

The University of the West Indies, Mona
Department of Life Sciences
Summer School 2009

REGULATIONS AND GENERAL INFORMATION

1. Overview

The Summer School Programme for the Department of Life Sciences will be held during the period June 29 to August 14, 2009. Credits for courses passed will be granted to **Registered Students of the University**. Students who register in the summer school programme are subject to ***all faculty and university regulations***. Students are reminded that the Summer School programme is **OPTIONAL**. **Courses that are not fully subscribed will not be offered.**

2. Who Can Register

The following categories of students are eligible for admission to the Summer School:

- Registered students of the University who wish to repeat any of the courses offered.
- Registered students of the University who have not taken the course(s) previously but fall into one of the following categories:
 - Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered.
 - Registered UWI students from other UWI campuses.
- Students of the University who have been granted (a) leave of absence for Semester I and/or 2 preceding the Summer School, or (b) deferral of entry. Such students should register at the start of the Summer School, for Summer School **only**. **Students on Leave of absence for an entire year are not eligible for admission to Summer School courses.**
- Other persons, not students of the University, who are eligible to matriculate at either the normal or lower level. (These students must register in the **Summer School programme** and also with the **Admissions Section** of the University as ***Specially Admitted Students***).

3. Summer School Calendar

Date	Activity
May 1, 2009	Site opens for student course selection
May 1 – June 1	Normal REGISTRATION Period and adjustment to registration
June 1	Deadline for payment of fees
June 1 - June 5	Late Registration and add/Drop
June 5	Online site closed to students. Applications for changes to registration should be made through the Faculty office. <i>There is NO guarantee that late requests will be granted.</i>
June 5	All LATE payments must be completed by this date. Failure to do so will result in Course De-registration and course cancellation. There will be no reinstatement of de-registered courses.
June 12	De-registration
JUNE 29 – August 7	Teaching
AUGUST 10-14	Examination

4. Academic Integrity

Students have the responsibility to know and observe the Regulations of the Faculty of Pure and Applied Sciences and The University of the West Indies. Additionally, the regulations prohibit plagiarism, falsification of information and academic dishonesty. All faculty and university regulations are in force during the Summer School programme.

5. Course Selection and Registration (UWI Students)

- a. A student is deemed to be fully registered for the Summer Programme when the student has fulfilled his/her financial obligations to the University.
- b. All Students should register for no more than two (2) courses in summer school 2009.
- c. All Faculty Bulletins, Notices, Information Guide, Course Timetable and Registration materials for Summer School 2009 will be available online and through the departmental offices.
- d. **Course Selection will be carried out via the Internet at the Web site-** http://sas.uwimona.edu.jm:9010/pls/data_mona/twbkwbis.P_GenMenu?name=homepage
- e. Tuition Payment can be made at the Bursary Cashier, National Commercial Bank, BillExpress, PayMaster or via UWI **eCommerce** at - <https://eservices.mona.uwi.edu/finserv/tuition/>.
- f. More information about applicable fees can be found at - <http://www.mona.uwi.edu/admissions/fees/>
- g. Payments can be made by cash, Manager's Cheque, Credit or Debit Card. Students who make payment using **eCommerce** do so with a credit card. Students are **NOT** required to present a voucher for payment. For more information about payment options, please see - <http://www.mona.uwi.edu/studinfo/fees/>
- h. **Exams Only and Practical Exemption** - Only those students who have been notified (through the lists posted on the Department of Life Science Summer School Notice Board, or on the Department's web site) that they qualify for **Exams Only or Practical Exemption**, are allowed to register in these categories.
- i. **Timetable** - Students who are pursuing two or more courses, should choose carefully and register for **only one course in any one time slot**. **Refunds will not be granted for any "clashed course"** save where there has been a **timetable change** resulting in the clash.

6. Course Selection and Registration for Specially Admitted Students or Non - UWI Students

- a. If you are not currently a student of the UWI you should register for a summer course as a "**Specially Admitted**" student. You are required to download a copy of the **Special Admissions Application Forms** from: <http://www.mona.uwi.edu/admissions/forms/>.
- b. Complete the Admission Application Forms and fax or return to the Admission Sections, Registry.

For further information regarding Special Admission application, please contact the Admissions Section, Registry.

7. Examinations, Course Load

Students can register for a **maximum of 12 Credits** (including **Exams Only**¹). Students are advised to check the timetable before registering. Examination procedures will be the same as those that apply for the end of semester examinations.

8. Registration Changes/ Adjustments

- Students who wish to adjust their registration are allowed to do so on-line up to June 1, 2009. Changes to registration between June 2 and 8 are allowed through Summer School Departmental Coordinators. These changes will be only accommodated where the exam results have been posted in this period and students wish to repeat a failed course based on the list published.
- Changes to registration after June 8, 2009 can only be made to Academic Board, (through a student's Faculty Office). These adjustments/ changes will only be allowed in exceptional circumstances. (*Please see Undergraduate Student handbook*)

9. Withdrawal

Students may withdraw from a course in the normal period, May 28 – June 5, 2009, by notifying the Faculty Office in writing, and copying the Campus Registrar and the Summer School Coordinator. The student should clearly state the reason for the withdrawal and complete the required **application form for refund where applicable**. Students who wish to withdraw from a course after June 5, 2009, must apply to Academic Board, through their respective Faculty Office. Adjustment to registration will **only be allowed in exceptional circumstances** beyond June 12, 2009. Students who withdraw from a course after June 12, 2009 will **not be refunded any portion of fees**.

10. Refund Policy

Request for refunds should be submitted on the Refund Application Form at the **Customer Services Section** no later than June 12, 2009.

A refund penalty is charged as follows:

- No penalty before May 29, 2009
- 25% of fees up to June 5, 2009
- 50% of fees up to June 12, 2009.
- **Requests submitted after June 12, 2009 will NOT be processed and NO Refund will be granted.**
- Students who complete their payment after June 5, 2009 are not eligible for a refund.

Students who have registered and fully paid for courses which have been cancelled will receive a full refund of tuition fees paid.

11. Payment of Fees

Cash, Manager's cheques, Debit and Credit cards will be accepted as payment for Summer School courses. There is a penalty for cheques which are '*returned to drawer*'. Part payment of fees is NOT allowed.

- Fee Payment can be made at the Registry Cashier (using Debit/ Credit card), BillExpress, Paymaster or via UWI eCommerce at <https://www.mona.uwi.edu/finserv/tuition/>. Students who make payment using **eCommerce** do so with a credit card. Payments, using any of the methods listed above, require no Voucher collection from Customer Services.
- Fee can also be paid at the National Commercial Bank (NCB). Students are required to select their course(s) online before making payment.

12. Student Fees

Full cost:

0 credit course = J\$ 37,314.00

6 credit course = J\$ 37,314.00

4 credit course = J\$ 24,876.00

Practical Exemption (LE) are 75% of cost

0 credit course = J\$ 27,986.00

6 credit course = J\$ 27,986.00

4 credit course = J\$ 18,657.00

Exam Only (EO) are 50% of cost

0 credit course = J\$ 18,657.00

6 credit course = J\$ 18,657.00

4 credit course = J\$ 12,438.00

NB: --

BL20L Additional costs indicated on course page.