



UWI OPEN CAMPUS  
BARBADOS

STUDENT HANDBOOK

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**THE UNIVERSITY OF THE WEST INDIES**  
OPEN CAMPUS

# Open Campus – Locations



**WELCOME FROM THE UWI OPEN CAMPUS - BARBADOS**

Dear Student

As the Head (Ag.), Officer with responsibility for the management of the UWI Open Campus Barbados, it is indeed a distinct pleasure to welcome you to the family of students enrolled with the UWI Open Campus. We thank you for having chosen this institution and it is my hope that your experience of studying with the Open Campus will be so rewarding that you will consider us the institution of first choice as you pursue your academic and career goals.

The Open Campus is the newest of the four campuses of the University of the West Indies. It was established in 2008 and serves approximately sixteen countries in the English speaking Caribbean. As one of the Sites, the Open Campus in Barbados and its predecessor institution, the UWI School of Continuing Studies is built on the principle of lifelong learning. Our focus on this principal of lifelong learning is a recognition that in the current knowledge-based era, higher education has become essential to individuals' prosperity and quality of life. We are therefore firmly committed to continuously provide opportunities for you to acquire new knowledge and skills and to upgrade your professional and academic careers through credit and non-credit part-time study programmes.

You have joined the Open Campus at a critical, but very exciting time. Since recently attaining our Certificate of Institutional Accreditation for a six (6) year period, we are engaging in a number of important transformations all designed to considerably upgrade our delivery, programming and management systems – with the ultimate purpose of ensuring that the student learning experience is comparable with that offered in the best institutions worldwide.

It is our intention that you benefit fully from these changes and we invite you to participate in the change process by providing us with feedback designed to ensure that we remain au fait with your educational needs and aspirations.

I end this message with a quote from Anne Frank, the diarist, and encourage you to reflect on it as you pursue this part of your journey. "Everyone has inside of him/her a piece of good news.

The good news is that you really do not know how great you can be, what you can accomplish, and what your potential is.

Best wishes for a successful course of study and an abundance of "good news".



**Ryan H. Byer**  
**Head (Ag.)**

## **PART I: THE UNIVERSITY OF THE WEST INDIES**

### **1.1 THE MISSION OF THE UNIVERSITY OF THE WEST INDIES**

The enduring mission of The University of the West Indies is to advance education and create knowledge through excellence in teaching, research, innovation, public service, intellectual leadership and outreach in order to support the inclusive (social, economic, political, cultural, environmental) development of the Caribbean region and beyond.(UWI Strategic Plan 2012 – 2017).

### **1.2 THE UWI OPEN CAMPUS**

#### Background - 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 was established, eventually evolved into the School of Continuing Studies offering locally driven programmes of public education, adult education and continuing education in contributing countries. These programmes were designed to enhance academic, professional and vocational skills and to provide opportunities to pursue tertiary level studies.

The Tertiary Level Institutions Unit 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 that was known as the UWI Distance Teaching Experiment — (later Enterprise) — UWIDITE. UWIDITE's course delivery was primarily via teleconferencing and correspondence packages. The name UWIDITE soon became associated with the audio-teleconferencing system through which 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 campus. On August 1, 1996, the amalgamation of the Distance Education Unit, Challenge, and UWIDITE was completed with the establishment of the Distance Education Centre (UWIDEC). The range of courses offered was expanded to facilitate students completing full degree programmes through distance technologies. In recent years, the drive has been to improve the quality of UWI distance education offerings and move towards being a full dual-mode institution in which distance education programmes are offered alongside of the traditional face-to-face programmes.

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.

In 2007, the fourth campus, the UWI Open Campus, was established 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 UWI maintains its presence and operations throughout the region through the Open Campus. The Open Campus has a physical site in each contributing country 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 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 learning in a collegial environment.

### **1.3 The Open Campus Guiding Principles**

The Open Campus of The University of the West Indies is based on the idea that high-quality university education and research 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 adopts 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.



## 1.4 Organizational Structure of the Open Campus

### Office of the Pro-Vice Chancellor & Principal

The Open Campus is headed by a Pro-Vice-Chancellor and Principal who oversees the operations of the campus and has responsibility for the management of the affairs of the campus and the delivery of its services. The other divisions of the Open Campus include:

### Deputy Principal of the Open Campus

This office assists with the quality reviews of programmes at the pre-university and postgraduate levels, as well as collaborates with the Admissions and Recruitment Office to manage the prior learning assessment needs of students within UWI Open. The regional integrated marketing communications function and website coordination of the Open Campus is currently also located within the Deputy Principal's office.

### Office of the Campus Registrar, Student Services

This office is responsible for all matters related to student services in the Open Campus. The three core areas within Student Services are Recruitment and Admissions; Assessment, Awards and Records; and Student Support. These main departments are supervised by Assistant Registrars functioning in a distributed environment across the Caribbean region and reporting to the Campus Registrar.

### Office of the Chief Financial Officer

Financial control and protection of the Campus's assets is the main function of the Finance Unit. We aim to do this by the use of technology as much as possible to minimize staff costs while at the same time creating an enabling environment for staff within the Unit that promotes growth and job satisfaction. Another important role of the Finance Division is that of providing a service to all Divisions in Open Campus by ensuring timely and accurate reports are available that aid the decision making process and which are delivered by the most efficient media.

### The Division of Academic Programming and Delivery (APAD)

The Division of Academic Programming and Delivery in the Open Campus is responsible for the planning, development and online delivery of courses in the Open Campus. The work of APAD begins with the recognition that most Open Campus students are balancing their studies with other priorities, including family and job responsibilities.

### Open Campus Country Sites

The Open Campus Country Sites (OCCS) serves forty four (44) physical Site locations in seventeen (17) English-speaking countries in the Caribbean. The OCCS Division places significant focus on strengthening and expanding its scope, services and offerings to Caribbean communities through enhancements to employee engagement and development, advancements in operational processes, and innovation in teaching, learning and outreach. The OCCS is committed to providing a high quality student experience and learning effectiveness by offering a more diverse, flexible and multi-disciplinary learning proficiency. At the OCCS, the physical instance of the Open Campus in the various countries, the pursuit of improved learning involves innovations to continuing and professional education, undergraduate, postgraduate and continuing education study programmes and courses by blended, online and face-to-face learning methods.

### Computer and Technical Services

This division works through links with the offices of the Principal, the Director of Programming, and the other Directors to provide the services required by the sectors within the Open Campus. CATS maintains links with the IT Coordinators in all the Open Campus sites across the region with the assistance and support of a CATS Coordinator located in the Northern Caribbean.



## **PART II: GENERAL REGULATIONS AND PROCEDURES ON STUDENT MATTERS**

- i. These regulations apply to all students registered in credit and non-credit programmes of the UWI Open Campus. In these regulations, the UWI Open Campus is also referred to as the Open Campus.
- ii. Students, by registering, agree to accept and be subject to the regulations in force during their period of study. Students are subject at all times to the discipline of the authorities of the UWI Open Campus. Any conduct which may involve risk to another student or staff or to the property of another student or the University is strictly prohibited.
- iii. Cases of serious or repeated acts in violation of the rules and regulations of the University may result in suspension or dismissal from a course or from the University.
- iv. Students who are suspended or dismissed with cause will not be eligible for a refund of tuition.
- v. These regulations are subject to amendment at any time by the Open Campus and the University of the West Indies. The Pro Vice Chancellor, under whose jurisdiction the University falls is the final authority on their interpretation.

### **2. 1 RESPONSIBILITIES OF STUDENTS**

It is the responsibility of students to:

- i. familiarize themselves with the regulations of the University and the requirements of their programme of study
- ii. ensure that they are appropriately registered for their programme of study and the respective examinations
- iii. ensure that all contact information is correct and current.

### **2. 2 DEFINITIONS OF TERMS**

- i. Non-credit programmes are programmes which are designed to provide professional, vocational or personal skills development primarily for the purpose of personal improvement
- ii. Credit programmes are programmes which are designed to provide qualifications at a tertiary level standard for programme provision and to fulfill entry or transfer requirements into higher level academic programmes.
- iii. Credits are applied to courses which are at a tertiary level standard
- iv. Thirteen contact hours of instruction are equivalent to one credit
- v. Most credit courses are equivalent to three credits

- vi. Preliminary courses are non-credit courses designed to provide foundation knowledge to address academic deficiencies or prepare students for tertiary level study
- vii. A pre-requisite is a course which is listed in the student handbook or programme manual as a course which must be successfully completed prior to registering for another course.

### 2.3 MATRICULATION REQUIREMENTS

- i In order to be considered for admission to the UWI Open Campus credit programmes, applicants are required to satisfy one of the minimum entry requirements indicated below:

persons seeking entry into the programme must, prior to enrolment, be able to use the computer for word processing, to store and retrieve information, as a communication device (e.g., emailing), and to surf the web. Applicants must also be able to read and write at a level necessary to complete a UWI Open Campus application form.

the general education requirements may be waived for applicants who possess at least the equivalent of a Grade II CSEC General Proficiency qualification in English A and Mathematics (circa 1998 or later). Below is a sample of equivalent qualifications that may be used as general education waivers. Note: the list is not exhaustive.

1. Grade I -III passes in GCE 'O'Level Mathematics and English,
2. Grades I - V passes in CAPE Mathematics and English,
3. Passes in Level-1 Mathematics and English courses offered by UWI,
4. Passes (at the UWI Level-1 equivalent) in Mathematics and English from a tertiary level institution recognized for normal matriculation at UWI, and
5. A tertiary level qualification from UWI or from a tertiary level institution recognized for normal matriculation at UWI.

### 2.4 STUDENT IDENTIFICATION NUMBER AND CARD

- i. Upon acceptance for admission, students are allocated a student identification (ID) number. All correspondence with the Open Campus must bear your ID number. At registration all students are issued a UWI Open Campus ID cards which show their photograph and student ID number. Students are required to have this ID card in their possession while at the OCCS in order to access services provided by the Open Campus and to write examinations.
- ii. Lost ID cards are to be reported promptly. The cost of issuing a new card is BDS\$20.00
- iii. The Open Campus stores at least four types of information on students; permanent address, mailing address, emergency contacts, telephone numbers and email addresses. If there is a change in any of these addresses, students must complete a Change of Data form.

## 2.5 COURSE OF STUDY

Students registered for any programme must pursue the prescribed course of study as specified by the Open Campus at the time of entry.

## 2.6 REGISTRATION

- i. Students may not be registered in more than one credit programme offered by the Open Campus or any other institution at the same time. Before applying for registration in a second credit programme, students must successfully complete or officially withdraw from the first one.
- ii. Students are required to register by the end of the first week of each semester or summer of the programme.
- iii. Late registration is permitted up to the end of the third week of semester classes and the end of the second week of summer classes with the appropriate late registration fee.
- iv. Students are deemed to have registered for a course when their financial obligations to the Open Campus have been fulfilled.
- v. Registration for a course constitutes registration in the examinations in that course.
- vi. All courses listed in the various programmes will not necessarily be available in any one academic year.

## 2.7 CHANGES TO REGISTRATION

- i. Where appropriate and applicable, Students may change their registration by adding, dropping or substituting courses up to the end of the third week of semester classes and the second week of summer classes. Changes to registration must be submitted to the Centre Head or nominee on the student request form.

## 2.8 ATTENDANCE REQUIREMENTS

- i. Before students are permitted to join a class, they must have:
  - a. applied for and have been granted acceptance
  - b. paid all compulsory fees
  - c. Their names must appear on the class register

- ii. Students are required to attend seventy five (75%) of classes for each course and are expected to be punctual. The Head of Site in consultation with the Tutor may require students who have been absent from three consecutive classes without giving a reason to withdraw.
- iii. Students who have missed classes for an extended period of time, due to illness must submit a Medical Certificate to the Head of Site on returning to class.
- iv. Students who have not attended at least seventy five (75%) of the classes for a course may be debarred from sitting the final examination in that course on the advice of the Site Head, in consultation with the Tutor and the approval of the Director.

## **2.9 RATE OF PROGRESS**

- i. Rate of progress is applicable to credit programmes only and refers to the minimum number of credits to be achieved at the end of a designated number of semesters.
- ii. The acceptable rate of progress differs for each programme based on the required credits and the maximum duration for completion of the programme.
- iii. Students who do not meet the required rate of progress will be required to withdraw. Students are asked to note that according to the provisions of the Board of Undergraduate Studies of the University of the West Indies, effective from August 2012, the threshold for a warning for poor academic performance and the requirement to withdraw is a grade point average (GPA) of less than 1.00 for all students (See Section 4.11).

## **2.10 WITHDRAWAL**

Students who leave without completing the programme fall into one of two categories; students who voluntarily withdraw and students who are asked to withdraw for failing to achieve academic and attendance standards.

### **2.10.1 VOLUNTARY WITHDRAWAL**

- i. Students who find it necessary to withdraw from the programme must apply in writing on the student request form to the Site Head.
- ii. Students who fail to formally withdraw will be deemed to have failed the courses for which they were registered.

### **2.10.2 REQUIRED WITHDRAWAL**

- i. Students are expected to attend classes regularly and achieve the minimum number of credits required (see sections 2.8 above). Students who fail to achieve the minimum requirements may be required to withdraw.
- ii. Students who are required to withdraw for academic reasons become eligible to apply for re-admission after one year from withdrawal.

### **2.11 LEAVE OF ABSENCE**

- i. Students, who for good reasons, wish to take a leave of absence from studies must submit a written request on the student request form to Head of Site where registered stating the reasons for the application.
- ii. Students who are registered in programme options where the summer session is a required study period must request a leave of absence for the summer session if for good reasons they must be absent.
- iii. Leave of absence shall generally be granted for one semester or for an academic year.
- iv. Leave of absence shall not be granted for more than two consecutive academic years.
- v. Applications for leave of absence for a semester shall normally be submitted by the end of the third week of the relevant semester or the second week of the summer session.
- vi. Applications for leave of absence for a year shall normally be submitted by the end of the third week of Semester 1.

### **2.12 NOTICE BOARDS**

- i. Students should check the notice boards at the OCCS regularly. This is one of the main methods of official communication between the OCCS administration and the student body. The Site will not be responsible for students' failure to review notices posted on the notice boards.

## 2. 13 STUDENT SERVICES

The UWI Open Campus Barbados offers a number of student services:

- i. **Book Loan Scheme:** There is a limited textbook loan scheme, where students may borrow a particular number of books at a given time for a designated period of two (2) weeks.
- ii. **Information Technology Centre:** There is a Computer Lab, complete with internet facilities, which is available for student use, providing that there is no scheduled class. In this regard, the IT Lab is available on Saturdays and Sundays. For use during this period, student must complete the required form and submit to the Office at least two days before the intended use. Students will be required as usual to present their Open Campus ID card in order to access the campus.
- iii. **Counselling Services:** An experienced and trained counselling professional is available on an appointment basis to discuss any career-related concerns. Concerns related to motivation, study habits and stress in the work place will also be handled. Referrals for personal counselling will be made, where necessary.
- iv. **Use of Class Rooms:** Students may utilize the classrooms for study group or individual study providing that there is no regularly scheduled class. In this regard, classrooms are available on Saturdays and Sundays. For use during this period, student must complete the required form and submit to the Office at least two days before the intended use. Students will be required as usual to present their Open Campus ID card in order to access the campus.
- v. **Other Services:** Transcripts, verification and certification of enrollment status can be obtained from the Office. Past examination papers are also available at the Office. Photocopying services are available at a cost of thirty cents (0.30 cents) per page.

## 2. 14 PROGRAMME/COURSE CANCELLATION

Programmes or courses may be cancelled at the discretion of the University. Affected students will be notified and tuition fees will be refunded in keeping with the refund policy.

### **PART III – FINANCIAL INFORMATION**

- i. All compulsory fees including tuition fees must be paid in full at registration except in cases where the student has agreed to an approved payment plan. Students registered for external programmes are required to pay additional examination and manual/training material fees to the external body.
- ii. Fees are subject to change as deemed necessary by the UWI Open Campus.
- iii. At the beginning of each semester or summer session, all new and returning students in regional face-to-face, blended and online BUS approved courses will have full access to the registration portal to register for courses and secure their fee assessment.
- iv. Students will then immediately pay tuition and other fees in full, or provide the OCCS with satisfactory written evidence that all fees will be paid whether through self-financing or relevant financial institution or sponsor or satisfactory evidence of payment of one-third of fees plus a signed Payment Plan form for the balance of fees owed in no more than two (2) installments by a specified date prior to the start of examinations.
- v. Within seven (7) days of the end of the Add/Drop period, a list of students who have not fulfilled the requirement will be provided and the students will be written to advise them that they are not in good financial standing and that their registration from courses not paid for will be removed.
- vi. Failure to comply with the requirement by the deadline given will result in the removal by the Registry of their course registration. It must be noted that it will not be possible to make a late payment and re-enter the course during the semester once this action has been taken. This may result in a student having to take a Leave of Absence.



### 3.1 REFUND POLICY

- i. All students are entitled to a refund, if the scheduled course is cancelled. Fees are neither refundable nor transferable after the end of the third week of semester classes and the second week of summer classes. A student is eligible for a refund of a portion of tuition costs, if the student submits on the Student Request form, a withdrawal request before the end of the third week of semester classes or the second week of summer classes. Other administrative fees are non-refundable.

#### Refund of tuition is pro-rated as follows:

SEMESTER 1 & 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		

- ii. Students with special circumstances, for example, a major medical problem or extreme personal circumstances, who are forced to withdraw after the stipulated periods may be considered for a prorated refund of tuition at the discretion of the Head of Site.
- iii. Tuition is not refundable if a student is required to withdraw for attendance, academic or disciplinary reasons.
- iv. Tuition is not refundable if operations are suspended due to an act of *force majeure*; that is, an extraordinary event or circumstance beyond the control of the UWI Open Campus, such as hurricane, flooding, earthquake or civil disturbances occasioned by war, riot, strike or measures designed by Government to curb criminal activity.

### 3.2 FINANCIAL STANDING

Students who are not in good financial standing with any Unit of the Open Campus:

- i. may be debarred from examinations of the Open Campus on the advice of the Head of Site and with the approval of the Director
- ii. will not be allowed to participate in the Graduation Ceremony or provided by the Open Campus with records of their academic progress or certificates at the Open Campus until satisfactory arrangements to put themselves in good financial standing have been made
- iii. students who leave the Open Campus without making satisfactory arrangements to put themselves in good financial standing will not be given certificates for programmes taken until they have satisfied the University in this respect.

“In good financial standing” means that all debts owed by the student to the University are fully paid or arrangements for their payment satisfactory to the University have been made.

**Administrative Fees**

<b>ADMINISTRATIVE AND COMPULSORY FEES</b>	<b>COST (BDS\$)</b>
Late Collection of Examination Card	\$20.00
ID Card - First Issue	\$10.00
Retroactive Leave of Absence	\$ 60.00
Status Letter	\$10.00
Replacement Examination Card	\$20.00
Remark of Examination Script	\$125.00
Replacement ID Card	\$20.00
Late Registration Fee	\$60.00
Course Exemption Fee (per maximum allowable course)	\$100.00
Transcript (first request, no cost, second and subsequent requests for transcripts)	\$10.00
Examination Only (local)	\$180.00
Examination Only (Regional Courses)	\$300.00

### 3.3 STUDENT PAYMENT PLAN

The Open Campus is very sympathetic to possible negative effects on our students and so we will do as much as possible to mitigate any hardships on students. Our Payment Plan Agreements (PPA) provide short term financial assistance to cover tuition fees only and are approved for one semester at a time.

It is not intended that payment plan agreements should be the normal way in which students finance their entire programme. Such agreements are to be made at the discretion of the Head of Site and are used judiciously to assist students who are having specific financial difficulties. Students on a payment plan must ensure that the relevant agreement form available from their Site has been signed by both parties.

Please make an appointment to speak with the Head, Site Coordinator or the Programme Officer at your local Open Campus Site. They will advise you on the steps you need to take a make payment plan agreement with the Open Campus.

**All fees (application, tuition, late fees, replacement, examination and remarking fees) must be paid at any branch of the Royal Bank of Canada located throughout the island. The relevant bank deposit vouchers may be obtained at the Pine OCCS. THE SITE WILL NOT ACCEPT PAYMENTS in any form.**

## PART IV: ASSESSMENTS AND EXAMINATIONS

- i. A course may be examined by one or more of the following methods: written examination papers, oral examinations, major project/research paper, practical examinations and course work.

### 4.1 COURSEWORK ASSIGNMENTS

- i. Continuous assessment takes place throughout the semester. Coursework assignments account for a pre-determined percentage of the total grade. Coursework assignments may take many forms, including but not limited to the following: essays, case studies, practical work, projects, supervised research papers and in-course tests.
- ii. Students must submit all assignments by the specified deadline. Penalties will be applied for late submissions. Marks will be deducted in accordance with the following schedule:
  - a) submission within 5 days after the deadline (including weekends) 5% deduction;
  - b) submission within ten days after the deadline (including weekends) 10% deduction.
  - c) assignments submitted more than ten days after the deadline can receive no more than the minimum pass mark.
- iii. Students may request permission to submit course work assignments after the stipulated deadline on the basis of an appropriate justification, such as in cases of illness, a Medical Certificate. The granting of an extension is not automatic and is based on consultation between the Head of Site and the tutor. The request must be made within forty eight (48) hours of the stipulated deadline and must be addressed to the Site Head and copied to the tutor.
- iv. If a student is absent from a coursework examination he/she may apply to the Head of Site for exemption from this examination no later than one week following the date of the examination. An appropriate justification must be provided in writing, such as in the case of illness, a medical certificate. The granting of an extension is not automatic and is based on consultation between the Site Head and the tutor. The request must be made within forty eight (48) hours of the stipulated deadline. If the exemption is granted, the percentage mark available to be awarded for the final examination will be adjusted accordingly.
- v. For some courses, in addition to assignments, there might be a mid-semester test and an end of semester examination at a designated examination centre in the country. Some courses may have an alternative to the final examination, such as a major project/action research.

## 4.2 OPEN CAMPUS EXAMINATIONS

- i. When attending an examination, students 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.
- ii. All written examinations are scheduled for the morning, afternoon or the evening and are between two to three hours in length. In some exceptional cases, examinations may be scheduled on public holidays.
- iii. Students with disabilities which will affect their ability to write examinations under standard conditions, must write the Head of Site identifying the constraints when they register. The Site Head, in consultation with the student, will determine the nature of the support to be provided.

## 4.3 OPEN CAMPUS EXAMINATIONS TIMETABLE

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

### Instructions to Candidates Taking a Written Examination

- i. It is the responsibility of each candidate to ascertain the dates and times of the examinations for which he/she is registered. Students are advised that in no circumstances should reliance be placed on any oral communication of the examination timetable. No member of staff is authorized to communicate timetable information to you.
- ii. Candidates will be informed of the dates and times of written papers by means of the examination timetable published on the official notice board at least one month in advance or two weeks in the case of Summer or re-sit examinations. Any changes in dates and times after publication shall be brought to the attention of candidates by means of additional notices posted on the notice board at the Site. In no circumstances, will any change be made later than one week prior to the commencement of the series of examinations. You should therefore verify your examinations timetable one week before the examination period.
- iii. Candidates who are absent from an examination owing to a mis-reading of the timetable shall be liable to the normal penalties for absence from an examination and will have to await the next officially scheduled sitting to take the examination.

Candidates should be at the examination room fifteen (15) minutes before the advertised time of any examination. Candidates shall be admitted up to half-an-hour after the start of the examination. Candidates arriving late shall not be allowed extra time. A candidate arriving more than half-an-hour late may be admitted to the examination room, but his/her work will be accepted for marking only if he/she can satisfy the Campus Registrar that he/she has valid reasons for being late.

#### 4.4 STEPS TO TAKE BEFORE AN EXAMINATION

- i. Once you are in good financial standing, you will be issued an examination card, which will show your full name, your student ID number and the courses for which you are registered to write examinations. On receipt of your examination card, you should report any discrepancies on your examination card to your Head of Open Campus Site or Site Coordinator.
- ii. Make sure you have the correct time and local of your examination.
- iii. Arrive at your examination at least fifteen (15) minutes prior to its scheduled start.

#### 4.5 ABSENCE FROM EXAMINATIONS

When you register at the beginning of the academic year 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 FAIL/ABSENT (FA) and the usual penalties will apply.

#### 4.6 ABSENCE FROM EXAMINATIONS AS A RESULT OF ILLNESS

- i. You must request permission for absence from an examination because of illness, however you must support your request with a medical certificate, which must be submitted to the Head of Open Campus Site or Site Coordinator to the Assistant Registrar, Assessment, Awards and Records within seven (7) days from the date of the examination in which your performance is affected. The medical certificate should give brief details of the nature of the illness without breaching medical ethics. A certificate received after this period will be considered only in exceptional circumstances. **The relevant medical form must be collected from the Open Campus Country Site Office.**
- ii. 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 Head of the Open Campus Site. If the candidate decides to report such circumstances he/she must do so within seven (7) days of that part of the examination which may have been affected.

#### 4.7 NOTIFICATION OF EXAMINATION RESULTS

Students will be notified of examination results through the official Open Campus notice board. Final results must not be given over the telephone by staff of the Open Campus and Tutors are **not** permitted to release final grades to students, as they must be verified by the Open Campus.

#### 4.8 DISSATISFACTION WITH FINAL EXAMINATION RESULTS

- i. A student who wishes to have his/her script remarked must pay a fee of BDS\$125.00 to have the script remarked by a new examiner. When re-marking of a script 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. In the case of the re-marking of a script, the mark of the new and independent examiner(s) shall be regarded as the final mark.
- ii. When a student is dissatisfied with the examination result, he/she must make a report within two (2) weeks of publication of results and in the case of the Supplemental/Summer School or re-sit examinations within five (5) days of publication of results. This dissatisfaction must be communicated in writing through the Head of Site or Site Coordinator to the Assistant Registrar of the Open Campus.

#### 4.9 EXAMINATIONS ONLY

Students will be granted “Examination Only” when they have failed the final examination (less than 50%), but receive a grade in excess of forty 40% percent. They will be permitted to write the examination only when the subject is offered again in the next academic year. Students who do not achieve a passing grade after taking the examination may be permitted to repeat the course. However, academic counselling will be provided to students before a final decision is made on registering for “examination only” and the payment of the appropriate fees.

#### 4.10 REPEATING COURSES

Students who receive grade F and who did not have a passing grade in the course work assignments may be permitted to repeat the course when it is offered in the next academic year. Repeating a course requires students to register for the course, pay the appropriate fees, attend classes and complete all assignments and examinations.



**4. 11 GPA SCHEME**

GRADE	PERCENTAGE	POINTS
A+	90-100	4.30
A	80-89	4.00
A-	75-79	3.70
B+	70-74	3.30
B	65-69	3.00
B-	60-64	2.70
C+	55-59	2.30
C	50-54	2.00
F1	45-49	1.70
F2	40-44	1.30
F3	0-39	0.00

**4. 12 AWARD REQUIREMENTS**

- i. In order to qualify for the award in a credit programme, students must have satisfied the requirements of the specific programme within the maximum allowable time. The specific programme manual will provide the requirements for each credit programme. In addition to the academic qualifications, students must be free of all financial obligations. One and a half year programmes are worth thirty-three (33) credits, while one year programmes are worth twenty-four (24) credits.
- ii. For non-credit programmes, students, upon successful completion, will be awarded a Certificate of Participation; Certificate of Proficiency or Certificate of Achievement, as determined by the nature of the programme.

**4. 13 TRANSCRIPTS**

- i. Official transcripts for credit programmes are prepared upon the written request of students and will be sent directly to the identified institution or organisation. Transcripts will only be issued for students who are free of all financial obligations. The first request for an academic transcript is free, and all subsequent requests will carry the appropriate fee.

- ii. The transcript reflects all the academic work completed by the student at the time of request. Written requests are to be submitted to the Site Head on the relevant form with the required fees. Transcripts will be sent out within 7-10 working days of receipt of the request.

#### **4. 14 EXEMPTIONS AND CREDIT EXEMPTIONS FROM OPEN CAMPUS COURSES**

- i. Exemptions and credit exemptions from courses apply to credit programmes only.
- ii. Exemptions means the student is exempted from a specified course.
- iii. Credit exemptions means that the student will be exempted from the course and can apply the credits to the programme of study.
- iv. Credit exemptions will not be counted towards the rate of progress and are not used in the calculation of the GPA.
- v. Students must adhere to the Exemption Request procedure which may be based on applications on the approved exemption listing or applications who need to have their exemption evaluated, that is not on the approved exemption listing.
- vi. Students may request exemptions and or credit exemptions for specific courses within the Open Campus programme if they have completed similar courses within another tertiary level programme provided that they earned a minimum letter grade C and no more than five years have elapsed since the completion of the exempting course.
- vii. For programmes with a total of 30–60 credits, the maximum allowable exemption is 9-15 credits.
- viii. For programmes with a total of 21 credits, the maximum allowable exemption is six (6) credits.
- ix. Credit exemptions requests must be completed on the relevant request form and submitted at the time of registration for the course in the programme together with the appropriate fee and supporting documentation. Supporting documents include the student's transcript and a detailed course description of the exempting course.

# THE UNIVERSITY OF THE WEST INDIES

## OPEN CAMPUS

### BARBADOS

Email: [barbados@open.uwi.edu](mailto:barbados@open.uwi.edu) Fax: (246) 427-4397

### MEMBERS OF STAFF

NAME	TITLE/CONTACT	Programme responsibility
<b>Mr. Ryan H. Byer</b>	Head (Ag.) 246 430-1139 ryan.byer@open.uwi.edu	Oversight/Day-to-Day Management of the overall operations of the OCCS Barbados Site
<b>Mr. Sherwin Rollins</b>	Programme Assistant 246 430-1121 sherwin.rollins@open.uwi.edu	Management of Marketing, Quality Assurance and Outreach
<b>Ms. Marcia Jones</b>	Administrative Assistant 246 430-1126 Marcia.jones@open.uwi.edu	Management of Administrative Function
<b>Mrs. Sophia Padmore</b>	Stenographer/Clerk 246 430-1125 sophia.padmores@open.uwi.edu	Management of Certificate Programmes in: <ul style="list-style-type: none"> <li>• Project Management</li> <li>• Corporate Administration</li> <li>• Guidance and Counselling</li> </ul>

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### MEMBERS OF STAFF

NAME	TITLE/CONTACT	PROGRAMME RESPONSIBILITY
<b>Ms. Azaria Prescott</b>	Stenographer/Clerk  246 430-1123  azaria.prescott@open.uwi.edu	<b>Management of Certificate Programmes in:</b> <ul style="list-style-type: none"> <li>• Non- Governmental Organisation Management</li> <li>• Unemployment Retraining Programme</li> <li>• Administrative Support to online programmes</li> </ul>
<b>Mrs. Miriam Babb</b>	Stenographer/Clerk  246 430-1120  miriam.babb@open.uwi.edu	<b>Management of Certificate Programmes in:</b> <ul style="list-style-type: none"> <li>• CXC CSEC Courses</li> </ul>
<b>Ms. Michelle Patrick</b>	Stenographer/Clerk  246 430-1133  Michelle.patrick@open.uwi.edu	<b>Management of Certificate Programmes in:</b> <ul style="list-style-type: none"> <li>• Workforce Development Training</li> <li>• Marketing, Public Relations and Advertising</li> </ul>
<b>Mr. Keith Scantlebury</b>  <b>Mr. Richard Hall</b>  <b>Ms. Catherine Babb</b>	Office Assistant  General Worker  Office Attendant	<b>Responsibility for the Maintenance and Ancillary Services of the Site</b>



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