



**UWI**  
OPEN CAMPUS

# GRADUATE STUDENT HANDBOOK

2022|23



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# THE UNIVERSITY OF THE WEST INDIES

## MISSION

To advance learning, create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world.

## VISION

An excellent global University rooted in the Caribbean.

## VALUES

Integrity, Excellence, Gender Justice,  
Diversity, Student-centredness.

## THE MOTTO OF THE UNIVERSITY

*“Oriens ex Occidente Lux:  
A Light Rising from the West”*



## THE UNIVERSITY OF THE WEST INDIES

The Coat of Arms of The University of the West Indies consists of a shield and a crest.

Forming the main background of the shield is the sea represented by white and blue (three each) wavy lines on which is the open book; the upper part of the shield, the chief, is red with a Lion to show the connection with the Crown, but the Lion is covered with black spots. This is the Lion borne by H.R.H. Princess Alice, Countess of Athlone, appointed by the King (George VI) to be the first Chancellor, so that this appointment is recorded forever in the Arms of the University.

The crest is the brown Pelican, which fishes in its prehistoric fashion along the coasts of all the Caribbean Lands: the pelican is a symbol of care for the young because of the medieval, but untrue, belief that it punctures its breast to feed its young on its blood. It is also used as a crest by both Corpus Christi Colleges of Oxford and Cambridge.

***“Oriens ex Occidente Lux”  
A Light Rising from the West***

# CONTENTS

MISSION, VISION, VALUES AND MOTTO OF THE UNIVERSITY.....	i
THE COAT OF ARMS OF THE UNIVERSITY OF THE WEST INDIES.....	ii
LIST OF ABBREVIATIONS.....	vi
LEADERSHIP AND ADMINISTRATION .....	1
MESSAGE FROM THE DIRECTOR, GRADUATE STUDIES AND RESEARCH .....	2
MESSAGE FROM THE POSTGRADUATE GUILD REPRESENTATIVE.....	3
HOW TO USE THIS HANDBOOK.....	4
CONTACT US.....	5
<b>PART I: THE UNIVERSITY OF THE WEST INDIES.....</b>	<b>7</b>
HISTORY.....	7
THE UWI OPEN CAMPUS.....	7
OPEN CAMPUS ROOTS.....	7
THE OPEN CAMPUS GUIDING PRINCIPLES.....	8
GRADUATE STUDIES AT THE OPEN CAMPUS.....	8
<b>PART II: ACADEMIC DIVISIONS, ADMINISTRATIVE DEPARTMENTS, CENTRES, INSTITUTES AND RESEARCH</b>	
<b>UNITS.....</b>	<b>10</b>
OFFICE OF THE PRINCIPAL.....	10
OFFICE OF THE DEPUTY PRINCIPAL.....	10
ACADEMIC PROGRAMMING & DELIVERY DIVISION (APAD).....	11
THE SCHOOL FOR GRADUATE STUDIES AND RESEARCH.....	11
THE REGISTRY.....	11
OFFICE OF GRADUATE STUDIES AND RESEARCH (OGSR) .....	11
OPEN CAMPUS COUNTRY SITES (OCCS).....	12
OFFICE OF FINANCE.....	12
COMPUTING AND TECHNICAL SERVICES (CATS).....	12
LIBRARIES AND INFORMATION SERVICES.....	12
THE CONSORTIUM FOR SOCIAL DEVELOPMENT AND RESEARCH (CSDR).....	13
UWI OPEN CAMPUS LOCATIONS .....	13
<b>PART III: LIFELONG LEARNING AND DISTANCE EDUCATION.....</b>	<b>14</b>
LIFELONG LEARNING .....	14
STUDYING AT THE OPEN CAMPUS .....	14
ONLINE AND DISTANCE EDUCATION.....	15
HOW TO SUCCEED STUDYING ONLINE AT A DISTANCE.....	15
FORMAT OF OPEN CAMPUS GRADUATE COURSES.....	16
QUALITY OF THE ONLINE AND DISTANCE LEARNING EXPERIENCE.....	16
ACCREDITATION OF THE UWI OPEN CAMPUS .....	17
PRIOR LEARNING ASSESSMENT (PLA) .....	18
<b>PART IV: GENERAL REGULATIONS &amp; PROCEDURES ON STUDENT MATTERS.....</b>	<b>19</b>
QUALIFICATIONS FOR ADMISSION.....	19
PART-TIME/FULL-TIME STUDIES REQUIREMENTS.....	19
THE MY OC STUDENT PORTAL.....	20
YOUR OPEN CAMPUS EMAIL ADDRESS .....	20
STUDENT IDENTIFICATION NUMBER .....	20
STUDENT IDENTIFICATION CARD.....	21
REGISTRATION INFORMATION.....	21
REGISTRATION OF QUALIFYING CANDIDATES.....	21
REGISTRATION REQUIREMENTS.....	21
HOW TO REGISTER.....	22
PAYMENT METHODS.....	23
STATUS LETTERS.....	24

LEAVE OF ABSENCE.....	24
WITHDRAWAL FROM THE UNIVERSITY .....	25
RE-ADMISSION TO THE UNIVERSITY .....	26
TRANSFERRING TO ANOTHER PROGRAMME .....	27
TRANSITIONING FROM A GRADUATE CERTIFICATE TO A GRADUATE DIPLOMA.....	27
TRANSITIONING FROM A GRADUATE DIPLOMA TO A MASTER’S PROGRAMME .....	27
TRANSFERRING TO ANOTHER SITE.....	28
TRANSFERRING TO ANOTHER UWI CAMPUS.....	28
CREDITS AND EXEMPTIONS.....	28
THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS.....	29
<b>PART V: FINANCIAL INFORMATION .....</b>	<b>30</b>
TUITION FEES .....	30
ADMINISTRATIVE AND OTHER FEES.....	30
FEE ASSESSMENT.....	30
PAYMENT OF FEES .....	30
FINANCIAL STANDING .....	31
FINANCIAL ASSISTANCE.....	31
STUDENT PAYMENT PLAN.....	31
REFUND POLICY FOR TUITION FEES.....	32
<b>PART VI: EXAMINATION PROCESSES, REGULATIONS AND THE GRADE POINT AVERAGE (GPA) SYSTEM.....</b>	<b>33</b>
OPEN CAMPUS EXAMINATIONS.....	33
OPEN CAMPUS EXAMINATIONS TIMETABLE .....	33
WRITTEN EXAMINATIONS FOR STUDENTS WITH SPECIAL NEEDS .....	34
WRITING EXAMINATIONS AT YOUR OPEN CAMPUS SITE/EXAMINATION CENTRE.....	34
WRITING EXAMINATIONS AT AN ALTERNATE OPEN CAMPUS SITE.....	34
WRITING EXAMINATIONS OUTSIDE COUNTRIES WITH UWI EXAMINATION CENTRES .....	34
FEES FOR WRITING EXAMINATIONS OUTSIDE OF A UWI EXAMINATION CENTRE.....	35
INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION.....	35
STEPS TO TAKE BEFORE AN EXAMINATION.....	36
CONDUCT IN THE EXAMINATION ROOM (FACE-TO-FACE).....	36
CONDUCT DURING AN ONLINE EXAMINATION.....	37
ABSENCE FROM EXAMINATIONS.....	37
ABSENCE FROM EXAMINATIONS DUE TO ILLNESS.....	37
LATE WITHDRAWAL FROM A COURSE/EXAMINATION AFTER THE DEADLINE.....	38
REPEATING FAILED COURSE COMPONENTS.....	38
ORAL EXAMINATIONS .....	39
NOTIFICATION OF EXAMINATION RESULTS.....	39
DISSATISFACTION WITH RESULTS .....	40
HOW TO APPLY FOR A RE-MARK OR CONSULTATION OF A COURSE .....	40
WITHHOLDING OF RESULTS.....	40
HOW TO REQUEST A TRANSCRIPT.....	41
REGULATIONS FOR GRADUATE CERTIFICATES, DIPLOMAS AND DEGREES .....	41
GRADE POINT AVERAGE (GPA) SYSTEM EFFECTIVE ACADEMIC YEAR 2021-2022.....	41
GRADUATE GRADE SCHEME FOR STUDENTS WHO COMMENCED THEIR PROGRAMMES PRIOR TO THE GPA SYSTEM.....	41
AWARD OF DEGREES PRIOR TO THE GPA SYSTEM.....	42
ACADEMIC STANDING PRIOR TO THE GPA SYSTEM.....	42
GRADUATE GPA GRADE SCHEME FOR STUDENTS WHO COMMENCED THEIR PROGRAMMES FROM ACADEMIC YEAR 2021-2022 .....	43
AWARD OF DEGREES UNDER THE GPA SYSTEM.....	43
ACADEMIC STANDING UNDER THE GPA SYSTEM .....	44
WHERE CAN I FIND OUT MORE ABOUT THE GPA SYSTEM .....	44
HOW TO CALCULATE YOUR PROGRAMME GPA .....	44
<b>PART VII: ACADEMIC SUPPORT SERVICES .....</b>	<b>45</b>
UWI OPEN CAMPUS ORIENTATION.....	45

COMPULSORY INTRODUCTION TO ONLINE STUDY FOR GRADUATE STUDENTS.....	46
PRE-COURSE PROGRAMME ADVISING.....	46
ONLINE PROGRAMMES AND COURSES - APAD STAFF SUPPORT.....	46
TEACHING-LEARNING IN THE LEARNING EXCHANGE (LE) - ONLINE COURSE DELIVERY.....	47
HOW TO CONTACT YOUR COURSE COORDINATOR/COURSE INSTRUCTOR .....	48
REPORTING A PROBLEM.....	48
HOW TO CONTACT YOUR HEAD OF DEPARTMENT.....	48
COMMUNICATING ONLINE WITH OC PERSONNEL.....	48
CONNECTING AS STUDENTS (CAS) .....	49
LIBRARIES AND INFORMATION SERVICES .....	50
INFORMATION RESOURCES .....	50
ASK A LIBRARIAN .....	50
LIAISON SERVICES .....	50
OPEN CAMPUS SUPPORT STAFF .....	51
REGISTRY SERVICES.....	51
SCHOOL FOR GRADUATE STUDIES AND RESEARCH.....	51
STUDENT EXPERIENCE UNIT (SEU).....	51
HELPDESK SERVICES .....	52
SITE SUPPORT SERVICES (OCCS) - SITE HEAD OR SITE COORDINATOR .....	52
<b>PART VIII: PROGRAMME INFORMATION AND REGULATIONS.....</b>	<b>53</b>
CULTURAL HERITAGE COURSES .....	53
POSTGRADUATE CERTIFICATES .....	54
POSTGRADUATE CERTIFICATE IN DISASTER RISK MANAGEMENT AND RESILIENCE .....	54
POSTGRADUATE CERTIFICATE IN JUNIOR COMMAND AND STAFF LEADERSHIP.....	55
POSTGRADUATE CERTIFICATE IN TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET).....	56
POSTGRADUATE DIPLOMAS .....	58
POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION.....	58
POSTGRADUATE DIPLOMA IN EDUCATION – SECONDARY.....	59
POSTGRADUATE DIPLOMA IN HEALTH RESEARCH AND EPIDEMIOLOGY .....	61
POSTGRADUATE DIPLOMA IN INSTRUCTIONAL DESIGN.....	63
POSTGRADUATE DIPLOMA IN JUNIOR COMMAND AND STAFF LEADERSHIP.....	64
POSTGRADUATE DIPLOMA IN LITERACY INSTRUCTION.....	66
POSTGRADUATE DIPLOMA IN MANAGEMENT AND EDUCATIONAL LEADERSHIP.....	67
POSTGRADUATE DIPLOMA IN MANAGEMENT STUDIES.....	69
POSTGRADUATE DIPLOMA IN TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET).....	70
TAUGHT MASTERS PROGRAMMES .....	73
MASTER OF ARTS (MA) - ENGLISH LANGUAGE .....	73
MASTER IN ADULT AND CONTINUING EDUCATION (MACE) .....	74
MASTER OF EDUCATION (MED) - LITERACY INSTRUCTION.....	76
MASTER OF EDUCATION (MED) - TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET).....	77
MASTER OF SCIENCE (MSC) - INSTRUCTIONAL DESIGN AND TECHNOLOGY.....	82
MASTER OF SCIENCE (MSC) - MANAGEMENT AND EDUCATIONAL LEADERSHIP.....	84
MASTER OF SCIENCE (MSC) - MANAGEMENT STUDIES WITH SPECIALISATIONS .....	86
MASTER OF SCIENCE (MSC) - MANAGEMENT STUDIES (PROJECT MANAGEMENT).....	91
PROFESSIONAL DOCTORATE PROGRAMMES .....	93
DOCTOR OF EDUCATION (EDD) - EDUCATIONAL LEADERSHIP WITH SPECIALISATIONS.....	93
DOCTOR OF EDUCATION (EDD) - TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET) WITH SPECIALISATIONS.....	99
MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY PROGRAMMES.....	105
MPHIL/PHD - CHILD ADOLESCENT AND YOUTH STUDIES (CAYS).....	105
PLAGIARISM.....	110
<b>APPENDIX A: OPEN CAMPUS MEDIA PAGES.....</b>	<b>113</b>
<b>APPENDIX B: GRADUATE GPA MARK SCHEME WITH GRADE DESCRIPTORS.....</b>	<b>114</b>
<b>APPENDIX C: OPEN CAMPUS COUNTRY SITE (OCCS) CONTACTS.....</b>	<b>116</b>
<b>APPENDIX D: GRADUATE PROGRAMME MANAGERS.....</b>	<b>124</b>

## LIST OF ABBREVIATIONS

ABBREVIATION	EXPLANATION
APAD	Academic Programming and Delivery Division
BDU	Business Development Unit
BGSR	Board for Graduate Studies and Research
BOTs	British Overseas Territories
BVI	British Virgin Islands
CAIHR	Caribbean Institute for Health Research
CAS	Connecting As Students
CATS	Computing and Technical Services
CAYS	Child Adolescent and Youth Studies
CCDC	Caribbean Child Development Centre
CE	Comprehensive Examination
CI	Course Instructor
CIPME	Caribbean Institute of Professional Military Education
CITI	Collaborative Institutional Training Initiative
CPE	Continuing & Professional Education
CQ	Curriculum Quality
CQA	Course Quality Assistant
CSDR	Consortium for Social Development and Research
EdD	Doctor of Education
FA	Failed Absent
FCW	Failed Coursework/Component
FE	Failed Examination
GF	Group Facilitators
GPA	Grade Point Average
HREP	Health Research and Epidemiology
HRM	Human Resource Management
HSLSI	Hugh Shearer Labour Studies Institute
ID	Identification
IDT	Instructional Design and Technology
IRB	Institutional Review Board
IT	Information Technology
JDF	Jamaica Defence Force
LE	Learning Exchange
LOA	Leave of Absence
LSS	Learning Support Specialist
LW	Late Withdrawal
MA	Master of Arts
MACE	Master in Adult and Continuing Education
MEd/MED	Master of Education
MIS	Management Information Systems
MPhil	Master of Philosophy
MSc/MSC	Master of Science

ABBREVIATION	EXPLANATION
OAS	Organization of American States
OCAPS	Open Campus Association of Postgraduate Students
OCCS	Open Campus Country Sites
OCLIS	Open Campus Libraries and Information Services
OGSR	Office of Graduate Studies and Research
OLCs	Open Learning Centres
OPDD	Online Programmes Delivery Department
PAIR	Planning and Institutional Research
PhD	Doctor of Philosophy
PLA	Prior Learning Assessment
PM	Programme Manager
PSM	Public Sector Management
REC	Research Ethics Committee
RS	Research Supervisors
RTW	Required to Withdraw
SGSR	School for Graduate Studies and Research
SWTRC	Social Work Training and Research Centre
T&L	Teaching and Learning
TLET	Teaching and Learning with Emerging Technologies
TLIU	Tertiary Level Institutions Unit
UWI	University of the West Indies
UWIDEC	UWI Distance Education Centre
UWIDITE	UWI Distance Teaching Experiment
UWIlInC	UWI Libraries Information Connexion
VISO	Virtual International Students Office
WAND	Women and Development



## LEADERSHIP AND ADMINISTRATION

Principal and Chief Culture Steward	Dr Francis Severin
Deputy Principal	Dr Emily Dick-Forde
Campus Registrar	Ms Althea Gordon
Chief Financial Officer	Dr Noel Morgan
Chief Information Officer	Mr Tommy Chen
Campus Librarian	Vacant
Director, Graduate Studies and Research	Professor Julie Meeks Gardner
Director (Ag.), Academic Programming and Delivery	Dr Glenda Gay <sup>1</sup>
Director, Consortium for Social Development & Research	Mrs Ceceile Minott
Director , Open Campus Country Sites	Dr Cheryl Sloley <sup>2</sup>
Director (Ag.) Open Campus Country Sites	Mr Ryan Byer <sup>3</sup>
Director, Human Resources	Mr Eric Baron
Manager, Marketing & Communications	Vacant
Head, Student Virtual Concierge Services Unit	Dr Veronica Simon

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<sup>1</sup> Acting Director APAD until July 31, 2023

<sup>2</sup> On Leave until July 31, 2023

<sup>3</sup> Acting Director, OCCS until July 31, 2023

## MESSAGE FROM THE DIRECTOR, GRADUATE STUDIES AND RESEARCH



It is my pleasure to welcome all the new graduate students, as well as our returning students. We commend your hard work and persistence in reaching this stage of your academic career and invite you to maintain and build on these strengths during your programme.

This handbook is designed to help you navigate the rules and regulations of your Open Campus programme and also of the wider University regulations. There will also be programme-specific information that will be shared with you

separately.

We anticipate that you will take the responsibility to familiarise yourself with the information herein. We are available if you need clarification or additional details, so do not hesitate to contact us

The world has been facing difficult times since 2020 with the global COVID-19 pandemic, significant economic challenges, threats of climate disasters. We salute your dedication to your educational advancement, especially in the face of these adversities, and wish you every success in your programme. We also look forward to welcoming you as alumni of The University of the West Indies, Open Campus, on your completion.

Professor Julie Meeks-Gardner  
Director, Graduate Studies and Research

## MESSAGE FROM THE POSTGRADUATE GUILD REPRESENTATIVE



Pleasant Greetings to All Open Campus Postgraduate Students (OCAPS)!

As we navigate this new academic year, forging ahead and forgetting the things behind us, our aim and focus as an OCAPS committee is to address, empower, and develop future leaders in the Caribbean Region. More importantly, we would like to make a distinctive presence in the academic arena regionally and internationally by ensuring our populous are privileged to be empowered with the best education opportunities possible. These goals can only be achieved with the cooperation and the commitment of all postgraduate students, whether you are undertaking a certificate, diploma, master's, or doctoral degree course of study.

We realise that some global natural disasters and work/school life challenges have impeded your educational journey. I, therefore, implore you to progressively embark on this most significant phase of your academic journey by continually pursuing and developing your skills and intellect despite the many unforeseen challenges.

As your postgraduate representative/OCAPS President, I can relate to some of the difficulties and unforeseen challenges you face in your academic journey as a current doctoral student. Therefore, my team and Professor Meek's leadership are determined and persuaded to partner with you during this process.

It takes great courage, motivation, and deep commitment to pursue any academic achievement; I applaud you for following your goals and aiming to be a catalyst for change in this evolving society. These critical steps you take will eventually distinguish and position you amongst the elite in the professional arena. As Postgraduate OCAPS PELICANS, I employ you to soar as an eagle, forging ahead to what the future holds and not looking backwards despite whatever obstacles you might face.

Finally, dear Postgraduate, as you embark on this new and exciting journey, take ownership of your learning, and step out of your comfort zone. This is the most empowering time of your life. As you navigate this year, I hope you will take pride in what you have achieved.

My Bahamian Motto states, " FORWARD, UPWARD, ONWARD, TOGETHER." 

Ms Raylene Gardiner  
Postgraduate Guild Representative  
2022-2023

## HOW TO USE THIS HANDBOOK

The Graduate Student Handbook includes:

- Relevant Regulations – e.g. Admission Criteria, Exemptions, Progression, GPA, Leave of Absence, etc.
- Programme Descriptions and Course Listings with prerequisite requirements and Programme Specific Regulations and information on Plagiarism.

Students should note the following:

Information in the Graduate Student Handbook should be read in conjunction with the following University Regulations:

Regulations for Graduate Certificates, Diplomas and Degrees (with effect from August 2018) and any subsequent amendments thereof.

Grade Point Average Regulations for Graduate Certificates, Diplomas, Taught Masters and Professional Doctorate Programmes (Effective August 2021).

Should there be a conflict between information in this Handbook and the University Regulations for Graduate Certificates, Diplomas and Degrees, the University Regulations shall prevail. Every effort has been made to avoid this situation, but kindly bring it to our attention if it is observed ([gradstudies@open.uwi.edu](mailto:gradstudies@open.uwi.edu)).

This Handbook is a general guide for all students. However, programme-specific rules are applicable only to students based on their year of enrolment with the University (the programme rules governing your programme are based on your year of acceptance therefore changes to programmes in this Handbook are applicable only to students commencing studies in 2022-2023).

## CONTACT US

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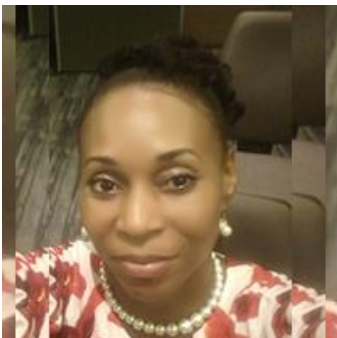
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# PART I: THE UNIVERSITY OF THE WEST INDIES

## HISTORY

The University of the West Indies (UWI) has the unusual distinction of being the sole regional institution of higher learning serving seventeen Caribbean countries: Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, Bermuda, the British Virgin Islands, the Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and the Turks and Caicos Islands. In addition, Guyana is a full participant in the Faculty of Law.

The University began at Mona, Jamaica, in 1948 as a College of the University of London. It achieved full university status in 1962. The Imperial College of Tropical Agriculture in Trinidad was converted into the St. Augustine Campus in 1961, and in 1963 a third campus was established at Cave Hill in Barbados. There is also a Centre for Hotel and Tourism Management in The Bahamas.

In 2007, the University Council approved the establishment of the fourth campus, the Open Campus, *to enable the University to expand the scope, enhance the appeal and improve the efficiency of its service to the individuals, communities and countries which it serves across the region, the diaspora and beyond.* The Open Campus builds on the work and resources of the School of Continuing Studies, the Tertiary Level Institutions Unit and The UWI Distance Education Centre to increase opportunities for access to tertiary education and provide an expanded range of programme offers and more coherent services to meet the needs of the communities we serve. The academic year 2019-2020 saw the birth of a fifth campus, the Five Islands Campus located in Antigua and Barbuda.

Through its several faculties and different campuses, The UWI offers degree programmes in Agriculture, Humanities, Education, Engineering, Law, Medical Sciences, Natural Sciences, Social Sciences and Sport. The UWI maintains its presence and operations throughout the region through the Open Campus. The Open Campus has a physical Site in each contributing country (except Bermuda) and functions as a network of real and virtual nodes to deliver education and training using a variety of instructional methods, including distance education, online and blended learning tools and face-to-face learning. The Country Sites allow for the blending of online and face-to-face learning experiences and promote the enrichment of the social aspects of learning in a collegial environment.

As a regional institution, The UWI offers a rich and vibrant atmosphere that results from the interaction of students connected, yet varied, in cultural and social backgrounds. A strong emphasis on Caribbean issues in both teaching and research makes the University an ideal learning ground for both regional and international students.

## THE UWI OPEN CAMPUS

### OPEN CAMPUS ROOTS

The UWI Open Campus and the support it provides to the region can trace its roots back to the birth of The University of the West Indies. In 1948 the Extra-Mural Department of the University was established on the advice of the Irvine Committee of the Asquith Commission, whose report led to the establishment of the University College of the West Indies, as it was then known. The Asquith Report strongly recommended that the new Commonwealth universities should take a leading part in the development of adult education in the territories in which they were located. Therefore, from the very start, the University recognised that in addition to teaching and research, the institution had a responsibility to reach out directly into the community.

The Extra-Mural Department, which eventually evolved into the School of Continuing Studies, offered locally driven programmes of public education, adult education and continuing education in contributing countries designed to enhance academic, professional and vocational skills and to provide opportunities to pursue tertiary level studies.

The Tertiary Level Institutions Unit (TLIU) also worked to enhance access to tertiary education in the region by linking the University's resources, programmes and services to the development of tertiary education institutions. The TLIU supported the development of articulation and franchising arrangements with tertiary institutions across the region and engaged in special projects promoting collaboration and cooperation within the Caribbean tertiary education system.

In 1983, The UWI began offering distance education courses using an audio-teleconferencing system known as The UWI Distance Teaching Experiment — later Enterprise — UWIDITE. UWIDITE course delivery was primarily via teleconferencing and correspondence packages. The name UWIDITE soon became associated with the audio-teleconferencing system through which The UWI made education and training more accessible, especially to people in the Eastern Caribbean. Working with Faculties across the University, UWIDITE produced learning packages and delivered courses through the teleconferencing system, which enabled students across the region to complete Part 1 of some degree programmes without attending a residential campus.

On August 1, 1996, the amalgamation of the Distance Education Unit, Challenge Examinations, and UWIDITE was completed with the establishment of the Distance Education Centre (UWIDEC). UWIDEC undertook to create a blended learning environment that embraced asynchronous online delivery methods in combination with online tutors, paper-based study material and teleconferences for planning, guidance and examination preparations. This became known as *The UWI Blended Learning Model*.

The range of courses offered was expanded to facilitate students completing full degree programmes through distance technologies. Thereafter, the drive was to improve the quality of The UWI distance education offerings and move towards being a full dual-mode institution in which distance education programmes are offered alongside the traditional face-to-face programmes.

The latest chapter in expanding the reach of The UWI in the communities we serve was the creation of the Open Campus in July 2008. The Open Campus was created to improve the service to the UWI-12 countries and the underserved communities in residential campus countries that do not have access to the campus-based programmes and to provide flexible learning options.

## **THE OPEN CAMPUS GUIDING PRINCIPLES**

The Open Campus of The UWI is based on the idea that the high-quality university education, research and services available at our institution should be open and available to all people who wish to reach their full potential inside and outside of the Caribbean region. The Open Campus will adopt quality teaching and learning experiences, innovative pedagogic design, relevant research and community partnerships to deliver face-to-face, blended and online learning to all of its communities.

## **GRADUATE STUDIES AT THE OPEN CAMPUS**

The UWI Open Campus was launched in 2008 and has been offering graduate programmes since 2010. Since then, we have transformed our delivery mode to one in which all course facilitation is done online. We now offer Postgraduate courses, Postgraduate Diplomas, Taught Masters Degree programmes, Professional Doctorate programmes and the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) in Child, Adolescent and Youth Studies.



Our graduate programmes are governed by the same University regulations as all the other UWI Campuses and are monitored by the Campus Committee for Graduate Studies and Research, which is chaired by the Director for Graduate Studies and Research. Our programmes are developed to provide students with the required knowledge and skills to become leaders in their field of specialisation. We are committed to providing graduate students with the environment and resources needed to succeed through our student-centred instruction as well as through our student support services. The list of courses and programmes offered follows:

**Cultural Heritage Courses:**

- Values-Based Heritage Site Management
- Museum Conservation Skills

**Postgraduate Certificate Programmes:**

- Disaster Risk Management and Resilience
- Junior Command and Staff Leadership
- Teaching and Learning with Emerging Technologies (TLET)

**Postgraduate Diploma Programmes:**

- Early Childhood Education
- Education (Secondary)
- Health Research and Epidemiology
- Instructional Design
- Junior Command and Staff Leadership
- Literacy Instruction
- Management and Educational Leadership
- Management Studies
- Teaching and Learning with Emerging Technologies (TLET)

**Taught Masters Programmes:**

- MA English Language
- MEd Literacy Instruction
- MEd Teaching and Learning with Emerging Technologies (TLET)
- MSc Instructional Design and Technology
- MSc Management and Educational Leadership
- MSc Management Studies with specialisations in:
  - General Management
  - Human Resources Management
  - Management Information Systems
  - Marketing
  - Public Sector Management
- MSc Management Studies (Project Management)

**Professional Doctorate Programmes:**

- Edd Educational Leadership with specialisations in:
  - Higher Education
  - Education Systems and Schools
- Edd Teaching and Learning with Emerging Technologies (TLET) with specialisations in:
  - Teaching and Learning
  - Curriculum Quality
  - Instructional Technology

**Master of Philosophy and Doctor of Philosophy Programmes**

- MPhil/PhD Child Adolescent and Youth Studies (CAYS)

Information on graduate programmes can be found at <http://www.open.uwi.edu/programmes>

## **PART II: ACADEMIC DIVISIONS, ADMINISTRATIVE DEPARTMENTS, CENTRES, INSTITUTES AND RESEARCH UNITS**



Aerial photograph of Open Campus, Saint Lucia

### **OFFICE OF THE PRINCIPAL**

The Principal has overall responsibility for the academic, financial and administrative management of the Campus.

The Planning and Institutional Research (PAIR) Unit ensures that institutional research is conducted regularly to maintain the efficient functioning of all units within the Campus. The office is headed by a Planning and Development Officer who works closely with the University Planning and Development Office to monitor progress on the achievement of The UWI strategic objectives.

The Student Experience Unit undertakes continuous monitoring of student overall satisfaction with our services. The Unit collaborates with the Planning and Institutional Research Unit (PAIR) to review how student needs are being met and report findings and make relevant recommendations to executive management.

The Business Development Unit (BDU) is responsible for coordinating the Open Campus' entrepreneurial activities and actively develops new revenue opportunities for the Campus utilising the skills and competencies of the staff of the Campus.

The Office of the Principal also collaborates closely with the University Management Auditor to facilitate the information that the Open Campus will require to maintain a high degree of excellence in its operations.

### **OFFICE OF THE DEPUTY PRINCIPAL**

This office coordinates the quality assurance functions, including accreditation and the reviews of programmes, and collaborates with the Recruitment, Admissions and Registration Department of the Registry to manage the prior learning assessment (PLA) needs of applicants to the Open Campus. The Deputy Principal is also responsible for a range of areas determined by each Principal.

## **ACADEMIC PROGRAMMING & DELIVERY DIVISION (APAD)**

The Academic Programming and Delivery Division (APAD) is headed by the Director and is responsible for leading the planning, development and delivery of programmes. APAD achieves this through regular assessment of programmes, courses and course delivery practices to ensure improved quality and the ability to understand and meet the academic needs of our students through programme variety and innovation. In an attempt to improve the efficiency and effectiveness of the development and delivery processes, APAD's operations focus on three functional areas: online programme planning and production and online programme delivery. These areas are served by two department Heads who are responsible for shaping the academic services in their respective areas.

As an Open Campus student, much of your academic support and course delivery will be provided by staff from APAD. The Division is responsible for the creation of all online courses and all workshops and programmes delivered to students. In addition, the Division manages the course delivery process, including the hiring, training, supervision and evaluation of all course facilitators. The Division also offers an Academic Support Team whose purpose is to ensure that you receive a high-quality learning experience.

## **THE SCHOOL FOR GRADUATE STUDIES AND RESEARCH (SGSR)**

The School for Graduate Studies and Research (SGSR) supports the administrative, academic and programming functions of the Campus that serve research and postgraduate education. Under the leadership of the Director, this Campus arm of the SGSR manages the strategic direction of graduate studies, assisting academic divisions in developing and expanding postgraduate programmes and related initiatives. The School is also responsible for defining and implementing the research agenda of the Open Campus, as well as creating a more effective culture of innovation and entrepreneurship. Additionally, it administers graduate student scholarships and Research and Publications grants within the Open Campus.

## **THE REGISTRY**

The Registry is led by the Campus Registrar and is responsible for core matters related to student services in the Open Campus. In addition, the Secretariat within the Office of the Campus Registrar assists the Campus Registrar in fulfilling her responsibilities as Secretary for the Campus Council and other Committees of the Campus and the Records and Information Management Unit ensures the proper storage, retrieval, disposal and archiving of Campus records.

The core areas within the Registry are: Recruitment, Admissions and Registration; Assessment, Awards and Records; the Office of Graduate Studies and Research; Student Support and Services; the Secretariat and the Records and Information Management Unit. These sections are managed by Assistant Registrars and a Campus Records Manager functioning in a distributed environment across the Caribbean region and reporting to the Campus Registrar.

## **OFFICE OF GRADUATE STUDIES AND RESEARCH (OGSR)**

The Office of Graduate Studies and Research manages the administration of the campus' growing graduate student population. The Office is led by a Senior Assistant Registrar who has responsibility for the registrarial functions of graduate studies and research, including admission, registration, scholarship, publication of results, the examination of theses, research papers/projects, and student records management. The OGSR also provides support to the School for Graduate Studies and Research.

## **OPEN CAMPUS COUNTRY SITES (OCCS)**

The Open Campus Country Sites (OCCS) is a division within The UWI Open Campus which directs the activities of Country Sites across the Caribbean region under the leadership of a Director. The Departments of the OCCS are the Site locations distributed throughout the countries served by The UWI Open Campus led by Heads or Officers-in-Charge and, in the case of Trinidad and Tobago, a Country Manager, and the British Overseas Territories (BOTs), a Manager, who report to the Director. The work of the Division is led by the Director with a support structure in the Office of the Director which includes two Deputy Directors, an Administrative Officer, two Administrative Assistants and an Enterprise Resource Planning Unit. The OCCS Division serves forty (40) physical locations in seventeen (17) English-speaking countries in the Caribbean.

The Open Campus Country Sites are located in Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, the British Virgin Islands (BVI), the Cayman Islands (which also serves students from Bermuda), Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and Turks and Caicos Islands. In addition, there are three Open Learning Centres (OLCs) located at the Cave Hill, Mona and St. Augustine Campuses. These OLCs fall under Open Campus Barbados, Open Campus Jamaica Eastern (specifically Camp Road and Mona) and Open Campus Trinidad & Tobago (specifically Gordon Street). The Information Technology (IT) Academy, a Cisco-certified entity situated in Trinidad, is also a Unit within the OCCS Division.

The Division's efforts to fulfil the Open Campus's vision of being student centred, agile, accessible and enabling are pursued extensively. Hence, the work undertaken by the Division is intended to empower staff, enrich the student experience, and broaden the scope of the Open Campus through outreach. The operations of the Sites involve the expansion of Continuing & Professional Education (CPE) programming to address the growing need for professional development, marketing, community partnerships, national or public service, research, outreach, lectures, seminars, island tours, and other means of taking the Campus beyond physical walls.

## **OFFICE OF FINANCE**

The Office of Finance is responsible for the financial management, accounting and control functions of the Open Campus, including financial control and protection of the Campus's assets.

The Open Campus Finance Division currently has offices in three locations, in Barbados, Trinidad and Jamaica, and is responsible for the day-to-day finance operations in these locations for all Open Campus units. Within the UWI-12 locations, the finance function operates through a matrix structure where the Finance Office coordinates the finance activities at these Sites through staff assigned at each Site.

## **COMPUTING AND TECHNICAL SERVICES (CATS)**

This division comprises the core specialist technical staff of the Open Campus and is led by the Chief Information Officer. It manages all aspects of the regional technical and technological requirements of the Campus.

The CATS team designs, develops and maintains systems infrastructure and applications software to enable access to academic programming and business applications. This division works with the Office of the Principal, APAD, the Registry, the Library and the other departments across the Open Campus to provide the services required by each sector.

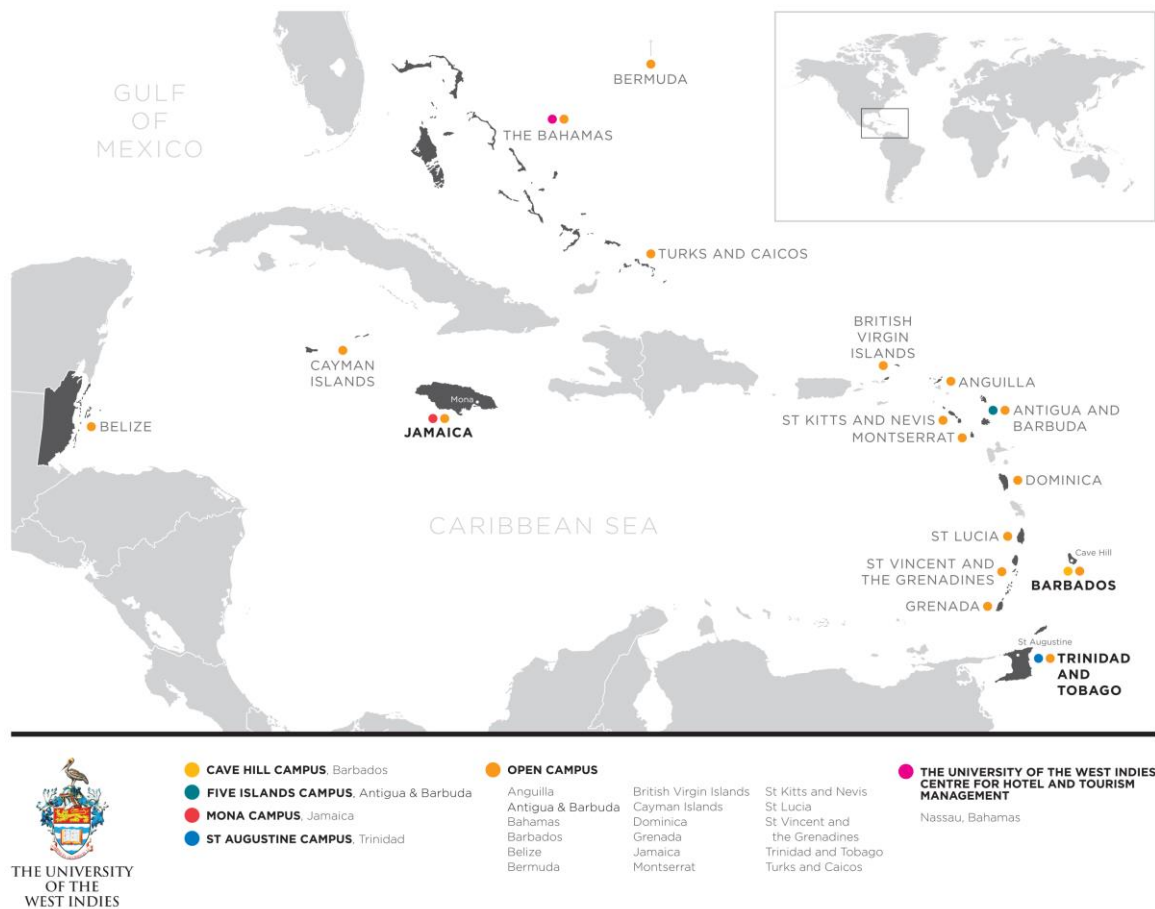
## **LIBRARIES AND INFORMATION SERVICES**

The Open Campus Libraries and Information Services (OCLIS) provide a distributed service to the Open Campus and UWI community. The OCLIS provides online support and e-resources, as well as print resources and face to face support at various Country Sites.

## THE CONSORTIUM FOR SOCIAL DEVELOPMENT AND RESEARCH (CSDR)

The Consortium for Social Development and Research (CSDR) is responsible for the academic research priorities of The UWI Open Campus. The CSDR continuously seeks to contribute to the social development of Caribbean societies, strengthen the human potential of citizens and promote The UWI, especially in non-traditional areas, through research, training and education, curriculum development, development projects, technical assistance, information management and community outreach and public service. The Division comprises four research departments - Hugh Shearer Labour Studies Institute (HLSLI), Social Work Training and Research Centre (SWTRC), Women and Development Unit (WAND) and Caribbean Child Development Centre (CCDC). The Bloom Early Childhood Centres of Excellence in Jamaica and Trinidad are private laboratory preschools operated by the CCDC.

## UWI OPEN CAMPUS LOCATIONS



<http://www.open.uwi.edu/locations>

## PART III: LIFELONG LEARNING & DISTANCE EDUCATION



### LIFELONG LEARNING

Lifelong Learning is a commitment to continuously acquire new knowledge and skills. The UWI Open Campus provides opportunities for the lifelong learner in the Caribbean. We are committed to fostering the interests of adult students and the lifelong learning community by working closely with our regional partners.

The UWI has a long tradition of outreach programmes that provide valuable opportunities for mature students to take courses on a part-time basis. Both credit and non-credit courses are provided in a wide range of areas. We offer basic education, the upgrading of professional and paraprofessional skills, as well as UWI Certificates, Diplomas and Degrees.

By enrolling in our programmes, large numbers of our people across the Caribbean region have benefited from the experience of study at an institution of higher learning and have been able to advance to tertiary education both within and outside of The UWI system. This work is a vital contribution to lifelong learning, and we attach high priority to its continuation.

### STUDYING AT THE OPEN CAMPUS

Many successful people have chosen to study at the Open Campus as it provides attractive options for lifelong learning and career development in a variety of formats and modes of delivery. Some of the reasons that learners within the Caribbean choose the Open Campus include:

1. **Access:** *The Open Campus provides opportunities for students to gain access to higher education. The design of our programmes with entry at several levels allows more student access to The UWI through a number of different academic options.*
2. **Study at your own pace:** *The mixed-mode teaching delivery method of the Open Campus allows students to organise their time to better fit in with their personal and employment commitments. Students can achieve their academic goals on a flexible schedule.*
3. **Cost-effectiveness:** *It is becoming increasingly difficult for students to undertake full-time residential study, particularly for those in rural districts or in the countries of the Caribbean without physical UWI campuses. The Open Campus offers programmes at less cost than full-time residential study programmes.*

4. ***In-country education and training:*** *One of our advantages is the very nature of the Open Campus structure. We have several locations in contributing countries of the University. Many of our programmes offer students the opportunity to study while remaining in full-time employment. In addition, the new skills and knowledge attained allow first-hand implementation in the work situation.*
5. ***Professional Development:*** *The Open Campus offers opportunities for persons to keep abreast of new ideas and concepts in their preferred fields of work or in disciplines. Our students are provided with a quality educational experience that promotes their academic and professional success.*

## ONLINE AND DISTANCE EDUCATION

Online and distance education is a process in which the learners and their instructors are separated by time and/or distance. Communication and interaction are facilitated by different educational technologies and instructional strategies.

Communication between the instructor and the learner is non-contiguous but interactive, employing various media - print, audio, video - and various delivery methods - audio, video and computer and web conferencing, as well as email, rather than (but sometimes including) face-to-face methods. There are two types of delivery methods:

1. Asynchronous delivery that requires interaction and communication between participants that happen at different times; and
2. Synchronous delivery that requires interaction and communication in real-time, with learner and facilitator, in different geographical locations.

## HOW TO SUCCEED STUDYING ONLINE AT A DISTANCE

As students, you are entering a learning environment that may be foreign to many of you. It is unlike any traditional classroom experience you have ever had. To succeed, first and foremost, you must be motivated and able to manage your own learning experiences. **Learning is your responsibility.** The UWI Open Campus strives to create the best possible learning environment for you and your peers, and therefore, will provide the resources and facilitators you need to achieve your academic goals.

You may, at times, experience a feeling of isolation and loneliness. This does not need to happen. You must learn to virtually network with your peers and supporting members of staff as well as make the most of the online and communications tools that the Open Campus has provided. You should regularly attend any web conferencing sessions organized by your Course Coordinator/ Course Instructor or Facilitator and other members of staff in APAD. Below are some tips to consider or skills you need to master.

1. ***Time Management*** – *One of the biggest problems when studying from a distance is the inability to manage your time. The average online graduate course requires a minimum of twelve hours of online and offline activities each week. That means you need to create a study schedule and stick to it. You need to dedicate time to complete your graded assignments, learning activities, lab exercises or other components on time.*
2. ***Personal Organisation*** – *You need to ensure you have a process for managing the resources, readings and discussions you will be required to complete as you move through your programme. You need to create a system for capturing websites and other online resources that may be needed in the courses in your academic programme.*

3. **Research Skills** – Most courses require learners to investigate or produce unique products or papers that require independent research. You must learn how to use the online library and how to critically analyse and summarize papers, journal articles and books.
4. **Family Obligations** – Many of you will have families. As you study, you must ensure that your family knows when you are available and when you need to have quiet time to study. One strategy is to involve them in creating a study schedule and posting it where everyone can see it.
5. **Separate Study Area** – You need to ensure that you have a separate study area that is quiet and free from distractions. It should ideally be an area where you can leave your study material and readings out as you move through the course.
6. **Communications Skills** – Because much of the interaction and communication in online and distance education is through written word and oral presentations, you must be able to communicate in the English language effectively.
7. **Technical Skills** – If you are not computer literate, you must become so to succeed in an online and distance-learning environment. You will be required to create Word documents, Excel spreadsheets, PowerPoint slides and work with different web communication and research tools.

## FORMAT OF OPEN CAMPUS GRADUATE COURSES

Open Campus graduate courses are delivered fully online via the Open Campus Moodle Learning Management System, referred to as the *Learning Exchange (LE)*. In this modality, all course instruction and assessments are offered online in the LE. Course material and learning software/tools are provided in the course. Some courses may require additional text(s). When this situation arises, you will be required to pay the full cost of that additional textbook. You may also purchase any additional material resource through online bookstores.

Open Campus students registered in fully online courses come from different countries in the Caribbean and across the world. With the diversity of cultures, you have the opportunity to engage in meaningful and cross-cultural debates, work-based exercises and case studies within a learning environment that promotes a community of learners and cooperative and collaborative skills. Courses are interactive in their design and require regular communication and information sharing with peers and the course facilitators. These fully online courses require learners to actively participate in all online discussions and, when appropriate, require online small group work interaction among peers. Courses are supported through synchronous sessions in the *Learning Exchange* utilising Zoom Online Conferencing. In this environment, you and your Course Facilitator and Course Coordinator/Course Instructor meet in real-time that mirrors face-to-face interaction.

Written examinations may be held online using an online proctoring system or maybe face-to-face from time to time. Face-to-face examinations are conducted at the various Open Campus Sites or through international proctors if students reside outside of a UWI, Open Campus country.

## QUALITY OF THE ONLINE AND DISTANCE LEARNING EXPERIENCE

The University of the West Indies is a dual-mode institution that offers a variety of programme methodologies both by face-to-face and distance education methods. Degrees completed at a distance are equal in quality to those taken in the face-to-face mode on The UWI physical campuses. Like the physical campuses, The UWI Open Campus, through its curriculum, prepares its students with the academic abilities, skills, and personal and professional attributes required of The UWI graduate.



## ACCREDITATION OF THE UWI OPEN CAMPUS

The University of the West Indies, Open Campus has institutional accreditation awarded by the Barbados Accreditation Council. The Campus underwent its reaccreditation process in March 2019 and achieved the maximum accreditation period of 7 years (2019-2026). The achievement of institutional accreditation by an external quality assurance agency signals that an institution has met external quality standards and has the appropriate systems and processes in place to develop and deliver programmes of high quality.

As institutional accreditation does not cross geographical boundaries, the University applied for and was granted mutual recognition by all its contributing countries. This recognition was provided by either the external quality assurance agency or relevant ministry, where no agency exists. The agencies granting mutual recognition include the Accreditation Council of Trinidad and Tobago and the University Council of Jamaica.

Mutual recognition means that the external quality assurance agency and/or ministry has accepted the institutional accreditation decision of another agency, in this case, the Barbados Accreditation Council. Part of the requirements for the maintenance of institutional accreditation is that the Open Campus submits an annual report to the Barbados Accreditation Council and the entities granting it mutual recognition. The annual report shows, amongst other things, how the Campus has sustained and improved on the quality of its provisions and addressed recommendations from the institutional accreditation review team report over the period under review.



**Photo caption (March 2019):** Margo Lady Ann Hewitt, Chairman of the Board of Directors, Barbados Accreditation Council, presents Professor Julie Meeks, Acting Principal of The UWI Open Campus, with the Certificate of Institutional Accreditation. Professor Alan Cobley, Pro Vice-Chancellor, Board for Undergraduate Studies, is at left, and Ms Valda Alleyne, Executive Director of the Barbados Accreditation Council, is at right.

## PRIOR LEARNING ASSESSMENT (PLA)

The University of the West Indies Open Campus recognizes that learning takes place in various settings – formal, non-formal and informal. It is open and committed to the idea of Prior Learning Assessment (PLA).

PLA is the term used to describe the method of assessment used to identify, document and evaluate the college/university level learning outcomes that individuals have achieved from formal, non-formal and informal learning.

The learning might have been obtained, for example, from attending training workshops, short courses, seminars or conferences, engaging in community/volunteer work or on-the-job training.

PLA ensures that once learning has taken place, it can be assessed and the appropriate academic credit granted. This credit can be used for advanced placement in a graduate programme of study at The UWI Open Campus.

PLA holds tremendous potential for you to have your learning from experience assessed.

### GRADUATE DEGREE PROGRAMMES OFFERED FOR ADVANCED PLACEMENT

The Prior Learning and Portfolio Development/Assessment Course: PLPD6000 will help you to advance in your degree programme.

### GRADUATE PROGRAMMES OFFERED FOR PLA

PLA will be offered for the following graduate courses in the respective programmes during the PLA pilot phase:

#### Doctor of Education - Educational Leadership

EDEL8008	Education Policy and Programme Evaluation
EDRS8001	Qualitative Research Methods and Data Analysis Procedures for Education Practitioners
EDRS8008	Quantitative Research Methods and Data Analysis Procedures for Education Practitioners.

#### Master of Science - Management Studies

MGMT6000	Management Information Systems
MGMT6019	Critical Analytical and Communication Skills for Managers
MGMT6202	Management Essentials I
MGMT6205	Sustainable Financial Management
MGMT6206	Management Essentials II.

Learners who obtain PLA credits and associated exemptions will be rewarded for their relevant experiential learning and gain advanced placement in their graduate programme of study at the Open Campus.



<http://www.open.uwi.edu/pla>

# PART IV: GENERAL REGULATIONS & PROCEDURES ON STUDENT MATTERS

## QUALIFICATIONS FOR ADMISSION

### CERTIFICATE AND DIPLOMA PROGRAMMES

Candidates will be considered for the Postgraduate Diploma if they satisfy the following criteria:

1. Candidates should hold a Bachelor's Honours degree from an approved university.
2. In some programmes, practical experience or other qualifications of special relevance to the programme may be required.

### TAUGHT MASTERS PROGRAMMES

Candidates will be considered for admission to Taught Masters (MA, MEd, MSc) programmes if they satisfy the following criteria:

1. Candidates should hold a Bachelor's Honours degree from an approved university.
2. Normally the class of degree should be at least Lower Second Class Honours in the relevant discipline (or any other subject or subjects approved by the Department).
3. In some programmes, practical expertise or other qualifications of special relevance to the programme may be required.
4. In some programmes, applicants may have to write an entrance examination or may have to do qualifying courses. In the latter instance, the student will be deemed to be a qualifying student (see page 21).

### MPHIL/PHD/PROFESSIONAL DOCTORATE PROGRAMMES

Students will be considered for the MPhil/PhD programmes if they satisfy the following criteria:

1. Candidates seeking entry to the MPhil programme should hold a Bachelor's degree (Upper Second Class Honours or above) from an approved university in the area they wish to pursue.
2. Candidates seeking entry to the Doctor of Education (EdD)/PhD programmes should hold a Master's degree from an approved university, in an appropriate field of study, having achieved at least a B+ average or its equivalent, and possessing the required experience in the field (as specified in the relevant Programme requirements).
3. Candidates may be required to attend an interview prior to being accepted.
4. Candidates applying for the EdD must prepare a Statement of Purpose/Intent
5. Students applying for MPhil or PhD degrees must prepare an appropriate research proposal for consideration.
6. All postgraduate students seeking a research degree are normally required to register first for the MPhil degree.
7. Later transfer to the PhD programme may be made if the MPhil student's supervisor and the Departmental Graduate Supervision Committee recommend it, and if the recommendation is supported by the Sub-Committee on Graduate Studies and approved by the Board for Graduate Studies and Research (BGSR).

### PART-TIME/FULL-TIME STUDIES REQUIREMENTS

Students may be registered for full-time or part-time studies. **No student may be registered for full-time studies if he/she spends an average of twelve or more hours a week in paid employment.**



### **THE MY OC STUDENT PORTAL**

The MyOC Student Portal accessible at <https://myopen.uwi.edu> is the homepage for all Open Campus students. This portal provides access to course registration, the *Learning Exchange* where online academic activities take place, your academic record, general regulations and your email account. To access the MyOC Student Portal, log in using your Student ID number and the default password – that is, your date of birth in the **MonthDDYYYY!** You must change your password after logging in for the first time. Please check the calendar and announcements regularly. **You have a responsibility to keep yourself informed about your academic programme and other campus issues.**

### **YOUR OPEN CAMPUS EMAIL ADDRESS**

As a registered student, you are provided with an official Open Campus email account, which is accessed from the MyOC Student Portal. Your Open Campus email address will be used for official correspondence. Please use your Open Campus email address to correspond with Open Campus staff and Administration.

Your username is in the format [firstname.lastname@my.open.uwi.edu](mailto:firstname.lastname@my.open.uwi.edu) **Please check your Open Campus email regularly for messages and updates.**

### **STUDENT IDENTIFICATION (ID) NUMBER**

On acceptance, students are allocated a UWI student ID number unless a UWI ID number was previously assigned. If you have a previously assigned number from The UWI, this number **MUST** be used.

Your student ID number is to be used on:

- **All written (including email) correspondence with the Open Campus**
- **All submitted coursework assignments**
- **Examination scripts**

**Please use your OC email address to correspond with staff and Administration, and remember to include your student ID# and a contact number in all correspondence.**

## STUDENT IDENTIFICATION CARD

As a registered student, you are required to have a valid UWI Student identification card. In the interest of security, you must carry your Student ID card on University premises and display it to any member of staff or Security Personnel on request.

You must also present your ID card in order to access services provided by the Open Campus and to write examinations.

If you are a new student, you must complete and submit the Identification Card Form to your Site for processing by the Registry. ID cards will be sent directly to the Site for distribution.

Lost ID cards are to be reported promptly to your Site. For the cost of issuing a replacement card, see **Financial Information on the Open Campus website at [www.open.uwi.edu](http://www.open.uwi.edu)**

## REGISTRATION INFORMATION

A student may not be registered for two or more Senate-approved programmes simultaneously, whether at UWI or at any other institution unless the Board for Graduate Studies and Research in any particular case decides otherwise.

A student awaiting the final results of a programme in which he or she is registered may be provisionally accepted by the Board for Graduate Studies and Research into another programme pending the outstanding results.

## REGISTRATION OF QUALIFYING CANDIDATES

Students for admission to Graduate Certificate, Diploma and degree programmes may be required by the Board for Graduate Studies and Research to take qualifying courses and to write examinations in these courses. Such students shall be registered as qualifying students and not as candidates for the certificate, diploma or degree. The qualifying courses shall be recommended by the Director of APAD for approval by the Campus Committee.

Students must write qualifying courses within two semesters of registration as a full-time student or four semesters of registration as a part-time student. Students will not be allowed to repeat qualifying courses or any part thereof except in exceptional circumstances and with the approval of the Campus Committee, on the recommendation of the Examiners.

## REGISTRATION REQUIREMENTS

- You must register for courses on a semester basis. Failure to do so may result in you being deemed to have voluntarily withdrawn from the University.
- **You are deemed to have registered for a course when your financial obligations to the University have been fulfilled.**
- Registration for a course constitutes registration for all assessment in that course. Students are deemed to have failed any required assessment in courses for which they have registered but have not taken, except in exceptional circumstances as determined by the Chair of the Campus Committee.
- You are required to register by the end of the first week of each semester or summer session of the programme.
- If you fail to complete your registration at this time, you are liable for a late registration fee as specified in the Schedule of Fees found in the Financial Information page of the Open Campus website at [www.open.uwi.edu](http://www.open.uwi.edu)

## HOW TO REGISTER

### GRADE POINT AVERAGE (GPA) AND THE REGISTRATION PROCESS

A Grade Point Average (GPA) system was introduced for graduate students entering The UWI from the academic year 2021-2022 to pursue Graduate Certificates, Diplomas, Taught Masters and Professional Doctorates (see page 41). There are two categories of students (GPA and non-GPA) registering for the same courses. To facilitate the registration of both categories of students, separate course registration numbers (CRNs) are utilized. You will be able to identify the correct CRN for GPA or non-GPA courses based on the Section Code for the course.

**When registering for courses, you will see two or more CRNs for each course** – the CRNs for non-GPA students will have the associated Section Code **ON1, YL1, YL2**, and the CRNs for GPA students will have the Section Code **GP1, GY1, GY2**. All other course information will be the same.

**Please pay careful attention and use the codes that correspond with your status as either a GPA or non-GPA student.** The Banner registration system has been set up to deal with this duality and will only apply GPA rules to GPA students.

**GPA students** (those admitted from the academic year 2021-2022 and onward) must register in CRNs with the Section Code **GP1, GY1, GY2 only**. If you attempt to register under other Section Codes, you will get a 'student attribute' registration error.

**Non-GPA students** (those admitted before academic year 2021-2022) must register for CRNs with their usual Section codes of **ON1, YL1, YL2**. If you attempt to register under other Section Codes, you will get a 'student attribute' registration error.

### REGISTERING THROUGH THE MYOC STUDENT PORTAL

You are required to register online through the MyOC Student Portal accessible at <https://myopen.uwi.edu>

- Go to Student Self Service
- Click on the '**Go to Registration Map**' link and follow the steps to begin registration
- Select a term under "Terms Open for Registration" and select continue
- Search for course(s) by either 'subject' and/or 'course number'
- Register by clicking the '**Add**' button beside the course description. You may drop previously selected courses by clicking the '**drop**' button beside the course description
- After selecting all your courses for the semester, click **submit**



**GPA students** must select courses with the Section Code **GP1, GY1, or GY2 only**.  
**Non-GPA students** must select courses with the Section Codes **ON1, YL1, or YL2 only**.

**It is your responsibility to ensure that you are registered and that the registration information is correct.**

## PAYMENT METHODS

Students are encouraged to make payment online through the Student Portal using the following steps:

1. Login to the Student Portal by entering your username (Student ID) and password.
2. On entry into the Portal, your balance is displayed:

### Balance Information

- Your current balance, is displayed in your local currency.
- Select **Pay Online** which will lead you to the Payment Gateway
- Sign into the Payment Gateway with your Student Portal username (Student ID) and password.
- Select **Make Payment**

### Complete Payment Information

- Enter the you are paying
- Select the currency you are paying in from the drop down menu
- Enter the Credit Card Number, Expiration Date and CVV Code
- Enter the Credit Card Billing Address (you must populate all of the required fields (these fields are denoted by an asterisk)
- Select **Next**
- Review Payment (make sure the information you provided is correct)
- Select **Submit**

3. When the payment is completed successfully, an invoice/receipt is forwarded to your Open Campus email account.

The online payment made using the Payment Gateway will be reflected on your Student Portal (Account Summary) automatically within 24-48 hours after payment has been made online.

*Please go to the Financial Information page on the Open Campus website at <https://www.open.uwi.edu/admissions/graduate/financial-information> for additional information on tuition and fees.*

**You should always retain and file a copy of all payment receipts.**

See Part V: Financial Information on Page 30 for full financial information and alternate ways to pay your fees.

## STATUS LETTERS

A Status Letter is **not** the same as a Completion Letter or Statement of Account. Requests for completion letters should be addressed to the Office of Graduate Studies and Research ([gradstudies@open.uwi.edu](mailto:gradstudies@open.uwi.edu)), and requests for Statement of Account should be sent to the Office of Finance ([receivables.finance@open.uwi.edu](mailto:receivables.finance@open.uwi.edu)).

A Status Letter provides information about your enrolment status. It will include information such as the name of the programme, enrolment date, courses completed, number of courses remaining, cost of tuition, etc. A Status Letter may be used as supporting documentation to apply for a loan, a visa or to provide enrolment information to an employer.

### To apply for a Status Letter, you will need to:

- Pay for this service via the payment Gateway OR collect an Open Campus payment voucher and make a payment of US\$5 (or local equivalent) using your local payment system (payments in Jamaica to be made at any NCB branch), ensuring that the words “STATUS LETTER” and the payment date are clearly written on the proof of payment receipt;
- The application form is available on the Student Portal, or you may click on the link at the bottom of this section to apply for a Status Letter;
- Complete all fields of the form, quote your receipt/voucher/proof of payment number and click the submit button at the end of the form;
- Scan and email your proof of payment receipt to [status.letters@open.uwi.edu](mailto:status.letters@open.uwi.edu)
- Allow processing time of up to five (5) working days.

When collecting the letter from your host Site, please ensure that you take in your proof of payment receipt.

### Please click the following link to apply for your Status Letter:

[https://docs.google.com/forms/d/e/1FAIpQLScuCw5ezQs5VsjpXculnUjNSXNyKrXubh10lj4POsg\\_WSDGlw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScuCw5ezQs5VsjpXculnUjNSXNyKrXubh10lj4POsg_WSDGlw/viewform)

## LEAVE OF ABSENCE

A leave of absence (LOA) may be granted if you are a **registered** student of the University. If for good reasons, you wish to take a leave of absence from your studies, you must have spent **at least one year** at the University before being eligible for leave of absence, except in extenuating circumstances.

To apply for leave of absence, you must complete and submit an online form. The following steps must be taken:

- Log in to your student portal via MyOC
- Scroll down to Forms and Booklets: Student Support
- Select Leave of Absence Request Form.

Applications for leave of absence must be submitted **by the end of the third week of the relevant semester or the second week of the summer session or as stipulated in the Academic Calendar**. The length of such leave of absence, if granted, will be subject to approval by the Campus Committee but will not be less than one semester or greater than one academic year in the first instance, terminating at the end of the semester or the academic year for which the application is approved.

Students who submit their application for leave of absence within the specified timeframe outlined above will receive notification of the outcome of their request via an automated email after the application has been processed. It should be noted that if students are registered for



courses when the leave of absence is processed, the courses will not be dropped but coded as LA to signify leave.

Requests received after the stipulated deadlines are submitted to the Campus Committee for Graduate Studies and Research Sub-Committee on Student Matters for consideration and recommendations must be approved by the Board for Graduate Studies and Research.

## **WITHDRAWAL FROM THE UNIVERSITY**

### **VOLUNTARY WITHDRAWAL**

**If you find it necessary to withdraw from The UWI, you must complete and submit the required online application form using the following steps:**

- Log in to your Student Portal
  - Scroll down to Forms and Booklets: Student Support
  - Select, complete and submit the Programme Withdrawal Request Form.
1. Applications for voluntary withdrawal must be submitted by the end of the third week of the relevant semester or as stipulated in the Academic Calendar.
  2. You cannot withdraw from The UWI by way of discussion with an Open Campus staff member, or with the Site Head or Site Coordinator, or by ceasing to complete assignments or attending synchronous sessions. You **MUST** submit an online application.
  3. If you have opted to not register for two consecutive semesters, excluding students granted leave of absence by the institution, you are deemed to have voluntarily withdrawn from The UWI.

### **DEEMED TO HAVE WITHDRAWN**

Where a student does not meet the final deadline for submission of any requirement for a Graduate Certificate, Diploma or degree, that student's registration and right to re-registration shall expire at the end of the semester during which the final deadline occurs. Such students are deemed to have withdrawn.

### **REQUIRED TO WITHDRAW (RTW)**

#### **Non-GPA (i.e. students entering The UWI prior to the academic year 2021-2022)**

Students registered in Graduate Certificates, Diplomas, Taught Masters degrees, Professional Doctorates or other programmes in which courses are delivered over a short period may, on account of poor performance, be required to withdraw by the Campus Committee at the end of Semester I, II or at any point within a Semester, as may be prescribed by the approved programme requirements.

- Candidates failing more than two courses in their programme will normally be required to withdraw.
- Candidates failing the same course more than once will normally be required to withdraw.
- **Students who fail a research paper or project report on re-submission (i.e. after an initial failure), will be required to withdraw from The UWI. {Regulations for Graduate Certificates, Diplomas and Degrees 3.13 (b)}**

## **RTW Under the GPA System**

Effective academic year 2021-2022 a Grade Point Average (GPA) system has been introduced for Graduate Certificates, Diplomas, Taught Masters and Professional Doctorates. To maintain good academic standing under the GPA system, students are required to maintain a **minimum GPA of 2.00**. A student whose GPA for a given semester is less than 2.00 shall be deemed as performing unsatisfactorily and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than or equal to 1.99 will be required to withdraw from The UWI.

**Students who fail a research paper or project report on re-submission (i.e. after an initial failure) will be required to withdraw from The UWI.** {Regulations for Graduate Certificates, Diplomas and Degrees 3.13 (b)}

## **WITHDRAWAL OF STUDENTS WITH RESPECT TO THESES**

Candidates who:

- (a) fail to present themselves for any oral or written examinations; or
- (b) fail to re-submit a revised thesis within the time periods specified in the Regulations for Graduate Certificates, Diplomas and Degrees; or
- (c) fail to satisfactorily make alterations in accordance with Regulations 3.29 and 3.32 and who have not been granted an extension in respect of Regulations 3.31, 3.32 and 3.34 shall be deemed to have failed the examination and shall be required to withdraw.

## **RE-ADMISSION TO THE UNIVERSITY**

### **RE-ENTRY AFTER A LEAVE OF ABSENCE**

If you are on approved leave of absence from The UWI, you are eligible to return and re-register at the end of the leave period without re-applying for admission.

### **RE-ENTRY AFTER WITHDRAWAL**

The re-admission of students who had been deemed to have withdrawn or required to withdraw must be approved by the Campus Committee. Such applicants deemed to have withdrawn may apply for readmission at any time. Applicants required to withdraw will be considered for re-admission not less than two years after their withdrawal unless the Board for Graduate Studies and Research in any particular case otherwise decides. To resume studying, you must re-apply during the normal Admissions period using the Open Campus online application.

Applicants re-admitted to a Graduate Certificate, Diploma or degree programme may, with the approval of the Campus Committee, be credited with courses passed during the applicant's previous registration period provided that not more than five years have lapsed since the date of expiry of the applicant's previous registration for those courses, or that course content has not changed significantly during the interval. An applicant may be allowed credit for courses passed after more than five years have elapsed, provided the relevant Head of Department submits in writing the reasons for the recommendation for the approval of the Board for Graduate Studies and Research. Approval of such credit will be granted only where the candidate's performance has been significantly better than a minimal pass unless the Board for Graduate Studies and Research in any particular case decides otherwise. **In cases where a student has been required to withdraw through the failure of a research paper or project report and is re-admitted, the research paper or project report which is pursued must address a new topic.**

## TRANSFERRING TO ANOTHER PROGRAMME

If you wish to transfer to another programme within the Open Campus, you must complete and submit the online Programme Transfer form using the following procedure:

- Log in to your Student Portal
- Scroll down to Forms and Booklets: Student Support
- Select, complete and submit the Programme Transfer Request Form.

This online programme transfer form must be submitted by June 30 for transfers to take effect in Semester 1 or November 30 for transfers to take effect from Semester 2.

For Programme transfers, APAD must approve such transfers. The outcome of programme transfer applications will be communicated to students via email prior to the start of the registration period for the respective semester.

**Please see the Transfer and Upgrading of Registration regulations in the *Regulations for Graduate Diplomas and Degrees* for more specific details.**

## TRANSITIONING FROM A GRADUATE CERTIFICATE TO A GRADUATE DIPLOMA

Students pursuing Graduate Certificates who are holders of a first degree with a pass (or GPA of 2.00 -2.49) are required to submit a **statement of intent** along with their transfer application to upgrade to the Graduate Diploma. Such students will be required to attend an interview with a Sub-Committee of the Graduate Entrance Committee.

For a transition request to be considered, a relevant Graduate Diploma programme must already exist at the Campus, and the programme regulations must allow for the transition.

## TRANSITIONING FROM A GRADUATE DIPLOMA TO A MASTER'S PROGRAMME

1. A student wishing to transition from a Graduate Diploma to a taught Masters shall submit an application to the Campus Committee following consultation with his/her Programme Manager. For a transition request to be considered, a relevant taught Masters's programme must already exist at the Campus, and the programme regulations must allow for the transition.
  - Persons admitted initially into a Diploma and wishing to transition into the Masters without being awarded the Diploma must complete all of the courses in the Taught Masters programme.
  - Persons admitted initially into a Diploma who have completed and been awarded the Diploma within the previous five (5) years **can be exempted from up to 50% of the credits required for the Master on the basis of credits earned in the Diploma based on a recommendation from the Head of Department.**
  - Where the Diploma courses were completed outside the 5-year period or the programme design does not allow for the 50% rule, the Head of Department must include with their recommendation a case for consideration by the BGSR.

## TRANSFERRING TO ANOTHER SITE

Students who wish to transfer to another Open Campus Site must complete and submit the online Site Transfer form on or before the deadline for Late (ADD/DROP) Registration for the respective Semester/Summer using the following procedure:

- Log in to your Student Portal
- Scroll down to Forms and Booklets: Student Support
- Select, complete and submit the Site Transfer Request Form.

The outcome of Site Transfer applications will be communicated to students via email.

## TRANSFERRING TO ANOTHER UWI CAMPUS

Should you wish to transfer to another campus, you must complete the Transfer Request Form and submit same to the Office of Graduate Studies and Research, through your Site, by **January 31** of the academic year preceding the proposed academic year of transfer for the Faculties of Law and Medical Sciences, and by **March 31** of the academic year preceding the proposed academic year of transfer for all other Faculties. The Campus Committee must approve the transfer.

The decision to admit a student on transfer is subject to the approval of the relevant Faculty Board and Entrance Committee. Approval of transfers is not automatic.

*Students wishing to transfer from other campuses into the Open Campus will need to check with their Campus Registry (Cave Hill, Five Islands, Mona or St. Augustine) and follow the transfer procedures of that Campus. Please note that the deadline dates for transfers are the same for all campuses and students MUST adhere to these.*

## CREDITS AND EXEMPTIONS

There are two separate procedures for students who need exemptions processed:

**PROCEDURE 1: Applications based on Approved Exemption Listing provided and**

**PROCEDURE 2: Applications for those who need to have their Exemption Requests assessed to determine if they are eligible for exemptions.**

Please note that there are **no deadline dates for a Procedure 1** exemption request. However, if you wish to request Procedure 2 exemptions, **you must do so by the end of the third week of classes of Semesters I and II.** All requests should be made to the Registry (Student Support and Services) using the relevant exemption application form available in your MyOC Student Services Portal under the Forms and Booklets Resources Section. Every semester the guidelines for the exemption requests will be emailed directly to students.

An official transcript will be required for assessment by the authorised body unless the courses for which you are seeking exemption are from programmes/courses you have completed through The UWI. For those exemption requests that have not been assessed previously by The UWI, you will need to submit course outlines and transcripts to facilitate the analysis for equivalence. Incomplete packages will not be processed.

The granting of exemptions (and credits) for non-UWI programmes must be based on equivalency to courses in each degree option. If a course, already completed successfully, is the same as that to be pursued at a particular level, a student may receive exemption from that course. In keeping with The UWI's policy, exemptions (and credits) will only be granted for courses that have been successfully pursued within the last five (5) years. Credit exemptions do not count towards the GPA.

## **THE CODE OF PRINCIPLES AND RESPONSIBILITIES FOR STUDENTS**

As a student of The University of the West Indies, you are a member of the university community. Your university experience should include achieving learning objectives, discovering new values and points of view on the world, and its deepening relationships.

The high energy and close proximity characteristic of student life require extra care in a wide range of areas of daily living and contact, which include relationships, respect for the dignity and worth of the individual, respect for privacy and property, and personal safety.

To view the University's Code of Principles and Responsibilities for Students, please click on the following link: <https://www.open.uwi.edu/gsr/current-students>



Students at Open Campus, St. Lucia

## PART V: FINANCIAL INFORMATION



Students are required to pay tuition fees relevant to their programme and administrative and compulsory fees in accordance with the regulations. Tuition fees are paid by semester at the time of registration.

All course and programme fees are subject to change as mandated by The UWI.

### TUITION FEES

Tuition fees cover tuition and examination costs, the costs of materials, web-conferencing and synchronous sessions (as appropriate).

The tuition fees for repeating a regular course are the same as for a first attempt. However, if you are repeating only a component of a course, the fee to repeat is equivalent to one third of the regular course fee. The cost to resubmit a Research Paper/Project/Thesis is 50% of the Research Paper/Project/Thesis fee.

To view the fees for all programmes, please visit the Open Campus website at <https://www.open.uwi.edu/admissions/graduate/financial-information>

### ADMINISTRATIVE AND OTHER FEES

In addition to tuition fees, there are compulsory fees, i.e. Technology fee, ID card, Guild fees, and local administrative fees, the details of which can be obtained from your Site.

### FEE ASSESSMENT

Following your online registration, you should print your fee assessment invoice for each semester, which details your financial obligations after registration.

### PAYMENT OF FEES

Students can make payments to an Open Campus designated bank if they reside in **Belize, Montserrat, Jamaica or Trinidad and Tobago, where the local bank will vary or via the online payment system.** The instructions for the latter are available after online registration. The option to pay at a designated local bank is **not available to international students.** At some Sites, you may also pay at a designated cashier. Please note, however, that this facility is not available at all Sites, and you should inquire before attempting to use this payment method.

Students opting to make their payment at the bank should complete the appropriate bank voucher available from your Site. **Ensure that you include your student ID number on the voucher** and take it together with the fee assessment invoice to the nearest designated bank to make your payment. **You MUST upload a copy of the bank payment slip via the Student**

**Portal Registration and Funding Map.** Please retain this payment slip for your records and/or to provide proof of payment.

**You are deemed to have registered for a course only when your financial obligations to the University have been fulfilled.**

## **FINANCIAL STANDING**

“In good financial standing” means that all debts owed by you to the University are fully paid or satisfactory arrangements for your payment to the University have been made. Only those students in good financial standing will be registered for courses or programmes of the University and will be eligible for refunds, in keeping with the refund policy.

Your financial standing will also be affected in the event your sponsor fails to pay the tuition fees for the programmes/courses for which you have registered. If this occurs, you will become liable for the full cost of tuition for these programmes/courses. You will be required to sign an agreement to this effect in order to complete your registration.

Please note that failure to pay fees by the specified deadlines will result in the removal of registration. The following actions will be taken if you are not in good financial standing with the University:

- Placing a financial hold on your record
- Removing course registration
- Debarment from future registration in any course or programme of the University until all debts have been settled
- Withholding of examination results and results of other assessments
- Denial of academic and administrative services
- Denial of transcripts, certificates and other records of status
- Denial of access to the University’s systems and facilities

## **FINANCIAL ASSISTANCE**

If you require assistance to finance your programme of study at the University, you are encouraged to discuss your financial situation with your Site administration, as early as possible, to identify available options.

To view information on available scholarships and bursaries, please visit the Graduate Studies and Research website at <https://www.open.uwi.edu/gsr/scholarships>

## **STUDENT PAYMENT PLAN**

Our Payment Plan Agreements provide short-term financial assistance on a case-by-case basis in specific circumstances to cover tuition fees only and are approved for one semester or summer session at a time.

Each semester, students are required to complete Steps 1 to 4 on the Registration and Funding map in the Student Portal and registration will be complete once **ALL** four steps are completed.

All payment plan applications must be submitted during the registration process by selecting the Payment Plan checkbox via the Registration and Funding Map.

## REFUND POLICY FOR TUITION FEES

Students must complete the request for refund form online via the Student Portal. The Student ID, Biographical Data, Site, Refund Amount, Email and Reason for Refund (e.g. Leave of Absence, Withdrawal, Registration Change, Other {student to specify}) must be completed.

- Students are only eligible for a refund if they are in good financial standing with the University.
- Students are eligible for a refund if the scheduled programme/course is cancelled by the Open Campus.
- Students are eligible for a refund of a portion of tuition costs if they withdraw from the University or request a leave of absence in writing **before the end of the third week** of semester classes or the second week of summer classes.
- Students may be eligible for a refund of a portion of tuition costs if they change their registration by dropping a course before the end of the third week of semester classes or the second week of summer classes.
- Tuition and fees are neither refundable nor transferable after the end of the third week of semester classes and the second week of summer classes.
- Students with special circumstances, e.g. a major medical problem or extenuating personal circumstances, who are forced to withdraw or request leave of absence after the stipulated periods, may be considered for a pro-rated refund of tuition on the recommendation of the Site Head and the approval of Academic Board.
- Only tuition fees are refundable. Other fees are non-refundable unless stated otherwise.
- Examination fees, where payable, cannot be transferred from one examination to another and can be refunded only under exceptional circumstances by approval of the Academic Board.
- Fees are not refundable if a student is required to withdraw or is suspended for academic or disciplinary reasons.
- Fees are not refundable if operations are suspended due to an act of nature, civil disturbance or any reason beyond the control of the Open Campus.
- Refund of tuition is pro-rated as follows:

SEMESTERS I & II		SUMMER	
Before the end of week 1	100% refund	Before the end of week 1	100% refund
Before the end of week 2	75% refund	Before the end of week 2	50% refund
Before the end of week 3	50% refund		
After the end of week 3	No refund		

- Fees are refundable in the currency of original payment only.
- Refunds will only be processed after the end of the registration period each semester or summer.
- Students who have withdrawn from the University or are on leave of absence for an academic year must present their UWI Student ID card for cancelling when collecting the refund.
- If the refund criteria are not met, then the request for a refund will be denied.



## PART VI: EXAMINATION PROCESSES, REGULATIONS AND THE GRADE POINT AVERAGE (GPA) SYSTEM



For some courses, you may be required to do assignments, sit mid-semester tests as well as end-of-semester examinations. Examinations are held at designated examination centres (for example, an Open Campus Site) in your country or online. Some courses may have an alternative to the final examination, such as a major project/action research.

**Examinations** are different from assignments, quizzes or online tests that might be a part of your coursework. Examinations must be written in a **supervised environment**, with an approved Examination Invigilator (Proctor/Supervisor).

### OPEN CAMPUS EXAMINATIONS

The UWI has five (5) campuses; in most cases, examination papers are different for each campus for logistical reasons. Therefore, when attending an examination, you should ensure that the examination paper is the one prescribed for **Open Campus students** – this will be clearly stated at the top of the examination paper.

All written final examinations have sessions scheduled either for the morning (9:00 a.m.), afternoon (1:00 p.m.), or evening (4:00 p.m.) and are two or three hours in duration. **In some exceptional cases, examinations may be scheduled on public holidays.**

At the Open Campus, mid-semester examinations are usually held from 5:00 p.m.

### OPEN CAMPUS EXAMINATIONS TIMETABLE

The Examinations Timetable for Open Campus students is scheduled differently from the one for students at any of the other campuses. **Make sure that the Examinations Timetable from which you take your schedule is the Open Campus Examinations Timetable.**

## WRITTEN EXAMINATIONS FOR STUDENTS WITH SPECIAL NEEDS

Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations (oral, written or coursework) shall apply to the Campus Registrar through the Senior Assistant Registrar, Graduate Studies and Research at least four (4) weeks before the scheduled start of the examination period. The arrangements desired should be specified and must be accompanied by a Medical Report as proof of such incapacity or disability. The Campus Registrar shall inform the Board of Examiners of the circumstances in which the examination is performed.

Extra time may be granted on the authority of the Chair of the Campus Committee on Examinations after consideration of the relevant medical reports and consultation with the Campus Unit designated to manage disability issues.

Any amanuensis or secretarial assistance provided to students with special needs shall be approved by the Campus Registrar. The University will normally defray the additional costs involved.

## WRITING EXAMINATIONS AT YOUR OPEN CAMPUS SITE/EXAMINATION CENTRE

On acceptance to the Open Campus, you were assigned to a Site. You are expected to write your examinations at this Site with the exception of students assigned to the Virtual International Students Office (VISO). When you register for a course, you are simultaneously registering for the examination; therefore, you are not required to make any additional arrangements to be examined. You are required to check with your Site to find out which room your examination will be taking place in – this information is usually provided via the Sites' notice boards.

## WRITING EXAMINATIONS AT AN ALTERNATE OPEN CAMPUS SITE

If you are unable to write examinations at the Open Campus Site at which you are registered, **you must formally make a request to write them at another Open Campus Site.** To do this, you must make the request to the Assistant Registrar, Assessment, Awards and Records, Open Campus, **through** your Site Head or Site Coordinator by completing the required form at <https://goo.gl/forms/8FyoIm4vg0FKF8Sd2> **at least twenty-one (21) days ahead** of your examination(s) to make sure that you can be accommodated. There is a **late application fee of US\$30.00 or the equivalent in your local currency** for requests made after this date and no later than one (1) week before the start of the examination period. We cannot accommodate requests made **less than seven (7) days** before your examination. **Students failing to make requests in a timely manner and are subsequently absent from their examinations will be subject to the usual penalties for absence and will be deemed to have failed the examination.**

## WRITING EXAMINATIONS OUTSIDE COUNTRIES WITH UWI EXAMINATION CENTRES

If you wish to take your written examinations at a location other than a UWI Examination Centre, you are required to identify a proctor at an accredited post-secondary institution such as a University, Community College or Technical Institute and your examination must be supervised by a professor, instructor or otherwise qualified person. Alternately, you may take your examination at an Embassy or Consulate that offers proctoring services to international students. **The proctoring institution MUST be able to communicate in English** in order for your examinations to be facilitated.

It is the student's responsibility to identify a suitable proctor **sixty (60) days in advance** of the examination. To do this, you must complete an **EXTERNAL PROCTOR FORM** found on the Student Portal and submit it to the Assistant Registrar, Assessment, Awards and Records for

evaluation and approval of the proctor. The completed proctor form should be submitted via this link <https://forms.gle/yjFAU3tGE3RkuE5V7> which can also be found on the student portal or by post to the following address:

The Assistant Registrar  
Assessment, Awards and Records  
The University of the West Indies  
Open Campus Learning Centre  
Cave Hill Campus  
P.O. Box 1341  
Bridgetown  
BB11000  
**BARBADOS**

## **FEES FOR WRITING EXAMINATIONS OUTSIDE OF A UWI EXAMINATION CENTRE**

The UWI does not charge an examination fee; however, students are required to cover the cost of couriering their examination papers to the proctoring institution and the cost of returning their completed scripts to The UWI for marking. The cost of this courier service is **US\$120.00** and **must be paid thirty (30) days in advance of your examination.**

Upon receipt of your request to be proctored externally, and as soon as your proctor is approved, you will be billed for the courier cost. You should access the Payment Gateway and make the payment **at least thirty (30) days before your examination. Your examination cannot be sent off until your payment has been made.** Under no circumstances will examination papers be couriered less than ten (10) days before the date of the examination. **Students should therefore make their requests and payments on time.**

## **INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION**

1. It is your responsibility to ascertain the dates and times of the examination(s) for which you are registered. **Under no circumstances should you rely on any oral communication of the Examinations Timetable. No member of staff is authorised to communicate timetable information to you.**
2. You will be informed of the dates and times of written examination papers by means of the Examinations Timetable, published on the Official Notice Board at your Site and on the Web through the MyOC Student Portal <https://portal.open.uwi.edu/student> at least one (1) month in advance, or two (2) weeks in the case of Summer or Re-sit Examinations. Any changes in dates after publication shall be brought to your attention by means of additional notices posted at each Site and on the Student Portal. You will not be informed individually of such changes. Under no circumstances will any such changes be made later than one (1) week prior to the commencement of the series of examinations. **You should therefore verify your examinations timetable one (1) week before the examination period.** You should also make sure you take the date and time of your examination from a **final timetable** and **not a draft** (drafts are subject to change).
3. If you are absent from an examination **owing to a clear mis-reading of the timetable, you shall be liable to the normal penalties for absence from an examination (i.e. you will be awarded a grade of Failed Absent/FA/FA\*) and will have to await the next officially scheduled sitting to take the examination. Note that FA/FA\* is a failing grade and negatively impacts your GPA and/or academic standing.**
4. You should be present at the examination room thirty (30) minutes before the advertised start time of any examination. You shall be admitted up to half an hour after the start of the examination. You shall not be allowed extra time if you arrive late. If you arrive more than half an hour late, you may be admitted to the examination room; however, your written or

practical work will be accepted for marking only if you can satisfy the Campus Registrar that you have valid reasons for being late.

## STEPS TO TAKE BEFORE AN EXAMINATION

1. Verify that you are registered for the course(s) of the examination(s) you intend to sit. You should immediately report any discrepancies in your registration to your Site Head or Site Coordinator. In the case of international students, you should inform the VISO office. You may also report discrepancies directly to the Office of Graduate Studies and Research by email to [gradstudies@open.uwi.edu](mailto:gradstudies@open.uwi.edu)
2. Make sure you have the correct time and location of your examination. In the case of students writing examinations at the Cave Hill, St. Augustine or Mona campuses, please familiarize yourself with the campus and know where your examination venue is. **Do not** wait until the day of the examination to familiarize yourself with the campus, as this could take some time due to the size of these locations.
3. Arrive at your examination location at least fifteen (15) minutes before its scheduled start.

## CONDUCT IN THE EXAMINATION ROOM (FACE-TO-FACE)

1. Candidates are required at all times to comply with the instructions of the Chief Invigilator and/or Assistant Invigilator(s).
2. Candidates should have their UWI Identification Cards to present to the Invigilator.
3. Candidates shall write their identification numbers and not their names using permanent ink, distinctly at the top of the cover of every answer book and/or separate sheet of paper that is handed in. Candidates shall **NOT** write their names anywhere on the answer book or supplementary book.
4. Unless otherwise permitted, all examinations shall be written in permanent ink, preferably blue or black.
5. Candidates are not allowed to carry unauthorized material into the examination room, and these include:
  - i. Cellphones
  - ii. Pagers
  - iii. Electronic Devices
  - iv. Programmable Calculators
  - v. Handbags
  - vi. Other personal items
  - vii. Plain paper
  - viii. Written materials (unless otherwise specified)
6. Candidates should only have the materials necessary to write the examination; pens, pencils, rulers, non-programmable calculators etc. Each candidate should have their own supplies; **borrowing from other candidates is not allowed.**
7. Candidates are not allowed to leave the examination room during the **first thirty (30) minutes** or the **last fifteen (15) minutes** of an examination except in the case of illness.
8. Students should not deface any examination material. It is an offence to do so. You should not tear any of the answer booklets or supplementary sheets. Neither should you take any examination material with you from the examination room.

## CONDUCT DURING AN ONLINE EXAMINATION

Written examinations can also be conducted through online proctoring. Regulations pertaining to online examinations are the same as for face-to-face with the following additional requirements as well as any specific instructions provided for any such examination.

1. Candidates will be required to show their UWI Identification Cards to the camera prior to the start of the examination.
2. Candidates must have a quiet place to sit and take their examination free of distractions. Any contact with other persons or looking away from the computer screen while taking the test will be regarded as an examination irregularity. Televisions and other people in the room can draw your attention away from the examination.
3. Baseball caps or hats that extend beyond the forehead are not permitted while taking an online examination.
4. Candidates are not allowed to move away from the computer during the online examination.
5. Candidates are required to do room scans of their environment ahead of the start of each examination.
6. Candidates are not permitted to communicate with other persons during their online examinations.

## ABSENCE FROM EXAMINATIONS

**When you register at the beginning of the Semester for any course, you are at the same time registering to be examined for that course.** If you register for a course and do not take the examination, you will be recorded as **Failed Absent (FA/FA\*)**, and the usual penalties of failure will apply.

Please note that *Regulation 2.47 for Graduate Certificates, Diplomas ad Degrees* state:

*Any student who, having registered for a course, fails to take the examination shall be deemed to have failed the examination unless the Board for Graduate Studies and Research, on the recommendation of the relevant Head of Department, in any particular case decides otherwise.*

## ABSENCE FROM EXAMINATIONS DUE TO ILLNESS

You **must** request permission to be absent from an examination due to illness; however, you must support your request with a **medical report submitted within seven (7) days from the date of the examination** in which your performance is affected. The medical report **should give brief details of the nature of the illness without breaching medical ethics. Consideration for absence cannot be given if the medical certificate submitted does not state the nature of your illness.**

### Submission of Medical Reports

Original medical reports should be submitted through your Site Head/Site Coordinator to the Campus Registrar, through the Senior Assistant Registrar, Office of Graduate Studies and Research.

Medical reports should be submitted on the Medical Certificate/Report Form provided for this purpose found on the Student Portal or via the following link:

[https://my.open.uwi.edu/public/images/pdf\\_forms/medical\\_certificate\\_report\\_form\\_2015.pdf](https://my.open.uwi.edu/public/images/pdf_forms/medical_certificate_report_form_2015.pdf)

**Regulation 2.48 for Graduate Certificates, Diplomas and Degrees** state *inter alia* that:

*If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the Examiners have no knowledge, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he or she **must do so within seven (7) days of that part of the examination which may have been affected;***

Where the factors referred to in Regulation 2.48 relate to illness, the Report to the Campus Registrar (through the Senior Assistant Registrar, Graduate Studies and Research) must be accompanied by a medical report signed by a Campus Medical Officer, as proof of illness; or by a medical practitioner approved for that purpose by the Campus Registrar.

Where a student is unable to submit a medical report in person, the Campus Medical Officer or a medical practitioner, as the case may be, may do so on the student's behalf within the prescribed time. Regulation 2.49 states:

*The Campus Registrar may pass the information referred to in Regulation 2.48 to the Chair of the Board of Examiners if in his or her opinion it is likely to assist the Examiners in the performance of their duties. Boards of Examiners shall not take cognizance of illness, or other circumstances claimed to affect the performance of candidates, if these have not been referred to them by the Campus Registrar.*

## **LATE WITHDRAWAL FROM A COURSE/EXAMINATION AFTER THE DEADLINE**

A student may withdraw from a course during the official registration period. Additionally, students may apply for late de-registration after the official registration period has ended but **before the end of the 6th week** of teaching during Semester I and II only. Approval for de-registration will be determined by the Campus Committee.

If a student is granted permission to withdraw from a course after the official registration period has ended, but before the end of the 6th week of teaching, a final grade definition of **LW** (Late Withdrawal) shall be assigned. An LW grade has no impact on a student's GPA or academic standing.

If a student stops attending the course and does not officially withdraw, a final grade definition of **FA/FA\*** will be assigned and will have a negative impact on the GPA (where applicable) and counted as a failure on the record and impact the classification of the degree.

Withdrawals are not permitted once grades have been posted for the semester. If a student has documentable, extenuating circumstances, a petition may be submitted for review.

**NB: Withdrawing from course(s) after the deadline does not relieve the student from financial liability as the refund deadline would have already passed. LW only gives academic consideration.**

## **REPEATING FAILED COURSE COMPONENTS**

Graduate students are required to pass all components of their course assessment. If a course has coursework and a final examination component, students must pass both components.

If a course is assessed through 100% in-course assessment and the assessment is divided into components, students are required to pass each component of the assessment. If a student fails the examination component of a course but obtains an overall mark of 50% or more, a grade of **FE/FWE** (Failed Examination) is given, which indicates that the student must retake the examination component of the assessment. If a student fails a coursework component but obtains

an overall mark of 50% or higher, a grade of FC/FCW (Failed Coursework/Component) is given, which indicates that the student must retake the failed coursework component only. Note FE/FWE and FC/FCW are failing grades.

If a student receives an overall mark of **less** than 50% (0-49) even if they passes a component of the coursework assessment, a grade of F, F1\*, F2\* or F3\* is given. In these instances, the student **must repeat the entire course**.

**Non-GPA students** are not permitted to repeat the examination in any one course on more than one occasion unless the Board for Graduate Studies and Research in any particular case decides otherwise.

If you need to repeat a component of a course (that is, your final grade was FC/FCW or FE/FWE), check the programme advising documents to see when next the course will be offered. You are required to repeat any failed components **at their next available sitting**. In order to register to resit a component, you will need to complete a **Repeat Component Form**. The form must be completed by the end of the registration period. The **Repeat Component Form** is found on the **Programme Advising webpage** and can also be accessed via the link below:

[https://docs.google.com/forms/d/e/1FAIpQLSeYIIx2ObPzk\\_JUo1-wLvz2ypN2SrFFaKcBCseWL8RiMYDsDw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeYIIx2ObPzk_JUo1-wLvz2ypN2SrFFaKcBCseWL8RiMYDsDw/viewform)

**[Only complete the form if the course is being delivered for the relevant semester].**

If you do not complete the **Repeat Component Form** and you self-register for the course through the Banner student system, **you will be billed the full course fee rather than the repeat course fee**.

## ORAL EXAMINATIONS

The Examiners appointed to examine a written paper may put oral questions to a candidate in any case in which they believe that this will help towards a more accurate assessment if the Chair of the Campus Committee so approves.

In cases where a student fails a written examination of a course within 5% of the pass mark, the Examiners may recommend an oral examination to the Chair of the Campus Committee.

In cases of students failing the written examination component of a course on the first attempt, being allowed an oral examination, and performing satisfactorily in the oral examination, the Examiners shall recommend the minimum passing mark (50%) for the written component. This shall then be combined with the coursework mark to obtain the final overall mark for the course. In cases of students failing the written examination component of a course on a second attempt, being allowed an oral examination and performing satisfactorily in the oral examination, the Examiners shall recommend the minimum passing mark (50%) as the final overall mark for the course.

## NOTIFICATION OF EXAMINATION RESULTS

Students are notified of examination results through the MyOC Student Portal at <https://portal.open.uwi.edu/student>

The deadline for publication of results for regular courses is usually one (1) month after the end of the relevant Semester. Research Papers/Projects/Practicums require a lengthier examination process and will normally go beyond this one-month deadline.

## DISSATISFACTION WITH RESULTS

The below extract from the *Regulations for Graduate Certificates, Diplomas and Degrees* governing the review of examination results explains:

- 2.82 (a) *A student who is dissatisfied with the results of his or her examination should report his or her dissatisfaction in writing to Campus Registrar. Such a report must be made **within two weeks** of the publication of results.*
- (b) *The Campus Registrar shall forward the student's report to the chair of the Campus Committee.*
- (c) **Only students who have failed** a course may request to go through their script or coursework with the Examiner.
- During the go through the Examiner may disclose the marks/grades;
  - The marks received during the examination shall not be altered as a result of a consultation except where an administrative or computational error has been identified.
  - A student, who has had a consultation, may request to have his/her script re-marked by an Independent Examiner **within two (2) days** of the concluded consultation and pay the requisite fee.
- (d) *Students may request to have their script or coursework remarked by a new and Independent Examiner.*
- 2.83 *The student may inform the Campus Registrar that he or she wishes to have the examination re-marked, and must pay the relevant fee to have this done.*

The fee to have an Independent Examiner appointed to conduct a remark is **BDS\$130.00** or its equivalent; this amount is payable to the Office of Finance for the re-mark to be processed.

- 2.84 *The right to report dissatisfaction and request a re-mark shall apply to both coursework and written examinations.*
- 2.86 *In the case of the re-marking of a script or coursework the mark of the new and independent Examiner shall be regarded as the final mark (whether the mark is higher or lower).*
- 2.88 *Where the re-marking under Regulation 2.83 results in a higher mark than that previously recorded, the fee shall be refunded, provided that the increased mark results in a change of grade.*

## HOW TO APPLY FOR A RE-MARK OR CONSULTATION OF A COURSE

To apply for a re-mark or go through of a course, you must complete the specified online application form. The form can be found on the MyOC Student Portal Dashboard under **Forms and Booklets**. The form is opened to receive applications from the deadline for the release of results for the particular semester, and students must apply within two weeks of receiving their results. **Make sure you use the form specified for Graduate students.**

## WITHHOLDING OF RESULTS

You should note that even if permission is granted to sit an examination when fees are outstanding, results will be suppressed until the outstanding balance is cleared. Certificates and transcripts shall also be withheld under the same circumstances.



## HOW TO REQUEST A TRANSCRIPT

Official transcripts are prepared at your request by the Assessment, Awards and Records Department. The official transcript reflects all the academic work you have completed. You should complete the appropriate Transcript Request Form, available online through the MyOC Student Portal under **Forms and Booklets: Examinations** or via the link <https://drive.google.com/file/d/13ilaur1t9XyhCQ3neHXLoptW3FJYk72/view?usp=shari>.

Payment for transcripts may be made via the Payment Gateway, the Site or the Bank. The completed form, along with proof of payment, should be emailed directly to [transcripts@open.uwi.edu](mailto:transcripts@open.uwi.edu).

## REGULATIONS FOR GRADUATE CERTIFICATES, DIPLOMAS AND DEGREES

In addition to these general assessment guidelines and extracts from the regulations, students should familiarise themselves with the *Regulations for Graduate Certificates, Diplomas and Degrees, 2018*.

## GRADE POINT AVERAGE (GPA) SYSTEM EFFECTIVE ACADEMIC YEAR 2021-2022

**(Applicable to Graduate Certificates, Diplomas, Taught Masters and Professional Doctorates only)**

As part of continued efforts to align the standards of The UWI more closely with international norms and best practice, a Grade Point Average (GPA) system was introduced for students admitted to the University to pursue **Graduate Certificates, Diplomas, Taught Masters and Professional Doctorates from the academic year 2021-2022**. The GPA system commenced on **August 1, 2021**. The GPA and the associated grade scheme governs all coursework assessment and examinations **for students who commenced studies from the academic year 2021-2022 and onward**.

The GPA system is **not applicable** to research-based degrees, i.e. MPhil or PhD programmes; however, students admitted to these programmes from the academic year 2021-2022 will be graded under the new grade scheme.

**All students who commenced their programmes prior to the academic year 2021-2022 will continue to be assessed under the non-GPA grade scheme as listed below:**

## GRADUATE GRADE SCHEME FOR STUDENTS WHO COMMENCED THEIR PROGRAMMES PRIOR TO THE GPA SYSTEM (I.E. BEFORE ACADEMIC YEAR 2021-2022)

GRADUATE GRADE SCHEME PRIOR TO ACADEMIC YEAR 2021-2022	
GRADE	MARK %
A	70 and above
B +	60 - 69
B	50 - 59
FE/FC	≥50
F	0-49

## AWARD OF CERTIFICATES, DIPLOMAS AND DEGREES PRIOR TO THE GPA SYSTEM

Postgraduate Certificates are awarded with **Pass only**.

Postgraduate Diplomas and taught Masters Degrees are awarded with **Distinction** or **Pass**.

MPhil, PhD and Professional Doctorate degrees (e.g. EdD) are awarded with **High Commendation** or **Pass**.

### AWARD OF DISTINCTION

For students who entered The UWI **prior to the academic year 2021-2022**, a distinction is awarded for Postgraduate Diplomas, and taught Masters Degrees as follows:

- (a) **For programmes which require the submission of a project report or research paper**, the candidate must have achieved an average of 70% or better (Grade A) in the written courses and a mark of 70% or better in the research paper or project report.
- (b) **For programmes conducted entirely by courses**, a candidate must obtain an A grade in at least 70% of the courses and the average mark of all courses must not be less than 70%.

**A candidate who failed a course is ineligible for the award of the degree with distinction.**

### AWARD OF HIGH COMMENDATION

For students who entered The UWI **prior to the academic year 2021-2022**, high commendation is bestowed on a candidate for the MPhil, Professional Doctorate and the PhD degree where the Examiners are unanimous in their recommendation that such an award should be made (See Graduate Reg. 3.25) and the Board for Graduate Studies and Research so approves. In the case of Professional Doctorates, candidates **must also have attained a Grade A average** over the coursework component of the programme, and **a candidate failing a course (including an elective course) required for the completion of the programme shall be ineligible for the award of high commendation.**

Failure in a co-requisite course shall not exclude a student from receiving High Commendation. High Commendation will not normally be awarded to candidates who have exceeded the time limits for registration.

## ACADEMIC STANDING PRIOR TO THE GPA SYSTEM

Academic standing for non-GPA students is based on programme specific rules and are outlined in Part VIII of this handbook. However, the following general rules apply:

- Candidates failing more than two courses in their programme will normally be required to withdraw.
- Candidates failing the same course more than once will normally be required to withdraw.
- **Students who fail a research paper or project report on re-submission (i.e. after an initial failure) will be required to withdraw (RTW) from The UWI {Regulations for Graduate Certificates, Diplomas and Degrees 3.13 (b)}.**

## GRADUATE GPA GRADE SCHEME FOR STUDENTS WHO COMMENCED THEIR PROGRAMMES FROM THE ACADEMIC YEAR 2021-2022 AND ONWARD

GRADUATE GRADE SCHEME FROM ACADEMIC YEAR 2021-2022		
GRADE	QUALITY POINTS	MARK %
A+	4.3	90-100
A	4.0	80-89
A-	3.7	75-79
B+	3.3	70-74
B	3.0	65-69
B-	2.7	60-64
C+	2.3	55-59
C	2.0	50-54
FCW/ FWE	1.7	≥50
F1/F1CW/F1WE	1.7	40-49
F2/F2CW/F2WE	1.3	30-39
F3/F3CW/F3WE	0	0-29

**NB: GPA Grades are denoted with an asterisk (\*) next to them in the Banner Student System.**

**See Appendix B for the Graduate Grade Scheme with Grade Descriptors.**

### AWARD OF CERTIFICATES, DIPLOMAS AND DEGREES UNDER THE GPA SYSTEM

Postgraduate Certificates are awarded with **Pass only**.

Postgraduate Diplomas and Taught Masters Degrees are awarded with **Distinction, Merit or Pass** as indicated in the table below. An additional award category of 'Merit' was introduced with the GPA system along with 'Pass' and 'Distinction' for the classification of Graduate Diploma and Masters Degrees.

Professional Doctorate degrees are awarded with **High Commendation** or **Pass** as indicated in the table below.

CLASS OF DEGREE from Academic Year 2021-2022	DEGREE OR PROGRAMME GPA REQUIRED
High Commendation	3.70 and above*
Distinction	3.70 and above
Merit	3.30 - 3.69
Pass	2.00 - 3.29
*Professional Doctorates: To be awarded High Commendation in addition to obtaining a GPA of 3.70 and above, candidates must have no failures in any individual courses and a high commendation recommendation for the thesis/research project.	

## ACADEMIC STANDING UNDER THE GPA SYSTEM

To maintain good academic standing under the GPA system, students are required to maintain a **minimum GPA of 2.00**. A student whose GPA for a given semester is less than 2.00 shall be deemed as performing unsatisfactorily and shall be placed on **warning**. A student on warning whose GPA for the succeeding semester is less than or equal to 1.99 will be required to withdraw (RTW) from The UWI.

Additionally, students who **fail a research paper or project report on re-submission** (i.e. after an initial failure) will be required to withdraw (RTW) from The UWI {Regulations for Graduate Certificates, Diplomas and Degrees 3.13 (b)}.

## WHERE CAN I FIND OUT MORE ABOUT THE GPA SYSTEM

The full graduate GPA Regulations can be found at <https://www.open.uwi.edu/gsr/graduate-student-handbook#gpa>

For answers to specific questions, contact the Office of Graduate Studies & Research at [gradstudies@open.uwi.edu](mailto:gradstudies@open.uwi.edu)

## HOW TO CALCULATE YOUR PROGRAMME/DEGREE GPA

**STEP ONE:** A 'grade point' is assigned for every course in which you receive a final grade. For example, if you receive an A as a final grade, you will be assigned a grade point of 4.00.

**STEP TWO:** The grade point assigned for each course completed is multiplied by the 'credit hours' of the course to determine your 'quality points'. For example, if you receive a grade point of 3.70 [equivalent of letter grade A-] for a 3-credit course the quality points would be calculated as follows:  $3.70 \times 3 = 11.10$  quality points.

**STEP THREE:** Your 'Programme/Degree GPA' is the average obtained by dividing the total quality points earned in your programme to date by the total credit hours taken (inclusive of credit hours for failed courses). The GPA, excludes courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit, incomplete courses and any other courses which do not count towards the class of degree according to programme regulations. For example: 54 quality points earned divided by 15 credit hours taken [equivalent to five 3-credit courses) = a Weighted/Programme/Degree GPA of 3.60

NB: The credit hours for failed courses are included in the GPA calculation.

## PART VII: ACADEMIC SUPPORT SERVICES



The Open Campus has implemented academic support systems to ensure that students in online programmes/courses enjoy a meaningful virtual online learning experience and that all their academic concerns are heard and addressed. Access to Online Academic Support is provided by the Online Programmes Delivery Department in APAD.

Some of the online support provided include online orientation for new students; pre-course and programme advising conducted prior to the start of course registration; and access to various APAD support staff during course delivery; and the opportunity to connect with other UWI Open Campus students virtually, across online programmes via the “*Connecting As Students*” (CAS) space.

### UWI OPEN CAMPUS ORIENTATION

How you begin your academic studies as an online student with us in the OPDD is important, so we strongly encourage you to attend Online Orientation by engaging in the online space. Attending and participating in our orientation activities online is the best way to acclimate to university life at The UWI Open Campus.

The online sessions will help you become familiar with the Campus, learn what your student life will be like, how to register for your first semester of online courses, as well as other important guidelines that will help you to function effectively for the duration of your programme. In addition, you will receive academic advice and meet persons who will be helpful to you during your programme of study.

You can revisit key topics addressed in the Orientation from the self-paced Orientation link embedded on each course page.

## COMPULSORY INTRODUCTION TO ONLINE STUDY FOR GRADUATE STUDENTS

All new graduate students **are required** to take a compulsory introduction to online course (OOL6001 or OOL6100) on admission to their postgraduate programme. A designated online space is provided for this course. **Graduate students must successfully complete their introduction to online learning course in order to graduate.**

**Graduate Students (TLET ONLY):** All Teaching and Learning with Emerging Technologies (TLET) postgraduate students **must** successfully complete a compulsory introductory course prior to registering for their courses in the first semester of their programme. This compulsory course, *OOL6100 Graduate Introduction to Teaching and Learning with Emerging Technologies*, is a two-part course. Part 1 introduces students to a self-paced orientation and assessment of technology tools used in the delivery of the programme. Part 2 is a facilitated module covering the programme objectives and expectations of graduate learners to prepare them for the demands of the programme.

**Other Graduate Students:** All other students in graduate programmes are required to register for the mandatory course *OOL6001: Graduate Introduction to Online Learning* as a part of their induction to their postgraduate programme. This is a three-week course with compulsory activities designed to prepare prospective graduate students to function effectively and efficiently in a fully online programme. Activities are given to students not only to show that they can function in the online environment technically but also academically as well. Students are expected to perform functions relating to online participation. You will interact with other learners, produce academic writing and understand how to source, evaluate and use information to meet the requirements of your programme. Additional information on this course can be found in your acceptance package. This course should be completed prior to the start of your first semester or during your first semester of study.

## PRE-COURSE PROGRAMME ADVISING

Students are required to seek programme advising prior to registering for courses each semester. Programme Advising documents are prepared by the Programme Managers (PMs) and provide an outline of the programme and the prescribed order for course completion.

To receive programme advice, students should:

- 1) Carefully review the Programme Advising documents available on the OC website <https://www.open.uwi.edu/graduate/programme-advising>
- 2) Contact your PM via email should you require further information (see Appendix D, for contact details).

## ONLINE PROGRAMMES AND COURSES - APAD STAFF SUPPORT

Students in online programmes or courses should engage with APAD. The following APAD staff members are available to support your success:

### Online Course Delivery

For courses delivered online, you have support on academic matters from the Online Programmes Delivery Department in APAD through the following roles:

- a) The Programme Manager  
The PM provides academic guidance and support for the delivery of courses and programmes. The PM's responsibility is to ensure that all courses and programmes are delivered in accordance with the University's regulations. The PM also gives general programme advice and serves as the liaison between the university administrators and students; monitors the performance of facilitators, and participates in orientation activities with students.

Contact information for Programme Managers can be found on the programme information pages and Programme Advising pages on the Open Campus Website (See Appendix D) and in the Quicklinks block on the Student Portal.

b) Course Quality Assistant (CQA) - Online Academic Support

In an effort to better support your studies, the Open Campus utilizes an Academic Support Team. The aim of this team is to function as a sounding board on all issues impacting your teaching-learning experience in our online learning environment. The CQA team members will complement your facilitators, who should continue to be your first line of support for academic studies.

Students may contact the CQA assigned to their course(s) via the Academic Support forum found in all courses and directly via email (contact information will be provided in the Academic Support forum at the beginning of the semester). The Academic Support Team may be contacted via email ([academicsupport@open.uwi.edu](mailto:academicsupport@open.uwi.edu)) or Skype (Skype ID: uwioac\_academic\_support), Monday to Friday at 9:00 - 11:00 a.m. JA time/10:00 a.m. - 12:00 p.m. EC time.

c) Learning Support Specialist (LSS) – Online support with technology

To support your technology in the online course, an LSS is assigned to each course. The LSS works as part of a team with your PM, CQA, and Facilitators to provide you with an enriching learning experience.

You may contact the LSS assigned to your course by writing to [helpdesk@open.uwi.edu](mailto:helpdesk@open.uwi.edu)

## **TEACHING-LEARNING IN THE LEARNING EXCHANGE (LE) - ONLINE COURSE DELIVERY**

Most online courses have both a Course Coordinator and a number of Group Facilitators (GF). Other courses have only a Course Instructor. Course Coordinators or Course Instructors are the course managers, lead instructors and academic facilitators for the courses. They are responsible for customizing the course and managing the GFs assigned to the courses.

Courses are divided into separate groups of up to 34 learners. Each group will be assigned a GF to manage the interactions in the group, mark assignments and provide feedback to learners. The specific duties in the course require the GFs to:

1. Guide the learning experience of all students and act as a resource for learners as they move through the course;
2. Make available, where required, additional material to enhance the learning experience of the students;
3. Respond to all student queries in the Tutor-Student Exchange forum and, where necessary, access information from the appropriate source in order to address the matter raised;
4. Provide guidance on all learning activities;
5. Regularly communicate with individual students via email to counsel, guide, advise and motivate them; and
6. Regularly contribute to all discussions and provide appropriate feedback to learners.

You should view your GF and CI as persons who are there to facilitate your learning and assist you to succeed. Do not be afraid to ask them questions. If you realize you want to learn more about a specific concept or topic, feel free to ask your facilitator for guidance to source additional resources. If you are struggling with a concept or idea, then share your concerns with your GF. He

or she is there to help you master these concepts. If you think others in the course would have similar questions, then post your query in the appropriate discussion area.

Research courses are managed by Course Coordinators/Instructors and Research Supervisors (RS).

### **COURSE ISSUES**

Your first point of contact is your Group Facilitator (GF). However, if there is no response from the Group Facilitator, then you should contact your Course Instructor.

### **HOW TO CONTACT YOUR COURSE COORDINATOR/COURSE INSTRUCTOR**

1. You may contact your Course Coordinator/Instructor by posting messages in the Facilitator-Student Exchange forum found in all courses. It is important to use this forum as it also allows the CQA and OPDD to evaluate the quality of the service you are receiving in each course group.
2. You may also e-mail your Course Coordinator/Instructor using the contact information provided on the front page of each course and in the Course Guide. A messaging system that allows you to communicate with your Course Coordinator is also available via the Learning Exchange (LE).

**Note:** Correspondence between students and facilitators on course-related matters must take place in the LE or an approved UWI Open Campus technology source (e.g. OC email, Zoom Online Conferencing).

### **REPORTING A PROBLEM**

If the **Course Coordinator/Course Instructor** fails to solve the problem or does not respond to your request for help within 48 hours, you should request the assistance of the CQA. You may write to the CQA directly via email (contact information found in the Academic Support forum) or by way of the OPDD's Academic Support email [academicsupport@open.uwi.edu](mailto:academicsupport@open.uwi.edu). The team of CQAs will investigate the issue.

An online chat option is available on the Student Portal. This connects you with members of staff who are available to help address your concerns.

### **HOW TO CONTACT YOUR HEAD OF DEPARTMENT**

The Head of the Online Programmes Delivery Department, Mrs Elia Grant-Fraser, may be contacted via email - [elia.grant-fraser@open.uwi.edu](mailto:elia.grant-fraser@open.uwi.edu)

### **COMMUNICATING ONLINE WITH OC PERSONNEL**

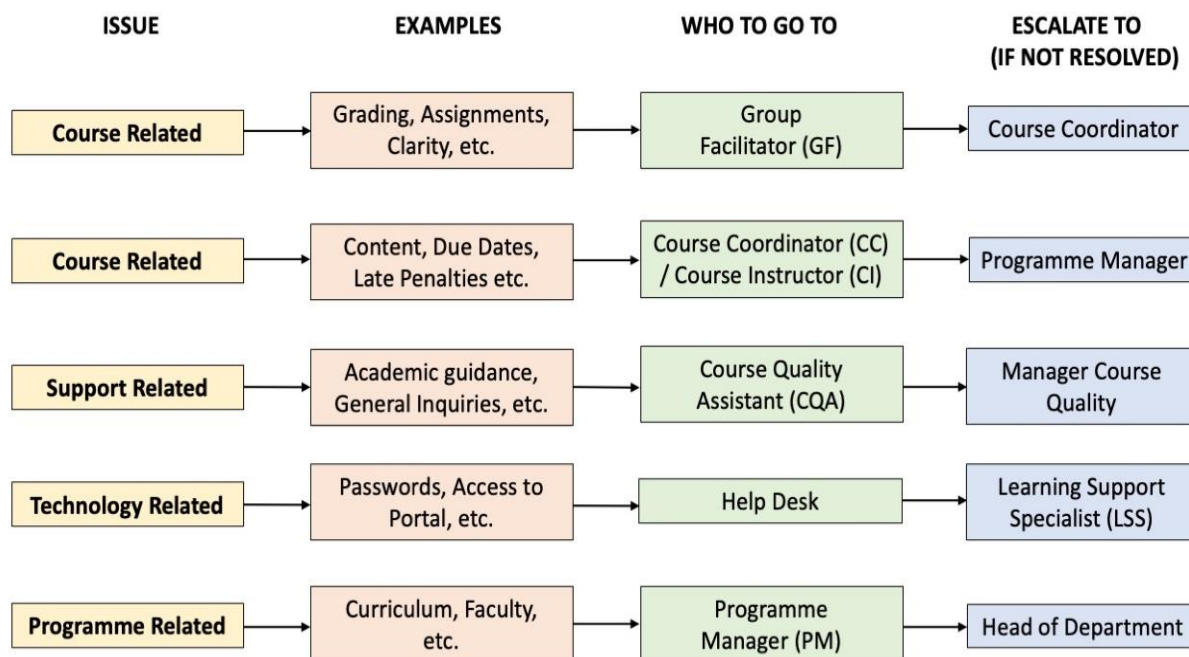
Please ensure that you send emails using your Open Campus email address and include information such as your name, student ID number, course name and course code in your correspondence. Please also ensure that a copy of all correspondence on online course matters is sent to your Programme Manager. Email addresses of graduate Programme Managers are listed in Appendix D.

**Online Protocol:** When communicating online, be reminded to pay attention to the following online protocol:



1. When you send an email, always check to see if your email was correctly sent (not sitting in your draft box) or whether it “bounced”. A bounced mail sends an error message, indicating the address is incorrect and not received by the intended party.
2. Check if the response indicates if the person is not available and follow the instructions provided in the automatic responder.

The reference chart below outlines the correct protocol for reporting various issues that you may encounter.



## CONNECTING AS STUDENTS (CAS)

As a registered student, you have the opportunity to engage as students, not only within your course but also across programmes through the forum *Connecting As Students* (CAS) space. CAS is The UWI Open Campus community forum space for all registered online students. The purpose of this space is to bridge the digital divide across all categories of students by allowing students to communicate with each other virtually to share ideas, to seek information from peers, to post questions and receive feedback, and participate in general student-to-student engagement. Registered students, after gaining access to their courses, may access this CAS space by clicking the link found in their courses on the Learning Exchange.

## LIBRARIES AND INFORMATION SERVICES



The Open Campus Libraries and Information Services (OCLIS) provides a distributed service to the Open Campus and UWI community. In addition to a significant and growing online collection, the OCLIS also holds print copies of books and journals at various Country Sites. Most of the libraries at the Sites function as reference libraries with limited circulation under the supervision of a Library Assistant. Other Open Campus libraries offer an expanded range of services, including full circulation services and research support. For contact and other information about specific Open Campus Libraries, please visit <https://www.open.uwi.edu/library/libraries#oclibraries>

### INFORMATION RESOURCES

Access to OCLIS information resources is via *UWIlinc* (UWI Libraries Information Connexion). The *UWIlinc* portal allows users to search and access available resources from the catalogues of the four UWI Campuses, UWI databases and repositories, subscribed e-resources (e-books, e-journals and databases), and selected free e-resources.

*UWIlinc* may be accessed via the OCLIS website at <https://open.uwi.edu/library/research/uwilinc> or through the Learning Exchange. Users will be prompted to sign in with their MyOC credentials to gain access to the full text of e-resources.

### ASK A LIBRARIAN

The OCLIS Ask A Librarian service is a virtual reference service that allows students to email or chat live online with OCLIS staff. The Ask A Librarian service offers research assistance and guidance on the use of library resources. The service is also available for general Library queries and comments. To use *chat*, users must sign in with their myOC credentials. Alternatively, users may send a question or comment via email. No sign-in is required to send an email. For additional information on the Ask A Librarian service, please visit <https://open.uwi.edu/library/research/ask-a-librarian>

### LIAISON SERVICES

OCLIS Academic Liaison Librarians support the research and information needs of the Open Campus community and assist students in becoming proficient users and evaluators of information. Liaison Services provide guidance in accessing library resources, information literacy and reference citations, research techniques and the ethical use of information.

For more information on these and other OCLIS services, please visit us online at <https://open.uwi.edu/library>

## **OPEN CAMPUS SUPPORT STAFF**

### **REGISTRY SERVICES**

#### ***Office of the Campus Registrar***

The Campus Registrar manages the functions of the Registry and can be contacted at [registrar@open.uwi.edu](mailto:registrar@open.uwi.edu)

#### ***Office of Graduate Studies and Research***

The Office of Graduate Studies and Research manages the registrarial matters of graduate students (decisions on applications, issuing of results, processing of reviews/remarks, decisions on student matters, advising on academic progress, examination of research papers/projects and theses, extension of time for the submission of research papers/projects/theses, information on graduation etc.) and can be contacted at [gradstudies@open.uwi.edu](mailto:gradstudies@open.uwi.edu)

#### ***Recruitment, Admissions and Registration***

The Recruitment, Admissions and Registration Department has responsibility for the processing of applications, student transfers and ID cards and the coordination of student registration. If you need assistance with course registration or need to request a leave of absence, please contact the Office of the Assistant Registrar at the following email address: [admissions@open.uwi.edu](mailto:admissions@open.uwi.edu). You should copy your email to [gradstudies@open.uwi.edu](mailto:gradstudies@open.uwi.edu)

#### ***Student Support and Services***

The Student Support and Services Department coordinates the delivery of student support services available across the Open Campus regional Sites and the Virtual International Students Office (VISO) and is responsible for student representation. If you have queries on credit exemptions or on matters which are having an impact on your studies, please contact the Office of the Assistant Registrar at the following email address: [student.services@open.uwi.edu](mailto:student.services@open.uwi.edu)

#### ***Assessment, Awards and Records***

The Assessment, Awards and Records Department has responsibility for publishing any final examinations timetables, the conduct of face-to-face or online proctored examinations, and the provision of transcripts. Please contact the Office of the Assistant Registrar at the following email address: [exams@open.uwi.edu](mailto:exams@open.uwi.edu) You should copy your email to [gradstudies@open.uwi.edu](mailto:gradstudies@open.uwi.edu)

## **SCHOOL FOR GRADUATE STUDIES AND RESEARCH**

The School for Graduate Studies and Research is led by the Director, Graduate Studies and Research and supports the administrative, academic and programming functions of the Campus that serve research and postgraduate education and can be contacted at [gsr@open.uwi.edu](mailto:gsr@open.uwi.edu)

## **STUDENT EXPERIENCE UNIT (SEU)**

The Student Experience Unit, in the Office of the Principal, undertakes continuous monitoring of your overall satisfaction with our services during the time that you have chosen to spend at our Campus. We collaborate with the Planning and Institutional Research Unit (PAIR) to review how we are meeting your needs, report findings and make relevant recommendations to executive management. We encourage you to provide continuous feedback on your various experiences as you progress through your programme. ALL feedback is welcome at: [student.experience@open.uwi.edu](mailto:student.experience@open.uwi.edu)

## HELPDESK SERVICES

Assistance with online technical matters is available via the Helpdesk at: [helpdesk@open.uwi.edu](mailto:helpdesk@open.uwi.edu) The team provides assistance Monday – Friday, 8:30 am to 4:30 pm Eastern Caribbean (EC) time. (Except public holidays in Trinidad and Tobago).

Problems, such as the inability to log-in to the course page; recall passwords; access graded activities in the Learning Exchange or any other technical matter should be reported to: [helpdesk@open.uwi.edu](mailto:helpdesk@open.uwi.edu)

## SITE SUPPORT SERVICES (OCCS) - SITE HEAD OR SITE COORDINATOR

Your Site Head or Site Coordinator provides support locally on issues pertaining to leave of absence (LOA), finance, technical support for personal computers, Registry issues etc. Contact information for the Heads and Site Coordinators of Open Campus Sites can be found in Appendix C.



Students in the gazebo at Open Campus, Saint Lucia

# PART VIII: PROGRAMME INFORMATION AND REGULATIONS

## CULTURAL HERITAGE COURSES

Cultural heritage is an integral part of our economy as Caribbean people. Persons who are involved in (or want to enter) this aspect of our tourism industries need to update their skills not only to improve the way they do their jobs, but to move into other areas or to advance their careers. This may be your opportunity to gain new knowledge/experience or launch into a new career.

### ABOUT THE COURSES

In seeking to enhance the capability of heritage professionals in the Caribbean and beyond, The Organization of American States (OAS), in collaboration with The University of the West Indies Open Campus, is offering two (2) **graduate courses** in the area of heritage studies – Museum Conservation Skills and Values-based Heritage Site Management.

The overall aim of the courses is to ensure that, in the pursuit of Cultural Tourism, the balance between the Culture and Tourism sectors is maintained in order to promote sustainable development within OAS member countries. These courses will assist heritage professionals to adequately manage heritage sites and artefacts in the interest of protecting their value and preserving their integrity and authenticity. Participants will be given the opportunity to interact with cultural/heritage sites/artefacts in a practical way and develop additional expertise in heritage management, conservation and assessment.

CULTURAL HERITAGE COURSES		
COURSE CODE	COURSE TITLE	CREDITS
HIST6820	Values-Based Heritage Site Management	3
HIST6821	Museum Conservation Skills	3

### WHO ARE THESE COURSES FOR

The courses are designed for persons currently working in the heritage/historic industry or heritage tourism, such as heritage studies, archaeology, museology, historic architecture, archiving, documenting, environmental studies or tourism. They would also be of interest to individuals with a background in those areas, although persons with other first degrees and working experience in heritage studies may also find the courses of great value.

### ENTRY REQUIREMENTS

An undergraduate degree from an approved tertiary institution, or professional qualifications or work experience deemed to be equivalent.

Knowledge of heritage studies, archaeology, museology, historic architecture, archiving, documenting, environmental studies or tourism is desirable.

### DELIVERY MODE

The programme is delivered fully online. However, students will be required to carry out site visits in their respective countries.

### AWARD

On successful completion of each course, a Certificate of Achievement will be awarded.

# POSTGRADUATE CERTIFICATES

## POSTGRADUATE CERTIFICATE IN DISASTER RISK MANAGEMENT AND RESILIENCE

### ABOUT THE PROGRAMME

The Postgraduate Certificate in Disaster Risk Management and Resilience is a foundational programme that seeks to meet the education requirements and skillsets needed to support the Caribbean's ability to effectively manage its physical and human resources to mitigate or minimize adverse outcomes of natural hazard impacts, and by extension build the region's capacity of resilience at such times.

### WHO IS THE PROGRAMME FOR

The Postgraduate Certificate seeks to attract practitioners in national disaster management systems, civil society, community-based organizations and the private sector, who have portfolios or responsibilities related to disaster risk management or any other individuals interested in enhancing their technical skills and competencies in this field. It is designed for the community of practitioners at entry-level in national disaster management systems, civil society, community-based organizations and the private sectors who have Disaster Risk Management (DRM) and Resilience related portfolios.

### PROGRAMME STRUCTURE

The Postgraduate Certificate in Disaster Risk Management is a twelve (12) credit programme that comprises the following courses:

COURSE LISTING		
POSTGRADUATE CERTIFICATE IN DISASTER RISK MANAGEMENT AND RESILIENCE		
COURSE CODE	COURSE TITLE	CREDITS
OOL6001	Graduate Introduction to Online Learning	0
DRMR5001	Disaster Risk Reduction – Building SIDS' Resilience in a Changing Environment	3
DRMR5002	Emergency Operations Management	3
DRMR5003	Community-based Disaster Resilience	3
DRMR5004	Communication Planning and Media Relations for Disaster Risk Reduction	3

### ENTRY REQUIREMENTS

Applicants will need to demonstrate proficiency for graduate work by having completed an undergraduate degree (at least Lower Second Class Honours or its equivalent) from an approved institution in an academic discipline related to the area of study. Related work or community-based experience in lieu of certification or lower-level degree completion (Pass degree) in a related academic field will be considered.

### DELIVERY MODE

All courses will be delivered fully online.

### DURATION & AWARD OF CERTIFICATE

The certificate will be offered over a minimum of two (2) semesters.

To be awarded the Postgraduate Certificate in Disaster Risk Management and Resilience, students must complete the required 12 credits (4 courses) for the programme with a GPA of at least 2.00.

# POSTGRADUATE CERTIFICATE IN JUNIOR COMMAND AND STAFF LEADERSHIP

## ABOUT THE PROGRAMME

The Postgraduate Certificate in Junior Command and Staff Leadership is a special-purpose programme developed for the Jamaica Defence Force (JDF). The programme content was developed by the JDF, and Curriculum Development Specialists at The UWI Open Campus worked with the JDF on the instructional design. The Postgraduate Certificate in Junior Command and Staff Leadership is designed to facilitate the professional development of military personnel to understand, analyse and apply military orders and to do so with the accompanying leadership skills required to make command effective. The Certificate mainly treats with the tactical (Battalion/Battle Group) level, and the emphasis is on the individual student's knowledge/cognitive skill attainment.

Specifically, the objectives of the certificate programme are to:

- Produce a cadre of persons who will be able to discuss headquarters and unit routine in terms of task performance requirements, personnel expectations and resource management.
- Expose students to communication, research, law and leadership within a military context in order to effectively command and take required action.
- Build awareness of best practices of military command and leadership and their implementation.
- Produce graduates who have the competence to communicate, document and plan military operations at the Brigade and Unit levels establishing stability within the communities.

## WHO IS THIS PROGRAMME FOR

The Postgraduate Certificate in Junior Command and Staff Leadership seeks to attract service men and women at middle management in a military force interested in advancing their expertise and increasing their chances of moving up the ranks.

## PROGRAMME STRUCTURE

The Postgraduate Certificate in Junior Command and Staff Leadership consists of the five courses (12 credits) as indicated below:

COURSE LISTING		
POSTGRADUATE CERTIFICATE IN JUNIOR COMMAND AND STAFF LEADERSHIP		
COURSE CODE	COURSE TITLE	CREDITS
OOL6001	Graduate Introduction to Online Learning	0
MLTY5101	Leadership Studies for Military Personnel	3
MLTY5102	Military Contemporary Operating Environments I	1
MLTY5103	Military Doctrinal Concepts	3
MLTY5104	Military Staff Duties	2
MLTY5105	Military Law and Law of Armed Conflict	3

## ENTRY REQUIREMENTS

An undergraduate degree (at least Lower Second Class Honours or its equivalent) from an approved institution with a minimum GPA of 2.50. Students without an undergraduate degree will be considered on a case by case basis if they are mature students who have the necessary experience and basic military training. Such applicants would be required to submit reference letters from academic institutions and employers upon applying for entry into the programme.

## **DELIVERY MODE**

The certificate programme will be delivered entirely online by the Open Campus using the “Learning Exchange”, the Open Campus’ learning management system (Moodle).

## **PROGRESSION/RESIT RULES**

**Non GPA students** will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

## **DURATION AND AWARD OF PROGRAMME**

The Postgraduate Certificate in Junior Command and Staff Leadership will be offered full-time only over one semester.

To be awarded the Postgraduate Certificate in Junior Command and Staff Leadership, students must complete the required 12 credits for the programme.



# **POSTGRADUATE CERTIFICATE IN TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET)**

## **ABOUT THE PROGRAMME**

The Postgraduate Certificate in Teaching and Learning with Emerging Technologies (TLET) is geared towards education professionals preparing to teach in a technology-enabled environment in response to a rapidly changing environment. Individuals enrolled in this programme may have a variety of educational credentials but lack the knowledge and/or skills to be productive in a digital environment. It is the Open Campus’ response to the dearth of education professionals in the Caribbean with the required certification in new teaching modalities, inclusive of online and computer/technology-enabled instruction.

In keeping with the original concept of a ladder approach to higher levels of education in this field, the Postgraduate Certificate in Teaching and Learning with Emerging Technologies will constitute an entry-level phase in this process.

Specifically, upon completion of the Certificate, graduates will be empowered to:

- Appreciate the implications for the future of Caribbean education arising from the integration of technology in varied or virtual teaching and learning environments
- Develop pedagogical and technological skills necessary for instructional practice in online and distance programmes
- Evaluate the effectiveness and differences in synchronous and asynchronous learning technologies utilised in digital teaching and learning environments
- Integrate a variety of digital tools in creating engaging learning environments to improve collaboration and student achievement.

## **WHO IS THIS PROGRAMME FOR**

The programme seeks to target persons engaged in education or training or other suitably qualified persons wishing to develop graduate competencies in teaching and learning.



## PROGRAMME STRUCTURE

The Postgraduate Certificate in TLET is designed as a 12-credit programme comprised of the following foundational courses.

As structured, this programme ladders into the Postgraduate Diploma in TLET, allowing certificate holders to continue their educational path to an advanced degree, as well as providing a career pathway in the field of online and distance education.

COURSE LISTING POSTGRADUATE CERTIFICATE IN TLET		
COURSE CODE	COURSE TITLE	CREDITS
OOL6100	Graduate Introduction to Teaching and Learning with Emerging Technologies	0
EDPH6000	The Changing Face of Education in the Caribbean	3
EDPH6001	Laboratory: The Changing Face of Education in the Caribbean	1
EDCE6050	Foundations of Learning Technologies	3
EDCE6051	Laboratory: Foundations of Learning Technologies	1
TLET6130	Digital Tools for Teaching and Learning	3
TLET6131	Laboratory: Digital Tools for Teaching and Learning	1

## ENTRY REQUIREMENTS

The general prerequisite for entry into the programme will be:

- An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved institution; and
- Work experience of one year, related to online technologies or education; or equivalent experience as an online student, documented by resume, curriculum vitae, or transcript.

Students registered in the Diploma programme who are unable to complete their programme for whatever reason may seek approval to downgrade to the Certificate.

## MODE OF DELIVERY

The programme will be delivered fully online using the Open Campus “Learning Exchange” environment (Moodle) and web-conferencing software (e.g. Zoom Online Conferencing). It will integrate substantive experiential online practice-based laboratories, which measure achievement of competency through practitioner-oriented activities.

## PROGRESSION/RESIT RULES

**Non-GPA Students** who fail more than one course in any semester will usually be required to withdraw.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## DURATION AND AWARD OF CERTIFICATE

The Postgraduate Certificate in TLET programme of study requires participants to enrol in no more than two (2) content courses and their co-requisite laboratories in any semester. Under the planned delivery schedule, the programme can be completed in a minimum of two (2) semesters and a maximum of two (2) years.

To be awarded the Postgraduate Certificate in Teaching and Learning with Emerging Technologies, students must complete the required 12 credits for the programme.

# POSTGRADUATE DIPLOMAS

## POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION

### ABOUT THE PROGRAMME

The Post-Graduate Diploma in Early Childhood Education aims to expose early childhood professionals, who work with young children between the ages 0-8 years and their families, to contemporary approaches in the field of early childhood education. The programme design is geared towards improving the standard of care and delivery of services undertaken by early childhood professionals. Students will gain specialised knowledge and skills, which will deepen their understanding, desire, and attitude to function effectively in the field of early childhood education.

The programme will seek to help early childhood practitioners adapt to meet the global changes occurring in the field thereby preparing them to function as highly qualified professionals who understand and practice concepts inclusive of but not limited to play-based learning, authentic assessment, lifelong learning, reflective practice, and continuous professional development.

### WHO IS THE PROGRAMME FOR

This 22-credit postgraduate diploma programme is designed for individuals who possess a bachelor's degree with a concentration in early childhood education or a related field (e.g Child Psychology, Education or Social Work). The programme targets trained earlychildhood educators and others with the relevant qualifications at the undergraduate level. These include:

- Preschool teachers at private and public educational institutions;
- Elementary school teachers;
- Workers at childcare centres;
- Special education teachers;
- School counsellors;
- Home-based service providers;
- Childhood development researchers

### PROGRAMME STRUCTURE

The Postgraduate Diploma in Early childhood Education is a twenty-two (22) credit programme that comprises the following courses:

COURSE LISTING			
POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
OOL6001	Graduate Introduction to Online Learning	None	0
EDEC5000	Fundamentals of Early Childhood Education	None	4
EDEC5001	Curriculum Design in Early Childhood Education	None	3
EDEC5002	Language and Literacy Development	None	4
EDEC5003	Diverse Needs and Inclusive Education	None	4
EDEC5004	Educational Management and Sustainable Practices	None	4
EDEC6406	Current Developments in Early Childhood Education	None	3

## **ENTRY REQUIREMENTS**

An undergraduate degree in Early Childhood Education (at least a Lower Second Class or its equivalent) from an approved tertiary institution.

Applicants who do not possess a degree in Early Childhood Education but have a degree in a related field (such as primary education, child development, child psychology, social work), would normally have at least 3 years of experience in teaching children at the early childhood level.

## **DELIVERY MODE**

The programme will be delivered fully online using the Open Campus “Learning Exchange” (Moodle) and web-conferencing software.

## **PROGRESSION/RESIT RULES**

Students must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## **DURATION & AWARD OF DIPLOMA**

The programme can be completed in a minimum of twelve (12) months and a maximum of two (2) years.

To be awarded the Graduate Diploma in Early Childhood Education, students must complete Graduate Introduction to Online Learning and the required 22 credits for the programme.



## **POSTGRADUATE DIPLOMA IN EDUCATION - SECONDARY**

### **ABOUT THE PROGRAMME**

This diploma is an In-Service programme for secondary-level teachers who possess a bachelor’s degree but have not been exposed to any professional training in teaching. The major emphasis of the programme is to assist teachers, through exposure to a range of relevant experiences and processes, to function with a high degree of effectiveness in the classroom in the context of rapidly changing global, regional, and school environments. At the same time, equal emphasis will be placed on helping the teacher develop as an effective, discerning professional who recognises the importance of lifelong learning, self-assessment, and continuous professional development. Integration of theory and practice will be emphasised in this programme. Students will be exposed to the infusion of technology in their classrooms (including skills for teaching remotely).

The Programme currently has two areas of specialisation - **English Language Education** and **Mathematics Education** and participants must be teaching in the area of the specialisation.

### **WHO IS THE PROGRAMME FOR**

The programme seeks to target persons who are qualified in specialised subject areas and are engaged in teaching and need to earn a qualification in teaching and learning.

### **PROGRAMME STRUCTURE**

The Postgraduate in Education - Secondary is a twenty-five (25) credit programme that comprises the following courses:

COURSE LISTING POSTGRADUATE DIPLOMA IN EDUCATION - SECONDARY			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>CORE COURSES</b>			
OOL6100	Graduate Introduction to Teaching and Learning with Emerging Technologies		0
EDFA5210	Foundations in Education		4
EDCU5005	Curriculum Theory and Practice		4
EDME5300	Classroom Assessment in Today's Schools		4
<b>METHODS COURSE (One of the following based on specialisation)</b>			
EDLG5250	Methods in Teaching English		4
EDMA5350	Teaching Secondary Mathematics		4
<b>PRACTICUM</b>			
EDTE5299	Practice in Teaching		9

### ENTRY REQUIREMENTS

An undergraduate degree (at least Lower Second Class Honours or its equivalent) from an approved institution with a 2.50 GPA in the approved area of specialisation.

Additionally, the candidate MUST teach in the area of specialisation for the full duration of the programme.

**English-Language Proficiency** – Applicants for whom English is not the first language must submit proof of proficiency. The Office of Graduate Studies will accept the Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) test scores taken within the last three years. A TOEFL score of 500 or greater is preferred.

### DELIVERY MODE

The programme will be delivered fully online using using the Open Campus “Learning Exchange” (Moodle) and web-conferencing software.

### INSTRUCTIONAL ARRANGEMENTS

All courses in the programme will be offered fully online. A fully online graduate course entails the following:

- All materials are made available online through the learning management system of the Open Campus;
- All teaching-learning activities are conducted in the learning management system;
- All assessment-related activities are conducted in the learning management system.

In instances where students are required to engage in course-related activities offline in the real-world environment, all output from such activity, in whatever format, must be submitted through the learning management system.

### THE PRACTICE IN TEACHING COURSE

Students will engage in teaching practice for approximately twenty (20) weeks during the course of the programme. They will carry out their action research project while conducting their teaching practice. The teaching practice component of this course will account for 60% of the overall grade. In addition, students will be required to produce a teaching portfolio, which will account for the other 40% of the course grade. This teaching portfolio will be expected to show evidence of the student's evolving teaching competence from a multifaceted perspective. The

action research project will be a key component of this portfolio. It is expected that in their portfolios participants will:

- articulate their philosophy of teaching;
- illustrate how they have experimented with and applied various pedagogical, planning and assessment approaches in their teaching;
- present the results of their action research project;
- demonstrate how they engaged in reflection to identify their strengths and address weaknesses in their teaching;
- provide evidence of their ability to integrate technology into the curriculum.

### **PROGRESSION/RESIT RULES**

Students must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

### **DURATION & AWARD OF DIPLOMA**

The Postgraduate Diploma programme will require participants to enrol in no more than two (2) content courses in any semester/teaching period while working on their practicum during each teaching period. Under the planned schedule of delivery, the programme can be completed in a minimum of one academic year, (2 semesters and one summer).

To be awarded the Graduate Diploma in Education - Secondary, students must complete Graduate Introduction to Online Learning and the required 25 credits for the programme.



## **POSTGRADUATE DIPLOMA IN HEALTH RESEARCH AND EPIDEMIOLOGY**

### **ABOUT THE PROGRAMME**

Designed with the working health practitioner in mind, the Postgraduate Diploma in Health Research and Epidemiology (HREP), an online/blended programme, offers the learning flexibility and convenience that many health professionals need. Upon completion, graduates will be awarded a fully accredited diploma. Students will also have the option to transfer credits **before completion of the programme** to other graduate programmes offered by the Caribbean Institute for Health Research (CAIHR), such as the MSc in Epidemiology.

### **WHO IS THE PROGRAMME FOR**

The programme targets persons who are working in health care delivery, administration, industry or non-governmental organisations. These would include:

- Clinicians (including doctors, nurses, pharmacists, dentists, nutritionists/dieticians, physiotherapists, veterinary surgeons, etc.) and other health care providers
- Allied health professionals and Academics/researchers
- Administrators/policymakers engaged in all sectors of Health Care, including government, non-governmental and private organisations.

## PROGRAMME STRUCTURE

The Postgraduate Diploma in Health Research and Epidemiology is a twenty-one (21) credit programme that comprises the following courses:

COURSE LISTING			
POSTGRADUATE DIPLOMA IN HEALTH RESEARCH AND EPIDEMIOLOGY			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
OOL6001	Graduate Introduction to Online Learning	None	0
HREP5101	Fundamentals of Epidemiology	None	4
HREP5102	Introduction to Statistics and Computing	None	4
HREP5103	Research Ethics, Research Methods & Project Management	None	4
HREP5104	Critical Evaluation of the Medical Literature and Writing Scientific Manuscripts	None	3
HREP5105	Data Management for Epidemiological Studies	None	3
HREP5106	Research Paper	Completion of all other courses	3

Except for the Research Paper, all courses in this programme may also be pursued as stand-alone courses through special admission.

## ENTRY REQUIREMENTS

An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved tertiary institution in a relevant discipline.

## DELIVERY MODE

The programme will be delivered fully online using both synchronous and asynchronous technologies. Students will have the option of face-to-face modules for some courses where permissible.

## PROGRESSION/RESIT RULES

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## DURATION & AWARD OF DIPLOMA

The programme can be completed in a minimum of twelve (12) months and a maximum of three (3) years.

To be awarded the Graduate Diploma in Health Research and Epidemiology, students must complete Graduate Introduction to Online Learning and the required 21 credits for the programme.



## POSTGRADUATE DIPLOMA IN INSTRUCTIONAL DESIGN

### ABOUT THE PROGRAMME

There is a growing demand by educators and trainers throughout the region for competencies and skills in Instructional Design. It is therefore imperative, given this current trend, that Open Campus meets the demands of the marketplace by building expertise and capacity in the area of Instructional Design.

If you desire to excel in this lucrative and emerging field of study, then the Graduate Diploma in Instructional Design is the starting point for you. Once completed, this programme ladders into the Master of Science in Instructional Design and Technology Programme, where you may specialize in any one of the following: Instructional Technology, Instructional Systems or Open and Distance Learning.

This programme will enable you to improve your professional practice and exhibit leadership in your institution, organization and professional community by promoting and demonstrating effective use of digital tools and resources as well as expertise in human performance technology and the design of instruction in distance as well as conventional instructional and training environments.

### WHO IS THE PROGRAMME FOR

The Postgraduate Diploma in Instructional Design is for professionals working or seeking work in the fields of education, training, multimedia development or human performance technology. These individuals should have a genuine interest in seeking competencies and skills in designing, implementing and evaluating instruction for classroom settings and/or training environments in public or private enterprises or in business or industry.

### PROGRAMME STRUCTURE

The Postgraduate Diploma in Instructional Design is a 12 month, 20-credit programme comprising six (6) courses:

COURSE LISTING		
POSTGRADUATE DIPLOMA IN INSTRUCTIONAL DESIGN		
COURSE CODE	COURSE TITLE	CREDITS
OOL6001	Graduate Introduction to Online Learning	0
EDID6501	Learning Theory and Instructional Theory	4
EDID6502	Analysing Human Performance	3
EDID6503	Instructional Design, Models and Strategies	4
EDID6504	Programme Evaluation & Course Assessment Methods	3
EDID6505	Systems Approach to Designing Instructional Materials	3
EDID6506	Issues, Trends, Innovations and Research in Instructional Technology and Distance Education	3

### ENTRY REQUIREMENTS

To qualify for entry to this programme, prospective students must possess an undergraduate degree (at least a Lower Second Class pass or its equivalent from an approved university).

### DELIVERY MODE

All courses will be delivered fully online.

## **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## **AWARD OF DIPLOMA**

To be awarded the Postgraduate Diploma in Instructional Design, students must complete Graduate Introduction to Online Learning and the required 20 credits for the programme.



## **POSTGRADUATE DIPLOMA IN JUNIOR COMMAND AND STAFF LEADERSHIP**

### **ABOUT THE PROGRAMME**

The Postgraduate Diploma in Junior Command and Staff Leadership is a special-purpose programme developed for the Jamaica Defence Force (JDF). The programme content was developed by the JDF, and Curriculum Development Specialists at The UWI Open Campus worked with the JDF on the instructional design. The Postgraduate Diploma in Junior Command and Staff Leadership is designed to facilitate the professional development of military personnel to understand, analyse and apply military orders and do so with the accompanying leadership skills required to make command effective. Phase 1 of the diploma treats with the tactical (Battalion/Battle Group) level, and the emphasis is on the individual student's knowledge/cognitive skill attainment and Phase 2 treats with the operational (Brigade/Formation/Task Force) level, and emphasis is on application within the context of teamwork.

Specifically, the objectives of the diploma programme are to:

- Produce a cadre of persons who can a) discuss headquarters and unit routine in terms of task performance requirements, personnel expectations and resource management, and b) function at the highest standard in expediting tasks in Military Headquarters and Units.
- Expose students to communication, research, law and leadership within a military context to effectively command and take required action.
- Enable students to employ communication, research, law and leadership skills.
- Build awareness of best practices of military command and leadership and their implementation.
- Enable students to carry out best practices of military command and leadership even at the junior level of the military.



- Produce graduates who have the competence to communicate, document and plan military operations at the Brigade and Unit levels establishing stability within the communities.
- Create graduates who have the competence to lead military operations at the Brigade and Unit levels to assist with establishing stability within communities where needed.

### WHO IS THIS PROGRAMME FOR

The Postgraduate Diploma in Junior Command and Staff Leadership seeks to attract servicemen and women at middle management in a military force interested in advancing their expertise and increasing their chances of moving up the ranks.

### PROGRAMME STRUCTURE

The PGDip in Junior Command and Staff Leadership consists of nine (9) courses (25 credits) divided into two phases. Candidates can exit the programme after Phase 1 and be awarded the Certificate Junior Command and Staff Leadership. The courses in the programme are listed below:

COURSE LISTING		
POSTGRADUATE DIPLOMA IN JUNIOR COMMAND AND STAFF LEADERSHIP		
COURSE CODE	COURSE TITLE	CREDITS
<b>PHASE 1 - ONLINE DELIVERY</b>		
OOL6001	Graduate Introduction to Online Learning	0
MLTY5101	Leadership Studies for Military Personnel	3
MLTY5102	Military Contemporary Operating Environments I	1
MLTY5103	Military Doctrinal Concepts	3
MLTY5104	Military Staff Duties	2
MLTY5105	Military Law and Law of Armed Conflict	3
<b>PHASE 2 - FACE-TO-FACE DELIVERY</b>		
<b>ALL COURSES IN PHASE 1 ARE PREREQUISITES TO ANY COURSE IN PHASE 2</b>		
MLTY5000	Military Contemporary Operating Environments II	3
MLTY5001	Developing Tactical and Operational Plans	3
MLTY5002	Battle Group Full Spectrum Operations	3
MLTY5003	Brigade and Task Force Full Spectrum Operations	4

### DELIVERY MODE

Phase 1 of the diploma programme will be delivered entirely online by the Open Campus using the “Learning Exchange”, the Open Campus’ learning management system (Moodle).

Phase 2 of the diploma will be delivered wholly face-to-face as a residential programme at the Caribbean Institute of Professional Military Education (CIPME) in St. Ann, Jamaica.

### PROGRESSION/RESIT RULES

**Non-GPA students** will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

## DURATION AND AWARD OF PROGRAMME

The Postgraduate Diploma in Junior Command and Staff Leadership will be offered full-time over two semesters (Phases 1 and 2). **Students are required to complete Phase I before attempting Phase 2.**

To be awarded the Postgraduate Diploma in Junior Command and Staff Leadership, students must complete the required 25 credits for the programme.



## POSTGRADUATE DIPLOMA IN LITERACY INSTRUCTION

### ABOUT THE PROGRAMME

The Diploma in Literacy Instruction enables you to:

- Address problems of literacy instruction in the Caribbean using linguistic, biological, psychological, sociological and technological principles.
- Assess students' instructional materials and learning contexts using a wide repertoire of assessment instruments.
- Implement research-based best practices in literacy instruction.
- Design effective, standards-based literacy programmes that cater for diverse learners
- Design effective literacy instructional materials for both print-based and electronic media

### WHO IS THE PROGRAMME FOR

The Diploma in Literacy Instruction is for trained teachers who wish to deepen their understanding of literacy instruction.

It links theory with practice by enabling participants to implement programme content directly in their classroom environments.

### PROGRAMME STRUCTURE

The Diploma in Literacy Instruction is a 20-credit programme comprising five 4-credit courses and a compulsory graduate introductory course. It is designed for 12 months of study.

COURSE LISTING		
POSTGRADUATE DIPLOMA IN LITERACY INSTRUCTION		
COURSE CODE	COURSE TITLE	CREDITS
OOL6001	Graduate Introduction to Online Learning	0
EDLS6501	Foundations of Literacy Instruction	4
EDLS6502	Best Practices in Literacy Instruction	4
EDLS6503	Literacy Curriculum	4
EDLS6504	Literacy Assessment	4
EDLS6505	Literacy Material Design	4

## **ENTRY REQUIREMENTS**

A Teacher's Diploma from a recognised Teachers' College and an undergraduate degree with at least Lower Second Class honours or its equivalent from an approved university.

## **DELIVERY MODE**

All courses will be delivered fully online.

## **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## **AWARD OF DIPLOMA**

To be awarded the Graduate Diploma in Literacy Instruction, students must complete Graduate Introduction to Online Learning and the required 20 credits for the programme.



# **POSTGRADUATE DIPLOMA IN MANAGEMENT AND EDUCATIONAL LEADERSHIP**

## **ABOUT THE PROGRAMME**

The Postgraduate Diploma in Management and Educational Leadership is geared towards assisting educational leaders in developing a sound understanding of educational organisations and preparing them to acquire foundational competencies in various areas in management to improve their managerial decision-making abilities.

On completion of this programme students, are expected to:

- Demonstrate critical thinking and analytical skills in the context of educational organisations
- Make sound leadership and management decisions based on the economic, financial, organisational, social and cultural context individually and in teams
- Provide solutions for real-world problems and challenges facing contemporary leaders in the education sector, individually and in teams, using appropriate current technologies and resources
- Interpret management theory through the perspective of prior experience and improve educational practice by systematically applying knowledge and understanding of leadership and management to complex issues (including those that are unique to small island developing states)
- Apply ethical and organisational values and practice corporate social responsibility
- Design and conduct research into leadership and managerial problems, report findings and propose solutions using appropriate current technologies
- Demonstrate deep knowledge and understanding of the education sector within a wider organisational and global context
- Demonstrate an understanding of current issues and trends in the education sector
- Apply specialist skills to educational organisations in a variety of contexts
- Offer both technical and practical advice to stakeholders in the education sector
- Communicate effectively and perceptively both orally and in writing

## WHO IS THIS PROGRAMME FOR

The programme seeks to target persons who are engaged in administrative, supervisory and leadership functions. These would include:

- Senior teachers
- Principals
- Ministry Officials
- Suitably qualified persons wishing to develop graduate competences in educational leadership and management.

## PROGRAMME STRUCTURE

The Postgraduate Diploma in Management and Educational Leadership is a twenty-one (21) credit programme comprised of:

- One course in analytical and communication skills
- Two courses in general management
- Four courses in educational management and leadership

COURSE LISTING			
POSTGRADUATE DIPLOMA IN MANAGEMENT AND EDUCATIONAL LEADERSHIP			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>CORE COURSES</b>			
OOL6001	Graduate Introduction to Online Learning		0
EDLM6000	Organization Management and Development in Schools		3
EDLM6001	Strategic School Management		3
EDLM6004	Leadership for Effective Supervision and Curriculum Implementation		3
MGMT6019	Critical Analytical and Communication Skills for Managers		3
MGMT6202	Management Essentials I		3
MGMT6206	Management Essentials II	To be done after MGMT6202	3
<b>ELECTIVES (STUDENTS MUST TAKE ONE OF THE FOLLOWING)</b>			
EDLM6002	Essential ICT Skills for Educational Leaders		3
EDLM6003	Decision Making in School Management		3

## ENTRY REQUIREMENTS

An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved tertiary institution.

## DELIVERY MODE

The programme is delivered fully online.

## PROGRESSION/RESIT RULES

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion. **GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## DURATION AND AWARD OF PROGRAMME

The programme will be offered over a minimum of fifteen (15) months.

To be awarded the Postgraduate Diploma in Management and Educational Leadership, students must complete Graduate Introduction to Online Learning and the required 21 credits for the programme.



## POSTGRADUATE DIPLOMA IN MANAGEMENT STUDIES

### ABOUT THE PROGRAMME

The Graduate Diploma in Management Studies is geared towards assisting management professionals to develop a sound understanding of business and organisational contexts and prepare them to acquire foundational competencies in a variety of areas of management in order to improve their managerial decision-making abilities.

On completion of the Graduate Diploma in Management Studies, students are expected to:

- Demonstrate critical thinking and analytical skills in the context of business environments or government organisations
- Make sound management decisions based on the economic, financial, organisational, social and cultural context individually and in teams
- Demonstrate effective leadership skills
- Communicate effectively and perceptively both orally and in writing.

### WHO IS THIS PROGRAMME FOR

The programme seeks to target persons who are engaged in administrative, supervisory and management functions.

### PROGRAMME STRUCTURE

The Graduate Diploma in Management Studies is a twenty (20) credit programme comprised of the following courses:

COURSE LISTINGS POSTGRADUATE DIPLOMA IN MANAGEMENT STUDIES			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
OOL6001	Graduate Introduction to Online Learning		0
MGMT6000	Management Information Systems		4
MGMT6019	Critical Analytical and Communication Skills for Managers		3
MGMT6202	Management Essentials I		3
MGMT6205	Sustainable Financial Management		4
MGMT6206	Management Essentials II	To be taken after MGMT6202	3
One Elective course from HRM, Marketing or Public Sector Management specialisations			3

## **ENTRY REQUIREMENTS**

An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved tertiary institution.

## **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## **DURATION AND AWARD**

The Postgraduate Diploma in Management Studies is offered over a minimum of twelve (12) months full-time **and** a minimum of fifteen (15) months part-time (1 Year and 1 Semester). Students who meet the criterion for full-time registration are permitted to take a maximum of three (3) courses per Semester and two (2) courses in the Summer. Students registered as part-time are permitted to take two (2) courses per Semester and one (1) in the Summer.



## **POSTGRADUATE DIPLOMA IN TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET)**

### **ABOUT THE PROGRAMME**

The Caribbean is experiencing an increase in interest and growth in developing and delivering online and distance education programmes at the tertiary level. The TLET programme aims to build capacity in the region and develop competencies to support this emerging field in education. The programme focuses on the distinctiveness of the Caribbean region and is designed around needs particular to the region, such as human resources, geographical factors, and technology dynamics. The TLET Diploma is part of a ladder programme in this area of study, which can progress to the Master of Education and Doctor of Education.

The Postgraduate Diploma in TLET addresses foundation-level knowledge and skills, which integrate core areas of pedagogy, curriculum and technology needed to support the implementation of online and alternative modalities in education. These foundations form the essential knowledge and skills required to prepare instructors to deliver online and technology-enabled programmes in their designated academic disciplines.

### **WHO IS THIS PROGRAMME FOR**

The Postgraduate Diploma in TLET is geared towards professionals preparing to teach in a technology-enabled environment in institutions planning to offer or currently offering some form of online or distance education. Individuals enrolled in this programme may have discipline-specific educational credentials in a field they teach but lack the knowledge and/or skills to be productive in a digital environment.

## PROGRAMME STRUCTURE

The PGDip TLET is designed as a **20-credit** programme comprised of the following courses:

- Five (5) 3-credit Core Courses (15 credits) and their associated 1-credit Practical Laboratory Courses (5 credits).

Enrolment in this programme limits registration to no more than two courses and their associated practical laboratories in Semester 1 and Semester 2 (8 credits each semester), and one course and its associated practical laboratory in the Summer session (4 credits).

All courses in this programme will use **100% continuous assessment**. There will be **no final** examinations. Both formative assessments aimed at improving the learning process as it occurs, and summative assessments aimed at measuring mastery of learning objectives, will be employed within each course. Each course will integrate a co-requisite practical laboratory that requires demonstration of pedagogical and technical skills associated with the course topics.

COURSE LISTING POSTGRADUATE DIPLOMA IN TLET		
COURSE CODE	COURSE TITLE	CREDITS
OOL6100	Graduate Introduction to Teaching and Learning with Emerging Technologies	0
EDCE6050	Foundations of Teaching with Technology	3
EDCE6051	Laboratory: Foundations of Teaching with Technology	1
EDPH6000	The Changing Face of Education in the Caribbean	3
EDPH6001	Laboratory: The Changing Face of Education in the Caribbean	1
EDTL6100	Applications of Learning Theories in E-Learning Environments	3
EDTL6101	Laboratory: Applications of Learning Theories in E-Learning Environments	1
EDTL6120	Learning, Competency and Assessment	3
EDTL6121	Laboratory: Learning, Competency and Assessment	1
TLET6130	Digital Tools for Teaching and Learning	3
TLET6131	Laboratory: Digital Tools for Teaching and Learning	1

## DELIVERY MODE

TLET is delivered fully online, integrating a substantive experiential online practice-based laboratory, which measures achievement of competency through practitioner-oriented activities. The practitioner focus of this programme ensures the development of knowledge, skills and competency in one of the emerging career fields in the region.

## SPECIFIC PROGRAMME REQUIREMENTS

### Mandatory Orientation Course

All admitted students must complete the pre-requisite course, OOL6100 *Graduate Introduction to Teaching and Learning with Emerging Technologies*, **prior to registration**. This is a self-paced course that is divided into two parts. Part 1 introduces students to a self-paced orientation and assessment of technology tools (TechQuest 2) used in the delivery of the programme, and Part 2, covers the programme objectives and expectations of graduate learners. *Students are required to complete both parts successfully.*

**The Graduate Introduction to Teaching and Learning with Emerging Technologies (OOL6100) course must be completed before commencing the programme. Information about this course is provided in the acceptance package.**

## Exemptions

No exemptions, with or without credit, will be considered for applicants pursuing the Postgraduate Diploma, except as identified below:

Candidates who have completed a combination of specific facilitator training courses offered through The UWI Open Campus Programme Delivery Department and who have earned a Stage 2 rating in the TechQuest TE2 Evaluation (as part of training) may apply for exemption with credit for the course EDCE6050 *Foundations of Learning Technologies*. The co-requisite laboratory EDCE6051 *Laboratory: Foundations of Learning Technologies* is **not** included in this exemption, as it is a critical part of the assessment of mastery integrated into this programme.

## PROGRESSION/RESIT RULES

**Non-GPA Students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined

## DURATION AND AWARD OF DIPLOMA

The Postgraduate Diploma in TLET programme of study will require participants to enrol in no more than two (2) content courses and their co-requisite laboratories in any semester. The minimum time for completion is 12 months.

To be awarded the Postgraduate Diploma in TLET, students must successfully complete the mandatory orientation course (OOL6100) and the required 20 credits for the programme.



Open Campus Students in St. Kitts and Nevis



# TAUGHT MASTERS PROGRAMMES

## MASTER OF ARTS (MA) - ENGLISH LANGUAGE

### ABOUT THE PROGRAMME

- I. It provides students with a solid grasp of the social, political and ideological issues surrounding English and its use within the Caribbean and the world.
- II. It provides students with a sound understanding of the major linguistic features of English, notably its phonology, syntax and discourse structures, and the ability to use data and sources within the literature to extrapolate rules of grammar, spelling, etc.
- III. It assists students in building a strong awareness of the linguistic and social context within which English is used in the Caribbean and globally.
- IV. It ensures that students can apply the appropriate content and skills to solve language structure and use problems.

### WHO IS THE PROGRAMME FOR

- Teachers of English Language
- Media Practitioners
- Other professionals with an interest in building knowledge about the structure and use of the English Language

### PROGRAMME STRUCTURE

The MA in English Language is a 36-credit programme comprising 12 core courses (3 credits each). The courses required for the programme are listed in the following table:

COURSE LISTING MA ENGLISH LANGUAGE			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
OOL6001	Graduate Introduction to Online Learning		0
LANG6099	Advanced Academic English Language Skills		3
LING6007	Introductory Phonetics and Phonology for Graduate Students		3
LING6008	Introductory Morphology and Syntax for Students		3
LING6103	Principles and Methods of English Language Teaching		3
LING6106	The Content of Tertiary Level English Language Courses		3
LING6201	Comparative Caribbean English – Lexicon Creole	LING6007 LING6008	3
LING6302	The Sociolinguistics of English Language and Society of Language	LING6007 LING6008 LING6308	3
LING6307	Introductory Sociology of Language for Graduate Students		3
LING6308	Introductory Sociolinguistics		3
LING6401	The Grammar of English: An Extrapolatory Approach		3
LING6402	World Englishes	LING6007 LING6008 LING6308	3
LING6407	Discourse Styles of English	LING6007 LING6008	3

## **DELIVERY AND AIMS**

This programme involves a special blend of synchronous and asynchronous teaching and learning techniques. It combines the best of both independent and collaborative learning. Each course aims to equip students with five key developmental skills:

1. Developing critical thinking
2. Using data to solve problems involving language structure and language use
3. Gaining the confidence and ability to integrate and apply 1 & 2 above within any language-related situation
4. Understanding independent research
5. Mastering technical skills related to effective speech and writing

## **ENTRY REQUIREMENTS**

To qualify for this programme, prospective candidates must possess an undergraduate degree - at the lower second level or higher or its equivalent from an approved university, and/or at least a B average across all courses pursued.

## **DELIVERY MODE**

All courses will be delivered fully online.

## **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## **AWARD OF DEGREE**

To be awarded the MA in English Language, students must complete Graduate Introduction to Online Learning and the required 36 credits for the programme.



## **MASTER IN ADULT AND CONTINUING EDUCATION (MACE)**

(This programme is currently being phased out. No new students will be accepted).

## **ABOUT THE PROGRAMME**

The programme aims to:

- Provide a curriculum that fosters the andragogical principles of research-led teaching, critical inquiry of adult development as it relates to learning theory, self-directed learning, collaborative learning and reflective practice.
- Examine competing histories of adult education activities in the Caribbean and conflicting social purposes, beliefs and assumptions that have guided those practices.
- Provide students with the opportunity to engage in high-quality scholarship and participatory/emancipatory research, which will enable them to acquire a rigorous understanding of Caribbean adult education and of the cultural, political and historical contexts in which it occurs.
- Develop a learning culture among students that would assist them in acting critically and competently in a variety of educational contexts.
- Prepare students to engage in the progressive development of Caribbean adult education as practitioners/trainers.

## WHO IS THE PROGRAMME FOR

The Master in Adult and Continuing Education is for graduates working in or intending to work in the growing field of adult education.

## PROGRAMME STRUCTURE

MACE is a 36-credit programme comprising seven 3-credit core courses, three 3-credit electives, a research paper worth six credits and a compulsory online graduate introductory course.

COURSE LISTING MASTER IN ADULT AND CONTINUING EDUCATION			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
OOL6001	Graduate Introduction to Online Learning		0
EDAE6050	History and Philosophy in Adult Education		3
EDAE6051	Adult Development and Learning		3
EDAE6052	Adult Learning Principles & their Application to Programme Planning		3
EDAE6077	Technical/Vocational and Occupational Education		3
EDAE6073	Language and Literacy		3
EDAE6056	Introduction to Distance Education		3
EDAE6053	Adult & Continuing Education in a Socio-Cultural and Political Context		3
EDAE6054	Research & Evaluation in Adult & Continuing Education		3
EDAE6055	Professional Seminar: Issues & Trends in Adult and Continuing Education		3
EDAE6072	Educational Management and Administration in Adult & Continuing Education		3
EDAE6074	Course Design and Development in Distance Education		3
EDAE6065	Research Paper (Part 1 and Part 2 taken over two semesters)	EDAE6054	6

## ENTRY REQUIREMENTS

To be considered for admission into MACE, an applicant must possess an undergraduate degree - at the lower second class level or higher or its equivalent from an approved university, in Education, Sociology, Social Work or Psychology. Applicants must also have at least three (3) years' experience in a relevant field. Consideration may also be given to persons with other degrees or a Teacher's Diploma and at least five years' experience in an appropriate field.

## DELIVERY MODE

All courses will be delivered fully online.

## PROGRESSION/RESIT RULES

Non-GPA students who fail more than one course in any semester will usually be required to withdraw. Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## AWARD OF DEGREE

To be awarded the Masters in Adult and Continuing Education, students must successfully complete Graduate Introduction to Online Learning and the required 36 credits for the programme.

# MASTER OF EDUCATION (MED) - LITERACY INSTRUCTION

## ABOUT THE PROGRAMME

The MEd in Literacy Instruction enables you to:

- Address problems of literacy instruction in the Caribbean using linguistic, biological, psychological, sociological and technological principles.
- Assess students' instructional materials and learning contexts using a wide repertoire of assessment instruments.
- Implement research-based best practices in literacy instruction.
- Design effective, standards-based literacy programmes that cater for diverse learners.
- Design effective literacy instructional materials for both print-based and electronic media.
- Provide effective school leadership in literacy instruction.
- Carry out valid school-based research in literacy instruction.

## WHO IS THIS PROGRAMME FOR

The MEd in Literacy Instruction is for trained teachers who wish to prepare themselves for leadership roles in literacy instruction.

It links theory with practice by enabling participants to implement programme content directly in their classrooms and by enabling participants to carry out effective school-based research in literacy instruction.

## PROGRAMME STRUCTURE

The MEd in Literacy Instruction is a 36-credit programme comprising seven 4-credit courses, a research paper worth eight credits and a compulsory graduate introduction to online learning course.

COURSE LISTING MED LITERACY INSTRUCTION			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
OOL6001	Graduate Introduction to Online Learning		0
EDLS6501	Foundation of Literacy Instructions		4
EDLS6502	Best Practices in Literacy Instruction		4
EDLS6503	Literacy Curriculum		4
EDLS6504	Literacy Assessment		4
EDLS6505	Literacy Material Design		4
EDLS6506	Leadership in Literacy Instruction	EDLS6501	4
EDLS6507	Research Methods	EDLS6501	4
EDLS6520	Research Paper 1 and 2	EDLS6507	8

## ENTRY REQUIREMENTS

Successful applicants:

- **MUST** have at least a Lower Second Class honours undergraduate degree or its equivalent from an approved university.
- **MUST** hold a Teacher's Diploma from a recognised Teachers' College.

## **DELIVERY MODE**

All courses will be delivered fully online.

## **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## **DURATION AND AWARD OF DEGREE**

To be awarded the MEd Literacy Instruction, students must complete Graduate Introduction to Online Learning and the required 36 credits for the programme.



## **MASTER OF EDUCATION (MED) - TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET) WITH SPECIALISATIONS:**

- **TEACHING AND LEARNING**
- **CURRICULUM QUALITY**
- **INSTRUCTIONAL TECHNOLOGY**

### **ABOUT THE PROGRAMME**

The Caribbean is experiencing an increase in interest and growth in developing and delivering online and distance education programmes at the tertiary level. The Med TLET aims to build capacity in the region and develop competencies to support this emerging field in education. The TLET programme focuses on the distinctiveness of the Caribbean region and is designed around needs particular to the region, such as human resources, geographical factors, and technology dynamics.

The Master of Education in Teaching and Learning with Emerging Technologies (MEd TLET) addresses specific knowledge and skills that develop expertise when utilising e-learning technologies when delivering courses in a spectrum of digital environments. This degree offers a practitioner-based experience which includes a required internship.

For the 2021-2022 academic year, students will only be accepted for the following specialisations:

- Teaching and Learning (T&L)
- Curriculum Quality (CQ)

### **WHO IS THIS PROGRAMME FOR**

The Master of Education in Teaching and Learning with Emerging Technologies (MEd TLET) is geared towards professionals working in educational institutions planning to offer or currently offering online or distance programmes who serve in roles such as facilitators, instructional technology or curriculum quality support.

## PROGRAMME STRUCTURE

The MEd TLET is designed as a **42-credit** programme comprised of the following courses:

- Six (6) 3-credit Core Courses (18 credits) and their associated 1-credit Practical Laboratory Courses (6 credits)
- Three (3) 3-credit Specialisation Courses (9 credits) and their associated 1-credit Practical Laboratory Courses (3 credits)
- Two (2) 3-credit Capstone courses (proposal, internship) (6 credits)

All courses in this programme will use **100% continuous assessment**. There will be **no final examinations**; however, a comprehensive assessment of the e-Portfolio produced in the Practical Laboratory courses is conducted to determine the achievement of programmatic outcomes. Both formative assessments aimed at improving the learning process as it occurs, and summative assessments aimed at measuring mastery of learning objectives, will be employed within each course. Each course will integrate a co-requisite practical laboratory that requires demonstration of pedagogical and technical skills associated with the course topics.

**Students are to be guided by the Advising Documents for the schedule of courses.**

COURSE LISTING			
MED TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET)			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>CORE COURSES – ALL SPECIALISATIONS</b>			
OOL6100	Graduate Introduction to Teaching and Learning with Emerging Technologies		0
EDCE6050	Foundations of Teaching with Technology		3
EDCE6051	Laboratory: Foundations of Teaching with Technology		1
EDID6150	Design, Development and Evaluation of Digital Instructional Materials		3
EDID6151	Laboratory: Design, Development and Evaluation of Digital Instructional Materials		1
EDPH6000	The Changing Face of Education in the Caribbean		3
EDPH6001	Laboratory: The Changing Face of Education in the Caribbean		1
EDTL6100	Applications of Learning Theories in E-Learning Environments		3
EDTL6101	Laboratory: Applications of Learning Theories in E-Learning Environments		1
EDTL6120	Learning, Competency and Assessment		3
EDTL6121	Laboratory: Learning, Competency and Assessment		1
TLET6130	Digital Tools for Teaching and Learning		3
TLET6131	Laboratory: Digital Tools for Teaching and Learning		1
<b>TEACHING &amp; LEARNING SPECIALISATION</b>			
EDLM6200	Reflective-Reflexive Practices in Technology-Enabled Environments		3
EDLM6201	Laboratory: Reflective-Reflexive Practices in Technology-Enabled Environments		1
EDTL6220	Effective Teaching Practices in Online & Distance Delivery		3

COURSE LISTING			
MED TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET)			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>TEACHING &amp; LEARNING SPECIALISATION CONTINUED</b>			
EDTL6221	Laboratory: Effective Teaching Practices in Online & Distance Delivery		1
TLET6210	Computer Mediated Communications		3
TLET6211	Laboratory: Computer Mediated Communications		1
<b>CURRICULUM QUALITY SPECIALISATION</b>			
EDCU6430	Designing Curriculum for Digital Delivery		3
EDCU6431	Laboratory: Designing Curriculum for Digital Delivery		1
EDID6400	Universal Design for Learning		3
EDID6401	Laboratory: Universal Design for Learning		1
EDLM6410	Quality Assurance in Technology-Enabled Learning Environments		3
EDLM6411	Laboratory: Quality Assurance in Technology-Enabled Learning Environments		1
<b>INSTRUCTIONAL TECHNOLOGY SPECIALISATION</b>			
EDCE6300	ICT Infrastructure Supporting E-Learning in the Caribbean		3
EDCE6301	Laboratory: ICT Infrastructure Supporting E-Learning in the Caribbean		1
EDCE6310	Delivery Systems Supporting Online and Distance Learning Environments		3
EDCE6311	Laboratory: Delivery Systems Supporting Online and Distance Learning Environments		1
EDID6320	Systematic Instructional Design		3
EDID6321	Laboratory: Systematic Instructional Design		1
<b>CAPSTONE INTERNSHIP – ALL SPECIALISATIONS</b>			
TLET6980	Capstone -Part 1 e-Portfolio and Competency Assessment/ Practicum Proposal	All core and specialisation courses and associated labs	3
TLET6985	Capstone -Part 2 Internship Experience	TLET6980	3

### DELIVERY MODE

TLET is delivered fully online, integrating a substantive experiential online practice-based laboratory, which measures achievement of competency through practitioner-oriented activities. The practitioner focus of this programme ensures the development of knowledge, skills and competency in one of the emerging career fields in the region.

### ENTRY REQUIREMENTS

To qualify for entry to the MEd programme, prospective students must possess the following:

- An undergraduate degree (at least a Lower Second Class pass or its equivalent from an approved university) with the following discipline requirements:
  - **Teaching and Learning specialisation:** any academic discipline is acceptable at the undergraduate degree level as this specialisation is meant to advance the skills of the adjunct professional wishing to teach in online or distance learning programmes.

- **Curriculum Quality specialisation:** an academic discipline related to education or curriculum delivery.
- One year of work experience using online technologies in an educational setting; or two years' experience as an online student.

Holders of the PGDip TLET may be granted entry into the MEd TLET if they have completed the PGDip. Holders of the PGDip in TLET may apply for transition into the MEd programme per the Board for Graduate Studies and Research Regulations.

## **PROGRAMME SPECIFIC REGULATIONS**

### **Mandatory Orientation Course**

All TLET students are required to successfully complete the pre-requisite course, **OOL6100 Graduate Introduction to Teaching and Learning with Emerging Technologies**. OOL6100 is a two-part course. Part 1 introduces students to a self-paced orientation and assessment of technology tools (TechQuest 2) used in the delivery of the programme, and Part 2, covers the programme objectives and expectations of graduate learners.

The Graduate Introduction to Teaching and Learning with Emerging Technologies (OOL6100) course **must be completed before commencing the programme**. Information about this course is provided in the acceptance package.

### **Exemptions**

Applicants may apply for a maximum of three (3) course exemptions with credit (9 credits). Courses requested for consideration for exemption, with or without credit, must have been completed and grades awarded within a five-year period prior to the time of application to the programme. Comparable courses earned through similar postgraduate academic degrees earned at The UWI or other recognised universities will be considered for exemption with credit **if requested by the student prior to the start of the student's entry into the programme**. The decision to grant exemptions is determined after submission of the transcript, copies of the course outlines, evidence of the contact hours and credits achieved in the courses. Due to the practitioner focus of this programme, particular focus will be given to the evaluation of evidence related to project-based activities for comparability to the laboratory component of the ODL courses for justification of comparability.

### **Comprehensive Assessment: E-Portfolio and Laboratory Activities**

A comprehensive assessment of the student's e-Portfolio will be conducted to establish the mastery level of the student with respect to programme-level outcomes, including knowledge, skills and competency related to programme topics.

The assessment of the e-Portfolio and laboratory activities within the student's course of study will be conducted during the first part of the Capstone course (TLET6980) to evaluate the student's level of knowledge, skills and competency related to the programme topics. This assessment will be used in determining a student's ability to successfully participate in an internship particular to their selected specialisation. The presentation and assessment of the e-Portfolio will be done after the successful completion of all nine (9) courses. Successful presentation and defence of the e-Portfolio (TLET6980) is a pre-requisite for undertaking the Internship.

### **Capstone Internship**

Students are required to undertake an internship as the capstone activity in the MEd TLET programme. The overall emphasis of the Capstone Internship is on the engagement of students in the real-time experiences of the industry and the application of theoretical knowledge to online or blended teaching and learning environments. The Internship is intended to improve learning in a specialized area through a hands-on virtual experience which provides the opportunity to apply concepts, theories, and tools in a practical online setting. It is the final course taken in the



MEd TLET for completion of the degree programme and is delivered in two parts. In the first part, the student prepares the proposal for the internship; in the second, the internship is executed.

The internship can be completed at an appropriate educational institution that is not the workplace of the learner or in an area of operation where the learner is employed but outside of his/her normal duties. The internship should comprise of a minimum of 80 hours and a maximum of 120 hours over a minimum of an 8-week period during the semester the student is enrolled in the second part of the Capstone course. The internship can be a paid or unpaid opportunity. The internship is expected to be a virtual engagement but may require some on-site engagement, depending on the responsibilities identified by the hosting organization. The internship must be related to the area of specialisation the student has declared for the MEd degree.

**Students must complete all core and specialisation courses before engaging in the Internship.**

### **PROGRESSION/RESIT RULES**

Enrolment in this programme limits registration to no more than two courses and their corequisite practical laboratories in Semester 1 and Semester 2 (8 credits each semester), and one course and its associated practical laboratory in the Summer session (4 credits).

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Students are only allowed **one** resubmission of the Internship. Should a student fail on the second attempt, they will be required to withdraw from the programme.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

### **DURATION AND AWARD OF DEGREE**

The minimum time for completion of the MEd TLET is 28 months.

To be awarded the MEd in Teaching and Learning with Emerging Technologies, students must complete the required 42 credits for the programme by meeting their core and specialisation requirements.



# **MASTER OF SCIENCE (MSC) - INSTRUCTIONAL DESIGN AND TECHNOLOGY (IDT)**

## **ABOUT THE PROGRAMME**

In our increasingly technology-driven educational landscape, it is imperative that 21<sup>st</sup> century teachers upgrade their skills and become proficient in the use of technology in the classroom in order to effectively facilitate the teaching/learning process. Educators and other professionals must therefore re-tool urgently to be able to design, deliver and manage learning environments both face-to-face and online.

The Master of Science in Instructional Design and Technology (MSc IDT) is geared towards preparing educators, trainers, curriculum development professionals, instructional designers, multimedia specialists, human resource development professionals, among others, to:

- Systematically design, develop and evaluate educational, instructional and professional development courses
- Employ effective practices of learning theory, instructional strategies and assessment and evaluation methods
- Effectively employ current and emerging instructional technologies to enhance the learning experience of students
- Utilise collaborative and interactive learning tools
- Design, facilitate and manage learning environments
- Conduct needs assessment for designing instruction
- Create appropriate tools/resources that are applicable to specific learning environments

## **WHO IS THIS PROGRAMME FOR**

The programme targets persons who are engaged in the design, development, delivery, evaluation and management of educational and instructional programmes delivered or supported by a variety of instructional technologies.

This would include Internet-based instructional, video- and teleconferencing tools, as well as other emerging technologies that have the potential to support instruction and learning.

Targeted persons include:

- Faculty at different tertiary level institutions who are embracing instructional technology
- Teachers who use the Internet to support classroom instruction
- Curriculum development specialists who design courses and programmes
- Multimedia specialists
- Instructional designers and performance support personnel who guide the creation of education and training solutions
- Facilitators and trainers who provide training and development
- Government bureaucrats involved in large scale management of education systems
- Military personnel who use computer-based training systems
- Consultants and advisors on technology solutions for HRD delivery systems
- Information technology personnel and managers who support distance education systems
- Researchers exploring online learning

## **PROGRAMME STRUCTURE**

The MSc IDT is a forty-five (45) credit programme comprised of ten (10) core courses (35 credits), a research methods course (4 credits) and a design project (6 credits).

COURSE LISTING MSC INSTRUCTIONAL DESIGN AND TECHNOLOGY			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
OOL6001	Graduate Introduction to Online Learning		0
EDID6501	Learning Theory and Instructional Design		4
EDID6502	Analysing Human Performance		3
EDID6503	Instructional Design Theories, Models and Strategies		4
EDID6504	Programme Evaluation & Course Assessment Methods		3
EDID6505	Systems Approach to Designing Instructional Materials		3
EDID6506	Issues, Trends, Innovations and Research in Instructional Design, Instructional Technology and Distance Education		3
EDID6507	Needs Assessment for Learning and Performance		3
EDID6508	Developing Instructional Media		3
EDID6509	Designing Learning and Performance Solutions		3
EDID6510	Learning and Knowledge Management Systems		3
EDID6511	Facilitating and Managing Learning		3
EDID6512	Design Project (Part 1 and 2 taken over two semesters)	EDLS6507	6
EDLS6507	Research Methods		4

### ENTRY REQUIREMENTS

An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved tertiary institution.

Holders of the postgraduate Diploma in Instructional Design may transition into the programme as per Board for Graduate Studies and Research Regulations.

### DELIVERY MODE

All courses will be delivered fully online.

### PROGRESSION/RESIT RULES

Both part-time/full-time students will take two courses per semester.

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Candidates will not be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

### DURATION AND AWARD OF DEGREE

The programme will be offered over 30 months. However, students will have the option of exiting upon successful completion of the first six courses and will be eligible for the award of the Postgraduate Diploma in Instructional Design.

To be awarded the MSc Instructional Design and Technology, students must successfully complete Graduate Introduction to Online Learning and the required 45 credits for the programme.

# **MASTER OF SCIENCE (MSc) - MANAGEMENT AND EDUCATIONAL LEADERSHIP**

## **ABOUT THE PROGRAMME**

The MSc in Management and Educational Leadership is geared towards assisting educational leaders in developing a sound understanding of educational organisations and preparing them to acquire foundational competencies in various areas in management to improve their managerial decision-making abilities. On completion of this programme students, are expected to:

- Demonstrate critical thinking and analytical skills in the context of educational organisations
- Make sound leadership and management decisions based on the economic, financial, organisational, social and cultural context individually and in teams
- Provide solutions for real-world problems and challenges facing contemporary leaders in the education sector, individually and in teams, using appropriate current technologies and resources
- Interpret management theory through the perspective of prior experience and improve educational practice by systematically applying knowledge and understanding of leadership and management to complex issues (including those that are unique to small island developing states)
- Apply ethical and organisational values and practice corporate social responsibility
- Design and conduct research into leadership and managerial problems, report findings and propose solutions using appropriate current technologies
- Demonstrate deep knowledge and understanding of the education sector within a wider organisational and global context
- Demonstrate an understanding of current issues and trends in the education sector
- Apply specialist skills to educational organisations in a variety of contexts
- Offer both technical and practical advice to stakeholders in the education sector
- Communicate effectively and perceptively both orally and in writing

## **WHO IS THIS PROGRAMME FOR**

The programme seeks to target persons who are engaged in administrative, supervisory and leadership functions. These would include:

- Senior Teachers
- Principals
- Ministry Officials
- Suitably qualified persons wishing to develop graduate competences in educational leadership and management.

## **PROGRAMME STRUCTURE**

The MSc in Management and Educational Leadership is a forty-one (41) credit programme comprised of ten (10) core courses, two (2) electives and a research paper or practicum (there is a zero credit research paper/practical proposal associated with the research paper/practical course).

<b>COURSE LISTING</b>			
<b>MSC MANAGEMENT AND EDUCATIONAL LEADERSHIP</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>CORE COURSES</b>			
OOL6001	Graduate Introduction to Online Learning		0
EDLM6000	Organization Management and Development in Schools		3
EDLM6001	Strategic School Management	EDLM6004	3
EDLM6004	Leadership for Effective Supervision and Curriculum Implementation		3
EDLM6005	Managing Educational Policy as School Leaders		3
GRST6900	Research Processes		3
MGMT6019	Critical Analytical and Communication Skills for Managers		3
MGMT6202	Management Essentials I		3
MGMT6205	Sustainable Financial Management		4
MGMT6206	Management Essentials II	To be taken after MGMT6202	3
MGMT6890	Research Proposal	GRST6900	0
MGMT6900	Research Paper	MGMT6890	6
<b>ELECTIVES (STUDENTS MUST TAKE ONE OF THE FOLLOWING)</b>			
EDLM6002	Essential ICT Skills for Educational Leaders		3
EDLM6003	Decision Making in School Management		3
<b>ELECTIVES (STUDENTS MUST TAKE ONE OF THE FOLLOWING)</b>			
MGMT6000	Management Information Systems		4
EDLS6506	Leadership in Literacy Instructions		4

### **ENTRY REQUIREMENTS**

An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved tertiary institution.

Students may transition from the Graduate Diploma in Management and Educational Leadership to the MSc as per Board for Graduate Studies Regulations.

### **DELIVERY MODE**

All courses in this programme are delivered fully online.

### **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

## **DURATION AND AWARD OF PROGRAMME**

The MSc Management and Educational Leadership Programme will be offered for a minimum of twenty-four (24) months full-time and a minimum of thirty-six (36) months part-time (2 Years and 2 Semesters). Students who meet the criterion for full-time registration are required to complete a maximum of three (3) courses per Semester and two (2) courses in the Summer. Students who are registered as part-time are required to take two (2) courses per Semester and one (1) course in the Summer.

Students will have the option of exiting upon successful completion of the seven Diploma courses and will be eligible for the award of the Graduate Diploma in Management and Educational Leadership.

To be awarded the MSc Management and Educational Leadership, students must successfully complete Graduate Introduction to Online Learning and the required 41 credits for the programme.



## **MASTER OF SCIENCE (MSC) - MANAGEMENT STUDIES WITH SPECIALISATIONS IN:**

- **GENERAL MANAGEMENT**
- **HUMAN RESOURCE MANAGEMENT (HRM)**
- **MARKETING**
- **MANAGEMENT INFORMATION SYSTEMS (MIS)**
- **PUBLIC SECTOR MANAGEMENT (PSM)**

## **ABOUT THE PROGRAMME**

The Master of Science in Management Studies offers specialisations in General Management, Management Information Systems, Marketing, Human Resource Management and Public Sector Management. These programmes are intended to meet the demand in the region for more qualified persons to provide effective leadership in the public, private and non-profit sectors. Working professionals will get an understanding of management theory and have the opportunity to gain practical experience while developing their critical and analytical thinking skills. Participants can choose a specialisation that suits their career goals. These programmes will equip graduates to:

- Make strategic management decisions
- Formulate innovative strategies for solving real-world problems and challenges
- Motivate employees
- Satisfy customers
- Maximise the benefits accruing to their organisations

## **WHO IS THE PROGRAMME FOR**

These specialisations are designed for people who are seeking to shift into specialised areas of management; persons in various functional and professional areas who aspire to move into senior management positions; or anyone who wishes to upgrade their knowledge and skills in the field of management. These would include:

- Sales personnel desirous of moving into marketing functions
- Professionals (e.g. engineers) who are seeking to move up to management positions
- Senior administrators, supervisors and middle managers

### PROGRAMME STRUCTURE

The MSc in Management is a forty-one (41) credit programme that allows students to specialize in one of the following areas: General Management; Management Information Systems; Marketing; Human Resources Management; Public Sector Management. Each MSc is a 41-credit programme designed as:

- five (5) common core courses (17 credits)
- five (5) specialisation courses in each area (15 credits)
- a research process course (3 credits) and
- a research paper or practicum (6 credits) - there is a zero credit research paper/practical proposal associated with the research paper/practical course.

Students are required to complete the research/practicum proposal before they are permitted to undertake the research paper/practicum. The topic approved in the research/practicum proposal must be undertaken for the research project/practicum. Any changes to the topic may require students to repeat the proposal course.

In addition, all students must complete the mandatory Graduate Introduction to Online Learning course.

<b>COURSE LISTING</b>			
<b>MSC MANAGEMENT WITH SPECIALISATIONS</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>COMMON CORE COURSES AND RESEARCH PROCESSES COURSE FOR ALL MANAGEMENT SPECIALISATIONS</b>			
OOL6001	Graduate Introduction to Online Learning		0
MGMT6000	Management Information Systems		4
MGMT6202	Management Essentials I		3
MGMT6205	Sustainable Financial Management		4
MGMT6206	Management Essentials II	To be taken after MGMT6202	3
MGMT6019	Critical Analytical and Communication Skills for Managers		3
GRST6900	Research Processes		3
<b>RESEARCH PAPER OR PRACTICUM – COMMON TO ALL MANAGEMENT SPECIALISATIONS CHOOSE ONE OPTION</b>			
MGMT6890	Research Paper Proposal	GRST6900	0
MGMT6900	Research Paper	MGMT6890	6
<b>OR</b>			
MGMT6980	Practicum Proposal	GRST6900	0
MGMT6990	Practicum	MGMT6980	6

## GENERAL MANAGEMENT SPECIALISATION

This specialisation provides future and current supervisors and managers with strong grounding in vital functional areas of management and prepares them to successfully manage organisations and people and become innovative leaders as CEOs and General Managers. The General Management Specialisation courses are listed below and must be taken in addition to the core Management courses and Research Processes course specified on page 83.

COURSE LISTING			
MSC MANAGEMENT (GENERAL MANAGEMENT)			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>GENERAL MANAGEMENT SPECIALISATION COURSES</b>			
MGMT6120	Responsible Leadership		3
MGMT6121	Policy Formulation and Implementation		3
MKTG6000	Marketing Management		3
SBHR6010	Human Resource Management		3
One Elective from the HRM, Marketing or Public Sector Management Specialisations			3

## HUMAN RESOURCE MANAGEMENT (HRM) SPECIALISATION

HRM prepares trainers, human resource professionals, and industrial relations practitioners to understand all of the functional areas of human resource management and conduct appropriate data-driven research to assure legal compliance and effective talent management. The programme will emphasise the significance of ethics, legal issues, and a global perspective to human resource management in the workplace and the importance of linking HRM strategies to corporate initiatives. Graduates will further appreciate that the strategic management and development of human resources and talent are critical to organisations achieving sustainable competitiveness. The Human Resource Management Specialisation courses are listed below and must be taken in addition to the core Management courses and Research Processes course specified on page 83.

COURSE LISTING			
MSC MANAGEMENT (HUMAN RESOURCE MANAGEMENT)			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>HUMAN RESOURCE MANAGEMENT SPECIALISATION COURSES</b>			
HRNM6112	Recruitment and Selection		3
MGMT6123	Compensation and Benefits		3
MGMT6124	Legal and Ethical Issues in HRM		3
SBHR6010	Human Resource Management		3
SBHR6020	Industrial Relations and Negotiating Strategies		3

## MANAGEMENT INFORMATION SYSTEMS SPECIALISATION

In a world where organisations constantly rely on information to drive management decision-making, it is important to have an efficient management information system in place to guide this process.

The specialisation in MIS seeks to attract persons who hold a first degree in Information Technology, Business Management or any related discipline and are interested in advancing their knowledge and skills in MIS. In addition, the specialisation is suitable for those individuals who



currently work in Software Engineering, Business Analytics, System Administration, Information Technology Management or other related areas.

The goals of the Management Information Systems (MIS) specialisation are to:

- Provide current and future managers with a strong grounding in the management of information systems
- Expose students to ways in which they can use information systems to create a competitive advantage
- Enable students to serve the needs of various stakeholders at their organisations by effectively managing information accessible to them
- Aid students in formulating strategies for solving real-world problems and challenges facing contemporary managers of information systems

The Management Information Systems Specialisation courses are listed below and must be taken in addition to the core Management courses and Research Processes course specified on page 83.

<b>COURSE LISTING</b>			
<b>MSC MANAGEMENT (MANAGEMENT INFORMATION SYSTEMS)</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>MANAGEMENT INFORMATION SYSTEMS SPECIALISATION COURSES</b>			
COMP5110	Introduction to Software Engineering		3
COMP5740	Business Intelligence		3
COMP6100	Introduction to Programming, Databases and Networking		3
MISY6116	IT Governance and Policies		3
MISY6117	IT Project Management	COMP5110	3

### **MARKETING SPECIALISATION**

This specialisation prepares marketers to develop a marketing plan using efficient research methodology to access markets and determine appropriate strategies in product, price, place and promotional programmes to reach those markets effectively. It encourages a broad understanding of the corporate function and mission, thus enabling the student/manager to develop marketing strategies that will relate to the goals of all functional areas in an organization. The programme will also assist students in appreciating the need to constantly assess the competitive environment and develop new goods and services to achieve a competitive advantage in new strategies and plans. The Marketing Specialisation courses are listed below and must be taken in addition to the core Management courses and Research Processes course specified on page 83.

<b>COURSE LISTING</b>			
<b>MSC MANAGEMENT (MARKETING)</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>MARKETING SPECIALISATION COURSES</b>			
MKTG6000	Marketing Management		3
MKTG6001	Strategic Integrated Marketing and E-Communications		3
MKTG6002	Sales Force Management		3
SBMA6010	Marketing Research	MKTG6000	3
SBMA6040	International Marketing and Export Strategy		3

## **PUBLIC SECTOR MANAGEMENT SPECIALISATION**

Public Sector Management introduces participants to the theory and practice of public sector management and prepares them to become leaders and change agents in the public sector by providing them with the analytical skills to effectively design, implement and evaluate public policy and maintain ethical standards that will promote excellence in service quality, consistent with the demands of sustainable national development. The Public Sector Management Specialisation courses are listed below and must be taken in addition to the core Management courses and Research Processes course specified on page 83.

<b>COURSE LISTING</b>			
<b>MSC MANAGEMENT (PUBLIC SECTOR MANAGEMENT)</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>PUBLIC SECTOR MANAGEMENT SPECIALISATION COURSES</b>			
MGMT6121	Policy Formulation and Implementation		3
PSMA6110	Law and Public Affairs		3
PSMA6111	Ethics and the Public Sector Manager		3
PSMA6112	The Role of Government in National Development		3
PSMA6113	Managing Public-Private Sector Partnerships		3

### **DELIVERY MODE**

The programme is delivered fully online.

### **ENTRY REQUIREMENTS**

An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved tertiary institution.

Holders of the Graduate Diploma in Management Studies may transition into the programme as per Board for Graduate Studies and Research Regulations.

### **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Candidates will not be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

### **DURATION AND AWARD OF DEGREE**

The programmes will be offered over a minimum of twenty-four (24) months. However, students will have the option of exiting with the Graduate Diploma in Management Studies upon successful completion of the courses required.

To be awarded the MSc Management (with the selected specialisation), students must successfully complete Graduate Introduction to Online Learning and the core management courses and the specific courses to satisfy the selected specialisation in order to obtain the required 41 credits for the programme.



# MASTER OF SCIENCE (MSC) - MANAGEMENT STUDIES (PROJECT MANAGEMENT)

## ABOUT THE PROGRAMME

“Organisations that execute projects successfully employ effective Project Management practices as a tool to drive change” (Price Waterhouse Coopers’ Third Global Survey of current trends in Project Management). Ninety-seven percent (97%) of those surveyed agreed that project management is “critical to business performance and organizational success”.

Our project management programme will enable you to take the lead in using effective project management approaches, tools and techniques to execute projects successfully. The programme will deliver current, comprehensive and competitive online project management education based on global standards for best practices.

The Master of Science in Management Studies (Project Management) is a fully online programme that delivers current and comprehensive project management education based on global standards for best practices.

## WHO IS THIS PROGRAMME FOR

The programme targets persons who are interested in working in the area of project management. This would include persons who are engaged in areas such as Engineering, Architecture, Management and graduates of the BSc Management Studies programme wishing to specialize in project management.

## PROGRAMME STRUCTURE

The MSc Management (Project Management) is a 40-credit programme comprising of four (4) core courses in general management course, six (6) courses in project management, a research processes course and a research project/practicum (there is a zero credit research paper/practical proposal associated with the research paper/practical course). The courses in the programme are listed in the following table.

Students are required to complete the research/practicum proposal before they are permitted to undertake the research paper/practicum. The topic approved in the research/practicum proposal must be undertaken for the research project/practicum. Any changes to the topic may require students to repeat the proposal course.

COURSE LISTING			
MSC MANAGEMENT STUDIES (PROJECT MANAGEMENT)			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>CORE MANAGEMENT AND RESEARCH PROCESSES COURSES</b>			
OOL6001	Graduate Introduction to Online Learning		0
GRST6900	Research Processes		3
MGMT6019	Critical Analytical and Communication Skills for Managers		3
MGMT6202	Management Essentials I		3
MGMT6205	Sustainable Financial Management		4
MGMT6206	Management Essentials II	To be taken after MGMT6202	3
PRMG6030	Project Management Framework & Initiation Domain		3
PRMG6031	Project Planning Domain		3

<b>COURSE LISTING</b>			
<b>MSC MANAGEMENT STUDIES (PROJECT MANAGEMENT)</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>CORE MANAGEMENT AND RESEARCH PROCESSES COURSES CONTINUED</b>			
PRMG6032	Project Execution Domain		3
PRMG6033	Project Monitoring/Control and Closing Domains		3
PRMG6034	Project Governance, Values & Ethics		3
PRMG6035	Project Analysis and Decision-Making using Software-based Tools		3
<b>RESEARCH PAPER OR PRACTICUM – CHOOSE ONE OPTION</b>			
MGMT6890	Research Paper Proposal	GRST6900	0
MGMT6900	Research Paper	MGMT6890	6
<b>OR</b>			
MGMT6980	Practicum Proposal	GRST6900	0
MGMT6990	Practicum	MGMT6980	6

### **ENTRY REQUIREMENTS**

An undergraduate degree (at least a Lower Second Class or its equivalent) from an approved tertiary institution.

Holders of the postgraduate Diploma in Management Studies may transition into the programme as per Board for Graduate Studies and Research Regulations.

### **DELIVERY MODE**

The programme is delivered fully online.

### **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Candidates will not be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

### **DURATION AND AWARD OF DEGREE**

The MSc Management Studies (Project Management) will be offered for a minimum of twenty-four (24) months full-time and a minimum of thirty-six (36) months part-time (2 Years and 2 Semesters). Students who meet the criterion for full-time registration are permitted to complete a maximum of 3 courses per Semester and two (2) courses in the Summer. Students registered as part-time are permitted to take two (2) courses per Semester and 1 in the Summer.

To be awarded the MSc Management Studies (Project Management), students must successfully complete the required 40 credits for the programme.



# PROFESSIONAL DOCTORATE PROGRAMMES

## DOCTOR OF EDUCATION (EDD) - EDUCATIONAL LEADERSHIP WITH SPECIALISATIONS:

- **EDUCATION SYSTEMS AND SCHOOLS**
- **HIGHER EDUCATION**

### ABOUT THE PROGRAMME

The Doctor of Educational Leadership has been designed to meet the needs of current or aspiring leaders in education. These persons need a broad scholarly understanding of contemporary issues in education, practical skills in managing educational institutions, and personal attributes necessary for ethical and transformative leadership. This wide array of competencies is fostered better by a taught professional doctorate instead of a research doctorate, which typically requires a very narrow research focus and is designed primarily to prepare persons for careers in teaching and research.

The programme has two specialisations:

- Higher Education, for those interested in tertiary education, and
- Education Systems & Schools for those interested in primary and secondary education.

### WHO IS THIS PROGRAMME FOR

The programme is designed for persons who are engaged in administrative, supervisory and leadership functions. These include:

- Senior teachers
- School principals
- Officials in Ministries of Education such as Curriculum Officers and Permanent Secretaries of Education

### DELIVERY MODE

The programme is delivered fully online.

### PROGRAMME STRUCTURE

The EdD, Educational Leadership is a **66-credit** programme that can be completed in a minimum of 4 years. To complete the programme, students are required to undertake:

- Twelve (12) core courses (36 credits)
- Four (4) specialisation courses (12 credits)
- A comprehensive examination to be completed before research course room
- Three (3) research course rooms to support students in completing their research projects (9 credits)
- A research project - written paper, oral presentation (9 credits)
- Post research project submission process - review and revision of research project
- Other mandatory courses and activities required for the award of the degree. Please refer to the Advising Document for your programme for the schedule of courses.

<b>COURSE LISTING EDD EDUCATIONAL LEADERSHIP</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>MANDATORY COURSES FOR BOTH SPECIALISATIONS</b>			
OOL6001	Graduate Introduction to Online Learning		0
GRST6800	Graduate Academic Writing Course		0
GRST6810	Mandatory Graduate Writing Workshop I		0
GRST6820	Mandatory Graduate Writing Workshop II		0
<b>CORE COURSES FOR BOTH SPECIALISATIONS</b>			
EDEL8000	Leadership in a Diverse Educational Environment	GRST6800	3
EDEL8001	Technological Leadership	GRST6800	3
EDEL8002	Digital Literacy for Educators	GRST6800	3
EDEL8003	Organizational Systems, Theory and Contexts in Caribbean Education	GRST6800	3
EDEL8004	Leading and Managing Change in Educational Organizations	EDRS8008 GRST6800	3
EDEL8005	Legal Issues in Education: A Caribbean Perspective	GRST6800	3
EDEL8006	Managing Educational Resources: Human Capital Management	GRST6800	3
EDEL8007	Contemporary Approaches to Educational Issues in the Caribbean	EDEL8000 EDEL8003 EDEL8005 GRST6800	3
EDEL8008	Education Policy and Programme Evaluation	EDRS8001 GRST6900 GRST6800	3
EDRS8001	Qualitative Research Methods and Data Analysis for Education Practitioners	GRST6800 GRST6900	3
EDRS8008	Quantitative Research Methods and Data Analysis for Education Practitioners	GRST6800 GRST6900	3
GRST6900	Research Processes	GRST6800	3
<b>EDUCATION SYSTEMS &amp; SCHOOLS SPECIALISATION COURSES</b>			
EDSE8000	Perspectives of Teaching and Learning in the Education System	GRST6800	3
EDSE8001	Governance and Accountability in the Education System: A Caribbean Perspective	EDSE8002 GRST6800	3
EDSE8002	Public and Private School Financing and Resource Allocation	GRST6800	3
EDSE8003	Trends, Issues and Challenges in General Education	GRST6800	3

<b>COURSE LISTING EDD EDUCATIONAL LEADERSHIP</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>HIGHER EDUCATION SPECIALISATION COURSES</b>			
EDHE8000	Perspectives of Teaching and Learning in Higher Education	GRST6800	3
EDHE8001	Higher Education Administration	EDHE8002 GRST6800	3
EDHE8002	Managing Educational Resources: Financial Planning and Management in Higher Education	GRST6800	3
EDHE8003	Higher Education	GRST6800	3
<b>MANDATORY COMPREHENSIVE EXAMINATION FOR BOTH SPECIALISATIONS</b>			
EDEL8009	Comprehensive Examination	Completion of all 12 core courses	0
<b>RESEARCH COURSES FOR BOTH SPECIALISATIONS</b>			
EDRS8002	Research Course Room 1: Proposal Writing	Completion of all 12 core courses and at least three specialisation courses and EDEL8009	3
EDRS8003	Research Course Room 2: Data Collection and Analysis	Completion of all 12 core courses and all four specialisation courses and EDRS8002	3
EDRS8004	Research Course Room 3: Writing and Presenting the Research Project	EDRS8003	3
EDRS8009	Research Project Submission	EDRS8004	9
EDRS8990	Continuing Research (Registration)	EDRS8009	0

### **ENTRY REQUIREMENTS**

The general prerequisite for entry into the programme will be a Taught Masters degree in an appropriate field from the UWI or another approved University, having achieved at least a B+ average or its equivalent. In addition, applicants will be required to submit a statement of purpose/intent as part of their application and attend an interview with an applicant review panel as part of the process to ascertain whether the applicant should be admitted to the programme. The applicant review panel will consist of selected Programme Managers and other relevant personnel.

### **COST**

There are costs associated with all courses and research activities in the programmes, even where courses indicate that they carry no credit. Please refer to the Schedule of Fees for details.

## **SPECIFIC PROGRAMME REQUIREMENTS/REGULATIONS**

### **Mandatory Courses**

All graduate students are required to complete the **Graduate Introduction to Online Learning** course (**OOL6001**). This should usually be completed before commencing the programme or by orientation week at the latest. Information about this course is provided in the acceptance package.

Students entering the programme from the academic year 2021-2022 are required to take an introductory research course – **GRST6900 Research Processes** and a **Graduate Academic Writing Course** (GRST6800) in the first year of the programme. Students **must pass** the Graduate Writing course to be eligible to take any other course in the programme. Students must also pass GRST6900 to be able to take other research courses in the programme. Students failing the Graduate Academic Writing course on the second attempt will be required to withdraw from the programme.

**Graduate Writing Workshops** (GRST6810 and GRST6820) – Students entering the programme from the academic year 2021-2022 are required to complete two (2) self-directed graduate writing workshops as refresher activities before the start of years three and four, respectively.

Successful completion of the **Comprehensive Examination (EDEL8009)** is a pre-requisite for the Research Project. More detailed information is provided about the Comprehensive Examination later in the next section. Candidates must also have received approval from the **Institutional Review Board (IRB)** before proceeding to undertake the Research Project.

### **Exemptions**

Students may be exempted from carrying out a maximum of two (2) courses that are similar to courses that they have passed in another programme only in the case of courses in the area of specialisation. In addition, students who are awarded an exemption will be required to take another course in the area of specialisation.

### **Prior Learning Assessment**

Students can apply for advanced placement based on work experience and/or courses previously completed at the doctoral level. A committee will review the request and determine whether exemptions can be granted or prior learning assessment can be done for completing relevant courses.

### **Registration**

Upon acceptance into the programme, students are expected to register every Semester, including Summer sessions, to maintain active student status. Where there are challenges doing so, a leave of absence should be requested.

After completing all other coursework, students must continue to register for a Research Course Room (EDRS8002, EDRS8003 or EDRS8004) each semester until the research project is submitted. Students can register for a research course room as often as is necessary until they have satisfactorily completed the requirements of the course room. Registration is allowed up to the 7-year time limit for submission of the research project for part-time studies.

After submission of the initial research project in EDRS8009, there is a process of marking and revision prior to the final submission of the research project. The marking process includes a written submission as well as an oral presentation of the research. The degree is awarded only after necessary revisions (from Examiners and the Library) are made, resulting in the final submission of the research project. To facilitate the review and revision of the research project, students will be required to register every semester for EDRS8990 - Continuing Research/Registration until the degree is awarded.



## **Comprehensive Examination**

As a part of the Assessment Procedures for the EdD Education Leadership Programme, candidates are required to take a Comprehensive Examination (CE) after the successful completion of all twelve (12) core courses and at least two (2) of the four (4) specialisation courses.

Successful completion of the Comprehensive Examination is a pre-requisite for the Research Project. Candidates failing the Comprehensive Examination are **not** permitted to undertake the Research Project. The Research Project begins with the first Research Course Room - EDRS8002.

## **Details of the Comprehensive Examination**

The Comprehensive Examination will comprise of the following components:

1. Component A - a one-week take-home open-book examination – 60%
2. Component B - a three-hour closed book proctored examination – 40%

**Candidates must pass each component of the examination with a mark of at least 50% to pass the overall examination. The Comprehensive Examination is graded Pass/Fail.**

## **Resit Rules for the Comprehensive Exam**

Candidates are permitted a second attempt at any component failed. Any student failing on the second attempt of a component will be required to withdraw from the programme, and re-admission to the programme will **not** be permitted.

Candidates failing both components will be required to retake the entire Comprehensive Examination and must pass on the second attempt or will be required to withdraw from the programme.

To retake a component or the entire Comprehensive Examination, at least one but no more than two Semesters must have elapsed after the initial failure.

## **Qualifications for an Oral Examination**

In cases where a candidate fails **one** component of the comprehensive examination within 5% of the pass mark, the Examiners may recommend an oral examination for the candidate.

Where candidates are granted an oral examination and perform satisfactorily in the oral examination, a maximum passing mark of 50% will be awarded for the component. This shall be combined with the mark of the passed component to obtain the overall mark for the Comprehensive Examination.

Candidates failing the oral after the first attempt at the examination will be given a second attempt to repeat the failed component. In cases of candidates being offered an oral after a second attempt, if successful, a maximum passing mark of 50% will be awarded for the entire examination. The Campus Registrar shall set the time and place of the oral examination.

## **Requests for Third Attempts**

In exceptional circumstances, a third attempt at the comprehensive examination may be granted by the Board for Graduate Studies and Research. In these instances, the Examiners may recommend a passing mark of no more than 50% as the final overall mark for the examination.

Candidates requesting a third attempt must submit a request, in writing, to the Director of Graduate Studies and Research through the Senior Assistant Registrar, Graduate Studies and Research, for a waiver of the Requirement to Withdraw. A recommendation on the student's request will be sought from the Head of Department. The recommendation will be forwarded, along with the candidate's request, to the Board for Graduate Studies and Research for consideration.

Candidates who fail the Comprehensive Examination or any other examination in the programme shall **not** be eligible for the award of High Commendation.

## Research Project

The Research Project is facilitated in three (3) Research Course Rooms. The **pre-requisites** for each Course Room are as indicated in the course listing table above.

The Research Course Rooms are graded on a **pass/fail basis**. Students receive a pass after satisfying all the components and competencies required for the work being undertaken in the course room. A subsequent course room can only be taken after passing the previous course room and satisfying all other prerequisites.

## Research Topics

After deciding on a research topic in the EDRS8002 Research Course Room, students are expected to continue to work with the same research topic throughout all three Research Course Rooms. Changing the topic will require repeating and successfully completing EDRS8002 and following through with the new topic in subsequent Research Course Rooms. Once a decision has been made to change a topic, the student will be required to work with the new topic and **accept all grades associated with the new topic selected. Grades from Research Course Rooms associated with previous topics are not transferable.** Students are advised that the topic selected must be directly related to the programme specialisation being pursued.

## PROGRESSION/RESIT RULES

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

Successful completion of an **approved original** research project is required for completion of the programme.

## DURATION AND AWARD DEGREE

The EdD in Educational Leadership Programme will be offered for a minimum of 4 years. Students who meet the criterion for full-time registration can take a maximum of 3 courses per Semester and two (2) courses in the Summer. Students who are registered as part-time take a maximum of two (2) courses per Semester and one (1) course in the Summer.

The degree is awarded after successful completion of the following: taught courses, comprehensive examination, research course rooms, the written submission and oral presentation of a research project, and all required revisions to the research project (from Examiners and the Library).



## **DOCTOR OF EDUCATION (EDD) - TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET) WITH SPECIALISATIONS IN:**

- **TEACHING & LEARNING**
- **CURRICULUM QUALITY**
- **INSTRUCTIONAL TECHNOLOGY**

### **ABOUT THE PROGRAMME**

The Doctor of Education in Teaching and Learning with Emerging Technologies (EdD TLET) addresses advanced professional knowledge and skills associated with the expertise in instructional support roles such as an Online/Distance Learning Instructional Specialist or job positions that manage the development and delivery of online and/or technology-enabled programmes.

The TLET programme is delivered fully online, integrating a substantive experiential online practice-based laboratory, which measures achievement of competency through practitioner-oriented activities. The practitioner focus of this programme ensures the development of knowledge, skills and competency in one of the emerging career fields in the region.

### **WHO IS THIS PROGRAMME FOR**

The Doctor of Education in Teaching and Learning with Emerging Technologies (EdD TLET) is geared towards preparing individuals serving in leadership or consultative positions in educational institutions currently offering or planning to offer online or distance programmes in roles such as Online/Distance Learning (ODL) instructional specialists, Directors of e-Learning, or Managers of ODL faculty development. A **specialisation** is selected to support specific research interests.

### **PROGRAMME STRUCTURE**

The EdD TLET is a **72-credit** programme that provides an opportunity for participants to develop the technical and pedagogical skills and competencies associated with each course through the completion of projects. To facilitate this, all courses except those directly related to the research project or internship have both a theory (3-credit) and a laboratory (1-credit) component. Both components are co-requisites and should be completed together.

The EdD TLET programme is comprised of the following courses:

- Six (6) 3-credit **Core Courses** (18 credits) and their associated 1-credit Practical Laboratory Courses (6 credits)
- Four (4) 3-credit **Advanced Topic Courses** (12 credits) and their associated 1-credit Practical Laboratory Courses (4 credits)
- Three (3) 3-credit **Research Methods** Courses (9 credits) and their associated 1-credit Practical Laboratory Courses (3 credits)
- Two (2) 3-credit **Specialisation Courses** (6 credits) and their associated 1-credit Practical Laboratory Courses (2 credits)
- Four (4) 3-credit **Research Course Rooms** (12 credits) for completion of the dissertation research project.

**Students are to be guided by the Advising Documents for the schedule of courses.**

All courses in this programme will use **100% continuous assessment**. There will be **no final** examinations; however, a comprehensive assessment of the e-Portfolio produced in the Practical Laboratory courses is conducted to determine the achievement of programmatic outcomes. Both formative assessments aimed at improving the learning process as it occurs, and summative assessments aimed at measuring mastery of learning objectives, will be employed

within each course. Each course will integrate a co-requisite practical laboratory that requires demonstration of pedagogical and technical skills associated with the course topics.

<b>COURSE LISTING</b>			
<b>EDD TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET)</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>CORE COURSES – ALL SPECIALISATIONS</b>			
OOL6100	Graduate Introduction to Teaching and Learning with Emerging Technologies		0
EDCE6300	ICT Infrastructure Supporting E-Learning in the Caribbean		3
EDCE6301	Laboratory: ICT Infrastructure Supporting E-Learning in the Caribbean		1
EDID6400	Universal Design for Learning		3
EDID6401	Laboratory: Universal Design for Learning		1
EDID6150	Design, Development and Evaluation of Digital Instructional Materials		3
EDID6151	Laboratory: Design, Development and Evaluation of Digital Instructional Materials		1
EDPH6000	The Changing Face of Education in the Caribbean		3
EDPH6001	Laboratory: The Changing Face of Education in the Caribbean		1
EDLM6200	Reflective-Reflexive Practices in Technology – Enabled Environments		3
EDLM6201	Laboratory: Reflective-Reflexive Practices in Technology –Enabled Environments		1
TLET6130	Digital Tools for Teaching and Learning		3
TLET6131	Laboratory: Digital Tools for Teaching and Learning		1
<b>ADVANCED TOPIC COURSES - ALL SPECIALISATIONS</b>			
EDLM8130	Evaluating Quality in Technology Enabled Educational Environments		3
EDLM8131	Laboratory: Evaluating Quality in Technology Enabled Educational Environments		1
EDTL8110	Developing Critical and Creative Thinkers		3
EDTL8111	Laboratory: Developing Critical and Creative Thinkers		1
EDTL8100	Transformative Teaching and Learning in E-Learning Environments		3
EDTL8101	Laboratory: Transformative Teaching and Learning in E-Learning Environments		1
EDTL8120	Contemporary Issues of Equity and Diversity in the Caribbean		3
EDTL8121	Laboratory: Contemporary Issues of Equity and Diversity in the Caribbean		1

<b>COURSE LISTING</b>			
<b>EDD TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET)</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>RESEARCH METHODS COURSES – ALL SPECIALISATIONS</b>			
EDRS8900	Research Trends in Teaching and Learning with Emerging Technologies		3
EDRS8901	Laboratory: Research Trends in Teaching and Learning with Emerging Technologies		1
EDRS8910	Designing Quantitative Research Projects		3
EDRS8911	Laboratory: Designing Quantitative Research Projects		1
EDRS8920	Designing Qualitative Research Projects		3
EDRS8921	Laboratory: Designing Qualitative Research Projects		1
<b>TEACHING &amp; LEARNING SPECIALISATION ONLY</b>			
EDTL8200	Social Media and Student Engagement		3
EDTL8201	Laboratory: Social Media and Student Engagement		1
TLET8210	Learning in Communities of Inquiry		3
TLET8211	Laboratory: Learning in Communities of Inquiry		1
<b>CURRICULUM QUALITY SPECIALISATION ONLY</b>			
EDCU8400	Designing Authentic Assessments		3
EDCU8401	Laboratory: Designing Authentic Assessments		1
EDCU8410	Emerging Models for Technology-Enhanced Course Design		3
EDCU8411	Laboratory: Emerging Models for Technology Enhanced Course Design		1
<b>INSTRUCTIONAL TECHNOLOGY SPECIALISATION ONLY</b>			
EDCE8310	Assistive Technologies Supporting Diverse Student Needs		3
EDCE8311	Laboratory: Assistive Technologies Supporting Diverse Student Needs		1
EDID8300	Using Simulation and Gamification to Increase Student Engagement		3
EDCE8311	Laboratory: Assistive Technologies Supporting Diverse Student Needs		1

COURSE LISTING			
EDD TEACHING AND LEARNING WITH EMERGING TECHNOLOGIES (TLET)			
COURSE CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>RESEARCH COURSE ROOMS - ALL SPECIALISATIONS</b>			
EDRS8950	Research Course Room I: Planning the Research Project	EDRS8900 EDRS8901 TLET8890	3
EDRS8960	Research Course Room II: Designing the Research Project	EDRS8950 EDRS8910 EDRS8920	3
EDRS8970	Research Course Room III: Conducting the Research Project	All core, advanced topic, research methods and specialisation courses & EDRS8960 & Ethics Approval	3
EDRS8980	Research Course Room IV: Research Project Results and Findings	EDRS8970	3
EDRS8990	Continuing Research/Registration	EDRS8980	0

### ENTRY REQUIREMENTS

To qualify for the EdD TLET programme, prospective students must possess the following:

- A taught Master's degree in an appropriate field related to technology or education from The UWI or another approved University, having achieved at least a B+ average or its equivalent, with the following discipline preferences:
  - Teaching and Learning specialisation: an academic discipline related to teaching and learning or education.
  - Curriculum Quality specialisation: an academic discipline related to curriculum and instruction or curriculum/instructional design.
- Two or more years of work experience in a teaching environment.
- One year of work experience using online technologies in an educational setting; or two years' experience as an online student.

Applicants not fully meeting academic credential requirements but deemed potentially suited for the degree will be required to complete qualifying courses as determined by the Campus Committee.

Holders of the MEd TLET from The UWI may apply for transition into this programme as per the Board for Graduate Studies and Research Regulations. Holders of the MEd TLET may be granted direct entry into the EdD TLET if they have achieved an overall grade of B+ or better in the MEd programme.

### PROGRAMME SPECIFIC REQUIREMENTS/REGULATIONS

#### Mandatory Orientation Course

All TLET students are required to successfully complete the pre-requisite course, **OOL6100 Graduate Introduction to Teaching and Learning with Emerging Technologies**. OOL6100 is a two-part course. Part 1 introduces students to a self-paced orientation and assessment of technology tools (TechQuest 2) used in the delivery of the programme, and Part 2, covers the programme objectives and expectations of graduate learners.

The Graduate Introduction to Teaching and Learning with Emerging Technologies (OOL6100) course **must be completed before commencing the programme**. Information about this course is provided in the acceptance package.

## **Exemptions**

There will be no option for the award of exemptions with credit for courses that are part of the EdD TLET programme, except for those who have completed either the Post-Graduate Diploma or MEd in TLET.

## **Prior Learning Assessment**

Students can apply for advanced placement based on work experience and/or courses previously completed. A committee will review the request and determine whether exemptions can be granted or prior learning assessment can be done for completing relevant courses.

## **Registration**

Upon acceptance into the programme, students are expected to register every semester, including Summer sessions, to maintain active student status. Where there are challenges doing so, a leave of absence should be requested.

After completing all other coursework, students must continue to register for a Research Course Room (EDRS8970 or EDRS8980) each semester until the research project is submitted. Students can register for a research course room as often as is necessary until they have satisfactorily completed the requirements. Registration is allowed up to the 7-year time limit for submission of the research project for part-time studies.

After submission of the initial research project, there is a process of marking and revision prior to the final submission of the research project. The marking process includes a written submission as well as an oral presentation of the research. The degree is awarded only after necessary revisions (from Examiners and the Library) are made, resulting in the final submission of the research project. To facilitate the review and revision of the research project, students will be required to register every semester for EDRS8990 - Continuing Research/Registration until the degree is awarded.

## **Comprehensive Assessment of Mastery: E-Portfolio**

The comprehensive examination in the EdD TLET programme will take the form of an e-Portfolio and Competency Assessment. This assessment will be used to establish the mastery level of the student with respect to programme-level outcomes, including knowledge, skills and competency related to programme topics.

The comprehensive assessment of knowledge, skills and competency will establish the student's eligibility as a doctoral candidate, replacing the requirement for a Comprehensive Exam. The presentation and assessment of the e-Portfolio will be done after the successful completion of all ten (10) core courses and three (3) research methods courses.

## **Successful Presentation and Defence of the E-Portfolio is a Pre-requisite for the Research Courserooms and Research Project.**

Candidates failing the e-Portfolio are **not** permitted to commence Research Course Rooms in order to undertake the Research Project.

## **Resit Rules - E-Portfolio Comprehensive Assessment**

Candidates are permitted a second attempt at any component of the e-Portfolio assessment failed. Any student failing on the second attempt of a component will be required to withdraw from the programme, and re-admission to the programme will **not** be permitted.

Candidates failing all components will be required to resubmit and defend the e-Portfolio and must pass on the second attempt or will be required to withdraw from the programme. In order to retake a component or the entire e-Portfolio, at least one but no more than two Semesters must have elapsed after the initial failure.

### **Requests for Third Attempts**

In exceptional circumstances, a third attempt at the e-Portfolio Comprehensive Assessment may be granted by the Board for Graduate Studies and Research. In these instances, the Examiners may recommend a passing mark of no more than 50% as the final overall mark for the e-Portfolio.

Candidates requesting a third attempt must submit a request, in writing, to the Director of Graduate Studies and Research through the Senior Assistant Registrar, Graduate Studies and Research, for a waiver of the Requirement to Withdraw. A recommendation on the student's request will be sought from the Head of Department. The recommendation will be forwarded, along with the candidate's request, to the Board for Graduate Studies and Research for consideration.

Candidates who fail the e-Portfolio Comprehensive Assessment or any other examination in the programme shall **not** be eligible for the award of High Commendation.

### **Research Project**

The EdD in TLET is a practitioner-oriented, applied research degree as opposed to a PhD, and as such, will focus on studies making or measuring substantive changes in the teaching and learning environment within the technology-enabled environment studied. While the student will be exposed to both quantitative and qualitative research methods, it is desirable to use a practitioner-focused approach in research conducted as part of the EdD degree. As such, action research is the recommended approach for completing the Research Project.

The Research Project is facilitated in four (4) research course rooms. The pre-requisites for each course room are specified in the course listing table above. A subsequent research course room can only be taken after passing the previous course room and satisfying all other prerequisites.

After deciding on a research topic in EDRS8950, students are expected to continue to work with the same research topic throughout all subsequent Research Course Rooms. Changing the topic will require repeating and successfully completing EDRS8960 and following through with the new topic in subsequent Research Course Rooms (EDRS8970 and EDRS8980). Once a decision has been made to change a topic, the student will be required to work with the new topic and accept all grades associated with the new topic selected. Grades from Research Course Rooms associated with previous topics are not transferable. Topics studied should be directly related to the area of specialisation in which the student is enrolled.

### **PROGRESSION/RESIT RULES**

**Non-GPA students** who fail more than one course in any semester will usually be required to withdraw. Students will not normally be allowed to repeat a course on more than one occasion.

**GPA Students** must maintain a minimum GPA of 2.00 to be in good academic standing. See GPA academic standing rules on Page 44.

Re-sits will be arranged at the next regular sitting in which the course is formally examined.

Enrolment in this programme limits registration to no more than two courses and their associated practical laboratories in Semester 1 and Semester 2 (8 credits each semester), and one course and its associated practical laboratory in the Summer session (4 credits).

All core, specialisation and advanced topic courses must be completed prior to conducting the research. Successful completion of **approved original** dissertation research is required for completion of the programme.

### **DURATION AND AWARD OF THE DEGREE**

The minimum timeframe for completion of the EdD TLET Programme is 52 months (4 years and one semester) and is based on the prescribed course schedule of study for a cohort.



# MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY PROGRAMMES

## MPHIL/PHD - CHILD ADOLESCENT AND YOUTH STUDIES (CAYS)

### ABOUT THE PROGRAMME

The MPhil and PhD in Child Adolescent and Youth Studies programme uses a multidisciplinary approach (combining knowledge and expertise from different disciplines such as Education, Social Work, Law, Health and Psychology, Sociology, Anthropology, Economics and Politics) to study the complexity of the situations that children, adolescents and youth encounter and which they themselves cultivate.

On completion of these programmes, candidates should be able to:

1. Utilize different disciplinary approaches to develop a rounded perspective of suboptimal development outcomes among children, adolescents and youth
2. Apply their skills in qualitative and quantitative research
3. Demonstrate their abilities to carry out research, present findings and make recommendations
4. Conduct research in an area that has the potential to enhance child, adolescent and youth development
5. Contribute to policy-making decisions

### WHO IS THE PROGRAMME FOR

The target market for the MPhil and PhD in Child, Adolescent and Youth Studies comprises academics, policymakers, psychologists and practitioners from varying fields, including Education, Social Work, Economics, Sociology, Politics, Development and the Environment.

### MPHIL PROGRAMME STRUCTURE

For the MPhil programme, students must earn 17 credits from taught courses and two (2) credits for research ethics in addition to an extensive research leading to the completion of a thesis. The courses in the MPhil programme comprise:

- Four (4) Compulsory Courses
- One (1) Elective
- Two (2) Research Seminars
- One (1) Thesis Preparation Course
- One (1) Thesis

### PHD PROGRAMME STRUCTURE

For the PhD programme, students must earn 20 credits from taught courses and two (2) credits for research ethics in addition to an extensive research leading to the completion of a thesis. The courses in the MPhil programme comprise:

- Four (4) Compulsory Courses
- Two (2) Electives
- Three (3) Research Seminars
- One (1) Thesis Preparation Course
- One (1) Thesis

<b>COURSE LISTING</b>			
<b>MPHIL/PHD CHILD ADOLESCENT AND YOUTH STUDIES</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>PREREQUISITES</b>	<b>CREDITS</b>
<b>COMPULSORY COURSES FOR MPHIL AND PHD</b>			
OOL6001	Graduate Introduction to Online Learning		0
CAYS6001	Young Lives in the Caribbean and International		3
CAYS6002	Policy and Programming		3
CAYS6003	Rights, Abuse, and Protection of Child, Adolescent and Youth		3
CAYS6004	Researching Children, Adolescents and Youth - Part I		2
CAYS6005	Researching Children, Adolescents and Youth - Part II		2
CAYS6013	Thesis Preparation	All taught courses	1
ETHI6000	Research Ethics		2
<b>MPHIL CHOOSE ONE ELECTIVE/PHD CHOOSE TWO ELECTIVES</b>			
CAYS6006	The Anthropology and Ethnography of Childhood, Adolescence and Youth		3
CAYS6007	Macro-Economics, Micro-Economics and Child, Adolescent, and Youth Development		3
CAYS6008	Alternative Approaches to Education and Learning		3
CAYS6009	Anthropology and Psychology of Nutrition, Health and Mental Health among Children, Adolescents and Youth		3
<b>MPHIL RESEARCH ACTIVITIES</b>			
GRSM6991	MPhil Research Seminar 1		0
GRSM6992	MPhil Research Seminar 2	GRSM6991	0
CAYS6014	MPhil Thesis Writing	All taught courses	0
CAYS6995	MPhil Thesis Submission	GRSM6991 GRSM6992	0
<b>PHD RESEARCH ACTIVITIES</b>			
GRSM8991	PhD Research Seminar 1		0
GRSM8992	PhD Research Seminar 2	GRSM8991	0
GRSM8993	PhD Research Seminar 3	GRSM8992	0
CAYS8014	PhD Thesis Writing	All taught courses	0
CAYS8995	PhD Thesis Submission	GRSM8991 GRSM8992 GRSM8993	0

### **ENTRY REQUIREMENTS**

The relevant General Regulations for The UWI Graduate Studies and Research shall apply. The general entry requirements are:

**MPhil:** An undergraduate degree with a minimum GPA of 3.00 in the related field. Applicants are required to submit a research proposal.

**PhD:** A taught Masters degree with at least one research project and two research courses completed OR an MPhil degree. Applicants are required to submit a research proposal.

## **PROGRAMME SPECIFIC REGULATIONS**

### **Mandatory Graduate Introduction to Online Learning course**

Students are required to complete the **Graduate Introduction to Online Learning course (OOL6001)**. This should usually be completed before commencing the programme or by the latest orientation week. Information about this course is provided by the Admissions Department in the acceptance package.

### **Mandatory Collaborative Institutional Training Initiative (CITI) Research Ethics Course**

It is mandatory that students in both the MPhil and PhD programmes complete the CITI Research Ethics course prior to starting their research. Students are awarded two (2) credits for ETHI6000 Research Ethics course on completion. To access the CITI Research Ethic course, visit our Research Ethics Committee (REC) website <https://open.uwi.edu/rec>

### **Registration**

The minimum period of registration for the MPhil is four (4) years part-time. For the PhD, the minimum registration is five (5) years part-time.

Compulsory courses are completed in the first year of the MPhil and PhD programmes. In the second year of the programmes, additional courses are completed, and students formally commence the thesis writing process.

Upon acceptance into the programme, students are expected to register every Semester (Semester 1 and 2) to maintain active student status. Where there are challenges doing so, a leave of absence should be requested.

After completing all other coursework, students must continue to register for Thesis Writing each semester until the thesis is submitted. Students should also register for a Research Seminar in the semester where he/she expects to do a presentation.

### **Exemptions**

Students entering either the MPhil or PhD degree already holding a Taught Masters degree may apply to the Campus Committee for exemptions from the course requirements of the research degree.

### **Upgrading from MPhil to PhD**

A candidate registered for the MPhil degree may apply for an upgrade to the PhD after a period of one year full-time or two years part-time from the date of initial registration and should complete the upgrade of registration by the end of three years full-time or five (5) years part-time from the date of initial registration. The candidate must have the support of the Supervisor and the relevant Head of Department and have given evidence of having the qualifications necessary for writing a thesis for the PhD.

For students upgrading from the MPhil to the PhD, their MPhil courses will contribute to the course requirements for the PhD, and they must complete an upgrade seminar.

### **Length of Thesis**

The approved maximum lengths of theses are as follows:

**MPhil - 50,000 words**

**PhD - 80,000 words**

A Candidate wishing to exceed the prescribed limit must apply for permission to the Campus Committee for Graduate Studies and Research through his/her supervisor. The request must be supported by an explanation of the need for an extension to the word limit and a statement from the student's supervisor.

### **Thesis Requirements**

The thesis must be written in English. Candidates must be consistent throughout the thesis in use of the English spelling style adopted, e.g. UK, US.

The greater portion of the work submitted for examination must have been done subsequent to the initial registration for the student as a candidate for the degree.

The thesis must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical thinking. It must be of satisfactory literary standards and must be suitable for publication as a thesis of The University of the West Indies.

### **Thesis Guide**

Theses that are not presented in accordance with the provisions of the Thesis Guide **shall not be sent for examination**. Candidates should therefore refer to The UWI Thesis Guide for guidance on thesis requirements and preparation. The guide can be found on the Open Campus Student Portal.

### **Entry for Examination of Thesis**

A candidate must submit for the approval of the Campus Committee, the exact title of his or her thesis at the time when he or she applies for entry to the examination. **An approved thesis title may not be changed except with the permission of the Campus Committee.**

The MPhil candidate must have satisfactorily completed two (2) seminars before applying for the examination of the thesis. The PhD candidate must have satisfactorily completed three (3) seminars before applying for the examination of the thesis.

Candidates must apply to enter for the examination by thesis on the prescribed form not less than three months before the expected date of submission of the thesis. The application must be accompanied by the required examination/thesis submission fee.

The candidate must submit the *Application for Examination of Thesis* form to the Campus Registrar via the Office of Graduate Studies and Research through the Supervisor who shall indicate his or her approval by signing a *Certificate of Completion of Thesis/Research Paper/Project* form. In signing a *Certificate of Completion of Thesis/Research Paper/Project* form, the Supervisor will be required to certify:

- (a) whether, to the best of his or her knowledge, the work in the thesis was done by the student.
- (b) whether, in the Supervisor's opinion, the thesis is ready for examination, and
- (c) whether the student has indicated that the work was checked for plagiarism.

### **COST**

There are costs associated with all courses and research activities in the programmes, even where there are no credits associated with the activity. Please refer to the Schedule of Fees for details.

## RESIT RULES

Students are permitted a maximum of **two** re-sits of taught courses. Re-sits will be arranged at the next regular sitting in which the course is formally examined.

A candidate for a graduate degree examined by thesis **may not submit the thesis for examination on more than two occasions**, and in any case, must submit the thesis within the time limits imposed for the particular degree (See *Regulations for Graduate Certificates, Diplomas and Degrees 1.49, 1.50, 1.52, 1.53*). **Resubmission must first be approved by the Examiners.**

A candidate whose thesis is **rejected** by the Board for Graduate Studies and Research after it has received reports from all of the Examiners **shall not** be permitted to present the same thesis for examination, or a revised version of the thesis with the same title, unless re-approval of candidature has been granted by the Board for Graduate Studies and Research. (See *Regulations for Graduate Certificates, Diplomas and Degrees 3.26-3.32*).

## DURATION AND AWARD OF THE DEGREE

**MPhil** candidates are required to submit their theses for examination within three (3) years of their initial registration for full-time studies or five (5) years for part-time studies unless the Campus Committee in any particular case otherwise decides.

**PhD** candidates are required to submit their theses for examination within five (5) years of their initial registration for full-time studies or seven (7) years for part-time studies unless the Campus Committee in any particular case otherwise decides.

In addition to successfully completing all required credits (17 MPhil and 20 PhD), candidates for degrees examined by thesis are required to satisfy the Examiners in such oral, practical or written examinations stipulated by the Board for Graduate Studies and Research and any Programme Regulations.



Former Principal and Pro Vice-Chancellor Dr Luz Longworth with graduates of the first cohort of Doctor of Education, Educational Leadership graduates. Graduation 2019 – Antigua & Barbuda.

# PLAGIARISM<sup>4</sup>

## Introduction

At The UWI, all forms of cheating, including plagiarism, are unacceptable. Plagiarism has severe consequences, such as failing to obtain your qualification or being stripped of your qualification. It will always result in the loss of professional respect. **Please familiarise yourself with *The UWI Regulations on Plagiarism found as Appendix 1 of the Regulations for Graduate Certificates, Diplomas and Degrees.***

## Integrity Guidelines

Academic honesty requires that you never use another person's work as if it were your own. A clear-cut example of such dishonesty, which we would all recognize as unethical, would be to ask someone else to write a project report with the intention of submitting it under your own name. Equally dishonest is the plagiarism of the words or ideas of others that we find as we conduct our research and wish to include in our own academic submissions. This is an area that can be a minefield unless you understand the implications of plagiarism, how to review the work of others in your own words and how to cite your sources properly.

## Plagiarism

Based on The UWI Regulations, plagiarism means the unacknowledged use of the words, ideas or creations of another and includes situations where the student re-uses without acknowledgement their own previously written text, ideas or creations when writing any new work.

Plagiarism is not only unethical, but it also undermines your professional ability and standards. We encourage you to take note of the following:

- You must be very careful when citing material that you have written for a previous assignment.
- Be careful about taking someone else's words or ideas and presenting them as your own.
- To deliberately use someone else's words and pass them off as your own is clearly cheating.
- A slightly different but still serious, problem sometimes arises for inexperienced writers who may inadvertently use another writer's words. After reading through a great deal of material on a particular subject, certain words or phrases sometimes 'resurface' when a review of the subject is written. Practice and skilled note-taking will help to avoid such a mistake.
- Take careful notes. Make sure you keep all the details about any book, article, website or other source of information you refer to so that you can direct your reader to that source when necessary. If, when writing notes, you are writing down the text exactly as it occurs in the book or article you are reading, make sure these words are clearly identifiable as extracts when you go back to your notes.

When you write up the information you have gathered, you should put it in your own words. (You can practice this by reading particular sections of an information source and summarizing them in your own way.) Even when you have put the information in your own words, you must give a citation and a reference to acknowledge the source of your information and to direct your reader to the source if they wish to check or follow up on a particular point.

Occasionally, but it should only be occasionally; you may want to quote another's work directly. Perhaps you want to give a particular definition of a term or you really don't think you can express an idea more lucidly than your source. In that case, you must put the exact words taken from your

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<sup>4</sup> Source: Adapted from material prepared for the Master's in Regulation and Policy (Telecommunications) Programme, UWI.

source in quotation marks or, for long quotes, clearly format the quote as an indented extract, with a proper citation and reference given in both cases.

Always check over your own finished work to see if any of it sounds familiar. Did you read that particular phrase or sentence somewhere else? If in doubt, always take the time to go back to your notes or texts and check - then give the proper citation if necessary.

For more information on citing information sources correctly, see the section below on citations and references.

### **Paraphrasing Someone Else's Words**

Paraphrasing means using someone else's words with only minor alterations. Experience and practice can help you avoid this error.

Consider this example, taken from an Open Campus course (FOUN1101 Caribbean Civilisation, Unit 9). The original course material states:

In the towns, females nearly always outnumbered males. Enslaved people here were usually domestic workers for their owners or hired to other urban families. Their jobs included those of wet nurses, nannies, cooks, hucksters and washers. A significant number were also often forced to work as prostitutes.

An example of a paraphrased version is:

In towns women nearly always outnumbered men. Slaves here were often domestic workers, or were hired to other families. The jobs that they had to do included wet nurse, nanny, cook, huckster and washer. Many were also made to work as prostitutes.

It is unacceptable to use this paraphrased version for two reasons: the words have only been altered slightly, and no acknowledgement of the source of the information has been given.

An example of a more acceptable approach is:

Campbell (2004, p.185) points out that more enslaved women than men lived in towns. They had to work at a variety of tasks, including domestic work, child-minding, cooking, and even prostitution.

You are expected to consider the meaning of what you have read and express it in your own way, giving due credit to original sources.

### **Re-Using Your Own Work**

You cannot re-submit work you have completed for one assignment for a subsequent assignment (this is known as self-plagiarism). The Open Campus cannot assign another grade for work that has been previously assessed. If the assignment is similar, you may need to re-use your ideas and the points you made previously, but you should take the time to reflect on them and write them up in a different way.

If you do use a very brief section from your previous assignment verbatim, you must treat it as an identified quotation with a citation, and you must include the assignment as an unpublished work in your reference list.

### **Other Considerations**

Even when your sources are referenced properly, you must not use very long quotes or extracts, nor should you use too many direct quotes; your work must be in your own words.

The only exception to referencing an information source occurs when you are stating a universally accepted fact, for example, "Dominica is a Caribbean country". If in any doubt, it is better to include the reference for your source of information rather than omit it.

### Information on Citations and References

There are many different referencing styles, which show you how to cite your source of information in the text and the style you should use to compile your reference list at the end of your document. At The University of the West Indies, different disciplines use different referencing styles, as follows:

- Chicago Manual of Style (CMS): Agriculture and Life Sciences; Engineering; Social Sciences
- Modern Language Association (MLA): Humanities
- American Psychological Association (APA): School of Education
- Vancouver System: Medical Sciences

Your Course Coordinator/Course Instructor/Group Facilitator can advise you on which style you should use for your assignments.

**Students are encouraged to take advantage of the services offered by the library to assist you with proper referencing of your work.** For more information on our library services, please visit <https://open.uwi.edu/library>



We are **#Opentothefuture**



## APPENDIX A: OPEN CAMPUS SOCIAL MEDIA PAGES

Please click on the links below to visit our Social Media pages.



<https://www.facebook.com/uwiopencampuscaribbean>



<https://twitter.com/UWIOpenCampus>



<https://www.instagram.com/uwi.open.campus>



<https://www.youtube.com/UWIOpenCampusCaribbean>

### UWI SOCIAL MEDIA POLICY

Be Social Media Smart when you are online. Please become familiar with the University's Social Media Policy and Guidelines:

<https://open.uwi.edu/standards-policies-and-references>

View media content on UWItv by clicking the link below:



<https://uwitv.org>

## APPENDIX B: GRADUATE GPA MARK SCHEME WITH GRADE DESCRIPTORS

GRADE	QUALITY POINT	% RANGE	GRADE DEFINITION	GRADE DESCRIPTOR
A+	4.30	90 - 100	Exceptional	Demonstrates exceptional performance and achievement in all aspects of the course. Exceptional application of theoretical and technical knowledge that demonstrates achievement of the learning outcomes. Goes beyond the material in the course and displays exceptional aptitude in solving complex issues identified. Achieves the highest level of critical, compelling, coherent and concise argument or solutions within the course.
A	4.00	80 - 89	Outstanding	Demonstrates outstanding integration of a full range of appropriate principles, theories, evidence and techniques. Displays innovative and/or insightful responses. Goes beyond the material with outstanding conceptualisation which is original, innovative and/or insightful. Applies outstanding critical thinking skills.
A-	3.70	75 - 79	Excellent	Demonstrates excellent breadth of knowledge, skills and competencies and presents these in appropriate forms using a wide range of resources. Demonstrates excellent evidence of original thought, strong analytical and critical abilities; excellent organisational, rhetorical and presentational skills.
B+	3.30	70 - 74	Very Good	Demonstrates evidence of very good critical and analytical thinking in most aspects of the course. Very good knowledge that is comprehensive, accurate and relevant. Very good insight into the material and very good use of a range of appropriate resources. Consistently applies very good theoretical and technical knowledge to achieve the desired learning outcomes.
B	3.00	65 - 69	Good	Demonstrates good knowledge, rhetorical and organisational skills. Good insight into the material and a good use of a range of appropriate resources. Good integration of a range of principles, techniques, theories and evidence.
B-	2.70	60 - 64	Satisfactory	Displays satisfactory evidence of the application of theoretical and technical knowledge to achieve the desired learning outcomes. Demonstrates sound organisational and rhetorical skills.
C+	2.30	55 - 59	Fair	Demonstrates fair breadth and depth of knowledge of main components of the subject. Fair evidence of being able to assemble some of the appropriate principles, theories, evidence and techniques and to apply some critical thinking.
C	2.00	50 - 54	Acceptable	Demonstrates acceptable application of theoretical and technical knowledge to achieve the minimum learning outcomes required in the course. Displays acceptable evidence of critical thinking and the ability to link theory to application.

GRADE	QUALITY POINT	% RANGE	GRADE DEFINITION	GRADE DESCRIPTOR
FCW/ FWE	1.70	≥50		Fail Coursework/ Fail Written Examination component of the course with an overall mark greater than 50.
F1	1.70	40 - 49	Unsatisfactory	Demonstrates unsatisfactory application of theoretical and technical knowledge and understanding of the subject. Displays unsatisfactory ability to put theory into practice; weak theoretical and reflective insight. Unsatisfactory critical thinking, organisational and rhetorical skills.
F1CW/ F1WE	1.70	40 - 49	Unsatisfactory	Failed the Coursework or Written Examination component of the course with an overall mark with an overall mark between 40-49
F2	1.30	30 - 39	Weak	Weak overall performance with very limited knowledge and understanding of the subject. Little evidence of theoretical and reflective insights. Weak organisational and rhetorical skills.
F2CW/ F2WE	1.30	30 - 39	Weak	Failed the Coursework or Written Examination component of the course with an overall mark with an overall mark between 40-49
F3	0.00	0 - 29	Poor	Overall poor or minimal evidence of knowledge and understanding of the subject. Displays little ability to put theory into practice; lacks theoretical and reflective insights. Incomplete breadth and depth of knowledge on substantive elements of the subject. Little or no evidence of critical engagement with the material. Responses are affected by irrelevant sources of information, poor organisational and rhetorical skills.
F3CW/ F3WE	0.00	0 - 29	Poor	Failed the Coursework or Written Examination component of the course with an overall mark of 29 or less.

## APPENDIX C: OPEN CAMPUS COUNTRY SITE (OCCS) CONTACTS

Note: Additional contact information is also available on the Open Campus website at [www.open.uwi.edu/locations](http://www.open.uwi.edu/locations).

<b>OCCS Contact Information</b>	
<b>Office of the Director</b>	
<p><b>Mr Ryan Byer</b> <b>Director (Ag.)</b> Office of the Director Open Campus Country Sites The University of the West Indies Open Campus Pine East/West Boulevard The Pine St Michael, BB11000 BARBADOS</p> <p>Tel.: (246) 233-0351 IP Phone: 37103 Skype: <a href="mailto:ryan.byer@open.uwi.edu">ryan.byer@open.uwi.edu</a></p>	<p><b>Mrs Deanna Noel</b> <b>Administrative Officer</b> Office of the Director Open Campus Country Sites The University of the West Indies Open Campus Elmshall Road, Roseau, COMMONWEALTH OF DOMINICA</p> <p>Telephone: 1-767-448-3482 IP: 37505 Email: <a href="mailto:deanna.noel@open.uwi.edu">deanna.noel@open.uwi.edu</a></p>
<p><b>Dr Nicole Phillip-Dowe</b> <b>Deputy Director (Ag.)</b> Office of the Director Open Campus Country Sites The University of the West Indies Open Campus - Grenada Marryshow House, H. A. Blaize Street, P. O. Box 439 St. George's GRENADA</p> <p>Tel: 1-473-440-2451 Fax: 1-473-440-4985 Email: <a href="mailto:nicole.phillip-dowe@open.uwi.edu">nicole.phillip-dowe@open.uwi.edu</a></p>	<p><b>Mrs. Chantalle Clarke-Pryce</b> <b>Administrative Assistant</b> Office of the Director Open Campus Country Sites 12a Gibraltar Camp Way The UWI Mona Campus Kingston 7 JAMAICA</p> <p>Tel: 876-927-1201 970-0720 IP Phone: 38307 Email: <a href="mailto:chantalle.clarke-pryce@dec.uwi.edu">chantalle.clarke-pryce@dec.uwi.edu</a></p>
<p><b>Mrs Niomi Remy-Laurent</b> Office of the Director Open Campus Country Sites The University of the West Indies Open Campus Elmshall Road Roseau COMMONWEALTH OF DOMINICA</p> <p>Tel: 1-767-448-3182 Fax: 1-<a href="tel:1-767-448-8706">767-448-8706</a> IP: 37511 Email: <a href="mailto:niomi.remy-laurent@open.uwi.edu">niomi.remy-laurent@open.uwi.edu</a></p>	

**OCCS**

<p><b>Anguilla</b></p> <p><b>Dr Phyllis Fleming-Banks</b>  <b>Manager British Overseas Territories*</b>  The University of the West Indies  Open Campus - Anguilla  The Valley, Anguilla</p> <p>Tel: 1-264-497-8156  Mobile: 1-264-476-5713  Email: <a href="mailto:phyllis.fleming-banks@open.uwi.edu">phyllis.fleming-banks@open.uwi.edu</a></p> <p>* <b>Inclusive of The British Virgin Islands, Cayman Islands, Turks and Caicos Islands</b></p>	<p><b>Antigua &amp; Barbuda</b></p> <p><b>Ms Coleen Letlow</b>  <b>Head</b>  The University of the West Indies  Open Campus - Antigua &amp; Barbuda  P.O. Box 142  St. John's  Antigua</p> <p>Tel: 1-268-462-1355 or 1-268-562-3036  Fax: 1-268-462-2968  Email: <a href="mailto:coleen.letlow@open.uwi.edu">coleen.letlow@open.uwi.edu</a></p>
<p><b>The Bahamas</b></p> <p><b>Mrs Bridgette Cooper</b>  <b>Head</b>  The University of the West Indies  Open Campus - The Bahamas  33B Tedder St.  Maderia St., Palmdale  P. O. Box N1184, Nassau  BAHAMAS</p> <p>Tel: 1-242-323-6593 or 1-242-323-1175  Fax: 1-242-328-0622  Email: <a href="mailto:bridgette.cooper@open.uwi.edu">bridgette.cooper@open.uwi.edu</a></p>	<p><b>Barbados: Cave Hill</b></p> <p><b>Mrs Althea Collymore</b>  <b>Senior Administrative Assistant</b>  The University of the West Indies  Open Campus Learning Centre  Cave Hill  St Michael, BB11000  BARBADOS</p> <p>Tel: 1-246-417-4210  Fax: 1-246-424-0722  Email: <a href="mailto:althea.collymore@open.uwi.edu">althea.collymore@open.uwi.edu</a></p>
<p><b>Barbados: The Pine</b></p> <p><b>Mr Sherwin Rollins</b>  <b>Officer-In-Charge</b>  The University of the West Indies  Open Campus - Barbados  East/West Boulevard  The Pine  St. Michael  BARBADOS</p> <p>Tel: 1-246-430-1139  Fax: 1-246-427-4397  Email: <a href="mailto:sherwin.rollins@open.uwi.edu">sherwin.rollins@open.uwi.edu</a></p>	<p><b>Belize</b></p> <p><b>Dr Sharmayne Saunders</b>  <b>Head</b>  The University of the West Indies  Open Campus - Belize  Princess Margaret Drive  P.O. Box 229  Belize City  BELIZE</p> <p>Tel: 1-501-223-0484 or 1-501-223-5320  Fax: 1-501-223-2038  Email: <a href="mailto:sharmayne.saunders@open.uwi.edu">sharmayne.saunders@open.uwi.edu</a></p>
<p><b>The British Virgin Islands</b>  (Manager: Dr Phyllis Fleming-Banks – see pg 112)</p> <p><b>Mr Everson Benjamin</b>  <b>Administrative Officer</b>  Open Campus - British Virgin Islands  P.O. Box 4324  Road Town  Tortola, VG1110  BRITISH VIRGIN ISLANDS</p> <p>Tel: 1-284-494-6957/542-3057  Fax: 1-284-494-4263  Email: <a href="mailto:everson.benjamin@open.uwi.edu">everson.benjamin@open.uwi.edu</a></p>	<p><b>Cayman Islands</b>  (Manager: Dr Phyllis Fleming-Banks – see pg 112)</p> <p><b>Dr Beverly Shirley</b>  <b>Programme Officer</b>  Open Campus - Cayman Islands  Grand Cayman  Olympic Way, PO 12228  KY1-1010, George Town  GRAND CAYMAN</p> <p>Tel: 1345 946-8322/9468322/325-5274  Email: <a href="mailto:beverly.shirley@open.uwi.edu">beverly.shirley@open.uwi.edu</a></p>

**OCCS**

<p><b>Dominica</b></p> <p><b>Dr Kimone Joseph Head</b> The University of the West Indies Open Campus - Dominica Elmshall Road P. O. Box 82 Roseau COMMONWEALTH OF DOMINICA</p> <p>Telephone: 1-767-245-3182 Fax: 1-767-448-8706 Email: <a href="mailto:kimone.joseph@open.uwi.edu">kimone.joseph@open.uwi.edu</a></p>	<p><b>Grenada</b></p> <p><b>Mrs Keisha Commissiong-Branch Head (Ag.)</b> The University of the West Indies Open Campus - Grenada Marryshow House, H. A. Blaize Street, P. O. Box 439 St. George's GRENADA</p> <p>Tel: 1-473-440-2451 Fax: 1-473-440-4985 Email: <a href="mailto:keisha.commissiong@open.uwi.edu">keisha.commissiong@open.uwi.edu</a></p>
<p align="center"><b>Jamaica Eastern</b></p>	
<p><b>Jamaica Eastern Region</b> Camp Road, Mandeville, May Pen, Morant Bay, Open Learning Centre Mona, Port Antonio</p> <p><b>Ms Levene Griffiths Head</b> The University of the West Indies Open Campus - Camp Road 2A Camp Road, Kingston 4 JAMAICA</p> <p>Tel: 1-876-926-8119 or 1-876-920-5290, 1-876-926-2246-7 Fax: 1-876-920-1622 Email: <a href="mailto:levene.griffiths@open.uwi.edu">levene.griffiths@open.uwi.edu</a></p>	<p><b>Jamaica: Mandeville</b></p> <p><b>Mrs Natricia Goodwin-Brown Site Coordinator</b> The University of West Indies Open Campus - Mandeville Unit 1B, 17 Caledonia Mall Mandeville P.O., Manchester JAMAICA</p> <p>Tel: 1-876-962-6585 or 1-876-962-9242 Fax: 1-876-963-8573 email address: <a href="mailto:natricia.goodwin@open.uwi.edu">natricia.goodwin@open.uwi.edu</a></p>
<p><b>Jamaica: May Pen</b></p> <p><b>Mrs Paulette R. Ferguson Site Coordinator</b> The University of West Indies Open Campus - May Pen 21-22 &amp; 24-26 Omni Plaza 41 Manchester Avenue May Pen, Clarendon JAMAICA</p> <p>Tel: 1-876-902-2005 or 1-876-902-4473 Fax: 1-876-902-4290 Email: <a href="mailto:paulette.ferguson@open.uwi.edu">paulette.ferguson@open.uwi.edu</a></p>	<p><b>Jamaica: Open Learning Centre Mona</b></p> <p><b>Mrs Sheren Thorpe Site Coordinator</b> The University of the West Indies Open Campus, Open Learning Centre 1 Ring Road, Mona Kingston 7 JAMAICA</p> <p>Tel: 1-<a href="tel:1-876-977-6349">876-977-6349</a> or 1-876-935-8421 or 1-876-935-8635 or 1-876-935-8417 Fax: <a href="tel:1-876-977-3494">1-876-977-3494</a> Email: <a href="mailto:sheren.thorpe@open.uwi.edu">sheren.thorpe@open.uwi.edu</a></p>
<p><b>Jamaica: Port Antonio</b></p> <p><b>Mr Alfred Brown Site Coordinator</b> The UWI Open Campus - Port Antonio 34 A Folly Road Port Antonio, Portland JAMAICA</p> <p>Tel: 1-876-993-2271 or 1-876-715-5059 Fax: 1-876-715-1142 Email: <a href="mailto:alfred.brown@open.uwi.edu">alfred.brown@open.uwi.edu</a> Email: <a href="mailto:portantonio@open.uwi.edu">portantonio@open.uwi.edu</a></p>	

OCCS	
Jamaica Western	
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## The Consortium for Social Development and Research (CSDR)

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<p><b>Ms Kathyann Lashley</b>            Tel: (246) 417-4497            Email: <a href="mailto:kathyann.lashley@open.uwi.edu">kathyann.lashley@open.uwi.edu</a>            Skype: kathyann920</p> <p><b>and</b></p> <p><b>Ms Elizabeth Sinclair</b>            Tel: (876) 977-6349            Email: <a href="mailto:elizabeth.sinclair@open.uwi.edu">elizabeth.sinclair@open.uwi.edu</a>            Skype: Elizabeth.a.sinclair</p>	<ul style="list-style-type: none"> <li>▪ Advanced Certificate in Leadership for Sustainable Development</li> <li>▪ Cultural Heritage Courses</li> <li>▪ PG Certificate in Disaster Risk Management and Resilience</li> <li>▪ PG Certificate in Junior Command and Staff Leadership</li> <li>▪ PG Diploma in Health Research &amp; Epidemiology (collaboration with CAIHR)</li> <li>▪ PG Diploma in Junior Command and Staff Leadership</li> <li>▪ PG Diploma in Literacy Instruction</li> <li>▪ PG Diploma in Instructional Design</li> <li>▪ Master in Adult &amp; Continuing Education</li> <li>▪ MA English Language</li> <li>▪ MEd Literacy Instruction</li> <li>▪ MSc Instructional Design and Technology</li> </ul>
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