



SECTION 3

REGULATIONS, PROCEDURES
& OTHER
STUDENT MATTERS

The University of the West Indies
MONA CAMPUS (SECURITY) ACT 2002

The University of the West Indies (Mona Campus) (Security) Act 2002 came into operation on October 14, 2002 and is now part of the laws of Jamaica.

The Act gives powers to the police and also to the private security providers on the Campus to ensure compliance with the various provisions of the Act.

NEW REGULATIONS

Under the terms of the Act:

- No unauthorized vending is allowed, and that includes operations carried out by staff members.
- Taxi - driving is controlled. Only legally authorized (red plate) taxis will be allowed to enter the Campus. Entry will be through the Gibraltar Camp Way (Post Office) or Irvine Hall gates.
- The washing of vehicles is restricted to specific locations.
- Unauthorized parking now carries a fine of \$3,000.

EVERYONE SUBJECT TO SEARCH

Security providers on the Campus may search the person, motor vehicle, bag or other containers of anyone on the Campus if the Security provider has reasonable grounds to believe that the person has in his/her possession any property which is being illegally removed from the campus.

Persons who contravene certain sections of the Act may be liable to conviction before a Resident Magistrate to a fine not exceeding \$200,000.

Copies of the Act can be found on the UWI Web site. Copies are available from the Campus Legal Officer.

UWI STICKERS ONLY AT QUEEN'S WAY GATE

- Effective January 1, 2003, access through the Queen's Way Gate on the Hermitage Road is restricted to vehicles with UWI Parking Stickers.
- Persons with UWI Parking Stickers may enter the Campus through any gate.
- Students and staff should apply for UWI Parking Stickers at the Human Resources Management Division.

VISITORS

- Visitors and persons conducting legitimate business will be given access to the Campus through the Gibraltar Camp Way (Post Office) and the Irvine Hall Gates.

SPIKES ON RING ROAD

- Spikes have been laid on the Ring Road to prevent breaches of the one-way traffic regulations on the Campus. The Ring Road is one way.
- The University of the West Indies regrets any inconvenience these measures may cause, but asks for your cooperation for a more orderly and secure Campus.

SEXUAL HARASSMENT GUIDELINES FOR STUDENTS

1. UWI'S POSITION ON SEXUAL HARASSMENT

UWI considers sexual harassment to be totally unacceptable and offers support to students subjected to it. The University urges you to complain about any offers of academic advantage in return for sexual favours. It regards as particularly objectionable any abuse of their position by members of staff who grade or assess work and give references.

2. WHAT IS SEXUAL HARASSMENT ?

Sexual harassment may be defined as verbal or physical conduct of a sexual nature which the perpetrator knew, or should have known, was offensive to the victim. Conduct so defined may encompass displays of sexually suggestive pictures and literature, suggestive remarks and looks, unwanted demands for sex and unwanted physical contact.

3. WHAT CAN YOU DO ABOUT SEXUAL HARASSMENT ?

If you are being pestered or annoyed by unwanted sexual attentions, or if you consider yourself to be sexually harassed, you should first of all ask the offender to stop. If this is too difficult or you think it is ineffective or you cannot do it by yourself, ask for the help of the Director of Student Services, Counsellors and /or the Student Services Managers who will give independent and confidential advice on such matters. These personnel will help you to confront the offender or may offer to mediate. No action will be taken at this stage without your consent. However, if you wish, then they may also help you in making a formal complaint through the Deputy Principal's Office which may invoke University Disciplinary procedures. If you complain to the Deputy Principal this could lead to an investigation which could result in disciplinary action against the offender. You should not feel reluctant to lodge a complaint. At any time you may seek the help or advice of a trusted friend or sympathetic member of staff.

4. WHAT SHOULD YOU DO ABOUT VIOLENT BEHAVIOUR?

The University strongly encourages the victims of violent physical crimes and crimes of a sexual nature to have the matter dealt with by the police. Physical threats, rape, attempted rape, sexual assault, and indecent exposure come into this category. If you have been a victim of any of these offences you should report it immediately to the most easily available agency: Director of Student Services, Counsellors, Student Services Managers, a member of the Security Staff, your Head of Department, the Professor of Gender and Development Studies, or the Registrar. Your anonymity will be respected. The person to whom you report the incident will report the matter to the Deputy Principal as soon as possible. You should be aware that the Deputy Principal will normally report such complaints to the police. Also, where the offender is a member or employee of the University, the University may, in addition to any punishment imposed by the courts, take its own disciplinary action.

5. SOURCES OF INFORMATION AND SUPPORT

You can get further information, confidential support and advice from the Director of Student Services, the Student Counsellors and Student Services Managers. Their telephone numbers are given on the following page.

TELEPHONE NUMBERS

<i>Office of the Director of Student Services</i>	<i>Ext. 2541; 977-3880</i>
<i>Dr. Angela Gordon-Stair Counsellor</i>	<i>Ext. 2270; 2370; 927-2520 / 970-1992</i>
<i>Mrs. Sharon Williams-Brown Counsellor</i>	<i>Ext. 2270; 2370; 927-2520 / 970-1992</i>
<i>Dr. Peter Weller Counsellor</i>	<i>Ext. 2270; 2370; 927-2520 / 970-1992</i>
<i>Mrs Dorothy McGhie Student Services Manager Mary Seacole Hall</i>	<i>Ext. 2452; 927-2546</i>
<i>Mr. Horton Dolphin Student Services Manager AZ Preston Hall Rex Nettleford Hall</i>	<i>Ext. 2411; 977-6721-3 Ext. 2130-2; 935-8130-2</i>
<i>Mrs. Donna Mae Jackson Deputy Student Services Manager AZ Preston Hall Rex Nettleford Hall</i>	<i>Ext. 2411; 977-6721-3 Ext. 2130-2; 935-8130-2</i>
<i>Mr. Peter O'Sullivan Student Services Manager Taylor Hall</i>	<i>Ext. 2386; 927-2533</i>
<i>Mr. Carlton Lowrie Student Services Manager Irvine Hall</i>	<i>Ext. 2443; 927-2793-4</i>
<i>Mr. Michael A. Clark Student Services Manager Chancellor Hall</i>	<i>Ext. 2370; 927-2780</i>
<i>Health Centre</i>	<i>970-0017</i>

LEAVE OF ABSENCE & CREDIT EXEMPTIONS

A student who finds it necessary to be away from his/her academic programme at the University for a period not exceeding one year, is required to write to the Dean of the Faculty asking for Leave of Absence (LOA). Requests citing medical reasons must be accompanied by medical certification acceptable to the University. Requests based on compassionate, financial or work-related grounds are also considered. Once the request has been accepted for processing by the faculty office, further correspondence is maintained by the Admissions Section acting on behalf of the Academic Board. Responses from the Academic Board Student Matters Sub-Committee will normally be mailed, but prior arrangements may be made with the Admissions Section for collection of same.

Requests for the solution of any of the following problems are handled similarly:

- Late Registration and Late Change of Registration (after week 2 of Semester I and week 1 of Semester II);
- Exemption and Credit for courses previously passed;
- Additional time to complete the programme of study;
- Deferral of entry (to the following academic year).

Leave Of Absence (LOA) for Semester I or The Academic Year

Students who request LOA after October 11, 2004 **will be required to pay a late request fine of \$2000 as indicated in Appendix 2.** The requests must be recommended by the faculty and approved by the Academic Board.

Leave Of Absence (LOA) For Semester II

Students who request LOA after February 21, 2005 **will be required to pay a late request fine of \$2000 as indicated in Appendix 2.** The requests must be recommended by the faculty and approved by the Academic Board.

Payment of Fines

Fines for late requests to Academic Board must be paid at the Bursary cashier and the receipt submitted to the Customer Service Section of the Bursary.

Credit Exemption

Persons applying for credit/exemptions should make such requests through their respective Deans during the first 3 weeks of Semester I.

INTERNATIONAL STUDENT EXCHANGE PROGRAMME

All students proceeding on exchange or 'study abroad' arrangements must request approval for the course(s) they intend to pursue at the overseas institution from the respective Head of Department. The relevant Head of Department must submit a list of the courses requested along with the equivalent UWI courses to the relevant Faculty Office. A recommendation will then be submitted to the Academic Board Sub-Committee on Student Matters for final approval and the student informed of the decision taken.

The University of the West Indies will retain the right to adjust the grade(s) received at the overseas institution.

For further information on the Academic Board Sub-Committee on Student Matters, kindly contact your Faculty Office or the Admissions Section.

INTER-FACULTY TRANSFERS

Registered new students may transfer between faculties (except to the Faculty of Medical Sciences) up to the end of week 2 of Semester I. Students requesting such transfers must:

- make a written request through the Senior Assistant Registrar (Student Affairs) to the appropriate Dean.
- collect a new Offer, if approval is granted.
- complete registration.

Transfers between faculties for the current academic year will NOT be permitted after the end of the second week of Semester I.

Students who wish to transfer to another Faculty, for the following academic year, should complete Transfer Forms to be obtained from and returned to the Admissions Section. Application for transfer to Medical Sciences and Law opens December 1. The deadlines for applications to these two faculties are the second week of January and the end of January, respectively. Application for transfers to other faculties will only be accepted during the months of February and March.

REMINDER

**ALWAYS CARRY YOUR ID CARD
WHILE YOU ARE ON CAMPUS.**

MEDICAL CERTIFICATE

All full-time students registering at Mona for the first time must submit a completed Medical Certificate to the Admissions Section along with their acceptance card. **THERE ARE NO EXEMPTIONS FROM THIS RULE.**

FINANCIAL PLANNING

New students should ensure that arrangements for funding their study at the University are in place and are strongly advised to explore all possible avenues of financial assistance, if needed, before entering the University. Remember, financing a university education involves much more than the tuition fees. Some other costs that must be budgeted for include:

- Accommodation, meals and personal expenses
- Books
- Field trips, field work and equipment
- Photocopying
- Preparation of projects

Possible sources of funding include:

- Student Loan Schemes
- Scholarships and Bursaries
- Grants from various organizations
- Family assistance, both cash and kind
- Savings

SCHOLARSHIPS AND BURSARIES

The University of the West Indies administers a number of University Scholarships and Bursaries, as well as other Scholarships, Exhibitions, and Bursaries from individual Governments, private organizations and individuals. These awards are available to students who are nationals of CARICOM countries which contribute to the University's budget and who are accepted to pursue full-time degree programmes. The awards vary in value and criteria for eligibility and are usually awarded on an annual basis. Information on scholarships and bursaries is available from the Office of Student Financing.

THE UNIVERSITY SCHOLARSHIP EXAMINATION

The University Scholarship Examination is usually held in March during the mid-semester break of the second Semester. Application forms for the University Scholarship Examination are available in October of each year from the Examinations Section of the Registry. The examination consists of two General Papers:

- Part II on reasoning, spatial & structural perception & problem solving.

LOANS

Students are also able to access loans through: Bank of Nova Scotia Ja. Limited, National Commercial Bank, and UWI & Community Co-operative Credit Union. These financial institutions have established loan facilities specifically for undergraduate and postgraduate students at UWI, Mona. Loans can be obtained to cover the cost of tuition, residence fees and books once the criteria of the lending institution can be satisfied. Students should contact the institutions directly; however, details of the loan facilities can be obtained from the Billings and Collections Unit of the Bursary.

OTHER FINANCIAL ASSISTANCE

The UWI administration is aware of the financial difficulties which many students face after entering the University. Therefore, with the help of the Jamaican Government, various organizations and individuals, limited funds are available for loans and/or grants to assist Jamaican students in situations of severe hardship or in emergencies. All full-time undergraduate students at the Mona Campus and full-time undergraduates at the Centre for Hotel and Tourism Management, Bahamas, are eligible to apply for financial assistance. Application forms for financial assistance are available from the Office of Student Financing (OSF). For further information contact Miss Joy Dickenson, Manager, Office of Student Financing:

Telephone : 935-8315
Fax : 702-4647
e-mail : stufinc@uwimona.edu.jm.

STUDENT IMMIGRATION REQUIREMENTS

Nationals of CARICOM countries as well as citizens of all Commonwealth Countries are allowed entry to Jamaica without a student visa. However, such students are required to attend the office of the Chief Immigration Officer to obtain a one-year renewable permit, and should take along with them a letter from the University indicating that they are students.

Citizens of non-Commonwealth Countries must obtain a valid student visa prior to entry into Jamaica. Such persons should make their request at the nearest Jamaican Diplomatic Mission or Consulate.

Before travelling to Jamaica, you should ensure that your passport is valid to cover at least the period up to the end of the academic year.

You should also travel with proof of your student status (that is, a Student ID card) or if a new student, with the official Letter of Entry from the University. At the Airport you will be issued a temporary visitor's visa.

After registration week, a list of all non-Jamaican students who are citizens of Commonwealth Nations will be sent to the Immigration Office to enable these students to obtain permits. If you are not a Jamaican, you should check at the Students' Accommodation Office to ensure that your name has been submitted to the Immigration Office.

COMMUNICATION & INFORMATION CHANNELS

Students have a responsibility to keep themselves informed about their academic programme and other campus issues. They can do so by:

- Checking information posted on:
 - The Notice Boards (Faculty, Hall, Department and Registry)
 - University web sites
- Regularly checking their official campus e-mail for messages sent to them by Faculty and Administration. All students are assigned a UWI e-mail account upon registering for the first time.
- Making queries via
 - telephone
 - e-mail

See Appendix 4 for a Directory of Telephone Numbers and Appendix 5 for a list of UWI web sites and e-mail addresses.