



## STUDENT GUIDELINES - ABRIDGED VERSION

### 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”

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Dear Student

On the behalf of the UWI Open Campus Country Sites, 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 focus on The Open Campus is the principle of lifelong learning, which 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 our study programmes.

You have joined The Open Campus at a critical, but very exciting time. Since recently attaining our Certificate of Institutional Re-Accreditation for a maximum seven (7) year period (2019-2026), along with being ranked among the best universities in the world by the Times Higher Education (THE), 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.

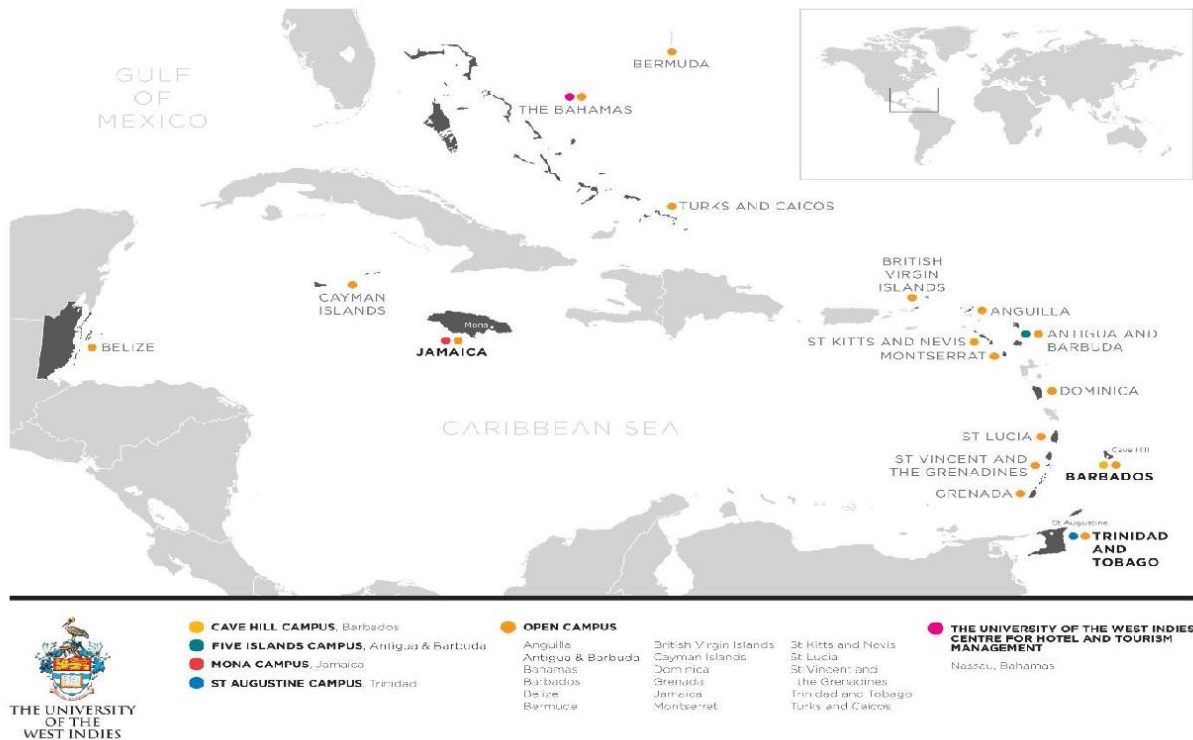
I end this message with a quote from Anne Frank, the diarist, and encourage you to reflect on it as you pursue this part of your journey. “Everyone has inside of him/her a piece of good news. The good news is that you really do not know how great you can be, what you can accomplish, and what your potential is.

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

### **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. Country Sites are distributed throughout the countries served by The UWI Open Campus and are led by Heads, Officers-in-Charge, Country Manager (Trinidad and Tobago) and Manager (The British Overseas Territories). The work of the Division is led by the Director with a support structure in the Office of the Director which includes a Deputy Director, one Administrative Officer, two Administrative Assistants and an Enterprise Resource Planning (ERP) Unit. The OCCS Division serves forty (40) physical locations distributed throughout sixteen (16) English-speaking Caribbean countries.

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 and 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) and Open Campus Trinidad and Tobago (specifically Gordon Street). The 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 and 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.

### THE OPEN CAMPUS GUIDING PRINCIPLES

The Open Campus of The University of the West Indies 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.

### 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 re-accreditation process in March, 2019 and was awarded 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 been assessed as having the appropriate systems and processes in place to develop and deliver programmes and services of high quality.

### The attributes of the Distinctive UWI Graduate are:

A critical and creative thinker;  
an effective communicator with good interpersonal skills;

IT-skilled and information literate;  
innovative and entrepreneurial;  
globally aware and well-grounded in his/her regional identity;  
socially, culturally and environmentally responsible; and  
guided by strong ethical values.

## **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 learned 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.

### **How to Succeed in Studying at a Distance**

1. 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.
2. **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.
3. 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 teleconferences or web conferencing meetings which are organized by the Campus.
4. Below are some tips to consider or skills you need to master.

**Time Management** – One of the biggest problems when studying at a distance is the inability to manage your time. The average online course requires ten to 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 assignments and exercises on time.

**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.

**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.

**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.

**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.

**Communication Skills** – Because much of the interaction and communication in distance education is through the written word, you must be able to communicate effectively in English, Spanish or French.

**Technical Skills** – If you are not computer literate, you must become so if you are to succeed in a distance-learning environment. You will be required to create Word documents; Excel spreadsheets, PowerPoint slides and work with different web communication and research tools.

### **Student Identification 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 (and email) correspondence with the Open Campus
- All submitted coursework assignments

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.

## 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.

### General Guidelines

**When communicating online, you should always:**

- Treat the instructor with respect, even in email or in any other online communication.
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, do not refer to them by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar.
- Avoid slang terms and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Times New Roman and use a size 12 or 14-point font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☹.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via email.

### Netiquette Guide For Online Courses

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

#### Security

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always logout when you are finished using the system.

#### Email Netiquette

**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text.

- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “Reply All.”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button.

## Discussion Board Netiquette And Guidelines

### When posting on the Discussion Board in your online class, you should:

- Before posting a question to a discussion board, check to see if anyone has already asked it and received a reply.
- Remember your manners and say please and thank you when asking something of your classmates or instructor.
- Be open-minded.
- If you ask a question and many people respond, summarize all posts for the benefit of the class.
- When posting:
  - Make posts that are on topic and within the scope of the course material.
  - Be sure to read all messages in a thread before replying.
  - Be as brief as possible while still making a thorough comment.
  - Don't repeat someone else's post without adding something of your own to it.
  - Take your posts seriously. Review and edit your posts before sending.
  - Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point.
  - If you refer to something that was said in an earlier post, quote a few key lines so the reader does not have to go back and figure out which post you are referring to.
  - Always give proper credit when referencing or quoting another source.
  - If you reply to a classmate's question make sure your answer is correct, don't guess.
- Always be respectful of others' opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Do not write anything sarcastic or angry, it always backfires.
- Do not type in ALL CAPS, if you do IT WILL LOOK LIKE YOU ARE YELLING.

## Zoom/Etiquette

### When attending a Zoom class or meeting, you should:

- Do not share your Zoom classroom link or password with others.
- Even though you may be alone at home, your professor and classmates can see you! While attending class in your pajamas is tempting, remember that wearing clothing is not optional. Dress appropriately.
- Your professor and classmates can also see what is behind you, so be aware of your surroundings. Make sure the background is not distracting or something you would not want your classmates to see.
- When in doubt use a virtual background.
  - If you choose to use one, you should test the background out first to make sure your device can support it.
  - Your background can express your personality, but be sure to avoid using backgrounds that may contain offensive images and language.



- Mute is your friend, especially when you are in a location that can be noisy. Don't leave your microphone open if you don't have to.
- If you want to speak, you can raise your hand (click the "raise hand" button at the center bottom of your screen) and wait to be called upon.

### Other Guidelines

- Cellular phones **MUST** be turned off or placed on silent during classes.
- Any changes to your student contact information (*telephone, email, mailing address*) should be presented to the Programme Representative using the relevant form.

## ASSESSMENT STRUCTURE AND GRADING SCHEME

Assessment is emphasised as developmental in nature and seeks to ensure learning and skills transfer. These assessments will be used for final grading. The assessment structure will use a mix of learner-centred strategies focused on the application of authentic tasks generated from the course outline and content. Discussions will be used to solicit feedback from course facilitators and peers to confirm understanding of course concepts.

Therefore, among the various courses being offered, you will be required to do assignments, online quizzes/tests discussion chats, as well as group/team projects/action research/applied research.

### Grading Policy Effective 2014/2015

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
F1	1.7	45-49
F2	1.3	40-44
F3	0.0	0-39
FE/FC/FT	1.7	≥ 50
FE1/FC1/FT1		1.7
FE2/FC2/FT2		1.3
FE3/FC3/FT3		0

**Note: FE, FC, FT, F1, F2, and F3 are failing grades**

## PLAGIARISM

## Excerpts from Regulations on Plagiarism

1. “Plagiarism” means the unacknowledged use of the words, ideas or creations of another and includes situations where the student reuses without acknowledgement their own previously written text, ideas or creations when writing any new work.

“Level 1 plagiarism” occurs where small quantities of the work are affected and/or the breaches are minor. It includes borderline situations, cosmetic or poor paraphrasing, negligent referencing or incorrect or missing citations.

“Level 2 plagiarism” occurs where large quantities of the work are affected and/or the breaches are serious. It includes situations in which a significant amount of material is borrowed or directly quoted or cosmetically paraphrased with no attribution at all, or attribution insufficient to indicate that the borrowed material is not the work of the student.

2. What may otherwise meet the definition of plagiarism may be justified for the purposes of Regulation 1 where the particular unacknowledged use of the words, ideas and creations of another is by the standards of the relevant academic discipline a function of part or all of the object of the work for evaluation whether or not for credit, for example:

- (a) The unacknowledged use is required for conformity with presentation standards;
- (b) The task set or undertaken is one of translation of the work of another into a different language or format;
- (c) The task set or undertaken requires producing a result by teamwork for joint credit regardless of the level of individual contribution;
- (d) The task set or undertaken requires extensive adaptation of models within a time period of such brevity as to exclude extensive attribution;
- (e) The task set or undertaken requires the use of an artificial language, such as is the case with computer programming, where the use of unoriginal verbal formulae is essential.

It is not a justification under Regulations 1 and 2 for the unacknowledged use of the words, ideas and creations of another that the user enjoys the right of use of those words, ideas and creations as a matter of intellectual property.

## Evidence of plagiarism

3. In order to constitute evidence of plagiarism under these Regulations, there must be identified as a minimum the passage or passages in the student’s work which are considered to have been plagiarised and the passage or passages from which the passages in the student’s work are considered to have been derived.

## Student Support

The Student Support and Services Department coordinates the delivery of student support services available across the Open Campus regional Sites and is responsible for monitoring and advising on academic progress and student representation.

We pride ourselves to serve and support the students of the Open Campus in the completion of a high quality tertiary education by providing superior quality support and services assisting them with short-term decision making and long term planning, connecting them to resources and facilitating their ability to become impactful agents of their own learning and personal development.

Our vision is to be a model department, internationally recognized for high quality services and best practices strategies in promoting retention and graduation of our students.

If you have queries or matters which are having an impact on your studies, please contact us at the following email: [transultura@open.uwi.edu](mailto:transultura@open.uwi.edu)

**Link to self paced orientation**

<https://2020cpe.tle.courses.open.uwi.edu/course/view.php?id=3>

**Link to the LE Training course**

<https://2020cpe.tle.courses.open.uwi.edu/course/view.php?id=5>

**UWI OPEN CAMPUS**