found in the "Academic Calendar Year" section of this Handbook (page 14).

EXTERNAL EXAMINATIONS

The University has always maintained close ties with overseas examination bodies. The examinations of some professional groups in Jamaica are administered in collaboration with overseas examining bodies.

Some students are also qualified to sit these overseas examinations, and it is the policy of the University to accommodate them whenever possible.

EXTERNALLY-MODERATED EXAMINATIONS

In the case of externally-moderated examinations, the question papers and answer scripts are referred to competent professional persons outside the University who act as external examiners/moderators, in keeping with the policy of the University to maintain quality and acceptable academic standards.

COMPLETION OF INSTRUCTOR/COURSE EVALUATION FORM

Two weeks before the end of each semester, each class will be asked to complete "Students Instructor – Module Evaluation" forms during class time. These should be returned to the class representative immediately. The evaluation can also be done online. (See page 257–259).

The responses will be analysed and the results may have implications for both course delivery and content.

PROJECT ASSESSMENTS

Students should observe their College/Faculty deadlines for submission of projects.

INSTRUCTIONS FOR CANDIDATES TAKING EXAMINATIONS

1. To be admitted to an examination you should have complied with the conditions in the Ordinance and Regulations, and paid the prescribed fee or made alternative arrangements with the Office of Finance and Business Services. It is your responsibility to note the specific closing dates for registration for all university examinations. The onus is on you to complete and submit the required entry forms and to pay the required examination fee.
2. You are required to be present in the examination venue fifteen (15) minutes before the scheduled start time.
3. You will not be admitted to an examination later than thirty (30) minutes after it has commenced, except with the permission of the Registrar.
4. You must remain silent at all times during the period you are in the examination venue, unless permitted to speak by an invigilator. You must not attempt to communicate by any means with another candidate.
5. Borrowing or lending of material or equipment is not permitted.
6. Jackets, handbags, books, pencil cases, calculator cases, programmable calculators, electronic organizers, electronic devices or other personal belongings and materials

- are not permitted at your desk and should be left in the designated area(s).
7. The University will not accept responsibility for any personal belongings lost or misplaced at examination venues.
 8. Weapons, including knives, guns, ice picks, blades, daggers, sticks and cutlasses are not allowed in examination venues.
 9. Cellular phones and smart watches are not allowed in the examination venues.
 10. You will not be permitted to sit the examination without a valid UTech identification card.
 11. A valid UTech identification card must be prominently displayed on your desk.
 12. Any handwritten information on any material will be considered as an academic misconduct.
 13. All unauthorized materials, including blank pieces of paper, are deemed in breach of the regulations governing academic misconduct. (See Regulation 5)
 14. You may not smoke, eat or drink during the examination.
 15. Some schools provide calculators for students. Use of programmable calculators and those not operationally quiet will not be permitted.
 16. All electronic equipment, such as watch alarms, must be switched off and placed in the designated area prior to the start of exams.
 17. You should enter your UTech ID number, the title of the examination and the date on the front page of the answer booklet.
 18. Complete the student receipt form and return it to the invigilator. A copy will be returned to you. This will be the only proof that you have submitted an examination script.
 19. Do not pull the answer booklets apart. If you do so, you will have all pieces taken from you and be given a new booklet in which to restart the examination. **NO EXTRA TIME** will be allowed for this. Rough work calculations must be done in the answer booklet and a line drawn through to indicate that it is not part of the answer. You should not copy the questions into your answer booklet. In the case of multiple choice papers, rough work must be done in the space provided in the question booklet and under no circumstances on the answer sheet, unless the question so directs.
 20. If you require another answer booklet, or any other assistance, you should raise your hand.
 21. If you need to leave the room for any reason, raise your hand. Only one candidate will be permitted to leave the room at any

- one time. Any candidate leaving the room, to go to the restroom for example, will be accompanied by an invigilator.
22. Any candidate who is considered by an invigilator to be disruptive during an examination may be required to withdraw from the examination.
 23. If you leave the examination room without permission, you will be considered to have failed the examination and a report will be submitted to the University Registrar.
 24. You may not leave the room during the first or last 30 minutes of the examination.
 25. You should ensure that all your examination scripts and other work submitted for assessment are legible. The examiners may decide not to mark examination scripts or other work judged by them to be illegible.
 26. If you are absent from the examination without medical or other valid reason, you will automatically fail.
 27. You should not remove from an examination room any answer booklet or material provided for the examination. Invigilators may/may not permit you to take away a question paper from the examination room.
 28. Offences and sanctions for academic misconduct are detailed in the "Important Regulations" section in Regulation 5, (See page 190).

See frequently asked questions and answers on page 254.



UNIVERSITY OF TECHNOLOGY, JAMAICA

Absence from Assessment Form

COUNSELLING UNIT/MEDICAL CENTRE

Section A

(To be completed by a Medical Doctor, Psychiatrist /Counselling Psychologist assigned to the University of Technology, Ja
Medical Centre or Counselling Unit only)

To: University Registrar

Re:
(Name of Student)
(ID#)

This is to certify that I

(Name of Medical Doctor, Psychiatrist/Counselling Psychologist)

- Have examined the above named student
- Concur with the recommendation of the student's physician
- Do not concur and recommend

He/she is unfit to attend examinations and should be granted sick leave for _____ day(s)

From _____ to _____ inclusive.

Name of Doctor _____

Signature of Doctor/Counselling Psychologist/Psychiatrist _____

Date: _____

Please affix UTech Medical/Counselling Centre stamp.

UNIVERSITY OF TECHNOLOGY, JAMAICA

Absence from Assessment Form

Section B

To be completed by the student and submitted to: UTech, Jamaica Medical Centre

NOTE: Incomplete forms will not be processed. Forms must be submitted within five (5) working days (Monday – Friday) of the missed examination or module assessment

Personal Information

Name: _____
 (Surname)

Academic Year: _____

 (Christian)

College/Faculty: _____

 (Middle)

School: _____

ID #: _____

Academic sessions: Semester 1 [] Semester 2 []

Email : _____

Summer []

Contact #: _____

Undergraduate [] Graduate [] Postgraduate []

Module Code	Module Title	Lecturer	Date(s) of Examination(s)	Time(s) of Exam(s)

Signature of Candidate: _____

Date: _____

NB. Completed form to be submitted to:

UTech, Jamaica Medical Centre or Counselling Unit

Please affix UTech Medical/Counselling Centre stamp.

EXAMINATION OF GRADUATE THESES AND DISSERTATIONS

The 'Manual for Preparing Graduate Students' Final Research Documents' contains guidelines and instructions for preparing graduate students' research projects, theses, and dissertations for submission for examination. This manual is posted on the University's website, www.utech.edu.jm, and e-copies are also distributed to students through their College or Faculty. It is of paramount importance that students obtain and use this manual.



SECTION F



SECURITY AND STUDENT LIFE

SECURITY

To ensure the safety and security needs of students and the community, the University operates a Safety and Security Department, (SSD) that is dedicated to provide security oversight and administration and is charged to deliver on these commitments. Students are to familiarize themselves with the safety and security measures and resources as outlined below, so that maintenance of appropriate interactions, responses and safe use of our campuses can always be obtained.

The Offices of the SSD is located on the Main Administration Building of the Main Campus. It is opened 24 hours every day of the year and senior security supervisory personnel can always be contacted at this location. From our Western Campuses, as well, there is also a Senior Security Representative operating from our location on Dome Street, Montego Bay. This Security Agent also maintains liaison with the Administrators/ Coordinators of our Satellite Campuses within the regions, through whom the relevant services can be obtained as required. (The locations served are; Barnett Clinic, UTech Academy-Ocho Rios, Browns Town Community College, Knox Community College, Montego Bay Community College etc.) All security personnel are trained security professionals , whom if not currently serving members of the security forces, may possess special police powers or having direct liaison relationship with the local police authority.

Major Services Provided to Students by The Safety & Security Department:

- Production of Student Identification Cards.
- Monitoring and overseeing performance and functions of the University Guard Force
- Monitoring and Reviewing of all Events and Activities on the Campuses.
- Manages Lost and Found Desk
- Investigation of Reported and Observed Security Incidents
- Guidance and Advice on Safety and Security Issues
- Permit or Deny Access to University Campuses or Facilities.
- Enforcement of applicable Rules and Regulations relating safety and security of the University
- Responding to Emergencies
- Protection of personnel and property from harm, injury or theft while on the Campuses
- Promotion and Maintenance of good security order on the University Campuses
- Calling out of enhanced security measures
- Support to all Units and Stakeholders in preserving the University Core Values ,and defend practices of upholding the safe, healthy, respectful and harmonious coexistence of the shared environments of the University.

IDENTIFICATION CARDS (PROCESSING REQUIREMENT AND OBLIGATIONS TO DISPLAY)

A valid UTech, Ja. identification card is the only acceptable form of identification for students while on campus. The Safety and Security Department will produce UTech, Ja. ID cards for enrolled students. These cards are programmable and will allow access to designated areas of the campus, depending on the status of the students' accounts.

Students in need of ID cards should first complete the registration process at the Admissions & Enrolment Management Office before proceeding to the Safety & Security Department. Security checks conducted on the campus require that students display their ID cards when entering the campus and present them for inspection on demand by security and other authorized personnel. Students are expected to cooperate and understand that this measure is in support of their own safety as it differentiate between who belongs to the university community as against other visitors with unscrupulous motives. Students not in compliance will be denied access to the University campus, library, computer laboratories and other restricted areas.

PROCEDURES FOR LOST IDENTIFICATION CARDS

Students who have lost their ID cards will be required to pay a replacement fee of \$1,000 at Accounts Receivable and present their receipt to the Admissions Office (non-resident stu-

dents) or the Accommodation Unit (resident students). Both offices are responsible for issuing written authorization necessary to replace a lost ID card.

UNIVERSITY SECURITY GUARD FORCE

The Safety and Security functions are supported by the engagement of a private security guard force. The University will always ensure that its choice of security provider is drawn from the most resourceful and competent practitioners in the industry. Students can expect to find security personnel who are professional, polite and very helpful, stationed at various strategic points to include all entry/exit to or from the campuses, Halls of Residents, Library as well as patrolling of the general surroundings such as car parks, driveways, class rooms and other facilities. The guards are all placed to serve, assist and support the safety and security needs of students. You are being asked to cooperate with their instructions, show them respect and refer to them any special security needs observed or required.

SAFETY AND SURVEILLANCE EQUIPMENT IN USE

Students are to be aware that the use and monitoring of surveillance equipment such as Close Circuit Televisions (CCTV) and other forms of electronic security monitoring systems may be actively in operations throughout the University's Campuses and are employed to support the safety and security processes of the University. The operations and use of such systems are under the management of the Safety and Security Department.

DISASTER MANAGEMENT, EMERGENCY RESPONSES AND SAFETY DRILLS

All University facilities are fitted with firefighting resources such as fire extinguishers and may also include Fire detection alarms or suppression systems. Some systems may operate automatically when a fire is detected or may require the use of a pull station to activate warning alarms. Every Department and Faculties are also served by staff acting as safety wardens while providing applicable support to security personnel. Students are expected to immediately evacuate any building occupied and to do so safely and orderly whenever a fire warning is raised. In such circumstances , all persons are required to make their way towards the nearest Assembly and Gathering Point. The Front Play Field and the Back Play Field are the designated Emergency Gathering/Assembly Points on the Main Campus and students must familiarize themselves with evacuation routes and assembly points when using any facility on the University Campuses. Safety Wardens and Security Personnel will provide necessary guidance and assistance during emergency situations.

PARKING REGULATIONS AND SECURITY GATE PASSES FOR MOTOR VEHICLES

Note: This Measure Is Temporarily Suspended in Keeping with Safety Precautions Being Currently Observed During The Period of The Covid -19 Pandemic. However, Applicable When Operations Return To Normal.

Security personnel stationed at the main points of entrance to the University will normally issue a laminated gate pass to each motorist entering the campus. The gate pass must be returned when exiting. Any motorist who is unable to return the issued gate pass will have to prove ownership of the vehicle to the Duty Operations' Officer at the Safety and Security Department and pay a \$500 fine at Accounts Receivable in the Administration Building. The fine paid for the lost gate pass is refundable once the pass has been found and returned to the Safety and Security Department with the issued receipt.

The opening hours for the Accounts Receivables Cashiers are 8:00 a.m. to 2:30 p.m. Monday–Friday. Should a need arise outside of these hours, please contact the UTech Security Operations Officer on duty to make the requisite payment. Gate passes should not be left in the vehicles but be kept on your person at all times. Declaration of all equipment, computers, other peripherals or any other personal electronic items entering the campus via the gates of entry, should be made to the Security Officer on duty and their serial numbers recorded to ensure your belongings can be verified.

Parking regulations are in force from 8:00 a.m. to 6:00 p.m. Monday to Friday, except in areas otherwise specified. However, vehicles parked on lawns and sidewalks or blocking exit/entrances at any time will be clamped. General parking is provided for students on a first-come-first-served basis. Individual spaces cannot be reserved.

All vehicles entering and exiting the campus may be subject to search.

SPEED LIMIT & MOTOR VEHICLE NOISES

The speed limit on campus is 25 km/ph and must be adhered to at all times. Students who habitually violate the speed limit and drive recklessly will have their privilege of driving on the campus rescinded.

This is a learning institution and as such, loud music/noise levels associated with car stereos, car or cycle mufflers and exhaust systems will be considered unacceptable.

The Safety and Security Department has equipment to measure decibel levels and any vehicle exceeding the acceptable levels may be banned from the campus.

Students must be able to sleep, study and socialize in a clean and safe environment. The playing of loud and vulgar music on the Campus is strictly prohibited and is considered unacceptable and a violation as it disturbs other residents/students.

PARKING VIOLATION TICKETS AND CLAMPING

A vehicle will be ticketed and clamped if:

- it is parked in a space assigned to another category of user;
- it is parked in a **NO PARKING** zone.
- it is parked or abandoned over seven days .

(Please note that if your vehicle is to be left on the campus for any extended period due to defectiveness, special arrangements must be sought from the SSD)

If your vehicle has been clamped before 4:00 p.m.:

- Take the parking violation ticket (issued in triplicate) to Accounts Receivable on the ground floor of the Administration Building and pay the \$500 fine.
- Take a copy of the ticket with receipt number indicated thereon to the Security Operations Office located in the Safety and Security Department (Administration Building). The Traffic Warden will then be contacted to have the vehicle unclamped.
- If the fee is not paid by 4:00 p.m., to the Accounts Receivables Office then payment must be made to the Security Operations Officer on duty who will then issue a written receipt with the Department's Stamp. The receipt is then presented to the officer on duty at the point of exit. The vehicle will then be unclamped and The motorist allowed to leave. This payment will be surrendered at 8:00 a.m. at the Accounts Receivable on the next business day.

MARIJUANA USE AND CONTROLLED SUBSTANCE ABUSE ON CAMPUS

On the premises of the University, the National Law relating to ganja is applicable and will be applied. Any person found with **ANY QUANTITY OF GANJA** by the Campus Security agents, will

have the ganja confiscated, sealed in an envelope and retained as evidence in any disciplinary matter. In some circumstances, the campus security agents may also make reports to the police concerning ganja possession and use. If the ganja found exceeds two ounces, the campus security shall also be required to report this fact to the University authorities for disciplinary consideration (NB: the Safety and Security Department is not equipped to determine the weight of ganja). It is lawful for ganja to be consumed on private property; however it is unlawful to smoke/consume ganja in public places. The University of Technology, Jamaica being a public place, the University shall be authorized to impose penalties of up to, and including, suspension for willful breach of the law concerning possession of more than two ounces. In its assessment of cases concerning ganja use, the University will also consider whether treatment for drug addiction or drug abuse is to be recommended. In applying the national law relating to ganja, the University will always bear in mind the need to be sensitive to the welfare of the persons within the care of the University, and especially the welfare of students. Indiscriminate use of alcohol and illegal drugs on University property is considered a major offence of Ordinance 1999/14 of the University rules. See page 198).

(Excerpt from the Office of the President Statement on the question of Ganja, April 20, 2017)

ILLEGITIMATE GAMING AND GAMBLING

Engagement in illicit or illegal gaming or gambling activity is prohibited on the University Campuses. Students are warned against con-

ducting, participating or being involved in any such practices on the University's campuses as such activities in violations to University's Rules as set out in Ordinance 14 of the University Rules and Regulations. Students found in violation will be dealt with according to the University's Disciplinary procedures.

The University is being very mindful that such illicit practices often result in the escalation of disputes that may cause extremely disruptive or violent behaviors. Security personnel are charged with the responsibility to intervene and prevent the activity if it is suspected or reported.

HALLS OF RESIDENCE

DISCIPLINARY PROCEDURES

All students should be aware of the rules governing the Halls of Residence. Residents who do not comply with the rules and regulations set out in the Resident Students' Handbook or the general rules of the University will be subject to:

- the University's Disciplinary Procedures detailed in Ordinance 1999/14-Student Discipline
- termination of boarding privileges at any time.

DORM SECURITY

Security officers and proximity access systems secure all dorms. Students must not allow other people to use their access cards.

Misuse of the system could result in the removal of privileges. Rules and Regulations relating

to visitors are posted on each dorm and **SHOULD BE OBeyed.**

HALL VISITATION PROCEDURES

- Visiting hours are between 12 noon and 10 p.m. daily.
- Visitors are not allowed to stay overnight on the Halls of Residence.
- Visitors are not allowed in the utility areas.
- The Resident Manager or the Resident Assistant reserves the right to ask any visitor whose behavior is considered inappropriate to vacate the Hall.
- Verbal abuse, physical abuse, and threats of physical abuse on the residence halls are strictly prohibited. Violence and harassment are definitely not tolerated.
- Tampering with or misusing fire alarms (including sounding a false fire alarm), fire extinguishers, fire hoses, sprinkler heads, or any fire equipment, or limiting egress from the buildings by tampering with exit signs and doors is also a violation of Ordinance 14 of the University rules. Disciplinary action will be sought against students found in violation through the Office of the University Registrar.
- Participation in emergency drills is mandatory. Disciplinary action will be sought against students who refuse to participate through the Office of the University Registrar.
- Observation of quiet periods must be adhered to, as outlined in the Resident Students' Handbook.

ROOM VISITS

- Students should not entertain visitors in

their rooms without the consent of their roommates.

- Visitors must be accompanied to and from the room by a resident.
- Room visiting hours are between 4:00 p.m. and 10:00 p.m. daily.

HALLS OF RESIDENCE SWIPE/ACCESS CARD REPLACEMENT

If a student damages or loses his/her Halls of Residence swipe card, he/she will be required to pay a replacement fee of \$1000. Swipe/Access cards are the property of the University and should be taken care of. They should not be twisted, bent or punched to accommodate key rings.

CAMPUS EVENTS

Safety and Security Department is vested with the responsibility and is the final authority in granting permission/denial for student oriented events to be held on the University's campus. Events Request Application forms may be obtained from the following offices: Safety and Security Office , Office of the Student Union Council, The Student Services Office, The Accommodation Unit, the Sports Department, Faculty, Faculty Offices or at www.utech.edu.jm/.

Applications MUST be submitted a minimum of 10 clear working days prior to the date of the proposed event. Late requests will not be considered. Students are therefore encouraged to plan their events in a timely manner that will allow for the necessary reviews to be done by the Safety and Security Department, Office of the Environment Health Officer and other consulting parties. Students are responsible for monitoring the status of

their events application to ensure it gets to the Safety and Security Department within the specified time period.

STICKERS/POSTERS IN UNAUTHORIZED AREAS

- Stickers promoting seminars, parties, etc. should NOT be posted in any unauthorized areas, such as on buildings and trees.
- Stickers/Posters should be posted on notice boards. Where the notice board has a glass covering, the sticker should NOT be posted on the glass. Students are urged to visit the Faculty/Office responsible for the notice board and obtain permission for access to have their Stickers/Posters posted to the notice board.
- All posters, stickers, banners etc. that have been illegally posted will be removed without any warning from the Safety & Security Department.
- The Safety & Security Department reserves the right to cancel any event if the organizers are in breach of the above.
- Event Organizers must familiarize themselves with the Noise Abatement as well as the Public Order Acts to avoid breaches and possible prosecution from the Police.

REMOVAL OF CHAIRS FROM CLASSROOMS/TAMPERING WITH UNIVERSITY ASSETS & FIXTURES

- The removal of chairs from classrooms to outdoors is expressly prohibited.
- The misuse, damage or displacement of safety equipment on the campus is a serious violation.

- Students are warned against any of the above practice as they constitute breaches that are set out in Ordinance 14 of the University rules. Persons found in violation will be dealt with according to the University's Disciplinary procedures.

LOSS AND FOUND PROCESSES

- The Safety and Security Department (SSD) operates a Loss and Found Desk.
- Any person finding valuables that may be inadvertently left unattended on University Campuses or facilities are required to take such item to the Safety & Security Department where it is recorded and may be retrieved by the owner.
- Persons who may have lost items may also check with this department can be retrieved where persons removal of chairs from classrooms to outdoors is expressly prohibited.
- The misuse, damage or displacement of safety equipment on the campus is a serious violation.

GENERAL SECURITY ADVICE, GUIDANCE AND STUDENTS PERSONAL RESPONSIBILITIES

The University recognizes that despite all measures and procedures defined by the administration, oftentimes students, without applying efforts towards their personal care and responsibility, may expose themselves to some levels of security vulnerabilities. In such contexts, students are urged to be aware of measures that can be taken personally to prevent falling a victim to criminal actions. Some guideline and tips are:

- Be cautious against exploitation of fraudulent acts , particularly when conducting financial

transactions. Use the legitimate channels and institutions recommended by the University when paying fees, and be absolutely sure you are familiar with options taken. Otherwise , if in any doubt seek advice from the Offices of the Student Services or Student Financing and keep note of any specific officer on whose advice you acted on. To engage otherwise it may be interpreted that you are complicit with the activity and be subjected to police investigations.

- Never leave valuable items unattended or exposed in a motor vehicle, especially on seats. Such act attracts thieves.
- Always double check to ensure car doors and windows are secured.
- Be selective of places chosen to lodge, find out the characteristics of the community and determine how to navigate around.
- Use legitimate transport services if not those provided by the University. Get information from the Student Union Council on recommend options for safe transportation.
- Plan your daily routines and avoid having

to travel with unnecessary resources or valuables.

- Keep family and trusting friends aware of your whereabouts when off campuses.
- Make use of Social Media resources if you suspect your safety is about to be compromised when off campuses.
- At social events , avoid becoming intoxicated and losing self control. It becomes far too easy to be taken advantage of when you cant think or act rationally.
- If involved in an accident, think clearly, be calm and evaluate the possibilities before alighting from motor vehicle.
- When driving, respect the lives of others, be courteous to other road users and avoid speeding or reckless maneuvers.

In light of all the forgoing guidelines and advice, students are reminded that Safety and Security becomes everyone's responsibility. The University remains committed to satisfy all its obligations in such regards and urge adherence to all safety and security measures so that everyone may enjoy the benefits of an incident free environment.



STUDENT LIFE

DINING FACILITIES

Dining facilities for students and faculty are provided by Juici Patties, Burger King, Pages, and Lillian's Restaurant – a training facility for Hospitality and Tourism Management students. Light snacks and drinks are also available from the various shops located at the Student's Activity Centre, John's Tuck Shop, Shelleys' and Andrea's.

SPORTS AND RECREATION

The Department of Sport is the "Home of World Class Athletes". Our vision is to have the best-student athletics sports programme in the world.

Our primary goal is to provide a sporting environment which enhances the development of quality, competitive and recreational sporting activities which improve leadership skills, teamwork, confidence, discipline and character building in our graduates.

At the centre of our facilities is the Alfred Sangster Auditorium, which has a 6,000 sq. ft. stage floor of sprung timber and seating capacity for 1,100 including a balcony with tiered seating for 220. The auditorium also includes marked

floor space for basketball, netball, volleyball and badminton. The floor space is also used for table tennis and martial arts. Adjoining the auditorium is a weights room and a squash court.

Outdoor facilities include a golf putting area with a sand trap and fairways for par three, four and five-hole, cricket pitch and pavilion, a half-Olympic size swimming pool, a 310-meter grass running track, football and rugby field with changing facilities and colourfully painted netball, basketball, volleyball, and tennis courts.

INTERCOLLEGIATE SPORTS

The Department offers twelve intercollegiate sports for men and women. Sports for both men and women include basketball, volleyball, tennis, badminton, squash, hockey, football, table tennis and track and field, our flagship sport. Sports restricted to men only are cricket and rugby and to women – netball.

Over the past 35 years, our Intercollegiate Sport programme has produced many national representatives in different sports. Our flagship sport, track & field, has produced some of the most notable student-athletes: namely, Olymp-

pians Elaine Thompson and past student-athletes Sherone Simpson, Sherika Williams, Asafa Powell, Nesta Carter, and Germaine Mason and former student-athlete women's 100m champion, Shelly-Ann Fraser-Pryce.

Our intensive training programmes also provide and facilitate participation in CUSA games, ODUCC games, Penn Relays, and league competitions.

UTECH JA CLASSIC SERIES

The Department stages annual international sporting competitions known as the "UTech Classic Series" currently consisting of five sports: track & field, cricket, volleyball, golf, basketball, netball, table tennis and lawn tennis.

The sporting facilities are open to all students and members of staff with valid UTech identification cards.

Director of Sport, Orville Byfield, heads the Department. For more information about the Department visit our website at:
<http://www.utech.edu.jm/Sports/default.htm>.

THE STUDENTS' UNION

Student Governance is vital for any institution. The University of Technology, Jamaica Students' Union Council has the responsibility of managing the social, spiritual, and academic well-being of students. This task is undertaken in the Council's effort "To serve and to represent" the student populace – the "Students' Union" which

consists of all registered students of the University of Technology, Jamaica. The Students' Union Council is the representational body which consists of both elected and appointed members.

The Board of Executives consists of the President and five other members of Council. The Executive body oversees all other boards namely the Board of Representatives, the Board of Directors, the Advisors as well as the Students' Union Western Sub-Council and Graduate Students.

MISSION, AIMS & OBJECTIVES (ARTICLE II*)

Section 1. The Mission of the Students' Union is:

To effectively serve and protect the rights of students promoting their academic, social, cultural, spiritual and physical development, while fostering relations with the wider community.

Section 2. The aims and objectives of the Students' Union Council shall be as stipulated in the Statute XVIII of the University of Technology Act No. 27/1999, to:

- promote the interests of the students and represent them in all matters affecting their interests
- afford a recognized means of communication between the students and the authorities of the University
- provide a variety of services to enhance student life

- promote social intercourse and unity of spirit and feeling among the students
- bring the students into closer relations with the students of other universities and institutions of higher and further education.

WELFARE AND SERVICES

The Students' Union Council operates numerous activities geared towards benefiting our populace. These activities include representation, office services, welfare services, bursary assistance such as tuition, lunch, transportation and laundry.

1. "Love Lunch"

This is an expansion of the services that are offered by the Students' Union whereby eligible students are provided with lunch tickets to purchase meals at selected food outlets.

2. Laundromat

The Laundromat is located in the Lome' Halls "Blocks" and operated by the office of Students' Union Council. Tokens for washing and drying cost \$300.00 per load (prices subject to change) and are sold at the Students' Union Business Office only. Opening hours are 9am–4pm, Monday–Friday and 11am–6pm on weekends.

3. "Love Bus"

The Students' Union shuttle service is dedicated to serving the commuting student community through accessible routes and schedules. This service is provided to students at a discounted rate and operates from Monday through Friday from 6am to 9pm. The shuttle service was paused due to the pandemic however the service is expected to be reinstated for the 2024/2025 academic year. More information on the operating routes and prices will be made via the students' union social media pages. Please be advised that to access this service, you are required to present your UTech, Ja ID card upon boarding all identified student buses.

BUSINESS OFFICE SERVICES

The Student's Union aims to accommodate students' demand for office services. These include:

- Document printing – offered to students at competitive prices.
- Photocopying – offered at different costs, according to paper type and colour.
- Facsimile services – offered to students at competitive prices
- Binding
- Scanning documents

THE STUDENTS' ACTIVITY CENTRE

The Students' Activity Centre (SAC) is an area designated for social and recreational activities for students. This area is home to the Students' Union Council Consultation Office and Conference room. Broadly speaking, the facility is devoted to student recreation and socialization.

COMMUNITY OUTREACH SERVICES

The Students' Union provides an opportunity for the growth and development of the students we serve and also for those in our immediate/surrounding communities. This is done through organizing sustainable activities that will be impactful and beneficial for the betterment and development of participants. In an attempt to fulfil this desire to contribute, the Union plans and executes two major signature projects each year.

1. THE "TEACH THE YOUTH" PROGRAMME

This programme was developed in the summer of 1999 to carry out remedial and other educational work, directly benefiting two communities. The programme has since been expanded to five communities: Kintyre, August Town, Tavern, Highlight View and Sandy Park, and it is now mandated as an annual event. Despite being on a two year hiatus as a result of the pandemic the council is pushing to see the reintroduction of the flagship initiative in this

academic year.

2. "NATIONWIDE TAG DRIVE"

Students traverse the country in an attempt to solicit funds to aid various charitable organizations and or needy individuals. The "Tag Drive" consists of a week of activities in semester one each year. These include a church service, a "Celebrity Dutch Auction", a collection in the Kingston Corporate Area and, on the final day, an island-wide collection. The Tag Drive is geared towards empowering students to gain levels of self-fulfilment from knowing that they are participating in an event that benefits the less fortunate in our society.

CLUBS AND SOCIETIES AND ASSOCIATIONS

There are several student-based associations at the University of Technology, Jamaica. These recognized clubs/societies fall under the auspices of the Students' Union Council. Through recent amendments, the First Vice President, Clubs and Societies in association with the Director of Elections governs all proceedings of clubs and societies ranging from students' activity clubs and professional societies to cultural, religious and special interest groups.

The clubs comprise students from various Colleges/Faculties/Schools and Programmes, while the societies are aligned to specific disciplines. They all offer students an opportunity for increased social interaction and the ability to

gain invaluable experience while expanding their network of friends and associates. All students are encouraged to join at least one student-based organization in order to increase their social activism. The Students' Union Council aims to manage the operation of the clubs and societies on campus, as well as to promote and generate funds. Clubs and Societies week celebrated in October showcases the various clubs and societies through expositions, forums and a concert.

The following is a list of recognized Clubs and Societies:

1. UTech, Journalism Society
2. UTech, Ja. Mathematics Club
3. University and Colleges Christian Fellowship – Western
4. Universities and Colleges Christian Fellowship
5. UTech West Circle K International Club
6. UTech Circle K International Club
7. Rotaract Club of UTech, Ja.
8. UTech Actuarial Science Club
9. UTech Advent Fellowship
10. Society of Manufacturing Engineers
11. Future Marketers Association
12. COBAM Honor Society
13. Accounting Students Association
14. University and College Apostolic Ministry - UTech, Ja.
15. Jamaica Business and Economics Society of Tomorrow
16. Jamaica Institute of Engineers- UTech, Ja. Chapter
17. Institution of Structural Engineers
18. UTech, Ja. Association of Nutrition and Dietetics Students
19. Caribbean Architectural Students Association
20. Cursor Tech Club
21. Forensic Science Society of Jamaica
22. UTech, Ja. Debating and Public Speaking Society
23. UTech, Ja. Association of Medical Technology Students
24. UTech Paladins ESports Club
25. Generation Technology, UTech, Ja Chapter
26. UTech Child and Adolescents Development Club
27. ADPM Fashion Club
28. Real Estate Management and Valuation Students Society
29. UTech Vibes Optimist Club
30. UTech Visions
31. UTech Athletic Training Association
32. University of Technology Pharmaceutical Technology Students' Association (UT-PTSA)
33. Tourism Action Club

STUDENTS' UNION COUNCIL MEMBERS 2024–2025

NAME	POSITIONS	EMAIL
BOARD OF EXECUTIVES		
Rick Darby	President	president@utechstudentsunion.com
Percival Roberts	1St VP, Academic Affairs, Clubs & Societies	academicaffairs@utechstudentsunion.com
Shamir Martin	VP Public Relations	publicrelations@utechstudentsunion.com
Kyle Watson	VP Finance	finance@utechstudentsunion.com
Jahiem Anderson	VP Student Services	studentservices@utechstudentsunion.com
Ashari Allen	Executive Secretary (Actg.)	executivesecretary@utechstudentsunion.com
BOARD OF REPRESENTATIVES		
Abygale Brown	Faculty of Law	lawrep@utechstudentsunion.com
Tahj Hewitt	School of Building and Land Management	sblmrep@utechstudentsunion.com
Sashanda Bailey	Joint Colleges	jointcollegesrep@utechstudentsunion.com
Dimarco Farquharson	School of Engineering	soerep@utechstudentsunion.com
Julian McNeish	School of Business Administration/ JDSEEL	sobarep@utechstudentsunion.com
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Isis Hyman	College of Health Sciences	cohsexrep@utechstudentsunion.com
Terrian Llewellyn	Caribbean School of Architecture	csarep@utechstudentsunion.com
Octavia DaCosta	Faculty of Science and Sports School of Hospitality and Tourism Management	fossrep@utechstudentsunion.com shtmrep@utechstudentsunion.com
Aneska Bryan	Resident Students	residentrep@utechstudentsunion.com
	Graduate Students	graduaterep@utechstudentsunion.com
Keyshawnn Williams	International Students	internationalrep@utechstudentsunion.com
Tenique Robinson	Western Campus Chairperson	westerncampusrep@utechstudentsunion.com

STUDENTS' UNION COUNCIL MEMBERS 2024–2025

NAME	POSITIONS	EMAIL
BOARD OF DIRECTORS		
Roshantia Bramwell	Director of Spiritual Development	spiritual@utechstudentsunion.com
Leighton Downie	Editor-in-Chief	editor@utechstudentsunion.com
Dominique Lumley	Director of Health & Safety	healthandsafety1@utechstudentsunion.com
Oshaunae Williams	Director of Health & Safety	healthandsafety@utechstudentsunion.com
Andrew Farquharson	Director of Elections	elections@utechstudentsunion.com
Moy-Ann Reid	Director of Community Service	communityservice@utechstudentsunion.com
Vacant	Director of Entertainment & Cultural Activities	entertainment@utechstudentsunion.com
Vacant	Director of Special Projects	specialprojects@utechstudentsunion.com
Omario Daley	Director of Sports	sports1@utechstudentsunion.com
Sutanya Miller	Director of Sports	sports@utechstudentsunion.com
ADVISORS		
Jinel Gordon	Advisor to the President	Presidentadvisor@utechstudentsunion.com
Vicjoy Francis	Special Advisor to the VP Student Services	specialadvisor@utechstudentsunion.com
Jayda Ragbar	Academic Advisor to the 1st VP	academicadvisor@utechstudentsunion.com
Romaine Campbell	Executive Assistant to the Executive Body	executiveassistant@utechstudentsunion.com
Siphany Walters	President's Assistant	presidentassistant1@utechstudentsunion.com
Kaveen Johnson	President's Assistant	presidentassistant2@utechstudentsunion.com
WESTERN CAMPUS SUB-COUNCIL		
Kashwayne England	Western Campus Rep. (Chairperson)	westerncampusrep@utechstudentsunion.com
	Secretary and Financial Controller	Secretariatwesterncampus@gmail.com
	Academic Affairs, Clubs and Societies Coordinator	academicaffairswesterncampus@gmail.com
	Public Relations, Editorial and Student Services Coordinator	publicrelationsstudentservices@gmail.com
	Health, Safety, and Sport Coordinator	healthandsports.westerncampus@gmail.com
	School of Computing and Information Technology Representative	scitrep.westerncampus@gmail.com
D'nae Haughton	College of Health Sciences Rep.	Westcohhsrep@gmail.com
	Faculty of Law Representative	Folwrep.westerncampus@gmail.com
Karlisa Pear	School of Business Administration Representative	Sobarep.westerncampus@gmail.com





SECTION G



GRADUATION INFORMATION PRESIDENT'S HONOUR ROLL/DEAN'S LIST

GRADUATION INFORMATION

REGISTRATION FOR GRADUATION CEREMONY

Students who wish to participate in the graduation ceremony should register online. A non-refundable registration fee will be charged. A fully online graduation registration system is available. The graduating class are invited to register and pay for graduation via <https://ecommerce.utech.edu.jm/graduation>.

CIRCUMSTANCES AFFECTING GRADUATION

In extraordinary situations, the University may recommend that degrees, diplomas or certificates be withheld or withdrawn. In any such

case, the student will be notified and given every opportunity to object.

No degrees, diplomas, certificates or other academic awards will be conferred on a student if a charge of academic dishonesty or conduct violation is pending, and where the penalty could be suspension, expulsion, failing grades or any combination of the above, until such time as the charge is cleared and the academic requirements are met.

REQUIREMENTS FOR GRANTING OF AWARDS

This information is detailed in Regulation 3, Section H: "Important Regulations Governing Students". (See page 162).



PRESIDENT'S HONOUR ROLL/DEAN'S LIST

INTRODUCTION

The University of Technology, Jamaica recognizes the academic success of its students in various ways. One such way is by naming undergraduate students to the President's Honour Roll or to the Dean's List. Each academic unit may name to its list a maximum of 10% of its undergraduate students, selected on the basis of academic performance in the nominating period.

PRESIDENT'S HONOUR ROLL

The President's Honour Roll, compiled at the end of each academic year, recognises final year undergraduate students who have demonstrated outstanding academic performance.

ELIGIBILITY

To be eligible, final year students must attain the following qualifications:

- A grade of 'A' and above
- GPA of 4.3
- Passes in all modules on the first attempt

GENERAL CRITERIA

- Students must be in good standing with the University
- "Full time" students must have completed 12 credits per instructional period

- "Part-time" and summer students must have completed 9 credits per instructional period.

Types of awards may be one or a combination of the following:

- Commendatory letter
- President's Pin, presented by the President at the Congregation for the Presentation of Graduates
- Financial Award
- Notation placed on student's permanent record.

DEAN'S LIST

- The Dean's List, prepared at the end of each academic year, recognises those students who have achieved academic distinction in a College/Faculty. To qualify, the student must attain the following qualifications:
 - GPA of 3.67 and above
 - Passes in all modules on the first attempt.

GENERAL CRITERIA

- Students must be in good standing with the University

- Full time students must have completed 12 credits per semester/summer session
- Part-time and summer students must have completed 9 graded credits per semester/session.

TYPES OF AWARDS

Awards may be one or a combination of the following:

- Commendatory letter
- Citation
- School medal
- Financial award
- Plaque
- Books
- Display of citation on website/scroll, challenge plate
- Certificate of Commendation
- Notation placed on student's permanent record.

COMPIILATION OF LISTS

The Office of the Registrar will assume responsibility for procedures relating to collecting and recording the particulars of students nominated from each academic unit.

After each semester exams, the Office of the Registrar will provide academic units with the names of students who have a GPA of 3.45 or better, in accordance with the criteria.

The Deans will review the candidates' academic records in detail and choose, at most, 10% of the total number of students enrolled in the College/Faculty.

Academic units are expected to respond to the Registrar's Office within one month, so that students' transcripts can be updated. The transcript entry will indicate the name of the academic unit and the academic year for which the award is given.



SECTION H



IMPORTANT REGULATIONS AND ORDINANCE 1999/14

REGULATION 3 – ACADEMIC PROGRESS AND GRANTING OF AWARDS

1. INTRODUCTION

The University aims at providing high quality education, and the purpose of this policy is to establish the standards for academic progression and granting of awards to students. The University is also committed to the well-being of its students and has put systems and measures in place to monitor their progress, and to identify and assist those students who are making unsatisfactory progress.

Subject to the final authority of the Academic Board, College/Faculty Boards of Examiners will determine the academic progress of students on the basis of their performance in examinations and coursework assessments. A student must maintain a satisfactory academic standing

to progress from year to year and/or level to level in a given course of study. Students who fail to make satisfactory progress will be placed on Academic Probation (See Section 2.1 and 9.0).

The regulations governing students' academic progress and status, as outlined below, will apply to all new students' intake effective Academic Year 2024/25. All other students will not be affected by the revisions in the current publication of Regulation 3, unless otherwise stated.

The grading scheme will apply to ALL students as of the effective date.

This regulation supersedes all previous regulations.

2. STUDENT STATUS

Terminology	Definitions
Currently Registered – CRO	Registered in the current Academic Year.
Progressed – N	Advanced to the next level.
Leave of Absence – ABS	Not attending classes with approval for reasons given in Leave of Absence application (See Section 3.14).
Academic Probation – AP	A current undergraduate student who has a cumulative GPA of below 2.0 at the end of an academic year. See section 9.0 for information on academic probation for graduate students

2. STUDENT STATUS (cont'd)

Terminology	Definitions
Withdrawn – WWIP	Authorized withdrawal (after written approval has been granted) from a course of study after commencement of classes, for a period of time following a student's written request to do so (See Section 3.27).
Withdrawn – WWOP	Withdrawal from a course of study, where no written approval has been granted to a written request, for a period of time without notifying the university or having official authorization to do so (See Section 3.27).
Discontinued – DI	<p>An undergraduate student's status will move to "Discontinued" if he/she is on Academic Probation for two (2) cumulative years of enrolment. See section 9.0 for information on academic probation for graduate students.</p> <p><i>Students with "Discontinued Status" may apply for admission to another course of study at the next application period.</i></p>
Expired - EP	<p>Studentship has ended as a result of failure to meet the requirements for an academic award within the maximum permissible time for completion of a Course of Study.</p> <p><i>Students with "expired status" at the end of the academic year may re-apply for re-admission. The award conferred after successful completion of the Course of Study is subject to the Transfer and Exemption Policy.</i></p>

2.1 ACADEMIC PROBATION

Academic Probation is a measure taken by the University to indicate that a student is not maintaining satisfactory performance. Such student will be advised by the College/Faculty and warned that he/she is on academic probation, and must improve his/her academic standing or be subjected to discontinuation (dismissal).

2.1.1 CONDITIONS FOR ACADEMIC PROBATION

A student will be placed on academic probation if his/her cumulative GPA is less than 2.0. Students on academic probation must remain in the level last registered until a GPA of 2.0 or above is achieved. The maximum number of credits, including the failed modules, which can be attempted in any semester or summer session, is 12 and 9, respectively. The period of Academic Probation does not extend the prescribed duration and the maximum completion time for the course of study. (*See section 9.0 for information on academic probation for graduate students.*)

Students on Academic Probation are required to meet regularly with their assigned Academic Advisors to:

- Discuss reasons for unsatisfactory academic performance;
- Review academic standing
- Develop strategies, including additional support, to achieve satisfactory academic standing within the probationary terms, and monitor progress towards that goal.

A student who entered the university before AY2016/17 and obtained a cumulative GPA below 1.7 or below would be placed on Academic proba-

tion. A student who entered the university AY 2017/18 and obtained a cumulative GPA of 2.0 will be placed on Academic Probation.

3. ACADEMIC TERMINOLOGY, POLICIES AND PROCEDURES

3.1. ACADEMIC YEAR

The University operates a 12-month academic year. The year is divided into two semesters and a summer session as follows:

Semester 1	August – December
Semester 2	January – May
Summer Session	May – August

Classes are scheduled between 8.00 a.m. and 9.00 p.m. from Sunday to Saturday.

3.2 ADD/DROP

Students wishing to add or drop modules must complete the Add/Drop form online and submit by the end of the first ten working days in Semesters 1 and 2 and the first five (5) working days of the Summer Session (See Add/Drop Policy).

3.3 ASSOCIATE DEGREE

An Associate Degree is an award conferred upon successful completion of a Course of Study or training at the post-secondary level, which requires the passing of a minimum of 60 credit hours of instruction and/or other academic requirements.

3.4 BACHELOR'S DEGREE

A Bachelor's Degree is an award conferred upon successful completion of a Course of Study or training at the post-secondary level, which requires the passing of a minimum of 120 credit hours of instruction and/or other academic requirements.

3.5 DIPLOMA

A Diploma is an award conferred upon successful completion of a Course of Study or training at the post-secondary level, which requires the passing of a minimum of 90 credit hours of instruction and/or other academic requirements.

3.6 CERTIFICATE

A Certificate is an award conferred upon successful completion of a Course of Study or training at the post-secondary level, which requires the passing of a minimum of 30 credit hours of instruction and/or other academic requirements.

3.7 CORE MODULES

Core modules are modules that define a particular course of study. Core modules are compulsory.

3.8 CREDIT HOURS

- i. One theory credit is given for every 15 contact hours of lecture, tutorial or seminar instruction, or the on-line learning equivalent of time-on-task during a semester.
- ii. One practical credit is given for every 45 hours of laboratory/practical instruction in a laboratory or workshop module.
- iii. Design Studio Credit: One credit hour is given for every 16–20 hours of Design Studio

during a semester within the first two years of the Course of Study (see School's prospectus). During Years 3 and 4 one Credit hour is given for every 12 hours of Design Studio. In the Design Studio, theory and practice are combined.

- iv. One Cooperative Education Credit is given for every 80-200 (two to five weeks of work assignments) hours of cooperative education work in an approved work location.

Modules with other instructional delivery modes may require other class/student contact hours for credit assignment. These are awarded pass/fail grades. Fees for redoing such modules will be determined on a per credit basis.

3.9 CREDIT MODULE

A credit module is an approved University module for which credit towards a University degree, diploma or certificate may be earned. Credit is granted when a student achieves a passing grade within the University's grading scheme for a module approved as a credit module. Pre-university modules are assigned zero credit and do not contribute to the determination of the class of an award.

3.10 ELECTIVE

An elective is a module that the student chooses to take outside of those prescribed by the Course of Study. Electives may be at the university, school or course of study levels.

3.11 MODE OF ATTENDANCE

A student's mode of attendance is determined at the beginning of each semester, based on the

number of credits. A full-time student is one taking a number of credits that would enable the completion of a course of study in the prescribed timeframe. This would normally be 12–18 credits per semester.

A part-time student is one taking less than 12 credits per semester.

However, where the credit load requirement for the course of study has not been met in the semesters, students may complete their credit requirements during the summer session, where the relevant modules are being offered.

Students may also take additional credits, subject to academic advisement and/or special course requirements.

While there is flexibility, a student is required to conform to the terms and conditions of the sponsor, for example, Students' Loan Bureau.

*This may differ for graduate students.

3.12 GRADE REVIEW

A grade review is a reassessment of any part of the examination process based on established rules and procedures. (See Change of Grade Policy).

3.13 GRADE FORGIVENESS

Grade Forgiveness (GF) is the opportunity for an undergraduate student to redo a module in which a grade of "C–" or lower was received, and to earn a grade that will be substituted for the previous grade. (See the Grade Forgiveness Policy)

3.14 LEAVE OF ABSENCE

Leave of Absence is the suspension of studies with the approval of the University, for a minimum of one semester and up to a maximum of one academic year per course of study. Leave of Absence

does not count against a student's maximum completion timeframe for the particular course of study or class of award. Students whose course of study is structured on Semesters 1 and 2 do not need to apply for Leave of Absence during the summer session.

Leave of Absence may be granted for the following reasons, which may include but are not limited to:

- Medical (injury/illness, pregnancy, childbirth, traumatic experiences and natural disasters)
- Academic (internship locally or overseas, student exchange with other institutions)
- Other (participation in approved competitions, financial problems, international students with passport/visa issues)

In all instances supporting documentation will be required.

The request for Leave of Absence is made by submitting the College/Faculty Student Academic Affairs Committee (C/FSAAC) request form to the College/Faculty by the end of the third week of the semester. The C/FSAAC form is available in the College/Faculty Student Affairs Office. Leave of Absence is not granted retroactively.

A student on Leave of Absence is required to pay a studentship fee in order to maintain his/her studentship. The Office of Business and Finance will determine the amount. Students are not permitted to pursue any studies at the University while on Leave of Absence.

3.15 LEVEL

Modules in undergraduate courses are indicated as being at Levels 1–4, based on the

difficulty/complexity of the modules and/or where they are sequenced in the course of study. Each student must complete the required number of credits at every Level in order to graduate.

The levels are:

- Level 1 – Successful completion of up to 26 credits, including Transfer/Exemption credits.
- Level 2 – Successful completion of 27 to 58 credits, including Transfer/Exemption credits.
- Level 3 – Successful completion of 59 to 91 credits, including Transfer/Exemption credits.
- Level 4 – Successful completion of 92 credits and above, including Transfer/Exemption credits.

3.16 OPTION/SPECIALISATION/ROUTE

A group of modules related to a major area of specialised study within a course of study, frequently developing from a common base, e.g., the Accounting and Marketing Options of the Bachelor of Business Administration course of study. The specialisation areas comprise major, major/minor and double-major options.

Some graduate courses also have specializations.

3.17 PROGRESS REPORT

A statement detailing a student's academic performance for an academic session, issued by the Registrar upon request.

3.18 RE-ADMISSION

This is admission by the university of a student who is resuming his/her course of study. The following categories of students may apply for re-admission:

- a. Withdrawn without permission
- b. Expired.

Students resuming are required to comply with the university's re-admissions or re-application procedure. (See the Re-Admission Policy)

3.19 REDO

To redo a module means to register (having paid) for the module, attend classes face-to-face, participate online or through independent study, complete all coursework requirements, and sit the end-of-module final examination, if applicable.

3.20 RE-INSTATEMENT

This is the restoration by the Academic Board of a student to his/her former status in the University. Re-instatement applies to students who were on approved Leave of Absence, Withdrawn with Permission, and such other categories as may be determined by the Academic Board.

For students who have been suspended, re-instatement will be subject to the terms and conditions of their suspension.

Students are required to request re-instatement in writing to the Registrar.

3.21 SEMESTER/SUMMER SESSION

A semester is one of the two main academic sessions in the academic year. It is normally 16 weeks in duration and includes teaching, study period and the examination session.

A summer session runs within the period from the end of Semester 2 to the beginning of the next academic year. It is normally 10 weeks in duration, which includes teaching and the examination session.

3.22 SPECIALLY ADMITTED STUDENTS

Specially admitted students fall into one of the following categories:

- Persons admitted to the University to "audit" a module(s) but who are not candidates for a degree, diploma, certificate or other academic certification of the University;
- Persons wishing to bank credits towards an unspecified degree;
- Persons admitted by special arrangements with other tertiary institution.

3.23 TRANSFER

A transfer takes place when there is a change from one campus or Course of Study to another. Application should be submitted to the applicant's Programme Director six (6) weeks before the beginning of the academic session using the *Request for Transfer* form.

3.24 TRANSFER CREDIT

A transfer credit is earned for a module successfully pursued at an approved tertiary institution and deemed equivalent to one in a UTech, Ja. course of study. Applicant should complete the *Application for Transfer Credit* form, and enter the details of the modules for which he/she wishes to be evaluated. (See the *Transfer Credit and Exemption Policy* for further details)

3.25 TRANSCRIPT/ACADEMIC RECORD

A transcript is a student's academic record that will be sent, upon request, to an approved third party (educational institutions, banks, companies, etc.) at a cost. A student's copy of his/her academic record (called a Statement of Academic Record) is available for a fee.

3.26 WITHDRAWAL FROM A MODULE

Withdrawal from a module is intended to assist students who are insufficiently prepared to complete and be examined in the module.

A student wishing to withdraw from a module shall discuss the matter with his/her Academic Advisor [Programme Director in the case of graduate students], complete the withdrawal form, and submit the completed form to the Programme Director (copied to the Head of School/Department) for approval no less than two weeks before the official suspension of classes for the Semester or the Summer Session. The student will be informed of the decision by the Programme Director (copied to Records Office). Where withdrawal is granted, a "WM" will be placed on the student's record, but it will not affect the calculation of the GPA.

No withdrawal is permissible within the last two weeks before the official suspension of classes, and any non-attendance thereon will be subjected to the Examinations Policy. "Drop-out" of class is not withdrawal, and such action may result in a "Fail" grade for the module.

The approval of the request for withdrawal cannot be revoked, and there will be no right to appeal. Students are limited to a maximum of two module withdrawals in any semester or summer session. Students are advised to redo the module(s) at the next available offering.

There is no refund of module fee when a student withdraws from a module.

3.27 WITHDRAWAL FROM COURSE OF STUDY**3.27.1 WITHDRAWAL WITH PERMISSION**

After the first three weeks of commencement of classes, students may request authorised withdra-

wal from the course of study for a period of time not exceeding one semester/summer session. The request is made by submitting the C/FSAAC request form to the College/Faculty at least two weeks before the official suspension of classes for the semester/summer session. Resumption notice should be given three weeks prior to the date on which the student is expected to resume, using the Readmission form.

Any request for withdrawal will be counted in the maximum completion timeframe for the course of study.

Any incomplete modules attempted will be annotated with a "WC". The attempt will be noted in the student's record, but will not affect the calculation of the GPA. Students will be required to redo the incomplete modules after resumption.

Withdrawal from a course of study is not permitted in the last two weeks before the official suspension of classes. Students are prohibited from pursuing any study at the University while on Withdrawal.

Refer to the *Fee Refund Policy* as it relates to outstanding fee or fee refund.

3.27.2 WITHDRAWAL WITHOUT PERMISSION

A student is considered to have withdrawn without permission if he/she fails to

- a. complete or participate in course requirements and has not sought approval request and received approval of the university of his/her intention to do so.
- b. continue in the course of study when approval to withdraw was not given.
- c. return after the period of Leave of Absence or Withdrawal with Permission has ended.

In these circumstances, students who are desirous of completing the course of study should reapply to the University.

Refer to the *Fee Refund Policy* as it relates to outstanding fee or fee refund.

4. ACADEMIC PROGRESS AND GRANTING OF AWARDS FOR UNDERGRADUATE STUDENTS

- 4.1. The University confers awards on students who have successfully completed approved courses of study and who have satisfied the conditions specified in Ordinance 7.
- 4.2. To receive a university award, a student must successfully complete the requirements of his/her course of study as well as fulfil other obligations to the University. To be eligible for graduation, a student must be in good academic standing and have satisfied all other obligations to the University.

Generally, a student will be eligible to receive a degree, diploma, associate degree, certificate or other award when:

- a) He/she has successfully completed (passed) all modules and assigned credit hours in a prescribed course of study.
- b) He/she has been recommended by both the College/Faculty Board of Examiners and the Registrar.
- c) He/she has met the requirements specified in Ordinance 7, and
- d) The recommendation has been approved by the Academic Board.

4.3 The University also offers a variety of professional courses, and the requirements of professional bodies and of the University must be satisfied before an award may be granted.

4.4 (a) Course of Study

This is a plan of study lasting over a specified period of time which leads to the award of a Degree, Diploma, Certificate or other academic certification of the university.

(b) Prescribed (Normal) Timeframe

This is the stated duration of a course of study.

Note: Where the loading is below the average required per semester, students need to take additional modules in subsequent academic session (s) to make up.

(c) Maximum Timeframe

The rationale for placing a timeframe on completing a course of study is to ensure that the award reflects currency of knowledge and skill. The maximum timeframe to complete a course of study for the following award is:

- Bachelor's Degree – prescribed time frame plus 3 years
- Diploma – 5 years
- Associate Degree – 4 years
- Certificate – 3 years

The maximum timeframe does not include approved Leave of Absence or extenuating circumstances, such as illness.

(d) Discretionary Extension of Studentship for completion of Award

Students who have expired the prescribed and maximum permissible timeframe and

who require an extension to satisfy the completion of their awards, may apply to the respective College or Faculty Board for an extension of no more than two years. The College/Faculty will act under the delegated authority of the Academic Board and will report its decision for noting to the next scheduled meeting of the Academic Board. [This provision is also applicable to graduate students]

(e) Appeals - Discretionary Extension of Studentship for completion of Award

Students who have been denied the discretionary extension (maximum 2 years) by their respective College/ Faculty Board, may appeal the decision to the Academic Board Student Academic Affairs' Review Panel (ABSAARP). Having reviewed the decision of the College/ Faculty Board, the ABSAARP may confirm, reverse or vary the recommendation of the College/Faculty Board. The decision of the Panel shall be final. [This provision is also applicable to graduate students]

(f) Accelerated Completion of Degree/Diploma/Certificate

This is the completion of a Course of Study in a shorter prescribed timeframe based on a students' decision to increase his/her credit load in a given academic year, as approved by the Head of School/Department.

5. EVALUATION

- 5.1 The specific method of evaluation for modules will be established by each academic unit within the framework approved by the Office of Teaching and Learning. A student's

final academic standing will be determined by his/her achievement throughout the academic year or module delivery period, taking into account evaluation measures such as classroom or proctored tests and examinations, laboratory work, projects, supervised practical experiences, theses and their defence.

Academic staff shall advise students of the method of evaluation of each module, no later than the beginning of the module delivery. [This applies to graduate students as well]

5.2 GRADING SYSTEM

The University's official grading system and relevant key codes are specified in Tables 1 & 2.

Table 2: Key Codes

Status	Key
Academic Misconduct	AM
Excused	EX
Incomplete	L
Medical	M
No Submission	NS
Withdrawal from Module	WM
Withdrawal from Course of	
Study with Permission	WC
Pass	P
Fail	F
Deferred	DF
Absent	AB

Table 1: Grading Systems for both Undergraduate and Graduate Courses of Study

Performance Description	Grade	Grade Point	Percentage Scale	Comments (Undergraduate)	Comments (Graduate)
Excellent	A+	4.3	90.00–100	Pass	Pass
	A	4.0	80.00–89.99	Pass	Pass
	A-	3.67	75.00–79.99	Pass	Pass
Good	B+	3.33	70.00–74.99	Pass	Pass
	B	3.0	65.00–69.99	Pass	Pass
	B-	2.67	60.00–64.99	Pass	Fail
Satisfactory	C+	2.33	55.00–59.99	Pass	Fail
	C	2.0	50.00–54.99	Pass	Fail
Unsatisfactory	D+	1.67	45.00–49.99	Fail	Fail
	D	1.3	40.00–44.99	Fail	Fail
	E	0.86	30.00–39.99	Fail	Fail
	U	0.00	0.00–29.99	Fail	Fail

An incomplete (L) grade is given when the coursework requirement is incomplete due to unforeseen circumstances. In this case a DF for deferred result will show on the student portal. In such circumstances students are afforded an opportunity by the lecturer to complete and submit the outstanding work no later than the validation exercise period. If the coursework has not been submitted the incomplete grade will be converted to a "Fail" grade during the validation exercise, unless permitted by the College/Faculty Board of Examiners for an additional period of time not exceeding one semester. In such case, the change is made by completing the Change of Grade form. An "L" will not affect the GPA.

An absent (AB) is assigned to students who have either withdrawn from a module without permission, missed the coursework test or the final examination. Where students have failed to submit part of their assessment components *without permission*, such as term paper or project, an "NS" is given.

Percentages are used to facilitate staff in marking individual assignments and examination but are not used to express the final result.

5.3 GRADING POLICY

- 5.3.1 The final result for each module is expressed as a grade and grade point.
- 5.3.2 A student's overall academic performance at the end of the academic year will be

determined by weighting each module grade point earned in accordance with its credit allocation and expressed as a Grade Point Average (GPA).

- 5.3.3 Except for special requirements, usually of an external nature, the final grade for a module is determined by weighting the allocation of marks for coursework assignments and final examination. The allocation to coursework may vary from 40 to 100 per cent.
- 5.3.4 In a module that is examined by coursework and final examination, students may be given both their grade and percentage mark for coursework assignments. For modules examined by coursework only, the student will be given only the grade for their coursework assessments.
- 5.3.5 An undergraduate module will have been passed if the final result is grade C or above. However, some modules will have a higher passing grade to meet professional requirements.
- 5.3.6 If a student has failed a module, he/she must redo the module and the assessment components, including coursework and final examination. The final grade for the module will be the weighted average of new coursework and the new final exam mark.

5.4 GRADE POINT AVERAGE (GPA)

The GPA is a quantitative measure of a student's performance. It is the average obtained by

dividing the sum of the product of grade point and credit for each module by the total number of credits attempted.

5.5 CALCULATION OF GPA

5.5.1 The examples below indicate calculations for modules taken including one failed, as well as an example complete with redos. Please note that failed modules will also form part of the calculated GPA.

Table 3 shows that for Semester 1, the product of grade point and credit is 53.55. This is divided by 20 (the number of credits taken). The GPA is 2.67

Table 3: Calculated GPA for Semester 1

Module	S	T	V	W	X	Y	Z	Total
Credits	3	3	4	4	3	2	1	20
Grade	A-	C	B+	C+	D	B	A	
Grade Points	3.67	2.00	3.33	2.33	1.30	3.0	4.00	
Grade Points earned	11.01	6.00	13.32	9.32	3.9	6.0	4.00	53.55
GPA = 53.55/20 = 2.67								

5.5.2 Table 4 shows the modules completed in Semester 2, including the redone module X. The GPA for this semester is 49 divided by 14 = 3.50, and the cumulative GPA for both semesters is (53.64+49) divided by (20+14) = 102.64/34 = 3.02

Table 4: Calculated GPA for Semester 2, including redone Module X.

Module	L	P	X (Redo)	Q	R	Total
Credits	1	4	3	4	2	14
Grade	A+	A-	B	B+	A	
Grade Points	4.30	3.67	3.0	3.33	4.00	
Grade Points earned	4.30	14.67	9.00	13.32	8.00	49.29

$$\text{GPA} = 49.29/14 = \mathbf{3.52}$$

Community Service Project (CSP1001) marks; Transfer/Exemption credits, Grade Forgiveness, approved Withdrawals, and Pass/Fail modules are not included in the GPA calculation.

5.6 PASS/FAIL SYSTEM

Level 3 and 4 students may enrol in three modules beyond the requirement of the Course of Study. This is to encourage students to enrich their learning by exploring other modules offered by the University. These additional modules, may be credited normally or under the Pass/Fail system.

When credited normally, the grade will affect the GPA. Under the Pass/Fail system, a student will be given a "P" when a grade of "C-" or better is obtained or an "F" for a failing grade, but neither the "P" nor the "F" will affect the GPA.

Students wishing to enrol in a module as Pass/Fail should complete the *Pass/Fail* form (available at the Student Affairs Office) and

submit it to the Programme Director within six weeks or five weeks of the start of the semester or summer session, respectively. Otherwise, the module will be treated normally and the final result will affect the GPA.

6. CLASSES OF ACADEMIC AWARDS

To obtain an award, all modules satisfying the conditions stipulated in the course of study have been passed. The regulations governing classes of academic awards will apply to new students incoming 2021/2022 and will be implemented as follows. [In the case of returning students, the class of awards will be based on the Regulation governing the year they commenced their studies at UTech, Jamaica.]

6.1. BACHELOR'S DEGREES

The cumulative GPA of Levels 2 to 4 modules will determine the class of award, beginning with students entering a new course of study in AY (2018/2019)

Post-diploma/Articulated Students: the GPA of all post-diploma modules will determine the class of award, irrespective of whether some are Lower Level modules.

6.1.1 FIRST CLASS (HONOURS)

- a. A minimum cumulative GPA of 3.67.
- b. The Course of Study must be completed within the **maximum** timeframe.

- c. All modules must be passed at the first sitting.

The Presidents Pin will be awarded to First Class (Honours) students who achieve a cumulative GPA of 4.0 and above

- 6.1.2 Second Class Upper (Honours)
 - a. A minimum cumulative GPA of 3.33.
 - b. The Course of Study must be completed within the **maximum** timeframe.
- 6.1.3 SECOND CLASS LOWER (HONOURS)
 - a. A minimum accumulative GPA of 2.67.
 - b. The Course of Study must be completed within the **maximum** timeframe.
- 6.1.4 PASS
 - a. A minimum accumulative GPA of 2.00
 - b. The Course of Study must be completed within the **maximum** timeframe.

6.2 DIPLOMAS

6.2.1 WITH HONOURS

- a. A minimum cumulative GPA of 3.0.
- b. The Course of Study must be completed within the **maximum** timeframe.
- c. All modules must be passed at the first sitting.

6.2.2 WITH CREDIT

- a. A minimum cumulative GPA of 2.67.
- b. The Course of Study must be completed within the **maximum** timeframe.

6.2.3 PASS

- a. A minimum accumulative GPA of 2.00.
- b. The Course of Study must be completed within the **maximum** timeframe.

6.3 ASSOCIATE DEGREES AND CERTIFICATES

6.3.1 WITH MERIT

- a. A minimum cumulative GPA of 3.16
- b. The Course of Study must be completed within the **maximum** timeframe.
- c. All modules must be passed at the first sitting.

6.3.2 PASS

- a. A minimum cumulative GPA of 2.00.
- b. The Course of Study must be completed within the **maximum** timeframe.

7. COMMUNITY SERVICE PROGRAMME (CSP)

All undergraduate courses of study (bachelors degree, diplomas and associate degrees) or diploma students at UTech, Ja are expected to contribute a minimum of 45 hours of his/her time to a (Community Service Project (CSP 1001) assignment of his/her choice in an institutional or community setting approved by the University. Successful completion of the Community Service Project (CSP) is required for graduation and will earn a student one credit. However, this credit will not be used when determining the GPA or class of award.

8. POLICY FOR EFFECTING STUDENT NAME CHANGE

A student may request that official records be adjusted to reflect a change in his/her name. For graduating students, requests should be made no later than September 30 of the graduating year.

The request should be made by completing, in duplicate, the "Application for Effecting Name Change" form, available at the Student Records Office. A certified copy of the legal document attesting to the change must accompany the application.

The Student Records Office will, after receiving the request, effect the change on the student's records and send a copy of the form to the Head of School. The name that will be used on a student's academic records is that which occurs on the last registration form completed by the student, unless a request for change of name is made.

A name change will not be effected after a student has left the University.

The **Dean's List** prepared at the end of each academic year, recognizes those students who have achieved academic distinction in a College/Faculty. To qualify, the student must attain the following qualification:

- a. GPA of 3.67 and above
- b. Passes in all modules on the first attempt.

General criteria

The Dean's list is applicable only for students doing the Bachelor's degree who have taken a minimum of 24 credits within the specified academic year.

ACADEMIC PROGRESS AND GRANTING OF AWARDS FOR GRADUATE STUDENTS

In addition to meeting all other specified University requirements for the granting of awards to students, graduate students are required to maintain a cumulative Grade Point Average (GPA) of at least 3.0 throughout the duration of their course of study to be in good academic standing. A graduate student failing to maintain a cumulative GPA of at least 3.0 will be placed on academic probation for one semester immediately following the semester in which the failure to attain at least 3.0 occurred. If at the end of the period of academic probation the student's cumulative GPA is still below 3.0, the student will be discontinued from the course of study.

POST-GRADUATE CERTIFICATE

A postgraduate certificate is at the same level as a post-graduate diploma and generally post-graduate certificates are vocational in nature. At the University of Technology, Jamaica, this certificate requires successful completion of a minimum of 30 credits with or without out a limited research component.

POST-GRADUATE DIPLOMA

A postgraduate diploma is a shorter qualification than a master's degree, although at the

same academic level. At the University of Technology, Jamaica, this type of diploma requires successful completion of a minimum of 30 credits (24 credits of coursework and/or 6 credits of research).

MASTERS DEGREE

This is an academic degree awarded by universities or colleges upon completion of a course of study demonstrating mastery or a high-order overview of a specific field of study or area of professional practice. Master's degrees at the University of Technology, Jamaica require successful completion of a minimum of 36 credits beyond the Bachelor's degree. The credits are distributed among core modules (15–18 credits), specialization modules (12–15 credits), and a research project (6 credits). In some instances, the research project may be substituted with an equivalent number of credits of coursework.

MASTER OF PHILOSOPHY

The MPhil is regarded as an advanced master's degree standing before the Doctor of Philosophy. Undertaking a MPhil Degree involves: Critically investigating and evaluating an approved topic/problem; Demonstrating and understanding of research method(s) appropriate to

the chosen topic/field of study; Presenting and defending a substantial Thesis by Oral Examination to the satisfaction of the appointed examiners. At the University of Technology, Jamaica, MPhil students must satisfactorily complete 40 credits beyond the Bachelors' degree (see below for Diet Structure for the MPhil degree).

PROFESSIONAL OR TAUGHT DOCTORATES

The professional or taught Doctorate degree differs from the PhD degree is that, with the former, there is a substantial taught component that forms an integral part of the assessment which contributes directly toward the final award. Taught doctorates such as the Doctor of Business Administration (DBA) or the Doctor of Pharmacy (PharmD) require successful completion of between 60–90 credits beyond the Master's degree.

DOCTOR OF PHILOSOPHY

Also called the 'PhD' and is the highest university degree that is conferred after a course of study that involves substantial original research. Undertaking a PhD degree involves: Critically investigating and evaluating an approved topic/problem, with the investigation resulting in an independent, original, and significant contribution to knowledge; Demonstrating an understanding of research methods appropriate to the chosen topic/field of study; Presenting and defending a substantial Disser-

tation by oral examination to the satisfaction of the appointed examiners; The research dissertation, above all, should strive to provide high quality basic or applied research for the real world – research that can improve the quality of people's lives. At the University of Technology, Jamaica, PhD students must satisfactorily complete 90 credits beyond the Bachelors' degree (see below for the Diet Structure for PhD degree).

The Diet Structure of the MPhil and PhD degree is as follows:

Degree Component	MPhil	PhD
Thesis/Dissertation	22 credits	64 credits
Research Methodology	6 credits	6 credits
Discipline-specific Modules	9 credits	12 credits
Peer-reviewed publication	3 credits (1 publication)	8 credits (2 publication)
Total	40 credits	90 credits

- Post-Graduate Certificate – The minimum duration is one (1) year and the maximum is two (2) years.
- Post-Graduate Diploma – The minimum duration one (1) year and the maximum is two (2) years.
- Taught Master's Degree – The minimum duration is one (1) year and the maximum is five (5) years.
- Master of Philosophy – The minimum duration is 18 months and the maximum is five (5) years.

- Taught Doctorate – The minimum duration is three (3) years and the maximum is seven (7) years.
- Doctor of Philosophy – The minimum duration is three (3) years and the maximum is seven (7) years.

The maximum timeframe does not include approved Leave of Absence or extenuating circumstances, such as illness.

Students are required to maintain continuous registration throughout their course of study unless granted leave of absence.

Calculation of Continuation Fees for Graduate Research Degrees

Scenario	Calculation
Where the student has not completed the thesis/dissertation	50% of the per credit fee for the thesis plus the ancillary fees which are payable once per year.
Where the candidate has outstanding modules	Full payment of the per credit rate for the outstanding modules plus the ancillary fees which are payable once per year.

Continuation fees are not applicable for research students who have completed their modules and have submitted their thesis/dissertation by the set deadline but were not assessed within the required registration time.

Continuation Fees for Taught Graduate Degrees

Scenario	Calculation
Students who have not completed a module (s) within the required period of course completion	The per credit rate for the module(s) plus ancillary fees which are payable once per academic year
Students who have started and not completed their research projects (where applicable)	50% of the per credit rate for the research project plus the ancillary fees payable once per academic year
Students who have not completed other course requirements, for e.g., externships and/or internships within the required period of registration	Full payment of the cost of the course requirement plus ancillary fees

Continuation fees are not applicable for students who have completed their modules and other course requirements within the required period for registration but were not assessed within the maximum registration time. Continuation fees are also not applicable for students where they did not complete their externships/internships within the required period on account of placement issues.

GRADING SYSTEM – GRADUATE STUDENTS

The grading system that is applicable to graduate students in taught graduate courses, as well as for the taught components of graduate research degrees (MPhils and PhDs) is found at Section 5.2 Table 1.

N.B. *Some graduate modules and Theses and Dissertations are assessed on a Pass/Fail basis.*

The relevant key codes and explanatory notes specified in Section 5.2 Tables 1 and 2 above are applicable to graduate students.

GRADING POLICY

1. The final result for each module is expressed as a grade and grade point. A graduate module will have been passed if the final result is grade B or above.
2. A student's overall academic performance will be determined by weighting each module grade point earned in accordance with its credit allocation and expressed as a Grade Point Average (GPA). The calculation of graduate students' GPA is the same as set out in Table 4 above.
3. Except for special requirements, usually of an external nature, the final grade for a module is determined by weighting the allocation of marks for coursework assignments and final examination.

4. If a student has failed a module, he/she must redo the module and the assessment components, including coursework and final examination. The final grade for the module will be the weighted average of new coursework and the new final exam mark.
5. Students have a maximum of two opportunities for the assessment of coursework work and sitting a final examination in a module.

GRADUATE ACADEMIC AWARDS

To obtain a graduate award, all modules satisfying the conditions stipulated in the course of study must be passed and a Cumulative GPA of at least 3.0 earned. Graduate awards are classified as follows:

Class of Award	Percentage Scale	Minimum Grade Point
Distinction	80–100	4.0
Credit	75–79.9	3.67
Pass	65–74.9	3.0

Note: For students to be awarded a Credit or Distinction, all modules must be successfully passed on the **first attempt**. The course of study must be completed within the **maximum** time frame.

REGULATION 4 – REGULATIONS GOVERNING EXAMINATION IN COURSES OF STUDY

APPOINTMENT OF COLLEGE/FACULTY BOARD OF EXAMINERS

Subject to the final responsibility of the Academic Board, the examination for Courses of Study and the assessment of performance and determination of the academic progress of the students enrolled therein shall be undertaken by Faculty/College Board of Examiners.

1. For undergraduate Courses of Study, the Faculty/College Board of Examiners shall be the Faculty /College Board of Examiners. The Chairman of this Board shall be the Dean of the Faculty in which the Course of Study is located or, in his or her absence, the Vice-Dean. Otherwise, a member of the Academic Board shall be appointed by the Deputy President, Academic Affairs, acting on the authority of the Academic Board.
2. Members of the Faculty/College Board of Examiners shall be the Head of the School or Department in which the Course of Study is located, the Programme Director(s), the Examination Officer, Faculty Administrator, the External examiner(s) and any such persons approved by the Academic Board.

3. The duties of Faculty/College Board of Examiners shall be:
 - 3.1. to receive provisional results and recommendations from the School/Internal Examination Panel,
 - 3.2. to determine the results obtained by candidates and, where such results lead directly to a degree, diploma, certificate or other academic distinction, to forward to the Registrar, for transmission to the Academic Board and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant course of study regulations, with recommendations for the award of degrees, diplomas, certificates and other academic distinctions,
 - 3.3. to determine on behalf of the Academic Board the academic progress of students on the basis of their performance in examinations and other forms of assessment,
 - 3.4. to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Academic Board,

- 3.5. to address such other matters as the Academic Board may refer to them from time to time.

EXTERNAL EXAMINERS

4. Introduction

- 4.1. External examiners are essential to the academic well-being of the University. Their involvement ensures that the institution's awards are comparable in standards to awards granted and conferred by other institutions of higher education. Their comments on assessment procedures, the standard, content and development of the course form a vital part of the process within the University for the monitoring of its courses.
- 4.2. The External examiners also fulfil an essential role in ensuring that all assessments are in accordance with approved assessment regulations, justice is done to the individual student, and appropriate consideration is given to individual students' extenuating circumstances.

5. Selection of External Examiners

- 5.1. The University's Regulation (and the regulations of external bodies, where appropriate) require external examiners to be involved with all examinations and other forms of assessment which contribute to the students' final awards. External examiners must therefore be

involved in assessments of pre-final stages of courses if there is a carry forward mark to the final award.

- 5.2. External examiners are drawn from a wide variety of institutional/ professional contexts and traditions in order that individual courses of study have the benefit of wide ranging external scrutiny. Normally, there must not be:
- 5.2.1 reciprocal external examining between courses in two institutions;
 - 5.2.2 replacement of an external examiner by an individual from the same institution;
 - 5.2.3 an external examiner from an institution which has been the source of examiners in the recent past (normally four years).
- 5.3. When making the nomination of an external examiner, the Head of School/Department (or equivalent), in consultation with other Heads of School/Department (if appropriate) will ensure that:
- 5.3.1 Where there is a team of external examiners for a course of study, there is an adequate balance including:
 - (a) examining experience,
 - (b) academic and professional practitioners, and
 - (c) members from different institutions of higher education
 - 5.3.2 The nominee has achieved academic and professional qualifications in an

- appropriate subject, and at a level appropriate for the course of study to be examined.
- 5.3.3 The nominee is of an appropriate academic and/or professional standing to maintain the comparability of academic standards in the context of higher education.
- 5.3.4 The nominee has sufficient recent experience of examining at the required level, preferably including experience as an external examiner or comparable related experience to indicate competence in assessing students in the subject area concerned.
- 5.3.5 The nominee will not have such other extensive examining commitments that they cannot properly discharge their duties in respect of this University.
- 5.3.6 The nominee will be impartial in judgement, and for the last five years the nominee normally must not have been:
- (a) a member of staff, a student or a near relative of a member of staff in relation to the Course of Studies, or who had a relationship with any of the above;
 - (b) an examiner from any other institution of higher education which jointly delivers a Course of Study with this University.
 - (c) be involved as an external examiner for the Course of Study when it was approved by another validating body;
- In addition, the nominee must not be:
- (d) personally associated with the sponsorship of students;
 - (e) required to assess colleagues who are recruited as students to the course of study;
 - (f) in a position to influence significantly the future employment of students on the Course of Study;
 - (g) likely to be involved with student placements or training in the examiner's organisation.
- 5.3.7 An external examiner must immediately notify the University Registrar in writing of any material change of circumstances which would lead to a breach of the conditions of appointment outlined above.

A P P O I N T M E N T O F E X T E R N A L E X A M I N E R S

- 6. External examiners shall be appointed by the Academic Board after consideration of recommendations from the Faculty/College Board. The University Registrar will forward a letter of appointment to the external examiner with a copy to the relevant Dean, and Head of School/Department.
- 7. Appointments of external examiners shall be for a period of not more than

- four years, in the first instance, but may be extended for a period of not more than two years for a new course of study in order to provide continuity between successive groups of external examiners. External examiners who have served for one appointment period in the same course of study should not be considered for re-nomination in the same course until at least four years have elapsed.
8. Regulations for the award(s), Notes of Guidance, and information on fees and expenses will be forwarded at this stage to the external examiner by the University Registrar. In order to ensure that the new external examiner is fully aware of all matters which have been raised previously, he/she will also be provided with the annual reports of her/his predecessor for the previous two years.
9. The Head of School/Department shall ensure that the external examiner:
- 9.1 receives a copy of a definitive document, together with any other information relating to the academic nature of the Course of Study to be considered;
- 9.2 is adequately briefed on the procedures and timetable for the assessment of students for that particular Course of Study. The briefing must include (where appropriate):
- 9.3 date of the Faculty/College Board of Examiners' meetings
- 9.4 aims and objectives of the Course of Study
- 9.5 syllabuses and teaching methods
- 9.6 methods of assessment and marking
- 9.7 regulations for the Course of Study
- 9.8 is in agreement with how their responsibilities will be fulfilled, e.g. the sample of assessments that will be moderated and their involvement during the year.
10. External examiners shall undertake validation duties on behalf of the university. Validation is a process wherein external examiners scrutinize samples of students' assessed work and grades to ensure that appropriate quality and standards are maintained within the specifications of the relevant course of study. The duties of external examiners shall include:
- 10.1 consultation with members of the School/Internal Examination Panel in relation to the approval and moderation of examination papers and other forms of assessment;
- 10.2 consideration of the standard of marking of papers and other forms of assessment and reporting to members of the School/Internal Examination Panel on such revisions of the markings as they consider necessary;

- 10.3 attendance with or without one or more members of the School/Internal Examination Panel at viva voce examinations and oral examinations which are held at the discretion of the external examiners;
- 10.4 confirmation, by joint signature with Chairman of Faculty/College Board of Examiners, of the pass and classified lists of candidates including recommendation for the award of degree, diploma, certificate and other academic distinctions;
- 10.5 submission to the President, as Chairman of the Academic Board, reports on the examinations and on any matter relating to the organisation, syllabus and structure of the Course of Study, with copies submitted to the Deputy President, Academic Affairs, and the Dean, as Chairman of the Faculty/College Board. Reports on examinations shall include:
- 10.5.1 the overall performance of students relative to peers in similar courses of study
 - 10.5.2 the strengths and weaknesses of students
- 10.6 such other duties as the Academic Board may specify from time to time.
11. The Faculty/College Board of Examiners may adjust the marks of any student, taking into consideration the advice of the School/Internal examination panel, the external examiner and the overall performance of the student. Where there is disagreement within the Faculty/College Board of Examiners about results or classifications, the view of the external examiners shall prevail.
12. Unresolved disagreement between external examiners shall be reported to the Academic Board.
13. External examiners shall be present at all meetings where the performance of candidates, (which contributes to the final award), is being considered.
14. In exceptional circumstances, the Deputy President, Academic Affairs, acting on the authority of the Academic Board, shall make arrangements for the external examination of a course of study during the absence of the external examiners. This may include the submission of written reports or the appointment of substitute examiners or both.
15. The Academic Board may prescribe that the external examiners shall be present for consideration of all stages of the examining of a Course of Study.
16. Acting on the authority of the Academic Board, the Faculty/College Board shall appoint a School/Internal Examination Panel to verify the examination of a

APPOINTMENT OF SCHOOL/ INTERNAL EXAMINATION PANELS

- course of study. Verification is an internal quality process that determines whether the examination complies with specifications of the Course of Study. The Chairman of this Panel shall be the Head of the School or Department in which the Course of Study is located, or his or her nominee.
17. Members of the Panel shall be the Head of School/Department, Programme Director(s), Programme Leader(s), the Examination Officer, and any other persons approved by the Faculty/College Board.
18. The duties of the School/Internal Examination Panel shall be as follows:
- 18.1 To ensure that the examination process has been carried out in accordance with University and Faculty/College regulations;
- 18.2 To review a candidate's module results in examination and other forms of assessments that have been submitted to the School/Department;
- 18.3 To determine provisional marks, academic status and/or University award for each candidate in a Course of Study and submit the same to the External Examiners and/or the Faculty/College Board of Examiners;
- 18.4 To ensure that each candidate's examination and other forms of assessment are available to the external examiners and/or the Faculty/College Board of Examiners;
- 18.5 To ensure that any other pertinent information that has had a bearing on the provisional recommendations is made available to the External Examiners and/or the Faculty/College Board of Examiners.

PUBLICATION OF RESULTS

19. The list of results obtained by candidates in each examination, and the decisions about the academic progress of candidates, shall be drawn up by the Faculty/College Board of Examiners. The Faculty/College Board of Examiners shall forward:
- 19.1 to the Academic Board the pass and classified lists of candidates who have successfully completed the final examinations leading to a degree, diploma, certificate or other academic distinction of the University;
- 19.2 to the appropriate institution or professional body results of candidates in examinations leading to an award of the body concerned.
20. Faculty/College Board of Examiners shall publish pass lists of candidates who have successfully completed the final examinations leading to a degree, diploma, certificate or other academic distinction of the University, and an aca-

- demic progress list of other candidates, who are not at a stage in their course of study leading to a degree, diploma, certificate or other academic distinction of the University.
21. All candidates shall be provided with a written record of the decision, which the Faculty/College Board of Examiners has taken about their progress.
22. When a module that contributes to a final award has been examined after a semester, or any other period of the academic year, but before the external examiner(s) can be present on the Faculty/College Board of Examiners, then the School/Internal Examination Panel may publish the provisional results, on the condition that the notice clearly states that the results are provisional and are awaiting submission to the Faculty/College Board of Examiners for validation.
24. Candidates shall not have access to examination scripts. Work on which cumulative and other forms of assessment have been used may be returned to the candidates on a written undertaking that it shall be given back, if required, at any time. Failure on the part of a candidate to return work as required will be sufficient reason for a Faculty/College Board of Examiners not to take the work into account in determining the results of the candidate. Students who do not submit module project requirements in accordance with the required deadlines will be deemed to have failed that part of the course.

REVIEW OF DECISIONS ON ACADEMIC PROGRESS

RETENTION OF EXAMINATION MATERIAL

23. Except where alternative arrangements have been approved by or on behalf of the Academic Board, all written examinations and other forms of assessment that were examined during a candidate's course of study shall be retained for three years following the date on which the results were published.

25. Students have the right to appeal the final grade assigned to a module.
- 25.1 A student who is dissatisfied with his/her examination result may submit a written request to the Academic Board, through the Head of School/Department in which the module was taught, within two weeks after the publication of the final grade. The request for review must be accompanied by any evidence which the student believes can justify a review.
- 25.2 The request for review must be accompanied by a receipt as evidence that the student has paid the examination review

fee in accordance with current University rates. The fee will only be refunded if the grade is raised. The review process can take up to four weeks, and the student will be informed in writing of the result.

PRESENTATION OF EVIDENCE OF EXTENUATING CIRCUMSTANCES

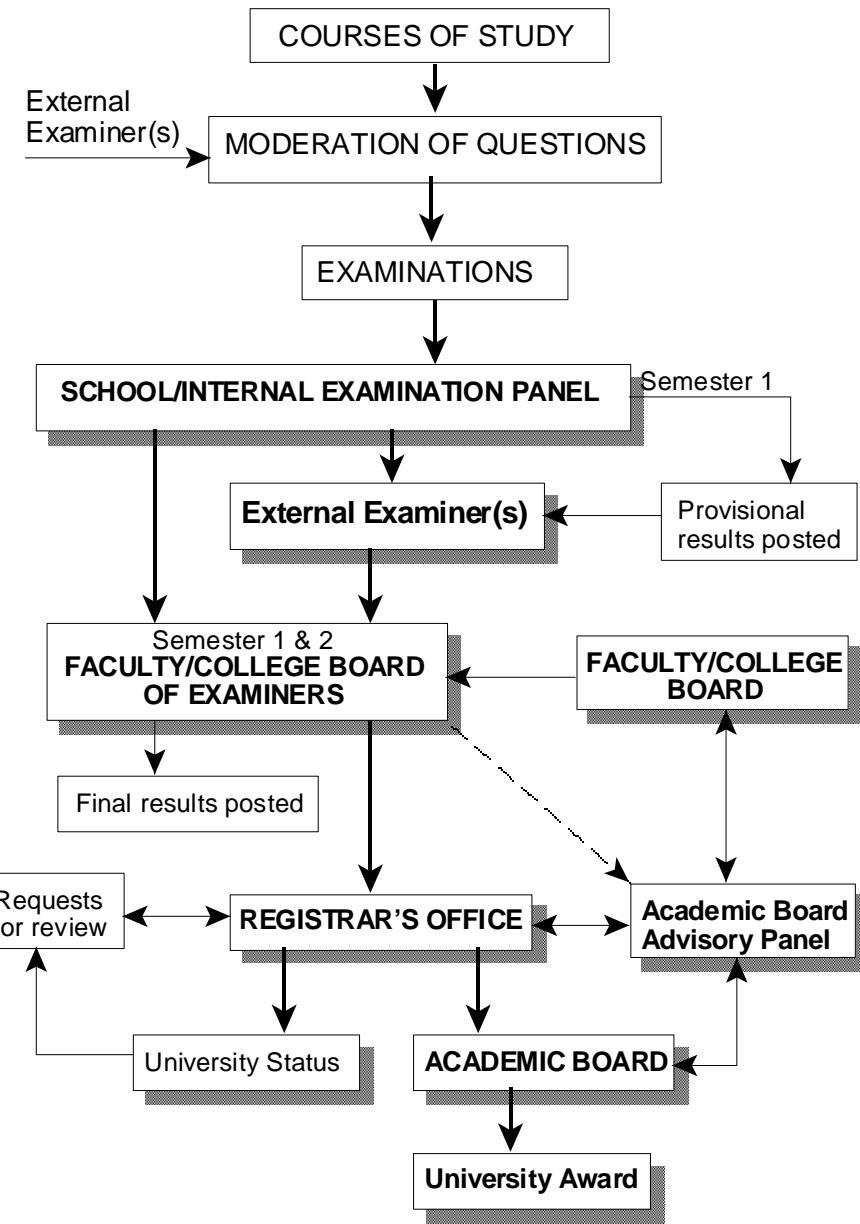
26. Save in exceptional circumstances:
- 26.1 written medical evidence, or evidence of compassionate circumstances relevant to the performance of a candidate in a written examination must be presented to the Head of School not later than seven working days following the examination;
- 26.2 written medical evidence, or evidence of compassionate circumstances relevant to the performance of a candidate in cumulative or other forms of assessment must be presented to the Head of

School before the date on which the work was due to be submitted.

27. Evidence of ill-health must be authenticated by the candidate's medical advisor. If the medical advisor is external to the University, the candidate must present the medical certificate to the University's Medical Centre. The Medical certificate should then be forwarded directly to the Head of School. Self-certification will not be accepted.

DISSERTATION/MAJOR PROJECT

28. Where the submission of a dissertation is required, two copies of each satisfactory dissertation shall be lodged with the Registrar and shall become the property of the University. A summary or abstract of the work not exceeding 300 words in length shall be bound in with each copy. One copy shall be deposited in the University Library.

REGULATION 4: EXAMINATION PROCEDURE



REGULATION 5 (STATUTE XIII)

CONDITIONS AND PROCEDURES GOVERNING STUDENT ACADEMIC MISCONDUCT

1.0 GENERAL APPLICATION

The following conditions and procedures apply to:

- 1.1 Academic misconduct and irregularities in all university module assessment, as well as other forms of academic malfeasance. These specifically relate to:
 - 1.1.1 University final theory, oral, or practical examinations;
 - 1.1.2 College/Faculty examinations, which include all tests, assignments, oral and practical examinations related to course work and projects at the school academic unit level;
- 1.2 Other forms of academic misconduct.

2.0 ACADEMIC MISCONDUCT

Generally, academic misconduct consists of academic dishonesty, fraud or unethical behaviour, i.e. those acts which have the effect of unfairly promoting or enhancing one's academic standing or assisting someone in the pursuit of such a result. Acts of academic dishonesty are serious matters, which subvert the integrity and credibility of the educational process. The University will, therefore, initiate action to sanction students who have engaged in acts of academic dishonesty, fraud or unethical behaviour/conduct.

3.0 CATEGORIES OF ACADEMIC MISCONDUCT

The assigning and evaluating of academic exercises in the form of essays, projects, laboratory reports, presentations, tests and examinations are central to the assessment process, both as guidance to the student and as a means of maintaining appropriate standards of quality assurance for

accreditation purposes. It is required that all academic assignments submitted for evaluation and course credit be the product of the student's individual effort, except in the case of team projects arranged and approved of by the instructor.

Examination misconduct constitutes an attempt on the part of the student/candidate to undermine the University's examination exercise, that is, any act carried out during an examination for the purpose of obtaining credit dishonestly.

Under this policy, there are three categories of academic misconduct – gross, major and lesser offences.

3.1 Gross Offences

3.1.1 Offences committed during an assessment (course work and/or examination)

- 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;
- b. Surreptitiously obtaining prior knowledge of the content of an examination question paper and using same in the examination..
- c. Other offences not herein specified but which subvert or would subvert the integrity and credibility of the assessment process and deemed as gross offences by the University.

3.1.2 Offences Committed Outside an Assessment (Coursework or Examination)

- a. Contributing to the breach or leakage of content of an examination question paper.
- b. Selling, publishing unadministered examination papers or other work assigned for purposes of academic credit;
- c. Altering assessment work after it has been evaluated;
- d. Forging, altering or falsifying any academic record, or making use of any such altered, forged, or falsified record for purposes of obtaining academic credit;
- e. Other offences not herein specified but which subvert or would subvert the integrity and credibility of the assessment process and deemed as gross offences by the University.

Gross offences committed outside of an examination shall be subject to the same disciplinary procedures as if committed in an examination room.

3.2 Major Offences

3.2.1 Offences Committed during an assessment (course work or examination)

These include:

- a. Copying from another candidate's paper;
- b. Using unauthorized examination aids (i.e. any material that could potentially aid the student in an examination for the module being assessed);
- c. Using unauthorized electronic, communication and storage devices; using any device that is capable of accessing the internet, or linked to any other device or has storage capabilities
- d. Knowingly allowing one's work to be copied during an assessment;
- e. Collaborating with another candidate orally, in writing or by signal during an assessment without permission;
- f. Directly or indirectly giving assistance to another candidate during an assessment without permission;
- g. Accepting unauthorized assistance whether directly or indirectly from another individual in the sitting of an examination;
- h. Failure to submit examination script or other pertinent examination material as required. (Note that a zero will be given for the material not submitted.)
- i. Leaving an examination room with items demanded to be presented or submitted by an assessor/invigilator/examiner'
- j. Other offences not herein specified but which subvert or would subvert the integrity and credibility of the assessment process and deemed as major offences by the University.

3.2.2 Offences Committed Outside an Examination

These include:

- a. Fabricating research results, including false claims regarding research results, interviews or procedures; the omission of statements regarding interviews, procedures, or experiments, where the omission cannot be justified;
- b. Plagiarism: presenting any material, whether in written, oral or electronic form, 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. Merely

changing the words in someone else's work still constitutes plagiarism. This includes in whole or in part, but is not limited to the following materials: articles, essays, journals, diagrams, graphs, tables, computer software, GIS files, photographs, digital images, designs, models, maps, theses, dissertations, reports, projects, lectures, music or other works of art;

- c. (Some ways of avoiding plagiarism include using direct quotations, paraphrasing with acknowledgement of the source for example URL addresses, author, year, publisher and page where possible;). This includes aiding and abetting plagiarism.
- d. Representing 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-authored submission;
- e. Submitting work for which credit has been previously obtained or is being sought in another course or programme of study in the University or elsewhere, without authorization from the College/Faculty concerned;
- f. Copying another person's paper, lab report or other assignment;
- g. Conducting research in an unethical manner;
- h. Other offences not herein specified but which subvert or would subvert the integrity and credibility of the assessment process and deemed as major offences by the University.

3.3 Lesser Offences

These offences include:

- 3.3.1 Commencing to answer the paper before the start time of the examination;
- 3.3.2 Non-observance of the stop time for the examination;
- 3.3.3 Failure to obey/observe instructions issued by an invigilator;
- 3.3.4 Possessing unauthorized electronic, communication and storage devices; possessing any device that is capable of accessing the internet, or linked to any other device or has storage capabilities
- 3.3.5 Possessing other unauthorized material i.e. material that is not related to the module or examination.

- 3.3.6 Other offences not herein specified but which subvert or would subvert the integrity and credibility of the assessment process and deemed as lesser offences by the University.

4.0 PROCEDURAL RULES

If a candidate is suspected of academic misconduct, the following sequence of steps shall be adhered to:

- 4.1 In an examination:
 - 4.1.1 The circumstances should be carefully noted and documented by the chief invigilator and all supporting evidence, excluding examination script, confiscated.
 - 4.1.2 The candidate shall be advised of the alleged breach, but allowed to complete the examination.
 - 4.1.3 A written statement shall be requested from the candidate at the end of the examination.
 - 4.1.4 Both the chief invigilator and the Invigilator or lecturer who discovered the candidate's alleged misconduct shall, at the end of the examination, provide detailed written statements of the alleged misconduct as well as confiscated supportive evidence to be handed over to the Assistant Registrar, Examinations.
 - 4.1.5 The Assistant Registrar, Examinations, shall normally, within two (2) working day, hand over copies of all written statements and supportive evidence, except the examination script, to the Head of School concerned.
 - 4.1.6 Following, the handing over of the copies of all supportive evidence to the Head of School, s/he shall normally, within five (5) working days, advise the student in writing that s/he is alleged to have committed a breach of the University Regulation Governing Academic Misconduct.
 - 4.1.7 The student shall be requested to submit a written response, within five (5) working days of being informed.
 - 4.1.8 The Head of School shall garner information relating to the case and submit a written report (including all the evidence) to the Assistant Registrar -

- Examinations, copied to the Dean of the College/ Faculty, normally within seven (7) working days of notifying the student.
- 4.2 During other forms of academic assessment:
- 4.2.1 The circumstances should be carefully noted and documented and all supporting evidence secured by the assessor.
 - 4.2.2 The matter shall be reported to the Head of School.
 - 4.2.3 The Head of School shall normally within five (5) working days advise the student in writing that s/he may have committed a breach of the University's Regulation Governing Academic Misconduct.
 - 4.2.4 The student shall be requested to submit a written response, within five (5) working days of being informed.
 - 4.2.5 The Head of School shall garner information relating to the case and submit a written report (including all the evidence) to the Assistant Registrar – Examinations, copied to the Dean of the College/ Faculty, normally within seven (7) working days of notifying the student.
- 4.3 The Assistant Registrar, Examinations, shall constitute the Academic Misconduct Inquiry Panel to hear the matter.

5.0 ACADEMIC MISCONDUCT INQUIRY PANEL (AMIP)

- 5.1 The AMIP shall be a standing committee constituted by the Academic Board and shall have authority to:
- 5.1.1 Establish whether there has been an infraction;
 - 5.1.2 Determine the category of academic misconduct;
 - 5.1.3 Make a ruling on the sanction(s) to be applied. The sanctions shall be in accordance with the levels and categories of penalties as laid out in these regulations governing academic misconduct;
 - 5.1.4 Inform the student of its decision through the Assistant Registrar – Examinations.
- 5.2 The AMIP shall meet after receipt of the formal report from the HoS to consider the allegation.

- 5.3 A notice of the meeting of the Academic Misconduct Inquiry Panel (AMIP) shall be served on the student by the Assistant Registrar- Examination at least five (5) working days prior to the meeting of the Panel.
- 5.4 If the student charged with an offence does not attend the inquiry on the date and at the time appointed, without prior satisfactory written explanation having been received by the Assistant Registrar - Examinations, the AMIP may deal with the matter and, if appropriate, impose a penalty in the student's absence.
- 5.5 The AMIP shall:
 - 5.5.1 Review the written reports before it. The chief invigilator may be invited to give an oral report and/or clarify any matter in the report submitted;
 - 5.5.2 outline to the student or his/her representative the alleged breach;
 - 5.5.3 Invite the student or his/her representative to respond;
 - 5.5.4 Ask questions pertaining to the alleged breach;
 - 5.5.5 Invite the witness(es) to address the panel;
 - 5.5.6 Submit a report of its findings and decisions to the next meeting of the Academic Board.
 - 5.5.7 In the case of expulsion, submit a report of its recommendation to the next meeting of the Academic Board for final decision.
- 5.6 Membership of AMIP
No person involved in bringing the complaint or having a direct interest in it shall be a member of the AMIP adjudicating the said complaint. The AMIP shall consist of:
 - 5.6.1 Dean, Vice Dean or Associate Dean of a College/Faculty (not the College/Faculty in which the student concerned is registered) – Chairman. If the alleged breach involves students from all colleges/faculties, the Deputy President shall assume the chairmanship.
 - 5.6.2 Dean or another senior member (e.g. Vice Dean, Associate Dean, Professor or Associate Professor) appointed by him/her of the College/Faculty in which the student concerned is registered.
 - 5.6.3 A member of the Academic Board who should not be a Dean or student.
 - 5.6.4 The Deputy Registrar or the person acting in that capacity.
 - 5.6.5 A student appointed by the Students' Union Council.

5.7 In Attendance

The following persons may be required to be in attendance:

- 5.7.1 Legal Counsel and Compliance Officer or Assistant Legal Counsel and Compliance Officer
 - 5.7.2 Members of the secretariat for AMIP
 - 5.7.3 The chief invigilator for the examination in which the alleged breach occurred;
 - 5.7.4 The invigilator who identified the breach if different from the chief invigilator (as required);
 - 5.7.5 The student against whom the case has been brought;
 - 5.7.6 A university counsellor;
 - 5.7.7 The lecturer in whose examination/class/module the alleged breach occurred;
 - 5.7.8 Student's Representative(s) (if any) (not to exceed three persons);
 - 5.7.9 The Assistant Registrar, Examinations;
 - 5.7.10 A representative of the School of Graduate Studies, Research & Entrepreneurship (where the accused student is a graduate student).
- 5.8 Secretariat for AMIP
The University Examinations Centre
- 5.9 The decisions by AMIP will be communicated to the student by the office of the University Registrar within ten (10) working days after the meeting.

6.0 APPEALS

Appeals shall be restricted to procedural irregularities at the hearing, issues of leniency or submission of fresh evidence not available at the time of the hearing. Appeals are not allowed outside of the specified grounds.

6.1 Filing an Appeal

- 6.1.1 On receipt of the decision, in writing from the University, the student may appeal the decision by writing to the Registrar. The appeals process must commence with the filing by the student of:

- a) Notice of Appeal (Form 1) Appendix 1
 - b) Grounds for Appeal (Form 2) Appendix 2
 - c) The name of the person who may be representing the student at the review of the findings of the Special Appeals Committee (SAC).
- 6.1.2 Notice and grounds of appeal must be filed by the student or his/her representative within five (5) working days of the release of the decision. If applicable, the student shall notify the secretariat of the name of his/her representative at least three (3) working days, prior to the hearing. The Notice of Appeal and Grounds of Appeal forms may be collected from the University Examination Centre.
- 6.2 Special Appeals Committee (SAC)
- 6.2.1 The Registrar shall constitute the Special Appeals Committee to hear the appeal, provided that all relevant information has been received.
 - 6.2.2 The Special Appeals Committee (SAC) shall:
 - a) review the reasons given for the decision and the notes of the hearing;
 - b) invite the student and/or his/her representative(s) to address them on the grounds of appeal;
 - c) ask questions of the representative(s) and, if necessary, ask the chairman or another member of AMIP to respond.
 - d) allow for witness(es), if any, to then be heard.
 - 6.2.3 Having reviewed the notes of the hearing, reasons for the decision of the AMIP, and heard the submissions of the parties, the SAC may confirm, reverse or vary the decision of the AMIP.
- Note: The findings and decision of the SAC will be final.*
- 6.2.4 The SAC's decision will be communicated to the student by the office of the University Registrar within ten (10) working days after the meeting.
 - 6.2.5 The SAC shall submit a report of its findings and decision to the next meeting of the Academic Board.
 - 6.2.6 Members of AMIP are not eligible to be the student's representative or witness at SAC

6.3 Membership

The SAC members shall comprise persons who have not been members of the AMIP and shall consist of:

- 6.3.1 President, Deputy President or nominee – Chairman.
- 6.3.2 One senior academic staff member (senior lecturer and above; not the invigilator or course examiner in the case of academic misconduct) nominated by the Registrar.
- 6.3.3 A student representative appointed by the Students' Council.
- 6.3.4 A legal representative of the University.

6.4 In Attendance

The following persons will be required to be in attendance:

- 6.4.1 The Chairman of AMIP or a member of the panel, nominated by him/her;
 - 6.4.2 Other persons as determined by the SAC;
 - 6.4.3 The Registrar or his/her nominee.
- 6.5 Secretariat of Special Appeals Committee (SAC)
University Examinations Centre

7.0 RIGHT TO REPRESENTATION

7.1 The Student

The student has the right to call witnesses and have representative(s) at all levels of the proceedings. Where witnesses and/or representatives are to be present, the student must communicate his/her intention in writing to the Registrar at least three (3) working days prior to the hearing. The notification should indicate the name(s) of the witness(es) and representative(s).

- 7.2 The University reserves the right to have legal representation at any or all levels of the proceedings.

8.0 SANCTIONS/PENALTIES

Sanctions/penalties apply to all forms of academic misconduct.

8.1 Gross Offences

- 8.1.1 For infringements under Gross Offences (3.1), expulsion from the University by the Academic Board.
- 8.1.2 An expulsion which will take immediate effect (i.e. immediately following the decision by the Academic Board).
- 8.1.3 Where expulsion is the applied sanction, the student may appeal to the University Council.
- 8.1.4 The decision of the Council is final decision.
- 8.1.5 The timeline for appeals is as indicated in Section 6.0.

8.2 Major Offences

- 8.2.1 For infringements under Major Offences (3.2), disqualification of course work and examination in which the breach occurred (zero mark assigned).
- 8.2.2 Additionally, based on the particulars of the offence, the student will be suspended from the University for a period not exceeding one academic year of study (two semesters and one summer session).
- 8.2.3 The offender will be required to repeat the course work and examination following the period of suspension.
- 8.2.4 The sanction shall be effective from the beginning of the academic session following the meeting of AMIP.
- 8.2.5 In instances where sanctions are applied, no refund of fees will be made.
- 8.2.6 The period of suspension shall be counted as part of the maximum allowable time for programme completion.

8.3 Lesser Offences

Infringements under Lesser Offences (3.3) are regarded as being less severe; such offences shall attract lesser sanctions as outlined hereunder:

- 8.3.1 For a first offence, a written warning shall be issued and a copy placed on the student's file.

9.0 CONFIDENTIALITY CLAUSE

- 9.1. Each party and participant in disciplinary proceedings instituted by virtue of these regulations including, but not limited to, students and members of the various committees mentioned, namely the Academic Misconduct Inquiry Panel, the Academic Board, the Special Appeals Committee and Council shall at all times, keep confidential any information of a confidential nature obtained in the course of such proceedings and shall not use or disclose such information except in accordance with the order of a court of competent jurisdiction.



UNIVERSITY OF TECHNOLOGY, JAMAICA**NOTICE OF APPEAL**

TAKE NOTICE that I.....hereby give you notice of my intention to appeal against the decision of the Disciplinary Committee.

(Please state the punishment being appealed against e.g. suspension from the University)

.....
.....
.....
.....
.....

Signature of Student/Appellant

Dated the day of20

Submit to: The University Registrar &
Chairman, Appeal Board

UNIVERSITY OF TECHNOLOGY, JAMAICA**GROUNDS OF APPEAL**

Take Notice that the following are the grounds of my appeal:-

- The procedure at the hearing by the Disciplinary Committee was irregular. (State in what way).
-
.....
.....

- The penalty is too harsh

- Fresh evidence that was not available at the hearing before the Disciplinary Committee, which if heard would most likely nullify the verdict of the said Panel.
-

Signature of Student/Appellant

Dated the day of20

Submit to: The University Registrar &
Chairman, Appeal Board

ORDINANCE 1999/14 – STUDENT DISCIPLINE

1.0 RESPONSIBILITY FOR DISCIPLINE

Subject to the provisions of *Section 22 Statute IV(5)*, of the University of Technology, Jamaica Act 1999, the Council is responsible for the discipline of the students of the University and procedures related thereto. Nothing in this Ordinance shall preclude the provisions of regulations and procedures governing examination cheating and disciplinary arrangements contained in the Library Regulations having jurisdiction and application, *provided that these Regulations have been approved by the Council following consultation with the Academic Board.* The Council at its meeting held on March 18, 2008 delegated its responsibility for student discipline to the President.

2.0 BREACH OF DISCIPLINE

- 2.1 Breach of discipline shall include but not be limited to misconduct or omissions stated in schedule A
- 2.2 Breach of discipline shall be minor, major or gross misconduct.

3.0 OFFENCES: JURISDICTION

The appropriate officer shall have jurisdiction to investigate and punish minor offences in accordance with procedures stated in 4.1 of this Ordinance.

The following persons are designated as appropriate officers empowered to act in accordance with this Ordinance in relation to offences within their area of responsibility:

- President
- Deputy President
- Vice Presidents
- Deans
- Heads of Schools/Departments
- University Librarian
- Directors (Administrative)
- Senior/Assistant Registrars
- Chief of Security
- Resident Life Managers

- Any person acting in the above capacity
- Any other person so designated by the Registrar of the University

The Disciplinary Committee shall have jurisdiction to investigate and punish major offences and offences of gross misconduct in accordance with the procedures stated in 4.2 of this Ordinance.

4.0 DISCIPLINARY PROCEDURE

4.1 Minor Offences

- 4.1.1 The appropriate officer shall cause a written allegation of the offence to be submitted to his office within three (3) days of an oral report or shall make a written notation of an allegation.
- 4.1.2 A copy of the allegation shall be served on the student within seven (7) days of the written report/notation and the student shall acknowledge receipt of same or a notation of non-acknowledgement shall be made by the person serving.
- 4.1.3 The student shall submit a written response to the allegation within seven (7) days of receipt and the appropriate officer shall, upon receipt of the response or in any event within 14 days, either impose a penalty in accordance with Schedule B or dismiss the allegation. A record will be kept in the Division/Department/Faculty and will expire after six months if the offence is not repeated or if no other offence of a disciplinary nature is committed.
- 4.1.4 The appropriate officer, before making a decision under 4.1.3, may call a panel of enquiry within two working days of the receipt of the written response if the circumstances deem this necessary. The student shall be informed in writing by the appropriate officer of the date, time and place of the meeting at least three days before the meeting. The panel shall submit a written report to the appropriate officer within seven (7) days of its meeting.
- 4.1.5 The appropriate officer may call oral evidence or may direct the panel of enquiry to do the same.
- 4.1.6 The appropriate officer shall inform the student, in writing, of the decision taken under 4.1.3 within seven (7) days and of the right of final appeal to the President, if punishment is imposed.

- 4.1.7 If the alleged offender does not attend a panel of enquiry on the date and at the time appointed, without prior satisfactory written explanation having been received, the appropriate officer named in section 3.1 may deal with the matter and, if necessary, impose a penalty in the student's absence.
 - 4.1.8 A complainant or witness summoned to attend a meeting arranged by an appropriate officer under section 3.1 or enquiry panel under section 4.1.4 who fails to attend without due cause may be liable to disciplinary proceedings.
 - 4.1.9 If the student is not prepared to accept the decision of the appropriate officer/panel who has dealt with the alleged offence, the student has the right of final appeal in writing to the President through the Registrar within ten days of the notification of the decision. An appeal may be brought against the procedure, the decision, or against the penalty whereupon the grounds must be stated briefly and clearly.
 - 4.1.10 The President shall have the power to set aside, vary, confirm or advise the Registrar to refer the matter to the Disciplinary Committee.
 - 4.1.11 In determining appeals, the Disciplinary Committee shall follow the procedure set out in Schedule C of this Ordinance.
 - 4.1.12 The Disciplinary Committee may set aside, vary or confirm the decision taken by the appropriate officer/inquiry panel/President or may set aside or vary the penalty imposed. There shall be no further appeal from a decision taken by the Disciplinary Committee under this section unless the Committee has imposed a greater penalty.
- 4.2 Major Offences (See Schedule A)
- 4.2.1 All major offences shall be reported immediately to the President who may suspend or exclude the student, pending investigation and determination of the allegation in accordance with Section 5 of this Ordinance.
 - 4.2.2 The President shall cause a written allegation of the offence to be submitted to the Registrar's Office, copied to the Director of Safety and Security, within 24 hours of an oral report or shall give instructions for a written

notation of the allegation to be forwarded to the Registrar's Office copied to the Chief of Security.

- 4.2.3 A copy of the allegation or a letter outlining the allegation shall be served on the student within **24 hours** of the written report/notation and the student shall acknowledge receipt of same or a notation of non-acknowledgement shall be made by the person serving. Offences deemed criminal, must be reported to the police by the Director of Safety and Security.
- 4.2.4 The student shall submit a written response to the allegation to the Registrar's Office within **3 days** of receipt.
- 4.2.5 The Registrar shall, upon further investigation, either impose appropriate penalty in accordance with Schedule B, refer the matter to the Disciplinary Committee or refer the matter to the President.
- 4.2.6 In all circumstances when oral testimony or evidence is required to do justice, the Registrar shall refer the matter to the Disciplinary Committee.
- 4.2.7 When the Registrar imposes an appropriate penalty under Schedule B, the Registrar shall, within **24 hours**, inform the student in writing of his decision and the right of appeal to the Disciplinary Committee and shall inform the President.
- 4.2.8 When the Registrar refers a matter to the President instead of imposing a penalty under 4.2.5, and the President imposes a penalty, the Registrar shall, within **24 hours**, inform the student of the penalty and the right of appeal to the Disciplinary Committee on receipt of information under 4.2.7.
- 4.2.9 The President shall have the power to set aside, vary, confirm or advise the Registrar to refer the matter to the Disciplinary Committee.
- 4.2.10 In investigation or appeals, the Disciplinary Committee shall follow the procedures set out in Schedule C of this Ordinance.
- 4.2.11 The Disciplinary Committee may set aside, vary or confirm the decision taken by the Registrar or may set aside or vary the penalty imposed under 4.2.5 and shall inform the student in writing with three (3) days of its decision and of his/her right of further appeal to the Appeal Board.

- 4.2.12 The procedure of appeal or further appeal to the Appeal Board is as stated in Schedule D.
- 4.3 Gross Misconduct
- 4.3.1 All gross misconduct shall be reported immediately to the President who may suspend or exclude the student pending investigation and determination of the allegation in accordance with Section 5 of this Ordinance.
- 4.3.2 The President shall cause a written allegation of the offence to be submitted to the Registrar, copied to the Director of Safety and Security within **24 hours** of an oral report or shall give instructions for a written notation of the allegation to be forwarded to the Registrar, copied to the Director of Safety and Security for submission to the Disciplinary Committee, for consideration.
- 4.3.3 The Registrar shall serve the student with a copy of the written allegation or a letter outlining the allegation and instruct the student to submit a written response within **24 hours** of receipt.
- 4.3.4 Following 4.3.3 at the expiration of the **24 hours**, the Registrar shall refer the matter with all relevant documents received or compiled to the Disciplinary Committee.
- 4.3.5 In investigation or appeals, the Disciplinary Committee shall follow the procedures set out in Schedule C of this Ordinance.
- 4.3.6 The Disciplinary Committee may dismiss the allegation or impose a penalty in accordance with Schedule B of this Ordinance and shall inform the student in writing within **seven (7) days** of its decision and of right of appeal to the Appeal Board.
- 4.3.7 The procedure of appeal to the Appeal Board is as stated in Schedule D of this Ordinance.

5.0 SUSPENSION OR EXCLUSION BY THE PRESIDENT

The President may suspend any student or any other person studying at the University from any or all studies at the University, and may exclude any student or other person studying at the University or who is a candidate for an examination to be conducted at or

under the auspices of the University from the University or any part of the University and its precincts and other premises owned or occupied by the University, for such period as the President may determine but not lasting after the conclusion of disciplinary proceedings (including an appeal, if any) in respect of that student.

- 5.1 The President shall report any such suspension or exclusion to the next meeting of the Council and the Academic Board.
- 5.2 The President shall inform the student or other person in writing at the time of suspension or exclusion of:
 - (a) the reason for the suspension or exclusion;
 - (b) the right of appeal to the Disciplinary Committee against such suspension or exclusion.The right of appeal shall not apply to suspension or exclusion pending hearings.
- 5.3 A student who has been suspended from any class or classes, or excluded from the whole or any part of the University by the President, may apply in writing to the Disciplinary Committee for review of the decision through the Registrar within ten days of the President's decision. The application must state briefly the grounds on which it is made.
- 5.4 In considering such applications, the Disciplinary Committee shall follow the procedures set out in Schedule C of this Ordinance.
- 5.5 The Disciplinary Committee may amend, ratify or revoke the suspension or exclusion of the student, or may forward a recommendation to the Council and the Academic Board through the President, for the student's expulsion from the University.
- 5.6 The Disciplinary Committee shall report its decision or recommendation to the President who shall inform the Council and Academic Board. No action shall be taken on a decision or recommendation of the Committee until the period within which the student may appeal to the Appeal Board has expired or, if an appeal has been lodged within that period, until the decision of the Appeal Board is known.
- 5.7 Where the Disciplinary Committee, through the President, forwards a recommendation to the Council and Academic Board for the student's expulsion from the University, it may direct, without reference to the Council and Academic Board, that the student be suspended from any class or classes or excluded from any part of the

University or its precincts during the whole or any part of the period between the time of its recommendation and the decision of the Appeal Board or, in a case where the student does not exercise the right to appeal, the expiry of the period within which that right may be exercised.

6.0 DISCIPLINARY COMMITTEE

- 6.1 Subject to *Statute XVIII 2-(2) of the Act*, there shall be a Disciplinary Committee. The Committee shall consist of the following members:
 - (a) three members of the Council, not being members of staff or a student, selected by the President, one of whom shall be Chairman;
 - (b) three members of the academic staff, appointed by the Academic Board;
 - (c) the President of the Students' Union or his/her nominee.
- 6.2 Three members shall constitute a quorum for meetings of the Committee provided that one member appointed by the President and one member selected by the Academic Board are in attendance.
- 6.3 If the Chairman is unavailable the Committee shall elect its own Chairman for the duration of the meeting.
- 6.4 The penalties which may be imposed by the Disciplinary Committee may include reprimand, suspension from academic or other privileges or a recommendation to the Council and Academic Board for the student's suspension or expulsion from the University as well as restitution and, in the case of damage to property or premises, a requirement to pay the cost, in whole or in part, of any damage caused.
- 6.5 When the Registrar receives a report of an alleged offence under Section 4.2 for consideration by the Disciplinary Committee, the Registrar shall inform the student of the details of the alleged offence and shall ask the student to *respond in writing within the prescribed time*. If the student wishes to admit the charge s/he may do so in writing to the Registrar on receipt of the notice and shall then appear before the Disciplinary Committee to hear its decision in regard to the penalty. If the student does not admit the charge the Disciplinary Committee shall meet to consider the alleged offence and shall follow the procedure set out in Schedule C of this Ordinance.

- 6.6 If a student charged with an offence does not attend a disciplinary meeting on the date and at the time appointed without prior satisfactory written explanation having been received, the Disciplinary Committee may deal with the matter and, if necessary, impose a penalty in the student's absence.
- 6.7 A complainant or a witness who is summoned to attend a meeting of the Disciplinary Committee, and who fails to attend without due cause, may be liable to disciplinary proceedings under sections of this Ordinance. The Disciplinary Committee shall determine whether the complainant or the witness has due cause for absence.
- 6.8 The Disciplinary Committee shall report its decision or recommendation to the President who may not take any action on a decision or recommendation of the Committee until the period within which the student may appeal to the Appeal Board has expired or, if an appeal was lodged within that period, until the decision of the Appeal Board is known.
- 6.9 Where the Disciplinary Committee, through the President, forwards a recommendation to the Council and Academic Board for a student's expulsion from the University, it may direct, without reference to the Council and Academic Board, that the student be suspended from any class or classes or excluded from any part of the University or its precincts during the whole or any part of the time between the recommendation and the decision of the Appeal Board or, in a case where the student does not exercise the right to appeal, the expiry of the period within which that right may be exercised.
- 6.10 Any student affected by a decision of the Disciplinary Committee has the right to appeal in writing to the Appeal Board through the Registrar within ten (10) days of the decision. The appeal may be against the decision of the Committee either in whole or in part, and the appellant must state briefly the grounds on which it is made.

7.0 THE APPEAL BOARD

- 7.1 Subject to the provisions of Section 6.2, the composition of the Appeal Board shall be:-
 - (a) A Chairman, not being a member of staff or a student, appointed by the Council;

- (b) One member of the Council, not being a member of staff or a student, appointed by the Council;
 - (c) two members of the Academic Board, appointed by the Academic Board;
 - (d) One student, appointed by the Students' Union.
- 7.2 The Appeal Board shall be quorate, provided one member present has been appointed by the Council, and one member present has been appointed by the Academic Board.
- 7.3 No member of the Appeal Board shall have been a member of the Disciplinary Committee at the time when it took the decision or made the recommendation against which the student has appealed; no member shall have any direct or indirect involvement in the case under consideration.
- 7.4 The Appeal Board may set aside, vary or confirm the decision of the Disciplinary Committee or may set aside or vary the penalty imposed. There shall be no appeal from a decision of the Appeal Board.
- 7.5 In determining appeals, the Appeal Board shall follow the procedures set out in Schedule D of this Ordinance.

SCHEDULE A – CLASSIFICATION OF OFFENCES

The University, through the Office of the Registrar, shall have the right to classify offences.

MINOR OFFENCES

Minor Offences shall include, but not be limited to, the following:

1. Use of abusive, offensive or obscene language.
2. Being on campus under the influence of alcohol.
3. Failure to comply with a reasonable instruction given by an employee of the University.
4. Gambling on University property.
5. "Horse-play" or other similar conduct likely to cause injury to person or property.
6. Disruption of legitimate University activity.
7. Loitering in a prohibited zone.

8. Playing of loud and or offensive music on University property.
9. Using University property without permission.
10. Parking in an unauthorised zone or area.
11. Non-observance of University traffic regulations.
12. Non-compliance with school dress code.
13. Abuse of University e-mail facility.
14. Smoking in non-smoking areas.
15. Refusal to provide identification when asked to do so by an employee of the University, in connection with security or breach of discipline.
16. Display of sexually suggestive or degrading material in the classroom/lecture theatre.
17. Use of study areas for purposes other than for the use intended.

MAJOR OFFENCES

Major offences shall include, but not be limited to, the following:

1. Persistent commission of the offences classified as minor offences.
2. Causing damage or destruction to University property.
3. Failure to comply with a reasonable instruction given by an academic staff or senior administrative staff or security personnel.
4. Fighting on University property.
5. Physical assault or battery of anyone on University property.
6. Threatening a University employee, fellow student or visitor.
7. Coming to school under the influence of illegal drugs.
8. Indiscriminate use of alcohol and illegal drugs on University property.
9. Stealing University property.
10. Stealing from a fellow University student or third parties.
11. Provoking or inciting students to riot or to behave in a disorderly manner.
12. Verbal threats or assaults to fellow students or third parties on University property.
13. Possession of dangerous substances or weapons on University property.
14. Possession of University property without permission.
15. Obstruction of teaching and learning.

16. Malicious abuse (verbal or physical).
17. Infringing safety regulations or disregarding notices concerning safety precautions in any part of the University.
18. Impersonation or unauthorised possession of identification card.
19. Conduct aimed at putting the University in disrepute.
20. Discrimination on grounds of sex, disability, race, religion, class.
21. Non payment of tuition or any other prescribed University fee.
22. Indecent/sexual assault.
23. Assault/Battery.

GROSS MISCONDUCT

Gross misconduct shall include, but not be limited to, the following:

1. Persistent commission of offences classified as major offences.
2. Intentionally causing malicious damage to the University property or property of an employee of the University or fellow student.
3. Physical assault or battery of an individual on the University premises.
4. Falsification of report, record, or any other document.
5. Stealing University property.
6. Unauthorised possession of University's confidential document .
7. Proven sexual immorality on University property.
8. Provoking or inciting students to riot.
9. Unauthorised use or disclosure of confidential information.
10. Sexual harassment of student, visitor or employee of the university.
11. Unauthorised possession of firearm or any lethal weapon or instrument on university property.
12. Discharge of a firearm on University property.
13. Commission or conviction of a criminal offence.
14. Unauthorised access to record and databases of the University or any member of staff.
15. Impersonation or unauthorised possession of identification card.
16. Non-compliance with punishment prescribed under disciplinary procedure.
17. Conduct aimed at putting the University in disrepute.
18. Rape.

SCHEDULE B – CLASSIFICATION OF PUNISHMENT

The University, through the Office of the Registrar, shall have the right to classify punishment.

PUNISHMENT FOR MINOR OFFENCES

The University reserves the right to punish minor offences either individually or with a combination of the following:

1. Exclusion from designated areas and/ or activities of the University.
2. Suspension from the University not exceeding one week.
3. Oral reprimand.
4. Written warning.
5. Order/Instruction to write and publish letter of apology.
6. Withdrawal of University privileges.
7. Withdrawal from University representation or Student Union representation.
8. Reimbursement of University/Employee/Student/Third party for damage at replacement cost.

PUNISHMENT FOR MAJOR OFFENCES

The University reserves the right to punish major offences either individually or with a combination of the following:

1. Exclusion from University property or activities.
2. Suspension not exceeding three years from the University.
3. Written warning.
4. Binding student over to good behaviour.
5. Order/Instruction to write and publish letter of apology.
6. Withdrawal of University privileges.
7. Withdrawal from University representation or Student Union representation.
8. Reimbursement of University/employee/student/third party for damage at replacement cost.
9. Reimbursement of medical expenses resulting from physical injury.

PUNISHMENT FOR GROSS MISCONDUCT

The University reserves the right to punish gross misconduct either individually or with a combination of the following:

1. Withdrawal of University Certification.
2. Suspension.
3. Expulsion.
4. Reimbursement of University/employee/student/third party for damage at replacement cost.
5. Reimbursement of medical expenses resulting from physical injury.

**SCHEDULE C: PROCEDURE TO BE FOLLOWED BY THE DISCIPLINARY
COMMITTEE IN DEALING WITH OFFENCES AND APPEALS AGAINST
SUSPENSIONS OR EXCLUSIONS OR OTHER PUNISHMENTS**

- 1.0 The Disciplinary Committee (through the Registrar) shall notify the student, in writing, to appear before it, allowing at least five (5) working days notice of the hearing. The notice shall give a brief statement of the alleged offence, and/or the reason for the suspension or exclusion. At the same time the student shall be informed:
 - (a) of the names of the members of the Disciplinary Committee.
 - (b) that any objection to any member of the Disciplinary Committee may be lodged with the Registrar at least 48 hours before the hearing outlining the grounds of objection. Such objection shall be for cause; no more than 2 such objections shall be permitted.
 - (c) that s/he may select a representative of her/his choice from the University membership to make representation on her/his behalf before the Committee, and that s/he shall notify the Registrar of the name of her/his elected representative at least 48 hours before the hearing.
- 2.0 In the case of an alleged offence, if the student wishes to admit the charge, s/he may do so in writing to the Registrar, on receipt of the notice. The student shall be called before the Committee to hear its decision in regard to penalty.
- 3.0 Hearings shall not be held in public.
- 4.0 The Committee has discretion to adjourn, continue or postpone a hearing. If the student does not appear on the date and at the time appointed, and the Committee is satisfied that due notice to appear has been received, it may proceed to deal with the matter and, if necessary, impose a penalty in the student's absence.
- 5.0 The names of witnesses called in support of the charge or the suspension or exclusion shall be made known to the student at least 48 hours before the hearing. The names of witnesses called by the student must be lodged with the Registrar at least 48 hours before the hearing. Persons

whose names are forwarded to the Registrar after this period will not be called as witnesses.

- 6.0 A Chairman shall be appointed and shall have overall responsibility for presiding over the committee and marshalling the evidence. The evidence in support of the charge or the suspension or exclusion shall be heard first, and then the evidence on behalf of the student. The student concerned, and witnesses who are called, shall be subject to examination and cross-examination in accordance with any procedural directions of the Chairman.

SCHEDULE D: APPEAL BOARD

The following procedures shall be used in relation to appeals to the Appeal Board, which shall be restricted to procedural matters, issues of leniency or submission of fresh evidence not available at the time of the hearing.

1. When an appeal has been lodged, the Appeal Board (through the Registrar) shall notify the student in writing of the hearing. The student shall be notified of the date, place and time of the hearing. At the same time the student shall be informed:
 - (a) of the names of the members of the Appeal Board and the rule regarding the appropriate quorum;
 - (b) that the student may be represented by a member of the University, who shall be entitled to make representation on behalf of the appellant student;
 - (c) the student shall inform the Registrar of the name of his representative at least 48 hours before the appeal is heard.
2. The Appeal Board shall itself decide on any objections to its members lodged by the student. Such objection shall be for cause and no more than 2 such objections shall be permitted. No member to whom objection is raised shall take part in the decision in relation to membership, and the Board may ask a member to withdraw when reaching its decision. The remaining members, for the purposes of this section, shall constitute a quorum.
3. Hearings shall not be held in public.
4. The Appeal Board has the discretion to adjourn, continue or postpone a hearing. If a student does not appear on the date and at the time appointed, and the Appeal Board is satisfied that due notice to appear has been received, it may proceed to hear the appeal and, the Appeal Board may dismiss the appeal in the absence of the student.
5. The appeal process must commence with the filing by the student of
 - (a) A Notice of Appeal (Form 1)

- (b) Grounds for Appeal (Form 2)
 - (c) The name of the person who will represent the Appellant at the review of the findings of the Disciplinary Committee by the Appeal Board.
 - (d) The Notice and Grounds of Appeal must be filled within seven (7) working days of the release of the findings of the Disciplinary Committee.
 - (e) The Appellant must apply to the Disciplinary Committee within three (3) working days for the written reasons for its decision, and for the notes of the hearing.
 - (f) The written reasons must be supplied by the Disciplinary Committee within seven (7) working days of receiving the request from the Appellant.
6. The Appeal Board shall review the reasons given for the decision of the Disciplinary Committee and the notes of the hearing and shall invite the Appellant and/or his representative to address them on the grounds of appeal. The Appeal Board can ask questions of the representative and if necessary ask the Chairman of the Disciplinary Committee to respond. Having reviewed the notes of the hearing, reasons for the decision of the Disciplinary Committee, and the submissions of the parties, the Appeal Board may allow or dismiss the Appeal or make such findings as in its discretion is just.
 7. The student may be allowed to call or present fresh evidence at the discretion of the Appeal Board, in which event the Appeal Board shall present any evidence to the contrary.
 8. Decisions of the Appeal Board shall be by simple majority of the members attending. The Chairman has the right to exercise a casting vote in the event of a tie of votes.
 9. In cases where the Appeal Board rejects an appeal it may, at its discretion, confirm, reduce or increase the penalty. The student shall be entitled to be heard in mitigation before the penalty is determined.
 10. Some other sanction may be imposed where the Committee dismisses the Appeal.
 11. In determining the penalty, the Appeal Board may take into account any record of previous misconduct in respect of which a disciplinary penalty has been imposed. In addition, the Appeal Board shall examine the sanction imposed accordingly.
 12. Minutes of the proceedings shall be kept by the Disciplinary Committee, which shall form part of the record of the appeal submitted by the Appellant to the Appeal Board.

SECTION I



POLICIES AND PROCEDURES

ADD/DROP POLICY AND PROCEDURES

POLICY

Students may add or drop modules after being registered up to the first two weeks of Semesters 1 and 2 and the first week of the Summer Session.

ADD/DROP TIME FRAMEWORK

Students wishing to add/drop modules must do so by completing the Add/Drop Form online by the end of the second week of classes in semesters 1 and 2 and the end of the first week of classes in the summer session. They must comply with any faculty-specific requirements concerning attending lectures and laboratories and continue attending all classes until the Add/Drop request has been fully approved.

ADD/DROP GUIDELINES

The Add/Drop period begins at the start of registration and continues until the second week of classes for semester 1(sem1) and semester2 (sem2) or the first week of classes for summer.

- Dropping a module after being enrolled will result in the dropped module being removed from your academic record.
- Adding a module after being enrolled will

result in the cost of the module being charged to your account in the absence of a waiver from the Registrar's Office.

- The adding and dropping of modules after the Add/Drop period ends is not allowed.
- You should consult your Academic Advisor before adding or dropping a module.
- If a core module is dropped i.e. a module that must be completed for your course of study, provisions must be made to take it in another academic period.
- Ensure that your current timetable can accommodate the added module(s).
- The maximum number of modules that may be dropped within a semester is three (3).

Adding modules will result in payment of additional fees where these are in addition to modules covered in tuition fees already paid. Dropping a module may result in a refund of the tuition fee. Fees for modules dropped after the end of the Add/Drop period will not be reimbursed.

ACADEMIC ADVISOR

The Academic Advisor should ensure that the student is not applying to drop a module that is

needed to fulfil his/her professional goals and/or graduation requirements (and by approving the Add/Drop request).

PROGRAMME DIRECTOR

The Programme Director should review the student's course diet and Add/Drop request, and verify the accuracy of the information before approving the application.

Once approved, the request will be sent to the Office of Admissions and Enrollment Management for processing.

You will receive email notification regarding the status of your request once the status has been updated.

If you have any questions please direct them to the Office of Admissions and Enrollment Management.

IMPLICATIONS FOR ACADEMIC RECORDS

If a module is dropped using the stipulated Add/Drop process, it will not appear on the student's academic records. If he/she stops attending class without dropping or withdrawing from a module by the stipulated deadlines, a failing grade for the module will be on the transcript. See Regulation 3 for withdrawal from modules.



CREDIT ALLOCATION FOR MAJOR AND MINOR UNDERGRADUATE COURSES OF STUDY SPECIALIZATION POLICY

(Under Review)

The policy presents the division of the specialisation credits to enable “major and “minor” specialisation descriptors in a course of study.

Although the courses of study in the University frequently exceed the 120–130 credit hour range prescribed (because of professional requirements or international comparability) the percentage allocated to categories of modules in a course of study remains constant.

MAJOR SPECIALIZATION IN A COURSE OF STUDY

A major specialization is the primary focus of a course of study. It is a cohesive combination of modules, including introductory, intermediate, and advanced modules that designate a student’s primary area of specialization.

Single subject major: 46%– 52% credit hours

DOUBLE MAJOR SPECIALIZATION IN A COURSE OF STUDY

A double major consists of two majors. Double major: minimum 33 credits/maximum 37 credit hours each (25%–28% each major).

MAJOR/MINOR SPECIALIZATION IN A COURSE OF STUDY

A course of study with a major/minor specialization includes a major as well as a minor specialization which is a combination of courses designed to provide a cohesive introduction to an area of study beyond the major. Major/Minor: 30–36% credit hours (major); 16%–19% credit hours (minor).

SINGLE MAJOR WITH EMPHASIS

This is a course of study that has a single major with an area of emphasis which is a sub-specialization within a major field.

Single major with emphasis: 36–42 credit hours (major) (28%–32%) + 26–32 credit hours (20%–25%) (emphasis).

The calculation of the number of credits into which these percentages translate in a specific course of study is based on the initial determination of the total number of credits in the course, and the application of the percentage(s) to that credit total.

GRADE FORGIVENESS POLICY

1. INTRODUCTION

This policy is applicable to current undergraduate students and is effective for modules taken since 2012/13 academic year in the current course of study.

Grade Forgiveness (GF) is the opportunity for a student to redo a module in which a grade of C- or lower was received and earn a grade that will be substituted for the previous grade. The new grade will then be computed in the student's GPA in place of the most recently earned grade. Both grades will remain in the student's record, but the previous grade will be designated with a "GF." If a module has been taken more than once prior to the application for grade forgiveness, forgiveness can only be used to replace the most recent grade.

2. PROCEDURE

In order for grade forgiveness to be applied, the student must first discuss the matter with his/her Academic Advisor, complete the "Application Form for Grade Forgiveness," and then submit the form to the Programme Director

within two weeks of the start of the semester or summer session in which the module is to be redone. Application forms are available at the Student Affairs' Office. (See page 220).

3. CONDITIONS FOR GRADE FORGIVENESS

Grade forgiveness is limited to a maximum of 12 credits in an undergraduate degree, 9 credits in a diploma, 6 credits in an associate degree, and 3 credits in a certificate course of study (including transfers within UTech), and may not be used twice for the same module. If the original module is no longer offered, a substitute or an equivalent module that is approved by the College/Faculty may be used.

If a student fails a module for which grade forgiveness is given, the GF grade will be used to calculate the GPA, and he/she must redo the module.

Grade forgiveness cannot be used for modules involving upper level core/specialisation, modules (i.e. 3,000 and 4,000 level), Academic Misconduct and capstone projects.

UNIVERSITY OF TECHNOLOGY, JAMAICA



APPLICATION FORM FOR GRADE FORGIVENESS

Before completing this form, read carefully the information on the reverse.

STUDENT INFORMATION

Student's Name: _____ ID # _____

(Last Name, First Name, Middle Initial)

Course of Study: _____ Course Code: _____

Major: _____ Minor: _____

Email Address: _____ Phone #: _____

Academic Year: _____ Semester: _____ Campus: _____

MODULE INFORMATION

Module Name	Module Code	Academic Year	Academic Session	Previous Grade	Decision by PD/HOS/ []		Comment/Signature
					Approved	Denied	

Student's Name & Signature: _____ Date: _____

Advisor's Name & Signature: _____ Date: _____

Programme Director/HOS(see Decision by PD/HOS under Module Information)

Name & Signature: _____ Date: _____

Processed by (College/Faculty Administrator):

_____ Date: _____

INDEPENDENT STUDY

An Independent Study (IS) may be taken as a project, a module or as a modality for the completion of a required course of study. Different institutions have different purposes for an Independent Study. In all circumstances, though, the privilege to be allowed to take a module by Independent Study (IS) will be at the discretion of the Faculty/College concerned. It is anticipated that a student who wishes to pursue a module by independent study will be self-motivated and conscientious.

At the University of Technology, Jamaica, an Independent Study may be approved for both graduate and undergraduate students under the following conditions:

1. Where students are desirous of pursuing projects that do not fit within the framework of the regular course offering and which are intended to be truly independent projects of a special nature relating to the students' course of study.
2. Where due to curriculum changes, a module is no longer offered as part of the course diet, and advanced level students still need to complete such a module. If the module is offered in another accredited programme in a tertiary institution, a student

could be recommended to take it with that institution.

3. Where due to unforeseen circumstances such as illness (supported by medical certificate), or other emergencies, a student was unable to complete a module which is not offered every semester. The student would, therefore, have to wait an additional semester or more to do the module. In such cases, students may request the floating of an alternative but relevant module on an Independent Study basis that will enable him/her to satisfy graduation credit requirements within the shortest time span.
4. Where only a student or a few students register for a module that would not be economically viable to the institution if delivered under normal course delivery arrangements, and may additionally cause time-tabling challenges, a request for an Independent Study may be granted.

APPROVAL OF THE MODULE/S TO BE DELIVERED BY INDEPENDENT STUDY

Prior to the commencement of the module delivery, the lecturer should obtain approval as follows:

- a. Module/s to be delivered by independent study should be first approved by the Programme Director (PD)/Programme Leader, the Head of School and the Dean in accordance with the stipulations of the Policy Guidelines for Independent Study.

A Work Plan for the module delivery should be provided to support the initial approval. The Work Plan should contain relevant module information and the activities that will achieve the learning objectives.

The purpose of the Work Plan is to give initial indication of how the delivery of the module will be conducted in order to achieve the intended or equivalent learning outcomes/objectives. The Plan should therefore be a brief summary of the activities which should guide initial approval for delivery. A copy of the approved module syllabus should accompany the Work Plan.

Note: Approval to deliver a module by Independent Study should be obtained **before the end of the third week** of the semester in which the module will be delivered.

- b. The student/s should indicate agreement/commitment by signing the Learning Contract
- c. The Head of School should indicate agreement/commitment by signing the Learning Contract

Upon approval of the module for independent

study, the Programme Director/Programme Leader should inform the Enterprise Application Unit so that any coding or other necessary actions can be taken. Where students at the Western Campus are taking the module by this modality, the Campus Coordinator should be informed.

REQUIREMENTS

Note that the following requirements apply to Independent Study as a module only and not as a modality. Some modifications may be made where necessary when it is used as a modality.

Students:

1. A student must, under normal circumstances, select the module to be taken as Independent Study prior to the start of a new semester.
2. All Independent Study requests must be submitted to the Academic Programme Director/Programme Leader or any relevant person assigned for that purpose, for review.
3. The student must agree on a learning contract detailing the expectations and requirements for the completion of the Independent Study module, including the number of assignments and the time-line for completion, at the beginning of the semester.
4. The student is expected to meet with his/her lecturer at agreed times through-

out the semester. A student should expect to spend the same amount of time in studying for an Independent Study module as would be spent on an in-class module.

Lecturers:

1. A lecturer must be designated by the Academic Programme Director/Programme Leader in consultation with the Programme Coordinator/Head of School/Head of Department, and approved by the Vice Dean. The student must be notified when the module and designated lecturer have been approved.
2. The Independent Study lecturer and the student must at the beginning of the semester, agree on a learning contract detailing the expectations and requirements for the completion of the Independent Study module, including the number of assignments and the time-lines for completion.

The programme director/graduate studies academic director will crosscheck to see that all conditions outlined in the IS guideline have been made and the contract duly completed before recommending it for approval.

Head of School/Department:

The Head of School/Department on the advice of the Programme Director/Graduate Studies coordinator will approve the recommended IS documents presented by the Programme Direc-

tor/Graduate Studies academic co-ordinator and submit it to the Vice Dean.

CREDIT LIMITS

While provisions are made for both graduate and undergraduate students of the University of Technology, Jamaica to engage in Independent Study supervised by a faculty member, careful consideration is made to ensure balance between Independent Study and classroom experience. As such, undergraduate students who satisfy the conditions may be allowed to register for no more than 2 modules (of no more than 6 credits) to be taken by Independent Study for their entire programme. Graduate students, on the other hand, on satisfying the conditions, may register for no more 3 modules (of no more than 9 credits) to be taken by Independent Study for the duration of the entire programme. However, exceptions may apply for graduate students who may be on the UTech's Experience-based PhD programme, in which case, approval may be given for more than 3 modules, where necessary.

ADVICE TO THE INDEPENDENT STUDY SUPERVISOR

An Independent Study lecturer will be asked to sign a contract. The relevant information for the preparation of the contract will be submitted through the Vice Dean of the Faculty to the Human Resources Department. The lecturer will be asked to sign and return the contract to the HR Department for processing.

REMUNERATION

With the Independent Study modality there is no impact on the cost of the module to the student as the change is only in the modality of the delivery of the module.

A lecturer who is supervising/directing an Independent Study will meet with the student for one hour every other week in the 15 week semester, or seven and one half hours, rounded off to 8 hours for the semester.

There should be a maximum number of eight contact hours per semester per undergraduate module and a minimum of three contact hours per semester per undergraduate module.

The Learning Contract is an agreement between the Independent Study student and the lecturer designated to supervise/direct the module. Below are some guidelines for a Learning Contract.

YEAR/LEVEL OF STUDENTS FOR INDEPENDENT STUDY

The opportunity to take a module by Independent Study should be given to level three and level four students.

REQUIREMENTS FOR GRADING

- Where the Independent Study is offered as a module, the assessment should be based on the requirements set out in the module outline approved by the Faculty Board.

- The lecturer and student should discuss the guidelines before the commencement of the Independent Study engagement.
- Ensure that clarification re the module requirements is provided, if necessary.
- Both lecturer and student should sign a learning contract.

TIME FRAME

- The Independent Study is to be completed by the end of the semester in which it is taken.
- The pace at which the student progresses with the Independent Study (date and time for the submission of each assignment and/or project) must be agreed by the designated lecturer and the student before the commencement of the IS.
- If an unforeseen circumstance arises, which will affect the student's progress, both lecturer and student must agree on the best possible course of action in order to ensure that the academic requirements of the Independent Study module are met.
- It is very important that the Independent Study be addressed in a manner that provides students with the opportunity to pursue an area that enhances professional or personal academic development and also allows them to become actively involved in their own education which is the main focus of student-directed learning.

POLICIES GOVERNING THE IMPLEMENTATION OF ACADEMIC ADVISEMENT

(Under Review)

WHAT IS ACADEMIC ADVISEMENT?

Academic advisement is a structured support system available to every student when making important academic decisions related to his/her course, available options, electives, and academic progress in general. Academic advisement is managed in each Faculty or College by the Faculty or College Academic Advisement Unit (FAAU/CAAU).

WHAT IS THE FACULTY/COLLEGE ACADEMIC ADVISEMENT UNIT (FAAU/CAAU)?

The FAAU/CAAU serves as the hub of the advisement system in each College or Faculty and monitors the academic advisement system to assist students on academic probation to restructure their programme diets. Consultations are held with students who are referred to the FAAU/CAAU by their Academic Advisor for more intensive academic advisement.

HOW ARE ACADEMIC ADVISORS ASSIGNED?

All students will be assigned by their College or Faculty Advisement Unit, to an Academic Advisor upon registration at UTech, Ja. Your

assigned Advisor will continue with you throughout your university career.

WHAT SERVICES DOES YOUR ACADEMIC ADVISOR OFFER?

Your Academic Advisor will:

- explain the features of Regulation 3
- quickly establish a reliable means of communicating
- provide individual counselling to discuss academic problems and University expectations
- explain/interpret academic policies and their implications for your success in your course of study as well as individual modules
- provide assistance/advice in deciding how you can meet the demands of your course and modules
- monitor your progress regularly if you are on academic probation
- assist you in academic problem-solving and/or interpreting the academic demands of your course and modules (including the implications and applications of Regulation 3) so that you can achieve success in your studies.

ASSIGNMENT OF ADVISEES TO AN ACADEMIC ADVISOR

Each Academic Advisor is responsible for a group of no more than 30 advisees at any given time. This group can also serve as a support system for you during your University career. Your Advisor will follow your progress throughout your academic career at the University.

PROVISION FOR CHANGING YOUR ACADEMIC ADVISOR

Since students are assigned to an Academic Advisor at random, the match of Advisee and Advisor may sometimes be incompatible. Therefore, should you wish to request a change of your Academic Advisor, you may complete the form provided for that purpose, and available from the College/ Faculty Academic Advisement Unit (CAAU/FAAU).



POLICY GOVERNING THE USE OF CELLULAR PHONES AND MULTIMEDIA/MOBILE DEVICES IN CLASSROOMS AND THE CALVIN MCKAIN LIBRARY

(Under Review)

Both students and staff members are required to turn off their cellular telephones, multimedia and mobile devices during classes. While students frequently keep their cellular phones in "Discreet" mode during classes, their getting up to leave the class in order to answer their phones is disruptive. Therefore, the University's policy effective from January 2007 is that all cellular phones – whether students' or staff members' – must be turned OFF on entry to a class, and are to remain in that mode for the duration of the instructional period.

USE OF CELLULAR TELEPHONES TO RECORD CLASSES

Beginning in January 2007, students may NOT use cellular phones and/or multimedia/mobile devices to record classes or any part of classes without the expressed permission of the instructor. Such prohibition of recording includes lectures, class presentations, assignments, tutorial lessons and test/examination answers and/or solutions.

USE OF LAPTOP COMPUTERS IN CLASSES

With the permission of the instructor, students may use laptop computers in classes to take notes.

USE OF LAPTOPS AND MOBILE/ MULTIMEDIA DEVICES IN CLASS PRESENTATIONS

Students may use laptop computers or other mobile/multimedia devices where they are required for projects or other presentations to a class or panel of judges.

SANCTIONS FOR NON-COMPLIANCE WITH THE POLICY

Students: A student who is found in breach of this policy may be asked to remove him/herself for the remainder of the class in accordance with Ordinance 14.

Lecturers: Students should report a lecturer's persistent interruption of classes/instruction by

personal cellular telephone calls to their Head of School for action, in accordance with disciplinary measures outlined under Ordinance 15.

EXCEPTIONS TO THIS POLICY

The policy will not apply in the following circumstances:

- Where students are using mobile technology to make class presentations or to connect with external sites as part of class assignments;
- Where a student or member of staff is experiencing a personal emergency that

requires constant contact, his/her cellular phone/mobile device may be kept on "Discreet" mode.

In the latter case, the student should inform the instructor and seek his/her permission before the beginning of the class. The instructor will notify the class of the possibility of the interruption at the beginning of the class. In the event of a call, the student/staff member will excuse him/herself, with a minimum of disruption to the class, to answer the emergency call.



POLICY AND PROCEDURES FOR HANDLING STUDENT COMPLAINTS

INTRODUCTION

The University of Technology, Jamaica is committed to the continued improvement of the experience gained by students. The concerns of students are therefore welcomed as the University aims to achieve this. The Policy makes provisions therefore for the handling of all complaints brought to the attention of the University.

POLICY STATEMENT

UTech, Ja endeavours to handle complaints in a way that:

- i. encourages informal conciliation;
- ii. is fair and efficient;
- iii. treats complaints with appropriate seriousness, empathy and confidentiality;
- iv. facilitates early resolution.

SCOPE OF THE POLICY ON HANDLING STUDENT COMPLAINTS

This policy applies to all aspects of a student's educational experience at UTech, Ja. Students may make a complaint about any of the following:

- i. Other students of the University
- ii. Academic, administrative staff and support staff (including continuing, contract, subcontract or casual, visiting appointments, guest lecturers)
- iii. Visitors to the University
- v. People external to UTech, Ja. that students interact with as part of an approved external programme of study such as work experience, industrial or clinical placements, continuing education or exchanges.
- vi. Physical and academic environment

WHAT IS A COMPLAINT?

A complaint is a statement expressing dissatisfaction with a request for action or response.

For the purposes of the Policy, the following will not be treated as a complaint:

- i. An initial request for information
- ii. Matters related to academic judgment
- iii. Matters related to admissions

WHO CAN MAKE A COMPLAINT?

A complaint can be made by any student (or someone acting on their behalf) affected by the services provided by the University.

CONSIDERATION OF COMPLAINTS

- i. Where a complaint is made, an investigation shall be carried out to determine whether it has merit. The aim of the investigation is to provide a speedy response / resolution as is necessary.
- ii. The subject of the complaint is to be informed of the complaint raised against him/her, except where the complaint is made under an anonymous cover or where the subject is not identified.
- iii. Where a complaint is made under anonymous cover, the University will consider it only where there is sufficient information to ground an investigation.
- iv. Complaints which are received regarding the services provided by an external organization with which the University has no involvement are not covered under the provisions of this Policy.

ROLES AND RESPONSIBILITIES OF UNIVERSITY STAFF MEMBERS

A. ALL STAFF

All members of staff, who are actively engaged in the duties of their desk, shall avail themselves of the receipt of a complaint submitted by a student.

B. HEAD OF UNITS/SCHOOLS/FACULTIES/

COLLEGES/DEPARTMENTS

It shall be the responsibility of the Head of Unit/School/Department/Faculty/ College to ensure that guidance is given to staff members regarding complaints which are presented for their consideration. Such an individual shall also ensure that an appropriate record is kept of all complaints received and their status through the establishment of a Students' Complaint log in the format represented in Appendix 2.

c. CUSTOMER SERVICE ADVOCATE

The Customer Service Advocate is responsible for considering all complaints which cannot be resolved within a Unit/Department/School/Faculty/College.

The Customer Service Advocate:

- i. shall keep a record of all complaints referred to the Office with the attendant outcome.
- ii. will provide a quarterly report to the Academic Board regarding the complaints that have been made to the respective Units/ Colleges/ Schools/ Departments and their respective status.

PROCEDURES FOR THE HANDLING OF STUDENT COMPLAINTS

A. STAGE 1

- i. The complainant shall complete the form as reflected in Appendix 1 and submit same to the College/Faculty/Department/

- School/Unit against whom the complaint is being laid.
- ii. The complainant shall, upon submitting his/her complaint, record the submission in the log book provided. Log same in the complaints book provided within each School/Department/Faculty/Unit.
 - iii. Where a serious complaint is made against a senior member of staff all efforts should be made to ensure that it is treated with a high level of sensitivity. The complaint should be dealt with by an independent member of the University's Executive Management team. Where it is a matter related to a member of the Executive Management Committee it should be referred to the University's President.
- B. STAGE 2**
- All complaints logged shall be referred to the appropriate Officer within the respective School/Unit/Department/Faculty for action. (Appendix 2) All matters are to be referred within 24 hours of being logged:
- i. In a Faculty, the appropriate officer is the Programme Director, Head of Department, Head of School, College/Faculty Administrator or Dean.
 - ii. If the complaint relates to an administrative unit, the appropriate officer is the Head of the Unit/Department:
- iii. The appropriate Officer shall analyze the complaint and seek to either address it personally or refer it to a competent staff member within the Unit/Department/School/Faculty for resolution
 - iv. The appropriate officer will ensure that he/she has no conflict of interest or bias in relation to any party to the complaint, and that there is no perception by the parties that s/he has a conflict of interest or bias.
 - v. If the person in authority does not believe he/she can handle the complaint in an impartial way, they shall exclude themselves from the process, and refer the matter to their supervisor.
 - vi. Confidentiality will be respected wherever possible within the constraints of the need to fully investigate the complaint, and matters pertaining to the complaint will not be discussed beyond the parties to the complaint and staff involved in resolving the complaint.
 - vii. Where the appropriate officer deems the complaint as one which cannot be addressed by their Department/Unit/School/Faculty he/she shall refer same to the Office of the Customer Service Advocate.

C. STAGE 3

- i. Where the matter requires an investigation, this should be initiated no later than three (3) working days following assignment to a member of staff by the appropriate Officer.

- ii. Where there is no need for an investigation, steps are to be initiated to provide a response in writing to the complainant no later than three (3) working days following the assignment to the member of staff by the appropriate Officer.
- iii. No response is to be provided to a complainant without the signature of an appropriate officer.

D. STAGE 4

- i. The complainant is to be provided with the outcome of his/her complaint no later than two (2) weeks following the lodging of the complaint.
- ii. Where the complaint is of a complex nature and requires in-depth investigation the student shall be informed. A response to such complaints should take no more than four (4) weeks.

E. STAGE 5

i. Petition to the Visitor Through the Council

If the student is not satisfied with the response by the appropriate officer, or committee / tribunal s/he may submit the complaint to the Registrar for referral to the Visitor through the Council. The Visitor's decision is final.

The procedure for making a complaint is summarised in Appendix 3: Procedures for making a Complaint: A Summary for Students.

ii. Technology Based Complaints

The University will provide a mechanism to facilitate student complaints being submitted electronically.

iii. Notification of Outcome

Students will receive written advice of the outcome of their complaint. The outcome will be in keeping with the seriousness of the incident, which was the basis of the complaint, and outcomes will be applied consistently across the University.

iv. Documentation

All documentation relating to complaints will be kept strictly confidential and will not be accessible to anyone who is not directly involved in handling the complaint. Any material about the outcome of the complaint will be placed on the appropriate student's file.

v. Relationship to Other UTech Policies

This policy does not over-ride the established administrative or appeal procedures which would normally be followed in relation to academic matters, e.g., appeals against assessment grades.

APPENDIX 1

UNIVERSITY OF TECHNOLOGY, JAMAICA
DIVISION OF STUDENT SERVICES & REGISTRY
STUDENT COMPLAINT FORM

Name:.....ID#.....

Address:.....

College/Faculty/School

Email:.....Tel. Home.....Mobile

Programme of Study:

Please outline the substance of your complaint:

.....
.....
.....

Please describe how you have pursued your complaint to date, including the outcome of any enquiries conducted at the departmental level:

.....
.....

How would you like your complaint to be resolved?

.....
.....
.....

Student's Signature: Date:

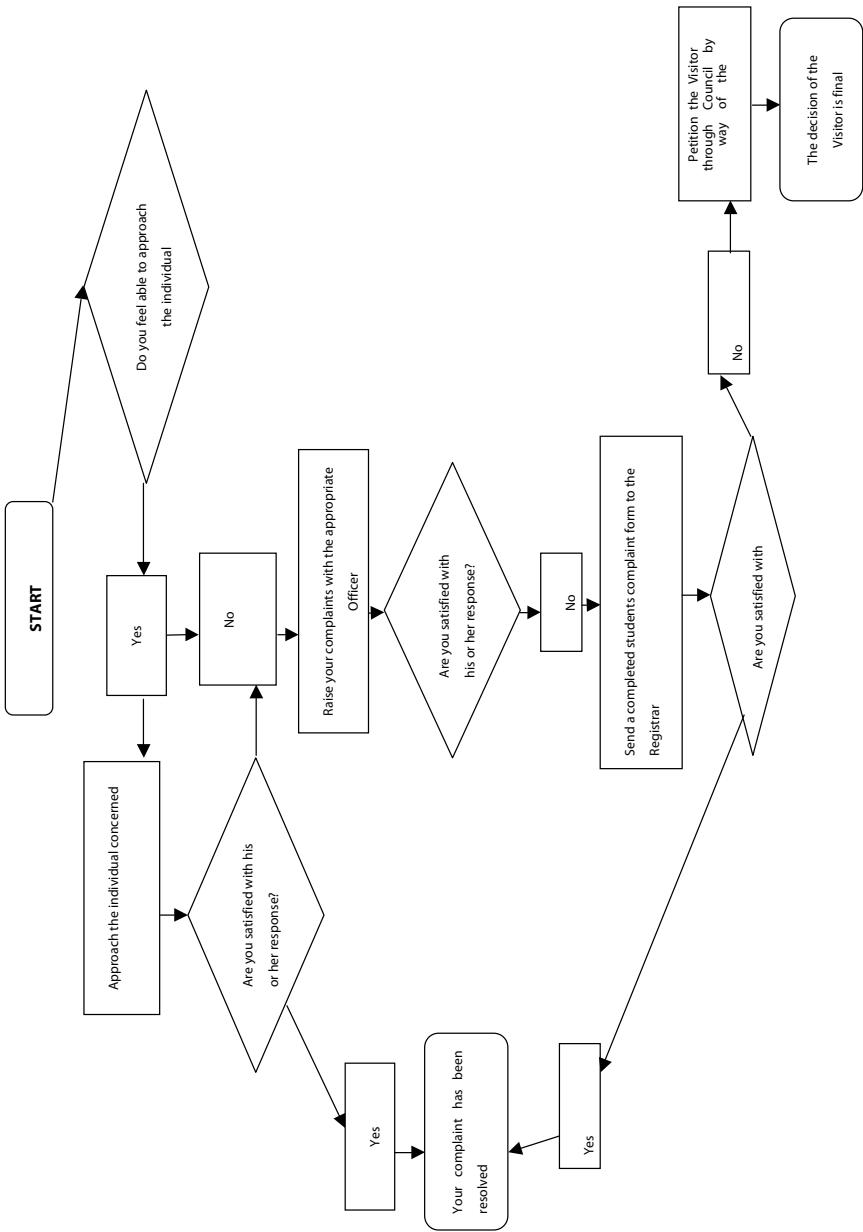
APPENDIX 2

UNIVERSITY OF TECHNOLOGY, JAMAICA

STUDENTS' COMPLAINT LOG

Entry Number	Nature of Complaint	Name and signature of complainant	Name and signature of staff member logging complaint	Date	Status of complaint	Date noted by the Academic Board

POLICY AND PROCEDURES FOR HANDLING STUDENT COMPLAINTS



10

RE-DO EXAMINATION POLICIES AND PROCEDURES

(Under Review)

SEMESTERISED AND NON- SEMESTERISED STUDENTS

1. A student who fails a module must redo that module or do an equivalent module that is approved by the College/Faculty.
2. To redo a module means to register for the module, attend classes, complete all coursework assignments, and sit the end-of-module final examination, if applicable.
3. Only currently registered students of the University are eligible to redo modules.
4. Opportunities for redoing a module may be available during Semester 1, Semester 2 or the Summer Session in a given academic year. Students should confirm with the College/Faculty that is responsible for the module to determine when it will be offered.
5. Except for extenuating circumstances (See Regulation 4), students are required to sit the final examination in the same academic session that he/she registered to re-do the module.

SEMESTERISED STUDENTS

6. Enrolment and payment to redo modules must be done during the registration periods by selecting the modules online.
7. If a student fails a module that is a prereq-

uisite for another module, he/she will be required to pass the module that was failed before registering for the requisite module.

8. Redo fees are non-transferable from one academic session to another, but are refundable for modules dropped within the Add/Drop period (See the Add Drop Policy and Procedures).
9. Processes relating to redoing a module shall be consistent with Regulation 3, Regulation 4, and the Add/Drop Policy and Procedures.

NON-SEMESTERISED STUDENTS

10. Processes for redoing modules shall be consistent with Regulation 3 and Regulation 4.
11. Non-semesterised students are required to register to re-do modules by completing the Redo Registration form, and then submitting the completed form to the Admissions Office. Payment to redo modules must be made during the payment periods specified under Significant Dates in the *Student Handbook* and other official publications.
12. Redo fees are non-transferable from one academic session. Students, however, may request permission to withdraw from the module as per Regulation 3.

TRANSFER CREDIT AND EXEMPTION POLICY

1.0 TRANSFER CREDITS

A transfer credit is one earned for a module successfully pursued at an approved tertiary institution and deemed equivalent to one in a UTech, Jamaica course of study. No grades are issued for these credits, but the credit counts toward completion of the course of study. Transfer credits, therefore, are not calculated in the Grade Point Average (GPA), but will appear on the student's academic record as Transfer Credit and to fulfil requirements for graduation.

Only official transcripts from other institutions may be used to evaluate and/or award credit. To be eligible for evaluation, the grade for the module must appear on the official transcript from the institution. New students must request that an official transcript from all previously attended institutions be mailed to the Office of the Registrar. Eligibility for credit towards a module does not guarantee admission to that course of study.

Modules used as basis for matriculation are not recorded as transfer credits, and they do not form part of the University's record of the student's academic performance.

1.1 MODULE EQUIVALENCIES

- a. Transfer credits will be awarded based on the nature, level, content and comparability of the module to that offered by the University.
- b. For the equivalent number of credits to be granted, at least 80% of the content of the module syllabus should be equivalent to that offered at the University.
- c. Where there is not an exact module equivalent and the module is acceptable for undergraduate credit in a specific discipline, the module may be used to fulfil University/specialization/technical elective requirements upon approval by the appropriate Faculty/College.
- d. The credit transferred must be appropriate and applicable to the educational goals of the course of study.

1.2 TRANSFER CREDIT LIMIT FOR A COURSE OF STUDY

- a. The maximum number of credits that may be transferred from other approved institutions is fifty percent (50%) of the number of credits required for graduation, and the remaining credits should include at least 60% of levels 3 and 4 modules.
- b. The number of transfer credits may affect eligibility for certain classes of awards. To be awarded a first class or upper second

- class honours degree, transfer students must complete at least 80% or 70%, respectively, of the full course of study at UTech, Jamaica.
- c. Where a student is being transferred from one UTech, Jamaica course of study to another closely related course, limits on the number of credits may be waived at the discretion of the Programme Director.
 - d. Students may only apply for transfer credits that are relevant to their course of study.

1.3 ACCEPTABILITY OF MODULES

- a. To be eligible for credit transfer, a module must have been completed within seven years (normally based on time of exit from the relevant Course of Study) prior to the year of application for credit. This is also applicable for modules transferred within UTech, Jamaica. Courses of study or modules that have been banked by occasional students. A lower time-limit for eligibility may be set by the Faculty/College for modules where the state of knowledge changes rapidly.
- b. A minimum grade of C (UTech's grading system) is required for credit transfer of modules taken in undergraduate degree courses of study. Individual Schools/ Departments have discretion to adopt a higher minimum grade where appropriate, such as in core modules. Performance designations other than letter or percentage grades are not acceptable for transfer credit.

- c. Credit will not be granted for the research component of a degree or diploma.
- d. The transfer of credits is done upon admission and is a one-off exercise. No subsequent transfer of credits will be undertaken during the course of the admittee's study.
- e. Where a current student, including one from a UTech, Jamaica franchise programme, is transferring from one Course of Study to another, the C- grade may be transferred, based on the nature of the Course of Study to which the transfer is being requested.

1.4 APPEAL OF TRANSFERABILITY OF MODULE EQUIVALENCIES

Students who wish to appeal the outcome of a transfer credit application may request a review of the decision by applying in writing to the Registrar. When making an appeal, students must provide supporting documentation (which include syllabus, module description, examination paper, etc.) before any consideration can be made.

1.5 GRADUATE STUDENTS

The University's Policy on Transfer Credit and Exemption (Policy Reference 2010/A/08/70F) applies to graduate students, with the following exceptions:

Transfer Credit Limits

- a. The maximum number of credits that may be transferred from another institution to UTech, Jamaica is fifty percent (50%) of the

number of credits required for the taught component graduate course work.

Acceptability of Modules

- a. Transferred credit must be earned for graduate work equivalent in level to the graduate course being pursued.
- b. In the case of graduate courses governed by professional bodies, account will be taken of the policies of those bodies.
- c. In keeping with the University's grading policy for graduate courses and minimum GPA requirement, credits transferred from another institution must be for graded, graduate level modules in which the student earned a minimum grade of "B".

1.6 PROCEDURE

- a. The applicant should:
 - (i) Complete the Application for Transfer Credit form, and enter the details of the modules for which he/she wishes to be evaluated.
 - (ii) Attach supporting documentation (detailed module outline/description, syllabus, examination papers, transcript, etc.) for each module he/she wishes to evaluate. The Applicant may also be requested to attend an interview.
 - (iii) Have an official transcript from each transfer institution mailed directly to the Office of the Registrar at least four (4) weeks prior to the start of the semester in which the Applicant will

be enrolled. Exceptional cases that cannot meet the four-week deadline should be referred to the Registrar, through the Head of School, for consideration.

- b. The appropriate Subject Leader/Programme Director/Module Coordinator will evaluate the application two (2) weeks prior to the start of the first week of classes.
- c. The Head of School/Department then approves the form and submit it to the Assistant Registrar within four weeks of the start of the semester for directing changes to the applicant's diet, i.e, a transfer credit to be entered in the applicants diet on EAS.
- d. Once the evaluation is complete the Applicant will be notified in writing by the respective Faculty/College of the result of the evaluation by the end of the first week of classes.

Students are strongly advised to apply for transfer credits as soon as they have confirmed their Offer of Acceptance. Students must continue attending classes until the transfer is granted and, where required, complete all assignments until the transfer is confirmed. All transcripts and other documents filed in support of transfer credit request become the property of UTech, Jamaica.

2.0 EXEMPTION (GRADUATE/UNDERGRADUATE)

An exemption is (a) the award of credits for workplace or professionally certified experience

where the learning outcomes are deemed equivalent to those prescribed in a UTech, Jamaica, module, and/or (b) the award of credits for equivalent module successfully pursued at an approved institution, which were not considered during the initial application to the course of study. Students will be assigned a grade of EXEM for exemption, which will not be calculated in the GPA.

Exemption, however, needs to be based on a balance between recognising the importance of accrediting prior learning and ensuring that students granted exemption from a module can prove that they have the knowledge, skills and competencies which form the objectives of that course of study.

2.1 BASIS OF EXEMPTION

- a. The student may be considered for module exemption on the basis of the equivalence of formal learning experiences provided by approved institutions upon submission of documentary evidence OR for equivalent module(s) successfully pursued at an approved institution. The date on the certificate must not exceed seven years immediately preceding the year the application was made for exemption; otherwise, the student must apply for module exemption via Prior Learning Assessment (PLA) credits.
- b. To be considered for module exemption via PLA, the student must challenge the module by preparing and submitting a portfolio detailing at least five years of current, relevant experience OR sitting a challenge examination, through which the

learning outcomes of a module will be assessed. The student may also be required to attend an interview.

- c. Only modules valued at 2 credits and above are eligible for challenge via PLA.
- d. The Academic Unit decides the modules with the required credit value that are eligible for challenge via PLA.
- e. The student has the right to appeal the final grade assigned for a challenge examination or portfolio (see Student Handbook Regulation 4-Review of Decisions on Academic progress).

2.2 DOCUMENTATION OF EXEMPTED MODULES

- a. An exemption will be recorded on the student's transcript as 'EXEM' and will include the number of credits recognised.
- b. Exempted modules will not be included in the GPA; however, the number of exemptions may affect the class of award.

2.3 CREDIT LIMIT AND ACCEPTABILITY

- a. Students are expected to complete at least fifty percent (50%) of the course of study as registered students of the University, including 60% of levels 3 and 4 modules, to receive a University award.
- b. A student will only be allowed one (1) exemption from a Co-operative Education module in any course of study.
- c. Students will not be allowed to sit challenge examinations for modules which they have failed.

- d. To be considered for exemption based solely on certification (see 2.1 a), the student must have obtained the certificate within seven years prior to the year of application for module exemption, in a UTech, Jamaica course of study or at another approved/accredited tertiary institution.
- e. To be considered for exemption based on prior work/life experience which is to be demonstrated through portfolio development, the student must have acquired at least five (5) years of current, relevant experience (see 2.1 b).

2.4 FEES TO BE PAID FOR EXEMPTED MODULES

University policy applies.

2.5 PROCEDURE

- a. For exemption based solely on certification from a recognised/accredited institution:
 - i. The student should submit the completed form(s) to the Faculty/College Student Affairs Office along with all supporting documentation (including module description, transcript, syllabus, and statement of achievement and level achieved) no later than two (2) weeks prior to the start of the semester in which the exemption is being sought. The appropriate Subject Leader/Programme Director/Module Coordinator will evaluate the application (for comparability of the quality/suitability of the experience/module). For work related

experience, the Programme Director must obtain the endorsement and signature from the School's Cooperative Education Coordinator.

- ii. Upon confirmation of the exemption by the Registrar, the Faculty/College Student Affairs Office will inform the student in writing of the result of the evaluation by the end of the first week of classes. If exemption is granted, the student is not required to complete the Add/Drop form unless he/she wishes to add other modules. However, students are expected to attend all classes (where required) and complete all assignments until the exemption is confirmed.
- b. For exemption based on Prior Learning Assessment (PLA)
 - i. A student seeking exemption based on prior experience must first contact the PLA Unit for advice on the requirements, procedures, deadlines and fees associated with the process.
 - ii. The PLA Coordinator will complete the PLA Referral Form (see attached form), and submit to the respective Head of School Programme Director for approval of the student's request. Once approval is granted, the student will complete the Application for Module Exemption Form in triplicate and submit to the Faculty/College

- office no later than two weeks prior to the START of the semester immediately preceding the one in which the module is normally offered. For example, if a student wishes to challenge a module which is offered in the summer semester, s/he must register no later than two weeks before the start of semester 2.
- iii. Upon confirmation of the exemption by the Registrar, the Faculty/College Student Affairs Office will inform the student
- iv. If the module challenge was unsuccessful, the student must then pursue the module normally at the usual time it is offered, that is, register for the module, attend classes, complete all coursework assignments, and sit the end-of-module final examination, if applicable.
- in writing of the result of the module challenge within six (6) weeks of its completion.



TRANSFER CREDIT AND EXEMPTION POLICY



UNIVERSITY OF TECHNOLOGY, JAMAICA

OFFICE OF THE REGISTRAR

APPLICATION FOR TRANSFER CREDIT

(For modules successfully completed at the tertiary level)

Submit this form to the College/Faculty Student Affairs Office

Please complete the form in TRIPPLICATE, typing or printing all information in BLOCK LETTERS.

NAME:	ID No.:	
ADDRESS:	PHONE:	
FACULTY/COLLEGE:	SCHOOL/DEPT.:	DIVISION:
ACADEMIC YEAR:	COURSE CODE:	EMAIL:

Modules Taken in Other Courses of Study			Equivalent Modules in Current UTech Course of Study		
Name	Code	Institution/ Year	Name	Code	Approved Denied

DOCUMENTS ATTACHED: (Please tick the appropriate box)

Syllabus ~ Module Outline/Description ~ Other, please specify: _____

Student's Signature _____ Date _____
Retain a copy for your own record

College/Faculty Official Stamp/Date Received

FOR OFFICE USE ONLY:

Date received _____ Documentation complete : Yes () No () Initials _____

Evaluator's (PD/SL/MC) Recommendation _____

Evaluator's Name: _____ Signature: _____ Date: _____

HOS/D Name: _____ Signature: _____ Date: _____

Asst. Registrar's Name: _____ Signature: _____ Date: _____

TRANSFER CREDIT AND EXEMPTION POLICY



UNIVERSITY OF TECHNOLOGY, JAMAICA

OFFICE OF THE REGISTRAR

APPLICATION FOR MODULE EXEMPTION

Submit this form to the College/Faculty Student Affairs Office

Please complete the form in TRIPPLICATE, typing or printing all information in BLOCK LETTERS.

NAME: _____ ID No.: _____

FACULTY/COLLEGE: _____ SCHOOL/DEPARTMENT: _____ DIVISION: _____

COURSE OF STUDY: _____ GROUP/LEVEL: _____

ACADEMIC YEAR: _____ SEMESTER: _____ EMAIL: _____

I hereby apply for exemption from the following module(s) in my course of study:

MODULE			DECISION (To be completed by Subject Leader/PD /HOD of module)	
Name	Code	Credits	Approved	Denied

For each module for which exemption is requested, please find attached the certified documentation:
(Please tick the appropriate box)

- Transcript PLA Certification
- Progress Report JD & Employer's Verification Letter
- Module description(s) Affidavits
- Syllabus/Module outline

STUDENT'S SIGNATURE_____ DATE_____
Retain a copy for your own record

College/Faculty Official Stamp/Date Received

For Office Use Only:

Date received_____ Documentation complete: Yes () No ()

Fee Payments Completed: Yes () No () Initials_____

Evaluator's (PD/SL/MC) Recommendation: Code(s) for exempted module(s) _____

Evaluator's Name: _____ Signature: _____ Date_____

HOS/D Name: _____ Signature: _____ Date_____

Asst. Registrar's Name: _____ Signature: _____ Date_____

TRANSFER CREDIT AND EXEMPTION POLICY



UNIVERSITY OF TECHNOLOGY, JAMAICA

Prior Learning Assessment

PLA REFERRAL FORM

Section A- To be completed by the PLA Coordinator (PLAC)

Student's name: _____

Contact: _____

ID number: _____ College/Faculty: _____ School: _____

Course of Study: _____ Level: _____

Experiential background:

Module name(s):	Module code(s) & No. of credits	Method of challenge (exam/portfolio)

Recommendations:

PLA Coordinator's name: _____ Signature: _____

Date: _____

Section B- To be completed by the Programme Director (PD)

Documents reviewed:

Letter of verification from Employer [] Performance Appraisal Document []

Transcript [] Job Description []

Syllabus [] Other []

The request for module challenge has been APPROVED for the following modules:

Module name(s)	Module code(s) & No. of credits	Method of challenge (exam/portfolio)

Comments:

Name of Programme Director: _____ Signature: _____

Date: _____

CHANGE OF GRADE POLICY

INTRODUCTION

The purpose of the Change of Grade Policy is to ensure that the final grade assigned to a student is fair and unprejudiced, and is based upon a marking scheme that is professionally acceptable.

The method of assessment and grading scheme shall be submitted to all students, in writing, at the beginning of the academic period in which the module is to be delivered. Any subsequent change in assessment procedure must be approved by the College/Faculty Curriculum Committee and communicated to the students by the middle of the semester or summer session.

Change of grade is normally initiated by the lecturer/module coordinator or reviewer. Valid reasons for considering grade changes are:

- Incorrect grade entry
- Miscalculation of grades
- Lost script
- Omission of assessment components completed by students on time
- Late submission authorized by the College/Faculty Board of Examiners
- Failure to follow grading procedure
- Review of assessment component following grade appeal by student.

In order for a student to receive a grade change,

a "Change of Grade" form must be completed and signed by the lecturer/module coordinator or by the reviewer. The form must then be verified by the Programme Director, and then approved by the Head of the School responsible for the module, on behalf of the College/Faculty Board of Examiners. The form is then submitted to the College/Faculty Administrator's Office for processing on behalf of the Academic Board (Registrar) and a report submitted to the Dean in charge of academic affairs. If a mistake has been made for a whole class or a significant portion of the class, a special group request letter may be made to the Dean and copied to the Head of School.

GRADE APPEAL

Students have the right to appeal the final grade assigned to a module. Before appealing the final grade, the student should first discuss the matter with the lecturer, then with the Programme Director if there is no resolution with the lecturer.

A student who is still dissatisfied with the outcome may submit a written request (using the appeal form available at the Student Affairs Office) to the Academic Board, through the Head of School in which the module was taught, within 10 working days after the validation of the final module grade. It is incumbent on the student to submit along with the

request any documentation/evidence which he/she believes can justify the appeal. The following are justifications for grade appeal:

- The grade was assigned in a manner not consistent with the standards and procedures specified in the syllabus or communicated (orally or written) by the lecturer to the class.
- Evidence of procedural or other irregularities in the conduct of the examination/assessment.
- Evidence of mistakes in calculating or recording individual assessment components.
- The grade awarded was based upon personal reason(s) unrelated to the lecturer's professional evaluation of the academic performance of the student.

The appeal form must be accompanied by a receipt as evidence that the student has paid the review fee in accordance with current University rates. The fee will only be refunded if the letter grade is raised. The review process can take up to four weeks, and the student will be informed in writing of the result by the College/Faculty Office.

The reviewer (external to the programme) will consider whether the grade was determined in a fair and appropriate manner, in accordance to the marking scheme and in comparison to the standard applied to other students, and report to the Head of School using the appeal form that was completed by the student. If a change in the mark (score) or grade is to be done, the Change of Grade Form shall be accompanied with the Appeal Form.

Before completing this form, first discuss the matter with the lecturer, and then with your Programme Director if there is no resolution.

1. An application fee (attachment of original receipt) must accompany this form. The fee will be refunded only if the final letter grade is raised.
2. A separate form must be submitted for each module to be reviewed.
3. The application form must be submitted to the Student Affairs Office of the Faculty that is responsible for the delivery of the module, within two weeks after the publication of the final letter grade.
4. All documentation/evidence to support the review must be submitted with this application.
5. Allow at least four weeks for a reply by the Head of School or Vice Dean.
6. Reasons for justifying why a grade should be reviewed include:
 - a. The grade was assigned in a manner not consistent with the standards and procedures specified in the syllabus or communicated (orally or written) by the lecturer to the class.
 - b. Evidence of procedural or other irregularities in the conduct of the examination.
 - c. Evidence of mistakes in calculating or recording individual components.
 - d. The module grade was based upon personal reason(s) unrelated to the lecturer's professional evaluation of the academic performance of the student.



UNIVERSITY OF TECHNOLOGY, JAMAICA
APPLICATION FORM FOR APPEAL OF FINAL GRADE

Before completing this form, read carefully the information on the reverse.

STUDENT/MODULE INFORMATION

Student's Name: _____ ID # _____

(Last Name, First Name, Middle Initial)

Major: _____ Minor: _____

Email Address: _____ Phone #: _____

Module Name: _____ Module Code: _____ Credits: _____

Academic Year: _____ Semester: _____ Occurrence: _____

Name of Lecturer: _____ Grade Assigned: _____

STATEMENT OF REASON FOR REVIEW (Attach additional documentation/evidence)

Signature: _____ Date: _____

For Reviewer Use Only

Grade/Mark unchanged Y N Grade/Mark changed from _____ to _____

Reason for change/no change

Name of Reviewer: _____ Signature: _____ Date: _____

For College/Faculty Use Only

Date received: _____ Fee paid: Y N Signature: _____

Review sent to School Date: _____ Signature: _____

Review received from reviewer Date: _____ Signature: _____

Mark entered (via Change of Grade) Date: _____ Signature: _____

SECTION J



ADDITIONAL INFORMATION

OTHER FREQUENTLY ASKED QUESTIONS (FAQ's)

1. How do I take a break from my studies?

1. Complete a CSAAC/FSAAC form for a leave of absence or withdrawal.
2. Submit to the Students Relations Office, Student Services Building.

Note: Normally, approval is given for only one year. This time period will be excluded from the calculation of the time taken to complete your programme.

2. How much time do I have to complete my course of study?

For undergraduate students, the maximum time frame is the prescribed time frame (stated duration of the course of study) plus 3 years. For graduate students, the maximum time frame for completion of a course of study is stated for each course of study (please refer to the section of this Handbook where the various types of graduate courses are listed).

3. What is the procedure for re-entering the University/a course of study after a period of absence?

1. Complete the Application for Re-admission form.
2. Submit to the Admissions Office.

4. When do I register as a student of the University?

Registration takes place 3 times per year – Semester 1, July-August, Semester 2, January and Summer session,

5. As a yearlong student when do I register for a re-do?

In order to register for a Re-do you must have already registered as a student of the University in the periods indicated in No. 4 above.

The dates are indicated in the Significant Dates section of the Handbook.

6. When are re-do exams offered?

During semester 1, semester 2 and summer session examinations. This is subject to the availability of modules. Students are encouraged to discuss with their academic advisor and programme directors such matters.

7. What if I miss an exam?

1. Notify your Head of School as soon as possible.
2. If it was due to illness, submit a medical certificate within 5 working days of the missed exam to the Health Centre Administrator. Otherwise, you will be assigned a zero.
3. Missed exams will be recorded as a failure.

8. What do I need in order to sit an end-of-semester and summer session examinations?

1. Examination card
2. Valid UTech ID card
3. Financial clearance.

Students must be registered with the University and enrolled on the module for the academic session in which the module is taken.

9. WHEN ARE EXAMINATION CARDS DISTRIBUTED?

Cards are distributed at designated times during the weeks preceding the start of each University exam session. Dates are indicated in the Significant Dates section of the Handbook.

10. HOW DO I REPLACE MY EXAM CARD?

1. Pay the \$200 replacement fee at Accounts Receivable.
2. Submit your receipt to the Examinations Centre, Main Administration Building.

11. WHERE DO I OBTAIN MY EXAM RESULTS?

On eVision (Student Portal)

12. WITH WHOM DO I SPEAK REGARDING OMISSION OF MODULES FROM MY DIET?

You may speak with the Student Affairs Assistant in your College/Faculty/School office, as well as your academic advisor or Programme Director (in the case of graduate students).

13. CAN I RE-DO A MODULE WITHOUT ATTENDING CLASSES?

No. You must redo the module, i.e., register for the failed module, attend classes, complete

all the coursework and sit the final exam if applicable.

14. UNDER WHAT CONDITIONS MAY I OBTAIN A GRADE REVIEW?

You may obtain a grade review only if there were extenuating circumstances not known to the examiners, or evidence of irregularities in the conduct of the examination.

15. HOW DO I APPLY FOR A GRADE REVIEW?

1. Complete the Application for Grade Review form.
2. Pay the \$650 per credit fee at Accounts Receivable.
3. Submit the form and receipt to your College/Faculty/School office.

The submission of the form and receipt should take place during the 2-week period following the posting of results.

16. HOW DO I EFFECT A TRANSFER?

1. Complete the Request for Transfer form, in triplicate. The form is available in your College/Faculty/School office.
2. Submit to your current Head of School before July 31.

Note: Transfers are not automatic and will be influenced by a variety of factors including your qualifications, academic status, aptitude for the discipline and space availability.

17. HOW DO I APPLY FOR AN ACADEMIC RECORD (TRANSCRIPT)?

An academic record is a document that

contains passed or failed modules taken by a student and any certification earned.

11. a. Go to UTech's website at www.utech.edu.jm
 - Select the Students link (top-right hand corner) then
 - Select Online Academic Record Request System (OARRS) from Web Applications
 - b. Make payment at Paymaster, Bill Express or UTech Payment Portal
 - NO NEED TO VISIT THE STUDENT RECORDS OFFICE;
 - Payment will be automatically applied to your request
 - c. Request will be processed immediately after payment is received
 - d. Track your request status online!
2. Fees for Transcript/Statement/Status letter-\$1000; Express Transcripts/Statements-\$2000; and Express Status letters cost \$1500.

No refund will be accommodated for any transaction done.

ALL academic records are prepared for students who have cleared all financial obligations with the University.

18. HOW DO I APPLY FOR A CHANGE OF NAME?

1. Complete a Change of Information form available at the front desk of the Student Records Office, Administration Building, by

August 31 for the current academic year. Important Note: A name change cannot be effected after a student has left the University.

19. HOW DO I REPLACE MY ID CARD?

1. Pay the \$1,000 replacement fee at Accounts Receivable and request written authorization for the reprint from either the Admissions or Accommodation Offices. If you are a Resident Student (you live on campus), you should request your written authorization from the Accommodation Unit. All other students should request their written authorization from the Admissions Office.
2. Take both your original receipt and written authorization document to the ID Services Unit to get your ID replacement request processed.

20. HOW DO I CORRECT INFORMATION ON AN ID CARD?

1. Report the matter to the Admissions Office, which will make the necessary changes on the system and provide you with a written document, authorizing the printing of the updated/correct ID, to be taken to ID Services.

21. HOW DO I PREPARE FOR GRADUATION?

1. Register via <https://ecommerce.utech.edu.jm/> graduation to attend the graduation ceremony during the period indicated in the section on Academic Calendar.

IMPORTANT CONTACT NUMBERS

Please add the area code 876 before each telephone number

Kingston Campus

Arthur Wint Drive	754-7347
Main Campus (Papine)	927-1680-8
Slipe Pen Road	948-9057/948-8784
UTech Academy	970-5087/927-5857/927-1680 ext. 3866-9
School of Advanced Management	927-5857/927-9704

College of Business and Management

Dean	970-5140
Associate Dean	970-3375
School of Business Administration	970-5369
School of Hospitality & Tourism Management	970-5430
Joan Duncan School of Entrepreneurship Ethics and Leadership	970-5623
College Administrator	970-5367
Student Affairs Assistants (SOBA)	970-5110/5126/5108
Student Affairs Assistants (SHTM)	970-5431/5433-4
Student Affairs Assistants (JDSEEL)	970-5623

College of Health Sciences

Dean	970-5317/927-1680 ext. 3470
Vice Dean	970-5311
Caribbean School of Nursing	927-1680 ext. 3778
School of Allied Health & Wellness	970-5850
School of Pharmacy	927-1680 ext. 3787
College Administrator	970-5312
Student Affairs Assistant	970-5314/927-1680 ext. 3795

IMPORTANT CONTACT NUMBERS

Joint Colleges of Medicine, Oral Health and Veterinary Sciences

Dean	754-7347/908-3440
School of Public Health and Health Technology (Slipe Road)	948-8784/948-9057
College of Oral Health	754-7347/908-3440

Faculty of The Built Environment

Dean	970-5257/56
School of Building & Land Management	970-5333/5
Caribbean School of Architecture	970-5355-7
Faculty Administrator	970-5284
Student Affairs Assistant	970-5335/5355

Faculty of Education & Liberal Studies

Dean	927-1612/970-5419-20
Vice Dean	970-5733
School of Humanities & Social Sciences	970-5300/970-5717
School of Technical & Vocational Education	970-5730
Faculty Administrator	970-5418/970-5467
Student Affairs Assistants	970-5423/970-5275

Faculty of Engineering & Computing

Dean	970-5166
Vice Dean	970-5158
School of Computing & Information Technology	970-5160
School of Engineering	970-5220/970-5244
Faculty Administrator	970-5295
Student Affairs Assistants	970-5163/5044/5153/5246/5165

IMPORTANT CONTACT NUMBERS

Faculty of Law

Dean	970-5238
Faculty Administrator	970-5530
Student Affairs Assistants	970-5530/5531/5238

Faculty of Science & Sport

Dean	970-5860/5866
Centre for Science-based Research, Entrepreneurship and Continuing Studies	970-5871
School of Mathematics & Statistics	970-5872
School of Natural & Applied Sciences	970-5287
Caribbean School of Sport Sciences	970-5869
Faculty Administrator	970-5864
Student Affairs Assistant	970-5860

School of Graduate Studies, Research and Entrepreneurship

Associate Vice President	9970-5823/702-3011
Graduate Studies, Research & Entrepreneurship Officer	970-5824/702-3014

University of Technology, Jamaica, West

Dome Street, Montego Bay	940-2194, 940-0929, 940-1621
UTech School of Nursing	971-8332/1229

Administration

President	927-1680 ext. 2066
Deputy President	927-1680 ext. 2032
Coordinator, Western Campus	970-5727
Registrar	970-5035-6
Deputy Registrar – Academic Services	970-5255/970-5441
Assistant Registrar – Student Services	970-5280/970-5193
Accommodation Office	970-5191/970-5262

Administration (cont'd)

Admissions & Enrolment Management	970-5014/832-6193
Career and Placement Office	970-5030
Counsellor	970-5460/5469/5028
Examinations	970-5000
International Students' Coordinator	970-5179/970-5194
Office of the Customer Service Advocate	Toll free 1-888-991-5130
Student Records Office	970-5020
Student Relations Office	970-5008/2359
Technology Innovation Centre	970-5505/5501
Accounts, Receivables	970-5057
Alumni Relations	970-5468
Cheque Disbursement	970-5013
Continuing Education, Open & Distance Learning	970-5037
Corporate Communications	970-5299
Centre for the Arts	970-5019
Drug Information Service	970-5304
Enterprise Applications Systems	970-5266
Finance & Business Services	970-5061
Financial Aid/Scholarship Office	970-5192/5219
Health Services Management	970-5459
Housekeeping Administrator	970-5455
Language Teaching & Research Centre	970-5447/970-5748
Library	970-5385/5386
Office of Intellectual Property	970-5576
Printery	970-5157
Safety & Security Office	970-5170/ 5552/ 970-5228/5553/5559
Sports & Physical Education	970-5096
Student Recruitment Office	970-5077
Students' Union	970-5223/5286
Technology & Information Management	970-5196
UTech Academy	970-5087

IMPORTANT CONTACT NUMBERS

Resident Managers

Farquharson Hall	927-1680 – exts. 2469/2010
	927-1680 – exts. 2142/2102
Hall A	927-1680 – exts. 2476/2134
Hall B	927-1680 – exts. 2495/3204
Hall E	927-1680 – exts. 2488
Hall F	927-1680 – exts. 2487/2134
Garvey Hall	927-1680 – exts. 3577/2287

Hall Extensions

Hall A	927-1680 – exts. 2477/2478-9/2520
Hall B	927-1680 – exts. 2494/2496-7
Hall E	927-1680 – exts. 2489/2493/2490
Hall F	927-1680 – exts. 2482-4/2485-6
Garvey	927-1680 – exts. 2474/2201/2205
Farquharson	927-1680 – exts. 2049/2471/2178/ 2063



The Declaration of Authorship Form is to be completed and submitted by students along with their research papers; for group assignments each student is required to complete and submit a separate form.

Please note that grades should not be assigned if research papers are not accompanied by the signed Declaration of Authorship Form.



UNIVERSITY OF TECHNOLOGY, JAMAICA
Declaration of Authorship

FACULTY: _____

School/Department: _____

Course Code & Title: _____

Submitted To: _____
(Lecturer/Supervisor)

Submitted By: _____
Student's name

ID Number

Address, home, cell & work tel. Numbers

Date of Submission: _____

Title of Assignment: _____

Declaration: I certify that I am the author of this paper and that any assistance I received in its preparation is fully acknowledged and disclosed in the paper. I have also cited all sources from which I used visuals, data, ideas or words, either quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for this course. I also understand that a grade will not be assigned without the submission of this agreement.

Student's Signature: _____

Lecturer's/Supervisor's Grade for Assignment:

Lecturer's/Supervisor's Comments:

Note: For group assignments each student is required to complete a separate Declaration of Authorship.

Ref: Regulation 5: Conditions and Procedures
Governing Student Academic Misconduct



University of Technology, Jamaica Students Instructor-Module Evaluation

The objective of this evaluation is to aid in improving teaching effectiveness. Completion of the student evaluation is voluntary and strongly encouraged. Survey responses are confidential, and data is reported after final grades have been submitted and validated.

Instructions:

Please complete the form by typing information in the spaces provided or by selecting the most appropriate response.

Part 1 - Items 1-6 Instructor

Instruction: Use Strongly Agree (SA), Agree (A), Undecided (U), Disagree (D), Strongly Disagree (SD)

	SA	A	U	D	SD
1. The instructor related topics and assignments to real-life scenarios and situations.	<input type="checkbox"/>				
2. The instructor created a learning environment where I felt welcomed, respected, supported and connected.	<input type="checkbox"/>				
3. The instructor used class time effectively towards accomplishing module objectives.	<input type="checkbox"/>				
4. The instructor encouraged class participation which facilitated learning.	<input type="checkbox"/>				
5. The instructor teaching methodologies were appropriate in assisting me to achieve the module objectives	<input type="checkbox"/>				
6. The instructor provided grades/feedback for course work within two weeks that was clear, helpful, and specific to my work.	<input type="checkbox"/>				

Part 2 - Items 7-11 Module

Instruction: Use Strongly Agree (SA), Agree (A), Undecided (U), Disagree (D), Strongly Disagree (SD)

	SA	A	U	D	SD
7. I was given a copy (in hand or on e-learning platform) of the module outline.	<input type="checkbox"/>				
8. The recommended learning material (e.g., textbooks, powerpoints, video links, models) were relevant to the module.	<input type="checkbox"/>				
9. The topics covered the module learning outcomes. (i.e., what students are expected to know or do at the end of the module)	<input type="checkbox"/>				
10. Course work (tests and assignments) were aligned to the module content.	<input type="checkbox"/>				
11. The module was well organized, manageable, and delivered in a logical manner.	<input type="checkbox"/>				

Part 3 - Items 11-15 Practical

Please complete this section **only** if the module has a **practical** component (e.g., lab, studio)

Instruction: Use Strongly Agree (SA), Agree (A), Undecided (U), Disagree (D), Strongly Disagree (SD) in responding

	SA	A	U	D	SD
11. Practical sessions were well coordinated with lectures.	<input type="checkbox"/>				
12. Materials and supplies were available for each practical session.	<input type="checkbox"/>				
13. Laboratory equipment was in good working condition.	<input checked="" type="checkbox"/>				
14. The instructor effectively demonstrated proper use of the equipment.	<input checked="" type="checkbox"/>				
15. Practical sessions stimulated analytic and critical thinking	<input checked="" type="checkbox"/>				

16. Which aspects of the module did you find most effective?

17. Is there anything in this module which could be improved?

Students' Report Form – Attendance of Instructor

College/Faculty:

Students' School: *[Indicate if class is mixed]*

Group:

Module Code and Name:

Scheduled start time of Class:

Scheduled end time of Class:

Room number:

Date:

Select one: Lecture Tutorial Laboratory

Comments:

Name of Class Representative:

Signature of Class Representative:

Time that students left the Class:

CALENDAR 2024

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	31					

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
	5	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2024 Holidays for Jamaica

Jan 1	New Year's Day	April 1	Easter Monday	Oct 21	National Heroes' Day
Feb 14	Ash Wednesday	May 23	Labour Day	Dec 25	Christmas Day
Mar 29	Good Friday	Aug 1	Emancipation Day	Dec 26	Boxing Day
Mar 31	Easter Sunday	Aug 6	Independence Day		



THE UNIVERSITY SONG

Building a Future Together

With arts, science and technology

Let's build a future together

A future that is like a ship

Sailing bravely through any weather

So as we seek to enrich our lives

And new horizons explore

UTech stands to point the way

To make our future secure

Chorus

University of Technology, Jamaica

We will always sing in praise of you

And the knowledge you give

Teaches us how to live

So to UTech we'll always be true

You teach us to give of our best

To lend a hand, to inspire

To answer where'er duty calls

And to aim yet higher and higher

Wherever our lives shall lead us

Your banner will be unfurled

As we proudly stand to serve

Our nation and the wide world.

Composed by Noel Dexter

GLOSSARY

AMIP	-	Academic Misconduct Inquiry Panel
BBA	-	Bachelor of Business Administration
BGSRE	-	Board of Graduate Studies, Research and Entrepreneurship
BUS	-	Board of Undergraduate Studies
CARPIN	-	Caribbean Poison Information Network
CEEC	-	Computing, Engineering and Entrepreneurial Centre
COBAM	-	College of Business and Management
COHS	-	College of Health Sciences
CSA	-	Caribbean School of Architecture
CSAAC	-	College Student Academic Affairs Committee
CSON	-	Caribbean School of Nursing
CSOSS	-	Caribbean School of Sports Sciences
CSP	-	Community Service Programme
CSRECS	-	Centre for Science-Based Research, Entrepreneurship and Continuing Studies
CUSA	-	Caribbean University Sports Association
DOM	-	Department of Mathematics
DOS	-	Department of Sport
EAS	-	Enterprise Application Systems
FELS	-	Faculty of Education and Liberal Studies
FENC	-	Faculty of Engineering and Computing
FOBE	-	Faculty of the Built Environment
FOL	-	Faculty of Law
FOSS	-	Faculty of Science and Sport
FSAAC	-	Faculty Student Academic Affairs Committee
GPA	-	Grade Point Average
HOS	-	Head of School
ICT	-	Information Computer Technology
ID	-	Identification Card
IPSL	-	International Partnership of Service Learning

GLOSSARY

ISAS	-	Integrated Student Administrative System
JAMVAT	-	Jamaica Values and Attitudes Programme
JAWS	-	Job Access Work System
JDSEEL	-	Joan Duncan School of Entrepreneurship Ethics and Leadership
LIMS	-	Library Information Management System
MAIS	-	Master of Arts in International Service
OCDE	-	Office of Curriculum Development and Evaluation
ODL	-	Open and Distance Learning
ODUCC	-	Organización Deportiva Universitaria de Centroamérica y del
SAC	-	Special Appeals Committee
SAHW	-	School of Allied Health and Wellness
SAM	-	School of Advanced Management
SARAS	-	SeniorAssistant Registrar, Academic Services
SBLM	-	School of Building and Land Management
SCIT	-	School of Computing and Information Technology
SGSRE	-	School of Graduate Studies, Research & Entrepreneurship
SHSS	-	School of Humanities and Social Sciences (formerly Department of Liberal Studies)
SHTM	-	School of Hospitality and Tourism Management
SLB	-	Students' Loan Bureau
SOBA	-	School of Business Administration
SOE	-	School of Engineering
SOMAS	-	School of Mathematics and Statistics
SONAS	-	School of Natural and Applied Sciences
SOP	-	School of Pharmacy
SOTAVE	-	School of Technical and Vocational Education
SPH&HT	-	School of Public Health & Health Technology
TIC	-	Technology Innovation Centre
UCJ	-	University Council of Jamaica
UNESCO	-	United Nations Educational, Scientific and Cultural Organization
WED	-	Workforce Education and Development
WiFi	-	Wireless Fidelity

