



ROYTEC

**STUDENT
HANDBOOK
ACADEMIC
REGULATIONS**

2023/2024



**LOCATE AND
CONNECT
WITH US**

UWI ROYTEC

YOUR
PATH TO
CAREER
SUCCESS

North Campus

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UWI ROYTEC

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**MESSAGE FROM
THE EXECUTIVE
DIRECTOR**



Dear Student,

The year 2023 continues to offer hope and opportunity for those who are willing to imagine and take advantage of the future. Your decision to pursue studies at UWI- ROYTEC is a step into the future and toward your journey to success. We are committed to supporting you every step of the way, as part of our mandate *“to nurture talent for leadership and workplace readiness”*.

The institution's strength lies in a commitment to the promotion of good governance, ethical and effective leadership. As a student of this institution you will be guided by our core values, superior faculty and strong student leadership, provided by your elected Student Council members.

Your journey with us is promised to be a fulfilling one, with ample opportunity to pursue your academic goals, engage in both cocurricular and extracurricular activities and develop your own leadership capability. We look forward to supporting your journey, helping you grow and hearing your voices. Know that *“Knowledge is power. Information is liberating. Education is the premise of progress in every society, in every family.”* (Annan, K. 1997). Welcome to UWI ROYTEC and to our community of learners.

Wendy Augustus
Executive Director, UWI-ROYTEC



**PROGRAMME
CALENDAR
2023-2024**

PROGRAMME CALENDAR 2023-2024

	TERM 1- 202310 September 4, 2023 – December 3, 2023	TERM 2- 202320 January 8, 2024 – April 7, 2024	TERM 3- 202330 May 6, 2024 – July 28, 2024
ONLINE REGISTRATION:	Aug 24, 2023 – Sept 17, 2023	Jan 4, 2024 – Jan 21, 2024	May 2, 2024 – May 19, 2024
ORIENTATION:	September 9, 2023	January 6, 2024	
TEACHING BEGINS: Returning Students	September 4, 2023	January 8, 2024	May 6, 2024
TEACHING BEGINS: New Students	September 11, 2023	January 8, 2024	May 6, 2024
Deadline to Drop Courses Online (using BANNER)	September 17, 2023	January 21, 2024	May 19, 2024
Deadline to pay annual fee:	September 17, 2023 (September Cohorts Only)	January 21, 2024 (January Cohorts only)	May 19, 2024 (May Cohorts only)
Deadline to Request Exemptions	September 24, 2023	January 28, 2024	May 26, 2024
Deadline to Request Supplemental Examinations		February 1, 2024	May 30, 2024
Deadline to Apply to Graduate	September 1, 2023	February 1, 2024	June 1, 2024
Deadline for Course Withdrawal (20% of Tuition Fee Payable, using drop request form)	October 15, 2023	February 18, 2024	June 16, 2024
MID-TERM BREAK:		February 8-14, 2024	
GRADUATION	November 10, 2023		
TEACHING ENDS:	November 26, 2023	April 7, 2024	July 28, 2024
TEACHING ENDS: New Students	December 3, 2023	April 7, 2024	July 28, 2024
FINAL EXAMINATIONS:	December 6 – December 13, 2023	April 10 – April 17, 2024	July 31 – August 7, 2024
OFFICIAL GRADE RELEASE:	January 3, 2024	May 1, 2024	August 21, 2024



DIRECTORY OF RESOURCES

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ACADEMIC SERVICES

Contact the Academic Services Department for enquiries about academic advisement, student evaluation of Lecturers, teaching applications and curriculum matters.

Tel: +1 868 225 1299 ext. 2165, 2135, 2146, 2187, 2169, 2101

Email: academicservices@roytec.edu

ADMISSIONS

Contact the Admissions Section regarding programme acceptance or student status.

Tel: +1 868 225 1299 ext. 2130, 2121

Email: admissions@roytec.edu

EXAMINATIONS

Contact the Examinations Section for student transcripts, grade reviews and consultations, examination dates and deferred examination requests, submission of examinations scripts, tutorial forms, success and failure reports and second marking reports.

Tel: +1 868 225 1299 ext. 2103, 2114, 2138

Email: examinations@roytec.edu

EXECUTIVE DIRECTOR

Office of the Executive Director

Administrative Assistant

Tel: +1 868 225 1299 ext. 2102

FACILITIES AND OPERATIONS

Contact the Facilities and Operations Department for matters relating to health and safety, security services, parking and campus facilities.

Tel: +1 868 225 1299 ext. 2168, 2105, 2104, 2106

Email: operations@roytec.edu

FINANCE AND ACCOUNTING

Contact the Finance and Accounting Department for matters relating to cheque preparation, financial status, tuition fees paid, GATE funding or financial clearance.

Tel: +1 868 225 1299 ext. 2143, 2140, 2142

Email: bursar@roytec.edu

GATE UNIT

Contact the GATE Unit for matters related to GATE funding. Tel: +1 868 225 1299 ext. 2032, 2139, 2134, 2144, 2145

Email: gateaffairs@roytec.edu

INFORMATION TECHNOLOGY

Contact the IT Department for technical assistance and enquiries regarding the computer labs, campus Wi-Fi and online services including email, Teams and Canvas.

Tel: +1 868 225 1299 ext. 2128, 2184, 2154, 2152, 2150

Email: itu@roytec.edu

HUMAN RESOURCES

Contact the Human Resources Department for enquiries regarding vacancies, contracts or other Human Resources matters.

Tel: +1 868 225 1299 ext. 2127, 2166, 2129

Email: hr@roytec.edu

LIBRARY SERVICES

Contact the Library for library membership, information on services, academic research resources, book loans, student book lists and information regarding the sale of text books

Tel: +1 868 225 1299 ext. 2123, 2131, 2125, 2126,

Email: library@roytec.edu

MARKETING AND TRAINING

Contact the Marketing and Training Department for information regarding our academic & professional programmes, and programme application information.

Tel: +1 868 225 1299 ext. 2119, 2109, 2110, 2111, 2180, 2117

Email: marketing@roytec.edu

QUALITY ASSURANCE

Contact the Quality Assurance Department for information regarding Institutional Accreditation, Registration and Transnational Recognition and Quality Assurance.

Tel: +1 868 225 1299 ext. 2161, 2160

Email: qualityassurance@roytec.edu

REGISTRY SERVICES

Contact the Registry Services Department for enquiries on student registration, course selection, withdrawals, leave of absence and student requests.

Tel: +1 868 225 1299 ext. 2118, 2167, 2164, 2107, 2136

Email: registrar@roytec.edu

STUDENT SERVICES

Contact the Student Services Office for information on student workshops, seminars, counselling services, student insurance, sport and recreation, file a complaint or to provide feedback.

Tel: +1 868 225 1299 ext. 2115, 2116, 2112

Email: studentservices@roytec.edu

UWI-ROYTEC STUDENT COUNCIL AND STUDENT COMMITTEES

Contact the student representatives for information on activities, peer-to-peer tutorials, or to serve on the Student Council or other Student Committees.

Email: rsc@roytec.edu



GLOSSARY OF ACADEMIC TERMS

UWI ROYTEC

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Academic Year

Beginning of the September Term of one year to the end of the August Term of the following year.

Academic Calendar

A list of all the important dates and deadlines that you should know for the current Academic Year.

Academic Probation

An official warning from the Institution to any student whose cumulative Grade Point Average (GPA) falls below the minimum acceptable academic standing.

Credit

A unit of work in a subject, generally equivalent to one hour of class time (contact hours) per week, for a regular twelve (12) week term. Each credit is equivalent to 12 hours of lecture/laboratory time.

Co-Requisite

A course, which must be taken simultaneously with another course.

Elective

A subject or course, which a student may choose to take as distinguished from a "required course" in a programme of study.

Exemption

A student may be granted the option to not pursue a course based on successful completion of a similar course of study at another institution or on another occasion.

Grade Point Average (GPA)

The ratio of grade points earned to credits attempted.

Prerequisite

An academic requirement which must be met before a student may enrol in a specific course.

Programme

A curriculum or series of courses leading to a degree, diploma or certificate in a specific field of endeavour.

Quality Point Average

The ratio of quality points earned to courses completed.

Registration

Process of officially enrolling in a UWI-ROYTEC programme, completing GATE clearance and GATE application forms (where applicable), paying the required fees and selecting courses.

Term

A subdivision of the academic year. There are three terms at UWI-ROYTEC, September to December, January to April and May to August.

Transcript

A certified copy of the student's academic records showing all courses pursued at UWI-ROYTEC and the grades awarded.



ABOUT UWI-ROYTEC

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Vision

UWI-ROYTEC will be the regional leader in applied learning and specialized training, empowering all learners to exceed workplace expectations.

Mission

To nurture talent for leadership and workplace readiness in an evolving business environment.

Equal Opportunity Institution

UWI-ROYTEC engages with diverse individuals, organizations and communities and aims to establish partnerships and relationships based on mutuality of objectives, values and respect. We embrace diversity and draw from it to develop new ideas, share experiences and continuously improve our services and offerings. We strive to create and sustain a social and physical environment that will enable all our students, employees, clients and other stakeholders to succeed to the fullest extent of their potential.

UWI-ROYTEC is committed to achieving the principles of equal opportunity as an employer and as a tertiary level institution in its dealings with students, customers, other stakeholders and the general public. We will ensure that no student, potential student, job applicant, employee, supplier, customer, stakeholder or member of the public is discriminated against, either directly or indirectly, because of their gender, ethnicity, nationality, disability, medical/physical limitations, socio-economic background, age, religious or political beliefs, family or marital status, or sexual orientation.

UWI-ROYTEC will ensure that all current and prospective students are treated equitably and fairly. Indeed, we are committed to equality and equity.

All of our services and products shall be available to clients on an equitable basis. This applies to our admissions policy and all aspects of our teaching, assessment and examinations, and in the provision of student services and related facilities. This policy as it relates to students is affirmed by our commitment to support students with special needs.

Commitment to Teaching, Learning and Assessment

We believe that learning is best achieved through a partnership between UWI-ROYTEC, our faculty and our students. UWI-ROYTEC seeks to encourage students to take their programme of studies seriously and we will seek to provide each student with the following:

- Access to student information in the form of a Student Handbook containing relevant rules, regulations, and policies on examinations, attendance, student complaints and other academic matters.
- A timetable or programme of study and related activities at the beginning of each academic term. If you must cancel or drop enrolment for a course, we ask that you give as much notice as possible in order to accommodate working arrangements with the Ministry of Education (for GATE).
- A copy of an approved Course Outline for each course for which you are registered. This will outline the planned course of study for each course, how you will be assessed, and relevant academic regulations for the course.
- The opportunity to provide feedback on the quality of your teaching and learning through a Mid-Term and an End of Term Student Evaluation of Teaching and Learning for every course.
- Reasonable space and comfort for the conduct of classes, library and learning resources, study facilities, accommodation for consultation with Lecturers and access to electronic computer facilities. In return, we ask that you recognise the time and space constraints and keep study rooms, labs and cafeteria space clean at all times.
- Suitably qualified staff and Lecturers to deliver the programme for which you are studying.
- Personal development workshops aimed at enhancing your academic study and organisational skills.
- Fair and equitable methods of assessing your work (whether through assignments, projects or examinations) that comply with all regulations.
- A voice to participate in our institutional decision-making processes through elected officers of the UWI-ROYTEC Student Council.

- The opportunity to participate in Student Satisfaction Surveys to provide us with feedback on your level of satisfaction as we continuously strive to improve our services and products.
- Access to a record (transcripts) of your achievement to-date and at the completion of each stage of your studies. Where required, we will advise you of options for managing academic progress and provide appropriate advisement for continuing your studies. In so doing, and at all times, we will respect the confidential nature of your personal circumstances and details, including data on your academic performance.

As part of your learning partnership with us, students are expected to fully participate in their learning by following their agreed programme of study, attending timetabled classes, reading recommended study material on each subject, submitting assignments on time and seeking academic and personal advice and help when required. Also, we ask that students respect the educational needs of fellow students at our institution.

Information contained in this Handbook is applicable to all students enrolled at UWI-ROYTEC and is intended to assist them in understanding their rights and responsibilities at the institution. Upon registering with UWI-ROYTEC, a student agrees to abide by the rules, regulations, policies and procedures outlined in this Handbook.

Students are advised that the provisions of this Handbook are not to be regarded as an irrevocable contract between UWI-ROYTEC and the student. The contents are subject to change without prior notice.

UWI-ROYTEC reserves the right to limit registration for courses, discontinue courses for which there is insufficient enrolment and change schedules and/or Lecturer assignment. Every student accepted for registration shall be deemed to have agreed to any such deletion, revision or addition, whether made before or after said acceptance.

UWI-ROYTEC's Core Values

The distinctive characteristics, strengths and values that underpinned the development of UWI-ROYTEC's strategic priorities for the period 2021-2022 are as follows:

Excellence

We are committed to maintaining high standards of professionalism in the conduct, management, and oversight of the work of the Institution. We strive

to achieve the highest standards of performance in our programmes, projects, processes, and business initiatives in order to provide the best value for money for our students and stakeholders.

Student Centredness

We promote an organizational culture in which participation is based on shared values, respect for employee input and high regard for all. Our programmes are geared to addressing the distinct learning needs, interests and aspirations of our students, irrespective of socio-economic background. We provide opportunities for personalized learning, flexibility, and choice in meeting required proficiency levels.

Integrity

We hold each other and our partners accountable to the highest standards of ethical behaviour. We adopt a zero-tolerance approach to corruption in any form and are honest and ethical in all our activities. We believe that our reputation is of utmost importance and conduct our activities with complete and open transparency.

Equity

We believe that trust lies at the foundation of employee empowerment. As such, we are committed to maintain such policies and procedures that ensure that each employee will receive fair treatment and access to opportunity.

Innovation

We encourage the generation of new ideas and approaches and are open to novel solutions in a collaborative and mutually supportive work environment that inspires creativity. We encourage and support unconventional, creative thinking aimed at improving our programmes and processes, and creating value for our stakeholders.

Lifelong Learning

We are committed to building our internal capacity and embracing opportunities to learn and develop our knowledge, skills and abilities. We evaluate our initiatives and view both our successes and failures as opportunities to learn! We provide opportunities to build capability among staff and faculty so that they can maximize potential and that of the Institution.

Attributes of the UWI-ROYTEC Graduate

A Pragmatic Professional

The UWI-ROYTEC graduate is one who has been exposed to applied learning and undergone real-world training. Such pragmatic training is developed and assessed through projects that ask the student to apply their theoretical knowledge to real life problems or scenarios. Students are asked to develop products or services or complete a piece of research for external clients such as a charity, a manufacturer or local organisation, or by replicating this kind of experience in the classroom along with thorough evaluation and feedback. The inclusion of these experiences make the UWI-ROYTEC graduate industry ready and more effective and efficient in the workplace.

A Strategic Thinker

UWI-ROYTEC's graduates are taught how to strategize ventures from inception to completion. They would have been exposed to many complex situations which arise in various industries and sectors, and would be compelled to think strategically and examine these situations taking into consideration the context and the many ancillary factors that may be present. The graduate is able to clarify direction and objectives, identify empirical data from which conclusions can be drawn, formulate strategic solution, as well as evaluate and re-visit where necessary.

A Solution-Centred Individual

From grappling with complicated computer programming, to managing different pedagogical styles, or starting up a new business venture, we are likely to be exposed to 'problems' that need to be solved. Our graduates are taught that 'nothing is too difficult' and that industry problems can usually be solved by:

- An enterprising attitude
- Re-evaluation to find fresh perspectives
- Tapping into new information sources, and
- Constantly seeking objectivity and clarity

These traits are fostered in our graduates causing them to work much harder at solving problems than the average university graduate.

A Savvy Communicator

Many university graduates have brilliant ideas but are sometimes poor communicators. The UWI-ROYTEC graduate however does not suffer this fate, as our graduates are taught to be effective communicators, regardless of their programmes of study. All programmes are designed to encompass oral presentations and written projects via traditional and contemporary media to reach targeted audiences. The UWI-ROYTEC graduate is equipped with the skills and confidence to tastefully communicate to varied audiences in different spheres of life.

A Well-Rounded Team Player

Our graduates are socially and emotionally intelligent and are not just trained academically but are consistently given the opportunity to grapple with group dynamics while staying focused on synergistically achieving objectives. By the time the student becomes a graduate he/she is well able to socially navigate and create win- win situations for stakeholders in most scenarios. This type of person is always useful in an organisation and is affectively referred to as their knowledge, sensitivity and skills help minimise conflict and focus on productivity.

Entrepreneurially Intelligent

UWI-ROYTEC graduates are leaders willing to take calculated risks, exercise initiative, take advantage of opportunities by planning, organising, and using resources effectively. Graduates would have been taught to seek out innovation of products and processes in ways that bring real value and efficiency to organisations and individuals. They are also taught to write workable business plans and seek ways to acquire resources to create new initiatives.

These attributes guarantee that UWI-ROYTEC's graduates are competent professionals in the workplace, who can adapt to various situations and perform effectively. Our graduates have a competitive edge as they are given the professional and social skills that are needed for success. The UWI-ROYTEC graduate also has the ability to influence others, and the flexibility to thrive as an employee or entrepreneur in today's globalized environment. We are committed to producing a quality graduate who would have received a wide range of knowledge and skills, and whose ability to apply solutions to the workplace is highly desired by employers. We value the close ties with our alumni and work to strengthen these networks.

Health and Safety

Health, Safety and Environment Policy Statement

It is UWI-ROYTEC's Policy to conduct all of our operations in a manner that protects the Safety and Health of our students, faculty, staff, contractors and visitors while at the same time sustaining both our natural and physical environment.

UWI-ROYTEC is committed to providing, far as is reasonably practicable, safe, healthy and environmentally ready campuses to ensure the proper and efficient delivery of all services to our stakeholders.

UWI-ROYTEC will take the necessary measures to implement procedures that will guide our Safety, Health and Environmental framework, ensuring that UWI-ROYTEC complies with the OSH Act No. 1 of 2004 as Amended by Act No. 3 of 2006 and all other regulatory standards set forth.

UWI-ROYTEC acknowledges this responsibility in the tertiary education sector and provides an environmentally sound environment atmosphere for working, teaching and learning by:

- Establishing and maintaining awareness programmes for all stakeholders
- Conducting periodic risk assessments
- Establishing and maintaining internal emergency procedures
- Establishing and maintaining training programmes of staff, students and faculty
- Promoting programmes for environmental sustainability

Emergency Evacuation Procedures

In the event of an emergency, students are required to obey the instructions of the Floor Marshals. Floor Marshals are appointed for each location on the compound and can be identified by their florescent jackets.

Evacuation Procedure: When the alarm sounds:-

- Remain calm, avoid any panic or confusion
- Pay attention to your warden and obey all instructions given to you
- Proceed to the nearest exit or in the event that an area is unsafe, to the alternate (secondary) exit. Your warden will guide you
- Walk briskly do not. DO NOT RUN. Do not stop to chat or gather items.
- DO NOT USE THE ELEVATOR
- Marshals will accompany you to the muster point.
- Remain at the Muster Point for further instructions
- A head count will be done to ensure that all person are accounted for.
- DO NOT LEAVE THE ASSEMBLY AREA or your group

The Muster Point for the Henry Street Campus is the Family Planning Association Car Park located at the corner of Oxford and Charlotte Streets.

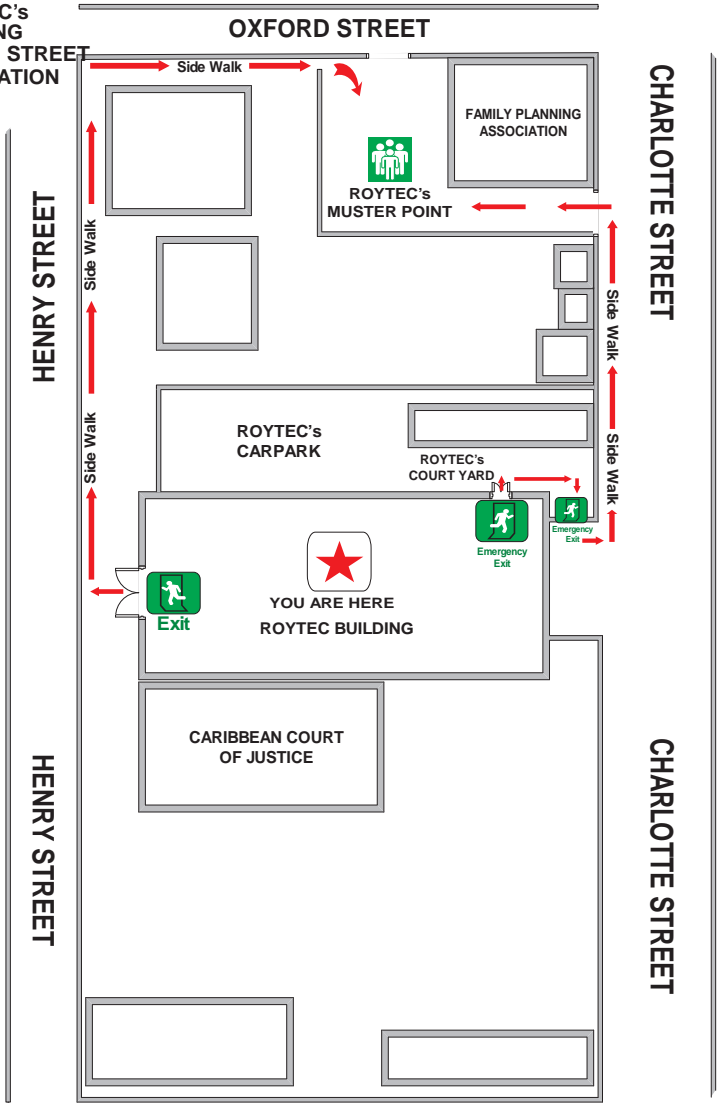
UWI-ROYTEC's Security supports the Institution's mission of providing a safe campus for our students, faculty, staff and visitors through various measures. Promoting a safe and clean environment is the responsibility of all stakeholders.

Students are expected to:

- Obey the instructions of the Security Officers
- Know the Evacuation Procedures the Emergency Floor Plan located at the entrance of each classroom and muster point.
- Pay attention to any Emergency Alarms / warnings and obey instructions
- Participate in safety training and evacuation drills
- Keep the institution surroundings clean at all times

EVACUATION MAP

ROYTEC's BUILDING
HENRY STREET
EVACUATION
PLAN



MATRICULATION

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Applications & Entry Requirements

Introduction to Real Estate Valuation

To gain entry to this programme, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards) or five (5) GCE O' Level passes Grades A, B and C (or equivalent) including English Language and Mathematics;
- Students may also be considered on the basis of their work experience in Real Estate, relevant training and educational background as deemed relevant by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Certificate in the Principles of Real Estate Sales

To gain entry to this programme, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC. passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards) or five (5) GCE O' Level passes Grades A, B and C (or equivalent) including English Language and Mathematics;
- Students may also be considered on the basis of their work experience in Real Estate, relevant training and educational background as deemed relevant by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Certificate in Social Sciences

To gain entry to this programme, prospective students must possess:

- A minimum of five CSEC passes, (General Proficiency) Grades I and II (Grade III accepted from June 1998 onwards) or five GCE O' Level passes, Grades A, B and C (or equivalent) including English Language and Mathematics; AND
- Students may also be considered on the basis of their work experience and training as deemed relevant by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Diploma in Real Estate Brokerage

To gain entry to this programme, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards) or five (5) G.C.E. O' Level passes Grades A, B and C (or equivalent) including

English Language and Mathematics, and successful completion of the UWI- ROYTEC/ AREA Certificate Course in Real Estate sales;

- Students may also be considered on the basis of their work experience in Real Estate, relevant training and educational background as deemed relevant by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Diploma Programmes

To gain entry to these programmes, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC. passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards), or five (5) GCE O' Level passes, Grades A, B and C; including English Language and Mathematics;
- Students may also be considered on the basis of their work experience, relevant training and educational background as deemed appropriate by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Certificate in Early Childhood Care and Education

To gain entry to this programme, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards), or five (5) GCE O' Level passes, Grades A, B and C; including English Language and Mathematics;
- Students may also be considered on the basis of their work experience in ECCE and other academic credits, prior learning, training and educational background as deemed relevant by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Associate Degree Programmes (ADM)

To gain entry to this programme, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards), or five (5) GCE O' Level passes, Grades A, B and C; including English Language and Mathematics;
- Students may also be considered on the basis of their work experience in a managerial position, relevant training and educational background as deemed appropriate by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Associate Degree in Information Systems Management Programme (ADISM)

To gain entry to this programme, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards), or five (5) GCE O' Level passes, Grades A, B and C; including English Language and Mathematics;
- Students may also be considered on the basis of their work experience, relevant training and educational background as deemed appropriate by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Bachelor of Science in Information Systems Management (BISM)

To gain entry to this programme, prospective students must possess:

- Successful completion of the UWI-ROYTEC Associate of Science Degree in Information Systems Management (ADISM) with a minimum Grade Point Average (GPA) of 2.0 (1.5 prior to September, 2017) or an equivalent Associate Degree.
- Students may also be considered on the basis of their work experience, relevant training and educational background as deemed appropriate by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Bachelor of Science Degree in Business Management (BDM)

To gain entry to this programme, prospective students must possess:

- Successful completion of the UWI-ROYTEC Association of Science Degree in Management (ADM) with a minimum Grade Point Average (GPA) of 2.0 (1.5 prior to September, 2017) or an equivalent Associate Degree.
- A comparable Associate level qualification from another institution.
- Students may also be considered on the basis of their work experience, relevant training and educational background as deemed appropriate by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Bachelors in Education (B.Ed.) for Primary School Teachers

To gain entry to this programme, prospective students must possess:

- A minimum of five (5) C.X.C./CSEC. passes (General Proficiency), Grades I and II (Grade III accepted from June 1998 onwards), or five (5) GCE O' Level passes, Grades A, B and C; including English Language, Mathematics and one (1) subject from the Natural Sciences.
- Students who have successfully completed Teachers' College training from a recognised institution with an average mark of C may apply to complete the UWI-ROYTEC B.Ed. Primary.
- Students may also be considered on the basis of their work experience, relevant training and educational background as deemed appropriate by UWI-ROYTEC's Admissions Committee to be the equivalent of the above for the purpose of study. Applicants may be subject to an interview.

Master of Science in Business Psychology (MSBP)

To gain entry to these programmes, prospective students must possess:

- Requirements for admission include having earned a bachelor's degree from an accredited institution with a 2.75 GPA on a 4.0 scale.
- Conditional acceptance can be available for those between a GPA 2.5 and 2.74 after individual review by the faculty

Applicants may obtain admission and online application information from UWI-ROYTEC's website www.roytec.edu or email Marketing at marketing@roytec.edu

Admissions Procedure

Applications for ADM/ADISM/BDM/BISM/Certificate/Diplomas/ECCE/Real Estate Sales

An online application must be completed through UWI-ROYTEC's website www.roytec.edu and the signature page forwarded to Admissions with:

- i. An application fee of \$120.00 (non-refundable)
- ii. The original and a copy of all relevant academic certificates.
- iii. The original and a copy of either your National Identification Card or Passport
- iv. The original and a copy of your marriage certificate/ affidavit. (This is applicable if the name on the birth certificate is different from the name on the online application)
- v. The original and a copy of your birth certificate

Non-Degree Students

Non-Degree students are persons who wish to take selected courses without the intent of completing an entire programme of study. These students will be required to complete the application process and pay the relevant fees.

Exemptions and Transfer of Credits

UWI-ROYTEC accepts credits for transfer and exemption in accordance with the following:

- i. credits may be transferred from a regionally registered/accredited tertiary institution and transnational programmes recognised in Trinidad and Tobago. UWI-ROYTEC will be guided by publications from the Accreditation Council of Trinidad and Tobago (ACTT) in its determination of registration, accreditation and programme recognition;
- ii. the programme of study must be equivalent or at a higher level than the course offered at UWI-ROYTEC for which the student is seeking credit exemption; and
- iii. a Grade of "C" or higher was achieved in the course/s for which credit is being considered.

A transcript evaluation will be performed by the Registrar, upon receipt of all admission documentation, which includes a completed application, receipt of the application fee, official sealed transcripts and the course outlines for the courses an exemption is being sought. An estimate of the total number of credits accepted for transfer will be made when admission is granted. Students will have the option to accept or not to accept the transfer credit/s offered by UWI-ROYTEC. Students seeking transfer credits will be limited to a maximum of 50% of total credit requirements of the particular Programme, subject to the criteria outlined above.

North American Applicants

Applicants from North America or from Schools using North American based High School Curriculum, who possess High School Diplomas, must have their qualifications evaluated by the Ministry of Education in Trinidad and Tobago. The Ministry of Education will confirm the equivalency of the North American High School Diplomas to UWI-ROYTEC's entry requirements.

Applicants from Non-English Speaking Countries

UWI-ROYTEC courses are taught in the English Language. Applicants from non-English speaking countries must submit a TOEFL (The Test of English as a Foreign Language) score or alternative English Proficiency test score. The TOEFL is usually administered several times each year at different centres. Students should take the TOEFL early enough to ensure that the official test score report is received at least sixty (60) days before the beginning of the term.

Re-Admission

Students who have been absent for a period of three (3) consecutive Academic Terms will be required to seek re-admission and pay the application fee.

Students seeking re-admission within five (5) years of being withdrawn or unofficially absent will be allowed to complete their course of study from their last active registration term. In cases where the programme structure has changed students will be required to successfully complete any additional courses.

Students seeking re-admittance after five (5) years of being withdrawn or unofficially absent will be given a new academic record. Re-admitted students will be allowed to apply for exemptions for courses successfully completed on the previous academic record for the same programme of study.

Application Fraud and Misconduct

Students who fail to provide required information or misrepresent any data on the online application will be required to withdraw from UWI-ROYTEC.



REGISTRATION

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Programme Registration

Applicants who are accepted into a GATE funded programme must obtain an E-GATE ID and apply online for GATE funding, as well as, complete and submit the following documents as part of the registration process:

- i. Student GATE Declaration Form;
- ii. Payment of Non-refundable Administrative fee.
- iii. Payment of requisite tuition fee before the commencement of classes if GATE approval is not granted or if the applicant does not qualify for GATE.

Fees may be paid in via the following methods:

- i. Online bank transfers
- ii. Visa Debit and Credit Card online payments
- iii. Direct Deposit at any branch of Republic Bank
- iv. Manager's Cheque
- v. Linx or Credit Card payments at the CSR counter

All details of instructions for EACH payment method above are included in our "Payment Options document" available at www.roytec.edu

Selection of Classes - Online Student Administration System (BANNER)

Students must log on to the Online Student Administration System (BANNER) to select classes (see below for details). Please ensure that all registration documents are submitted, and fees are paid before attempting to select classes. Holds may be placed on student accounts, pending the receipt of outstanding fees and documents.

Online Student Administration System (BANNER)

As a student of UWI-ROYTEC you must use the Online Student Administration System (BANNER) to view and update personal information, register for courses from any location with internet access, check your GPA on your online transcript and keep abreast of how many courses in your programme you have outstanding via a degree evaluation.

To access BANNER, visit the UWI-ROYTEC website (www.roytec.edu) and navigate to the Access Online Services.

Login Information:

Username: Student Id number (e.g. 20120000)

Password: Date of birth [format mmddyy] (e.g. April 30th, 1980, password-043080) Upon successful login you will be prompted to change your password from your date of birth to one of your choice; 6 or more alphanumeric characters. This new password must be used for all future logins into the Online Student Administration System.

The Registry Services Department is the first point of contact for matters pertaining to BANNER password resets, course registration issues and explanation of student holds.

Course Cancellations

UWI-ROYTEC reserves the right to cancel courses on account of low registration or for reasons outside its administrative control. If students are enrolled in a course that has been cancelled, they will be removed from the course and are required to add another course in its place. Tuition for cancelled courses will be re-assigned or refunded as appropriate.

Adding and Dropping Courses

A period of two weeks is allowed from the commencement of the Academic Term for adding courses. A student adding a course is responsible for examining the course outline and determining the course requirements. Exact dates in effect for the current year are noted in the academic calendar which is available on the UWI-ROYTEC Website at www.roytec.edu.

Students may add or drop courses in the first two (2) weeks of the term on the Online Student Administration System (BANNER). A refund may be issued, for fees received on a course that is dropped and cannot be substituted in the academic year. Where a course is dropped and a replacement course cannot be taken in the academic year, a refund may be requested.

A period of two (2) weeks is allowed from the commencement of the Academic Term for dropping courses. Courses dropped after this prescribed period and up to the 6th week of the Academic Term are recorded on the student's transcript as a "W" and will carry no academic penalty but will incur a financial penalty of 20% of the cost of tuition. Students must complete an online drop request form at www.roytec.edu, for courses dropped during this period.

Courses dropped after the prescribed period will be recorded as an "FA" on the transcript.

Maximum Course Load

Maximum course load shall be six (6) courses for full-time students and five (5) for part-time students with a minimum GPA of 3.0 and/or at the discretion of the Registrar.

Fees

All established fees are set out in the Schedule of Fees, that is, "General Fees" as applicable to all students and "Tuition Fees" applicable to students commencing within the stated academic year. UWI-ROYTEC reserves the right to revise any fee in relation to increases and/ or decreases in its input costs.

Please note that repeats will usually attract the current fee. All fees for a student's programme of study, to be taken in an academic year, are due and payable at the start of that year.

UWI-ROYTEC will post the scheduled dates and times for Registration for each programme in its academic calendar, on its website www.roytec.edu and send SMS reminders to all registered students. New applicants will be advised in writing or contacted by phone with the relevant information. Registration is held before the commencement of each academic term.

Non-Tuition Fees

Application Fees	
MSBP	\$800.00
All other programmes	\$120.00

New Student Registration Fees	
Registration Fee (paid annually):	\$450.00
Technology Fee (paid annually):	\$675.00
General Administration Fee:	\$675.00
ID Card (paid only one in the first term of the programme):	\$60.00
Replacement ID Card	\$60.00
Caution Fee (Refundable):	\$400.00
Personal Accident Insurance Premium: (per academic year)	\$40.00
Student Council: (per academic year)	\$100.00
TOTAL	\$2,400.00

Returning Student Registration Fees	
Registration Fee:	\$450.00
Technology Fee:	\$675.00
General Administration Fee:	\$675.00
Personal Accident Insurance Premium: (per academic year)	\$40.00
Student Council: (per academic year)	\$100.00
TOTAL	\$1,940.00

	1 Term Registration Fee	2 Term Registration Fee
Registration Fee	\$200.00	\$325.00
Technology Fee	\$400.00	\$525.00
General Administration Fee	\$400.00	\$550.00
Personal Accident Insurance	\$40.00	\$40.00
Student Council	\$100.00	\$100.00
TOTAL	\$1140.00	\$1540.00

Modular	
Registration fee:	\$170.00
Student ID:	\$60.00
Contingency:	\$15.00
Personal Accident Insurance Premium:	\$40.00
TOTAL	\$285.00

AREA Sales and Valuation	
Registration Fee:	\$440.00
Technology Fee:	\$225.00
ID Card Fee:	\$60.00
Caution Fee (refundable):	\$400.00
Personal Accident Insurance Premium:	\$40.00
TOTAL	\$1,165.00

Additional Fees	
Supplemental Examination Fee per course	\$625.00
Exemption Fee per course* (ADM, ADISM, BDM, B.Ed.)	\$400.00
Exemption Fee per course*(other than programmes stated above)	\$100.00
Transcript – 10 working days (UWI-ROYTEC programmes)	\$50.00
Urgent Transcript – 5 working days (UWI-ROYTEC programmes)	\$75.00
Consultation (on examination results)	No charge
Re-marking (of examination results)	\$375.00

*Students of Franklin University programme apply directly to the respective university.

All requests for a refund of fees must be done in writing. Refunds will be made payable only to the person(s) and/or company from whom the payment was received (refer to your Official Receipt for name of Payee), unless a written instruction to the contrary is received. Unrequested excess funds will remain in the student's account as a credit. Any overpayment that is noted at the point of graduation will be refunded along with the refund of Caution fee, unless other written instructions are provided.

The Caution Fee will only be refunded for the following reasons:

- i. Student's withdrawal from UWI-ROYTEC
- ii. Student's successful completion of his/her course of study, as follows:

For Academic students:

- After graduation and return of Academic Regalia
- On waiving, in writing, their right to graduate

For other students, on confirmation of the passing of final examinations.

For a full list of all programme tuition fees, please email: bursar@roytec.edu.

Financial Indebtedness

UWI-ROYTEC's policy is that a student should not owe UWI-ROYTEC without a duly approved credit arrangement. UWI-ROYTEC will attempt to advise the student of any indebtedness and allow a reasonable time lapse for settlement and/or response.

Students who do not comply with this policy place themselves at a risk of being automatically debarred from receiving any academic information and the use of all services including tuition, library, examination, graduation, grades, and transcripts. Furthermore, such students may encounter blocks if he/she attempts to re-register with UWI-ROYTEC at another point.

Please note that any outstanding balances will automatically attract monthly interest of 3% and penalty fees.

Financial Assistance

The Government of the Republic of Trinidad and Tobago provides support to citizens of Trinidad and Tobago for Tuition Expenses and Non-Tuition Expenses through the Government Assistance for Tuition Expenses (GATE) and Higher Education Loan Plan (HELP) Programmes, respectively. For more information on these Programmes please visit the Ministry of Education website at the following URL: <http://www.moe.gov.tt>.

UWI-ROYTEC may assist students whose individual financial circumstances prevent them from attending classes due to their inability to pay tuition fees at that point in time. Payment plans are available to students.

Programme Duration

The following shall be the duration of study under strict adherence to the respective programme outline:

Programme	Full-Time	Part-Time
ADISM	2 years	2 ½ years
ADM	1 1/2 years	2 ½ years
BISM	1 1/2 years	2 years
BDM	1 1/2 years	2 Years
B.Ed.		4 years
ECCE		2 years
MSBP		1 1/2 years
Diploma*		1 year

* With the exception of the Diploma in Real Estate Brokerage which is 2 years.

Programme Completion

The following shall be the maximum length of time a student shall be allowed to be a registered student at UWI-ROYTEC:

Programme	Completion
ADISM	4 years
ADM	4 1/2 years
B.Sc. ISM	4 years
BDM	4 years
B.Ed.	6 years
ECCE	4 years
MSBP	3 years
Diploma*	2 years

* With the exception of the Diploma in Real Estate Brokerage which is 4 years.



ACADEMIC INFORMATION

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Grading System and Classification

UWI-ROYTEC's Grading System - This grading system is applicable to the Bachelor degree, Associate of Science Degree and Diploma Programmes. The Grade Point Average (GPA) is based on the following:

LETTER GRADE	PERFORMANCE LEVEL	PERCENTAGE (%) RANGE	UWI-ROYTEC GRADE POINT
A+		90 - 100	4.3
A	Excellent	85 - 89	4.0
A-		80 - 84	3.7
B+		77 - 79	3.3
B	Good	73 - 76	3.0
B-		70 - 72	2.7
C+		65 - 69	2.3
C	Satisfactory	55 - 64	2.0
D	Less than Satisfactory	50 - 54	1.0
F	Failure	0 - 49	0.0

Calculating The Grade Point Average

A student's Grade Point Average (GPA) is determined by first calculating the grade point for each course and then dividing the cumulative grade point total by the cumulative credit total for courses passed.

Example:

Courses Attempted	No. of Credits (A)	Grade Obtained	Equivalent Grade Points (B)	Total Grade Points [(A) x (B)]
Intro. to IS & Problem Solving	4	B+	3.0	12.0
English Usage	3	B+	3.0	9.0
Finite Math	3	A-	3.3	9.9
Total	10			30.9

The student's GPA would be equal to 30.9/10, which would result in 3.09.

Academic Standing

A student will be considered to be in good academic standing with a minimum cumulative Grade Point Average (GPA) of 2.0* for UWI-ROYTEC programmes on final examination results. Students failing to meet this GPA requirement will be automatically placed on Academic Probation.

Academic Director's List

In recognition of Academic Excellence at UWI-ROYTEC, an Academic Director's list is compiled at the end of each Academic Year. To qualify for the Academic Director's list, a student must achieve a minimum GPA of 3.7 and obtain no grades of "F", while successfully completing a minimum of three courses during each term.

Academic Probation

Academic Probation entails the following:

1. A student on academic probation will be required to meet with the Manager, Academic Services, for academic advisement.
2. A student on academic probation will be restricted in the number of credit hours he/she may attempt.
3. A student on academic probation may only qualify to be removed from probationary status based on performance in Assessments taken at UWI-ROYTEC and not upon performance in any transferred courses.

Each term that a student is on academic probation, formal notification will be posted on the student's Academic Transcript on the Online Student Administration System and letters dispatched.

Any student who has been on academic probation for a period of three (3) consecutive academic terms, during which he/she has been a registered student, will receive a notice of withdrawal for at least one (1) Academic Year. Students may appeal this decision in writing to the UWI-ROYTEC Appeals Committee at appeals@roytec.edu.

A student who has been re-admitted after being required to withdraw from UWI-ROYTEC will retain their academic probation status. Failure to meet the normal Academic Standing within the re-admission period will result in final dismissal from the programme. Further applications for re-admission to the programme will not be considered.

*1.5 GPA for programme started prior to 2017

Courses completed at another Institution by a student on academic probation cannot be transferred at a later date for credit towards a programme at UWI-ROYTEC.

Release of Student Records

The Registrar or any other designated officer shall retain custody of the official student academic records, however recorded or stored.

- i. Students who wish to have their names changed on their official student record must submit appropriate supporting documentation and make this request in writing before applying to graduate from the programme.
- ii. Students' official academic records are confidential and shall not be divulged to any third party without the written consent of the student concerned.

Letters of Academic Status

Students may request academic status letters by completing a student request form available on the website or at the Customer Service counter. Letters may be issued for the following purposes:

- Embassy
- Income Tax
- Confirmation as a UWI-ROYTEC student
- Letter of introduction to a company
- Confirmation of programme completion
- Letter to the Ministry of Education

Letters will be issued within five (5) working days of the request.

Transcript Requests

Official transcripts requested by students will be issued within ten (10) working days and forwarded directly to the institution requiring the records. All requests should be submitted to the office of the Registrar with the required fee. Where the student requires the transcript urgently, it will be issued within five (5) working days at an additional charge.

Transcripts and Certificates will be withheld from those students, including former students who have failed to meet their financial obligations to UWI-ROYTEC. The transcript request form is available at the Customer Service counter or can be downloaded from the website.

Official transcripts for UNB and Franklin University programmes must be requested online at www.unb.ca and www.franklin.edu respectively.



POLICIES AND PROCEDURES

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Student Conduct

UWI-ROYTEC holds high expectations for student conduct. The pursuits of each student and the core values of UWI-ROYTEC are fostered through an atmosphere of mutual respect, dignity, trust, and honour. Penalties will be imposed on students who commit any breach of the rules or whose conduct is disorderly or prejudicial to the best interest of UWI-ROYTEC and its stakeholders.

General Conduct

As members of the student body, students are expected to:

- i. Conduct themselves in a responsible manner and engage in behaviour that is consistent with a first-class educational community, including the use of acceptable non-obscene language.
- ii. Demonstrate respectful behaviour towards faculty, staff, students, security personnel, maintenance staff and other stakeholders (**on campus, in communication with stakeholders and UWI-ROYTEC sanctioned virtual/online environments**).
- iii. Demonstrate due consideration and regard for others, especially relating to noise level, use of common spaces and the use of the Library, Study Room and Lab facilities.
- iv. Demonstrate regard for and due care in the use of the facilities and equipment. This includes the removal of furniture from classrooms and/or common spaces.
- v. Refrain from acts of deceit, dishonesty, theft, false accusations and fraud.
- vi. Refrain from sending or posting discriminatory, harassing, or threatening messages or images. This includes cyber bullying behavior, acts to slander, and defame any stakeholder.
- vii. Refrain from participating in the viewing or exchange of pornography or obscene materials.
- viii. Refrain from using, selling, having in their possession or storing alcoholic beverages or illegal drugs (so categorized by the laws of Trinidad and Tobago) of any kind on UWI-ROYTEC's premises, events or activities. Smoking and vaping confined to designated areas.
- ix. Refrain from gambling on UWI-ROYTEC's premises.
- x. Obey the laws of the land, and the rules, regulations and policies of UWI-ROYTEC.
- xi. Refrain from endangering the health, safety, security and environment of oneself and others.
- xii. Refrain from littering in, on or around UWI-ROYTEC's premises
- xiii. Disclose to the institution any dangerous weapons or devices in their

possession at any given time including, but not limited to, firearms and fireworks unless authorized by an appropriate official of the institution. Students must refrain from usage or storage of any weapons or devices on UWI-ROYTEC's premises.

Classroom Conduct

As members of the student body, students in classes (virtual/face-to-face) are expected to:

- I. Refrain from unmuting yourself and disrupting the class unless otherwise permitted to unmute oneself.
- II. Seek permission from lecturer and/or classmates to record and share any part of a class session.

Online/Virtual Conduct

- I. Recordings of class lectures are solely for students' personal use for study and preparation related to the class.
- II. Recordings will be saved for a minimum of two (2) weeks.
- III. Students will not share these recordings with any other person at any time, whether or not that person is in the same class.
- IV. Students are not permitted to sell class recordings, or profit financially from any class recording.
- V. Students are not permitted to download, save or retain any recording of a class session longer than needed for duration of the course.
- VI. Student violation of these guidelines constitute a violation of the Student Code of Conduct as outlined in the Student Handbook, and can result in disciplinary action by UWI-ROYTEC.

Failure to fulfil these expectation expressed under the Student Conduct will be sufficient cause for UWI-ROYTEC's administration to initiate an investigation, disciplinary proceedings and enforce appropriate sanctions as detailed in the penalties/sanctions section within this document

Further to the above, the institution's surveillance located on the premises can be used to gather evidence with respect to investigations being conducted.

Student Dress Code

Students are expected to adhere to the Student Dress Code. As a business college, we expect professionals to emerge from UWI-ROYTEC, and the

decorum and dress etiquette consistent with such professionals, must be observed. The following are not acceptable as dress for the environment in which students attend class:

- Hats (male and female)
- Tank tops, vests, halter or strapped tops (including tops that are excessively revealing)
- Tops stopping above the waistline (crop tops)
- Shorts stopping above the knees (male and female)
- Miniskirts, mini-dresses and dresses with mid-thigh slits
- Ultra-Low-rise and tight jeans (male and female)
- Clothing that are distressed or with 'cut outs'
- Flip flops or athletic slippers
- Pyjamas / sleepwear
- Clothing that is transparent or semi-transparent

Students should:

- Wear Business Attire for class presentations.
- Wear Business Attire for School Events as Guided by Notices from the Institution.
- Wear Business Attire for job interviews, internship, placements and as required when representing UWI-ROYTEC. (Failure to comply with this requirement will affect your attendance and participation in these activities).

Students who fail to follow the dress code will:

- In the first instance students are warned by security and a note placed in the Log Book by the security desk.
- In the second instance, be debarred from entering the premises and receive a written notice from the Director – Academic Affairs, Director – Student Affairs or designate.
- In the third instance, be suspended from classes and/or withdrawn from UWI-ROYTEC premises.

Note: Unless otherwise stipulated, adherence to this handbook is expected for both face-to-face and virtual activities.

Classroom Conduct

1. Recordings of class lectures are solely for students' personal use for study and preparation related to the class.
2. Recordings will be saved for a minimum of two (2) weeks.

3. Students are not permitted to share recordings with any other person at any time, whether or not that person is in the same class.
4. Students are not permitted to sell class recordings, or profit financially from any class recording.
5. Students are not permitted to download, save or retain any recording of a class session longer than needed for duration of the course.
6. Student violation of these guidelines constitute a violation of the Student Code of Conduct as outlined in the Student Handbook, and can result in disciplinary action by UWI-ROYTEC.

Academic Offences

Academic offences include, but are not limited to the following:

- i. Plagiarism is the unacknowledged presentation of the work of others as one's own. To represent such work as self-created is dishonest and academically unacceptable. Plagiarism includes:
 - a) Quoting verbatim or almost verbatim from a source (such as copyrighted material, notes, letters, business entries, computer materials) without acknowledgement; Adopting someone else's line of thought, argument, arrangement, or supporting evidence (such as, statistics, bibliographies) without indicating such dependence;
 - b) Submitting someone else's work, in whatever form (such as film, workbook, artwork, computer materials) without acknowledgement;
 - c) Knowingly representing as one's own work any idea of another.
- ii. Using any assistive technology, software or devices not sanctioned by the institution to create, edit, complete, alter or submit an assessment for marks.
- iii. Keeping in one's possession any unauthorized material after the start of an examination.
- iv. Cheating on examinations, tests, assignments or reports. This includes, but is not limited to, the giving or receiving of any information or assistance, or any attempt to do so.
- v. Impersonating a candidate at an examination or test or in connection with any assignment in a course or availing oneself of the results of such impersonation.
- vi. Obtaining through theft, bribery, collusion, purchase or other improper manner; an examination or test paper prior to the date and time for writing the examination or test;
- vii. Academic materials belonging to another person, e.g. assignments, papers, computer materials.
- viii. Falsifying or knowingly submitting false assignments or credentials, records, transcripts, or other academic documents.

- ix. Submitting identical or substantially the same work for more than one (1) course or programme of study, without the prior express knowledge and approval of the Lecturers.
- x. Interfering with the right of other students to pursue their studies.
- xi. Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded.
- xii. Knowingly aiding or abetting any of the above offences.

Penalties/Sanctions

A student found in breach of the Student Conduct policy of the institution may be subject to the imposition of penalties or sanctions outlined below. Sanctions may be administered separately or in combination by either the Director – Academic Affairs, Director – Student Affairs or designate. The penalty/sanction imposed will be determined by the nature of the breach of the rules for student conduct and/or Academic Offences.

A. Warning, Reprimand, or Admonition

A student may be notified verbally or in writing that his/her conduct has been unacceptable and requires immediate improvement. Further incidents of misconduct may result in additional disciplinary measures.

B. Restitution / Fine

A student may be directed to pay, or in some way compensate for damages resulting from his/her misconduct. This can be through voluntary service within the institution or monetary fine payable to UWI-ROYTEC or the Student Council.

C. Probation with conditions

A student may be placed on disciplinary probation which requires fulfilment of certain expressed conditions, for no less than one semester. Such conditions may involve:

- i. Mandatory participation in the Student Counselling Assistance Programme by adhering to scheduled visits with Student Counsellors.
- ii. Community service or volunteering at a recognised non-governmental or non-profit organization.
- iii. Duties to patrol common areas on campus with an aim to keeping the premises garbage free.

Recurrence of unacceptable behaviour may result in suspension from the institution.

Disciplinary probation may entail withdrawal of certain privileges for example

serving on Committees or removal from the Student Council. If the student is involved in misconduct during his/her probationary period, the question of his/her suspension from the institution will be raised automatically.

D. Interim Suspension

In certain circumstances, the Director – Academic Affairs, Director – Student Affairs or designate, may impose a short-term suspension prior to the Student Appeals Committee.

1. Interim suspension may be imposed:
 - a) to ensure the safety and well-being of members of the UWI- ROYTEC community or preservation of institution's property;
 - b) to ensure the student's own physical or emotional safety and well-being; or
 - c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the institution.
2. During the interim suspension, a student shall be denied access to the institution and/or all other institutional activities or privileges for which the student might otherwise be eligible, as the Director – Academic Affairs, Director – Student Affairs or designate may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Disciplinary Hearing, if required.

E. Suspension

Suspension of a student from the institution indicates that a student's behaviour has been assessed as unacceptable to a considerable degree. Suspension may be invoked immediately following appropriate proceedings or at the end of a particular academic session. A student will usually be suspended for a specified period of time. Following the expiration of this time, the student will be required to request permission from the Director - Student Affairs through the Registrar to re-enrol into the programme. All rights and privileges, as a student, cease upon suspension.

If a student is found to be engaged in conduct that breaches the laws of Trinidad and Tobago, suspension will be immediately imposed on the student. UWI-ROYTEC adopts a zero-tolerance approach when persons breach the laws of the land. The relevant authorities will be notified by the Director – Academic Affairs, Director - Student Affairs or designate. The suspension will

be for the duration of the investigation with subsequent action being taken by the relevant authorities. This will be noted on the student's file and academic transcript.

F. Revocation of Admission and/or Degree

Admission to or a degree awarded from the institution may be revoked for cases of fraud, misrepresentation, or other violation of institutional standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

G. Withholding Degree

UWI-ROYTEC may exercise its right to withhold awarding a degree otherwise earned, until the completion of the disciplinary process, including the completion of all sanctions imposed, if any.

H. Expulsion

Expulsion is complete separation from the institution. A student may be dismissed for misconduct or after repeated violations of UWI-ROYTEC's regulations. (Expelled students are not permitted to re-enrol in the institution).

The penalty or sanction will be communicated to the student and a copy of the offence will be placed on the student's record.

Handling Academic Offences

Students who are uncertain whether a course of action might constitute plagiarism or cheating should consult the Lecturer(s) involved in sufficient time before presentation of the material. A Lecturer who suspects a student of cheating, plagiarism or other academic offence has an obligation to investigate. Under normal circumstances, the Lecturer will discuss the allegation with the student and examine all relevant evidence, including evidence that the student may provide in his/her defence. If the allegation cannot be supported, no further action will be taken. If the Lecturer concludes that an offence has occurred, he or she shall consult with the Subject Head to review the evidence. In determining a penalty, the Lecturer, Subject Head or Designate, as the case may be, may take into account the specific circumstances of the offence.

Penalties imposed may range from the issuance of a reprimand to a failing grade for the course in which the offence was committed. The Subject Head or Designate shall inform the student, in writing, of the penalty to be imposed. This letter will draw the student's attention to the student's right to appeal.

If the Lecturer, Subject Head or Designate considers that the offence warrants a more severe penalty the matter shall be referred to the Director – Academic Affairs.

The Director – Academic Affairs shall also report all academic offences to the UWI-ROYTEC Board of Examiners (BOE) who will review the evidence provided by both the Faculty and the student, and, may investigate further.

Following the review, the Director – Academic Affairs, will determine the penalty or penalties to be imposed and will so inform the student in writing. A letter from the Director – Academic Affairs will draw the student's attention to the student's right to appeal to the UWI-ROYTEC Appeals Committee within the prescribed time.

Offences Against Persons

- i. No person shall assault another person sexually or threaten any other person with sexual assault.
- ii. No person shall assault another person, threaten any other person with bodily harm, or knowingly cause any other person to fear bodily harm.
- iii. No person shall knowingly create a condition that unnecessarily endangers the health or safety of any other person/s.
- iv. No person shall threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to his/her property.
- v. No person shall aggravate another person through conduct and/or non-verbal communication that is directed at one's race, ancestry, complexion, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, handicap, standard of living or record of offences that is known to be unwelcome, anticipated to be unwelcome by the other person and that exceeds the bounds of freedom of expression.
- vi. No person shall cause another person to fear for his safety or the safety of another person known to him while on the premises **and/or any UWI-ROYTEC sanctioned online space** or in the course of activities sponsored by UWI-ROYTEC, the UWI-ROYTEC Student Council and stakeholders of UWI-ROYTEC.
- vii. No person shall take actions or cause actions to be taken that hinder the freedom of another person/s to participate in the programmes at UWI-ROYTEC.

Offences on UWI-ROYTEC Property

- i. No person shall knowingly take, deface, destroy, damage or create a condition that unnecessarily endangers or threatens destruction of the equipment and premises of UWI-ROYTEC, UWI-ROYTEC's contractors, stakeholders, faculty and visitors. This also refers to the external parts of the building.
- ii. No person shall knowingly take, destroy or damage any physical property on UWI-ROYTEC premises that belongs to another person or organization.
- iii. No person shall cause another person (physically or virtually) to fear for his safety or the safety of another person known to him while on the premises of UWI-ROYTEC or in the course of activities sponsored by UWI-ROYTEC, the UWI-ROYTEC Student Council and stakeholders of UWI-ROYTEC.
- iv. No person shall download or install unauthorized hardware or software on UWI-ROYTEC's computers.
- v. No person shall abuse or misuse any online space provided by UWI-ROYTEC.

Failure to comply with the offences against persons and offences on UWI-ROYTEC Property, will face penalty and sanctions as deemed fit by either the Director Student Affairs or Director –Academic Affairs.

Dispute Resolution

In addition to any other rights and remedies at law, any dispute between students; faculty and students; and a student and UWI-ROYTEC shall be resolved amicably by consultation, dialogue and/ or mediation between the parties concerned. Further, UWI-ROYTEC shall give full consideration to any proposal for settlement as may be advanced by a student. Where mediation is the chosen method for dispute resolution, UWI-ROYTEC will engage the services of a Certified Mediator so accredited by the Mediation Board of Trinidad and Tobago.

Student Rights and Responsibilities

Students:

- i. Have the right to expect classes to be conducted for the duration of the stipulated time.
- ii. Have the right to expect Lecturers to mark and return their material as set out in the course outline.
- iii. Own any original work they have produced, e.g. essays, projects (this does not include final examination scripts).

Students are expected to:

- i. Familiarise themselves with all UWI-ROYTEC's rules and regulations, particularly those relating to examinations, GATE procedures and academic offences.
- ii. Maintain an attendance level at scheduled classes of at least eighty percent (80%).
- iii. Remain for the duration of each scheduled class.
- iv. Submit work that is their OWN.
- v. Submit assignments at the specified time.
- vi. Respect the Lecturer's right to set deadlines for assigned work and to establish penalties for failure to comply with deadlines.
- vii. Familiarise themselves with the examination/assessment schedules and dates.
- viii. Submit projects to the Lecturer only.
- ix. Respect their peers and the administrative and academic staff at UWI-ROYTEC.

Students are required to attend a formal Orientation Programme which is held for newly admitted students in the first term of each academic year on dates scheduled by UWI-ROYTEC. An invitation is also extended to a student's spouse, parents, children and siblings to attend so that they too can get an appreciation of the programme of studies.

At the Orientation, students will be introduced to the study environment and will be provided with important information on the rules and regulations governing academic and social activities. Some of the activities include:

- Familiarisation with Examination Regulations
- Student Conduct Policy
- Financial Procedures
- Course Registration
- Use of Student Platforms
- Security requirements
- Student Council activities
- Other important aspects of academic life.

The Orientation is designed to assist students in having a successful educational experience by facilitating adaptation to tertiary life. **All new students are required to participate in the Orientation Programme.**

Attendance Policy

Each student is expected to attend all scheduled classes (lecture, laboratory and tutorial (including make-up classes) for each course. Each student must

attend a minimum of 50% of all scheduled class sessions for each course in order to be eligible for course completion.

To be eligible for GATE funding, students are expected to attend all class sessions in the Weeks 1-6 period subject to the date in which the student is registered. Where the minimum attendance is not met, full GATE funding eligibility will be forfeited and the student must either withdraw without academic penalty or pay the cost of tuition.

**This is subject to change at the Ministry of Education's discretion.

Lecturers may note where a student signed the attendance register and leaves the class. In such cases, the student has the right to appeal using the UWI-ROYTEC Student Complaints Form.

Punctuality at lectures is absolutely essential. Students arriving late disrupt the learning environment. Each student should make an effort to be present at least ten (10) minutes before the scheduled starting time of the lecture or laboratory period.

Student Identification

A student must visibly display his/her Student Identification Card at the first point of entry to UWI-ROYTEC premises and continue to display same whilst on UWI-ROYTEC premises. There are strict Security requirements for Student Identification. Where a student presents himself/herself for entry and does not have a valid Student Identification Card, the following will apply:

- 1) They have the option to leave the premises in order to retrieve their ID and return to UWI-ROYTEC with same;
OR
- 2) Pay for a temporary ID for the day at a cost of \$60.00.

In the case of lost ID cards, the cost of the first replacement card is \$60.00. Please inform Registry Services for all cases of lost ID cards. ID cards **MUST** be presented for use of UWI-ROYTEC's Library and Computer Laboratory; admission into lectures; and admission into the examination room.

Student Communication

Change of Personal Information

Students who change their home address, mailing address, name, telephone

number, cellular number, work address or any other demographic information during the academic year must inform the Registrar in writing with supporting documentation where necessary.

Student Emails

Each student is assigned a UWI-ROYTEC email address in the format studentID@roytec.edu. The UWI-ROYTEC email account has a global list with all students, faculty and pertinent UWI-ROYTEC administrative contacts to allow ease of communication between students, faculty and administrative staff. All official communication will be sent via these email addresses and it is therefore recommended that students check these accounts at least once a day. All students **MUST** use this student email to communicate with UWI-ROYTEC personnel at all times.

Email Login Information:

Username: Student ID number@roytec.edu
(e.g. 20120000@roytec.edu)

Password: Date of birth [format mmddyyyy]
(e.g. D.O.B-April 30th 1980, password-04301980)

Campus Notices

UWI-ROYTEC's Notice Boards, Online announcements on the Learning Management System (LMS) and Website are the official media of communication for academic schedules, examinations schedules, registration periods and any information to be communicated to the student body. Students are encouraged to develop the habit of reading them each day during non-class time.

Student Complaints Procedure

Introduction:

This procedure provides students with available options to resolve a complaint. The institution will provide guidance and support to resolve the complaint as fairly, promptly and efficiently as possible. The Appeals Committee may preside over unresolved formal complaints made by students.

Guiding Principles:

In the event that a student is dissatisfied with the following:

- a programme of study for which they are registered;
- a service provided by UWI-ROYTEC;
- a staff or faculty member, or service provider contracted by UWI-ROYTEC; or
- a registered UWI-ROYTEC student

The institution will seek to:

- a) resolve the matter at the earliest possible opportunity
- b) investigate fairly
- c) ensure the process is unbiased.

In order to achieve the above, the institution expects that the student would have fulfilled their responsibility to alleviate the matter and raised the problem as soon as it occurred.

Where a complaint is made by student(s) against another student(s) of the institution, UWI-ROYTEC will determine if proceeding with such an investigation is needed to maintain good order for the teaching and learning environment and not simply a case of personality clashes. The institution has a right to focus on the corrective process rather than one based solely on punitive measures.

Where a complaint is allegedly a criminal offence, the institution may refer the matter to the police and suspend all proceedings until the outcome of such proceedings become known.

It is expected that all parties involved in the complaint will observe the highest level of confidentiality until the closure of the matter.

Stage 1 – Informal complaint:

1. Students should attempt to resolve the matter with the person in question in the first instance. The student may seek advice from the UWI-ROYTEC Student Council Executive or the Student Counsellors to help resolve the matter.
2. Students may also seek advice from any member of staff or Faculty.
3. This stage is usually an oral process or via email if face-to-face contact is not possible. It is expected that the majority of complaints can be resolved this way.

4. Where a student is unable to resolve informally, then the formal procedure is initiated.

Stage 2 – Formal Complaint:

5. Students are to lodge their complaint in writing using the relevant form. This is submitted to the UWI-ROYTEC Student Services Department not later than 14 days after the informal attempt was made.
Note: Concerns / evidence expressed anonymously would not be investigated.
6. The student should keep a copy of the complaint and any other documentation (evidence) submitted for their own records.
7. Student Services prepares and dispatches a written acknowledgement of the complaint within 5 (five) working days including notifying parties of the complaint.
8. The Manager Student Services (MSS) will initiate an investigation and contact the parties associated with the Complaint for the purpose of resolving the issue/s as identified in the Complaint Form.
9. The MSS will submit the final investigation report to the Director, Student Affairs for review before notifying the student of the proposed resolution.
10. Any person/s against whom a complaint is made will be informed of the complaint, and will be allowed to comment or provide evidence of their own toward the investigation.
11. The MSS will communicate via letter to the student advising of the proposed resolution for the complaint.
12. The student is expected to acknowledge receipt of the resolution and indicate their acceptance; if the student is dissatisfied with the outcome they may submit an appeal via email to appeals@roytec.edu within ten (10) days of receipt of the letter.
13. It is expected that this process would be completed within 30 calendar days.
14. Matters that may require greater intervention may be escalated to the Director Student Affairs or Executive Director as seen fit.

Student Appeals Procedure

A student, who is subject to disciplinary action, may appeal that action by requesting a hearing, in writing, to The Appeals Committee, within ten (10) days of receipt of notification of the action.

1. The Appeals Committee will attempt to resolve the conflict within 15 working days after notification of the matter.
2. The Committee may request further investigation/s and convene any hearing/s necessary with all complainants and parties associated

with the Complaint for the purpose of bringing closure to the matters identified in the Complaint Form.

3. The Committee will review all evidence provided including the investigation report from the MSS. The complainants are required to attend the hearing and may present any new and relevant evidence that for good and verifiable reasons was not available during the initial investigation.
4. The student(s) are allowed to have a representative attend with them, however the representative would not be allowed to speak on behalf of the student. Where witnesses or representatives are requested to attend, these names are to be submitted to Student Services no later than five (5) working days prior to the sitting of the Appeals Committee.
5. Witnesses are required to submit written statements five (5) days prior to the sitting of the Committee.
6. The Committee decides on the action to be taken based on the evidence presented. The decision of the Committee is final.

Proposed channels of communication

Students who are Required to Withdraw (RTW) can appeal to the Secretary of the Appeals Committee via the email (appeals@roytec.edu). The Registrar communicates the outcomes of the Appeals Committee to students who appeal their RTW.

Complainants appeal to the Secretary of the Appeals Committee and subsequent to the Committee Meeting the Secretary communicates the relevant outcome of their appeal directly to the student.

Leave of Absence

Students can apply for a Leave of Absence in cases where, through compelling circumstances, they are unable to continue with their normal course of study. Such a student must submit an official application for Leave of Absence to the Registrar requesting his/her registration to be retained. **Leave of Absence applications must be made for any part of an academic term, one academic term or more but not exceeding one academic year by completing the required form on our website www.roytec.edu**

The Registrar will confirm approval of official leave of absence and inform the Ministry of Education for GATE purposes.

All students requesting a leave of absence after the second week of classes must also complete a drop request form and make a 20% tuition payment for each course.

Students requesting a leave of absence after the sixth week of classes MUST submit in addition to the leave of absence request, supporting documentation for the reason indicated. All applications for medical reasons must be supported by the relevant medical documents.

Should the request be denied, the student will be expected to continue classes for the term.

Students choosing to discontinue classes without official approval will receive failing grades in the registered courses. The period of approved leave of absence will not be counted in the programme completion period.

Upon resumption of their course of study students are expected to register for courses through the Online Student Administration and pay the compulsory fees. Where a student is granted a leave of absence for part of an academic year the compulsory fees remain applicable upon resumption of study.

Withdrawal from UWI-ROYTEC

Students who withdraw from a programme are entitled to the following refunds:

DATE OF WITHDRAWAL	REFUND
More than two weeks before the commencement of classes	100% - Tuition, Technology, General Administrative, Insurance, Student Council and Caution Fee
Within two weeks of the commencement of classes not commenced	80% - Tuition (liable for one Term Registration fee) and Technology 100% - Tuition fee for term not attended
From third week of class	0% - Tuition term commenced 100% - Tuition for term not attended (liable for 1 Term Registration fee) 100% - Caution Fee

The treatment of requests for refund of Tuition Fees will vary, depending on the circumstances, and may affect future fees chargeable, in the following ways:

- a. **Medical reasons supported by a Medical Certificate from a Registered Medical Practitioner:**
 - A refund may be requested for monies received after the deduction of the fees applicable.
 - For students who do not request a refund, UWI-ROYTEC will hold the

funds in the event the student rejoins the programme. Please note that on resumption of the programme, the current year fee rate will apply.

- Students who request a refund and subsequently rejoin the programme would be charged at the current fee rate in effect.

b. Other Reasons

- A refund may be issued for fees after deduction of the applicable charges.

Voluntary Withdrawal from UWI-ROYTEC

Registered students wishing to withdraw from UWI-ROYTEC must notify the Registrar in writing or complete the withdrawal form at www.roytec.edu in order to avoid a failing grade being entered on their transcript on account of withdrawal. Once the withdrawal is processed, The Director of Funding and Grants in the Ministry of Education is notified simultaneously.

The official date of withdrawal will be the date such written communication is received by the Registrar and Director of Funding and Grants. Please note that informing Lecturers or willful absence does not constitute official withdrawal. Students are advised to consult with the Manager – Student Services before withdrawing.

Programme Withdrawal

A student may withdraw at any point, by written notice to the Registrar. Students who subsequently rejoin the programme shall be charged at the current fee rate in effect.

A student, who registers for a programme of any duration and withdraws from the programme prior to the official last day to drop courses, i.e. within two weeks of the commencement of the class, will not incur any financial penalty.

Students who withdraw from a programme after the official last day to drop courses will incur the relevant financial penalty and charges associated with any course in which they would have enrolled.

Permission to Study at Another University or College

All transfer of credits from other Universities or other Post-Secondary institutions must be approved by the Registrar. A student who is desirous of taking a course at another University or College, for credit towards the Degree

Programme at UWI-ROYTEC, must obtain a letter of permission, in advance, from the Registrar.

The letter of permission will not be granted to a student required to withdraw or to a student on academic probation. Courses taken at other Universities or Colleges, with permission, will be considered for transfer credits if credit is granted at the transferring institution, provided that the standard of grade required within UWI-ROYTEC's programme is met.

Termination of Studies

UWI-ROYTEC reserves the right to terminate a student's studies in accordance with its academic regulations at any given point in time. In this situation, a refund shall be issued after deduction, on a pro- rated basis, for the number of classes attended and settlement of all other financial obligations.



EXAMINATIONS

UWI ROYTEC

YOUR
PATH TO
CAREER
SUCCESS

General Information

The method of assessment in a course is determined by the Lecturer and noted on the course outline. During the first class session, the Lecturer must provide the students attending the course with a full explanation of the basis on which the final grade will be calculated, that is: the weighting of tests, examinations, assignments, case studies and attendance requirements, and any other work that contributes to the final grade. Such notification shall be via a course outline distributed via approved online portal(s).

The final standing of each student, in each course, is assessed on the final examination (where applicable) and/or coursework. Coursework may include but is not limited to essays, reports, tests, including mid-term examinations, case studies and attendance & participation requirements.

Normally, tests and other interim assessments (other than final examinations scheduled by the Registry) are to be conducted during a regularly scheduled class session. In exceptional circumstances, and with the approval of the Director – Academic Affairs, a Lecturer may schedule a test for another time. Such a test is to replace, rather than add to, the regularly scheduled class periods for the course and it must not interrupt other regularly scheduled classes or tests for students.

Lecturers must notify students, as soon as possible and no later than two (2) weeks prior to an assessment/examination, of the specific items, other than normal writing instruments (such as pens, pencils, rulers and erasers), allowed/required for the completion of same. These include tables, formulae, memoranda, and any other electronic or mechanical aids.

Where a student has missed a scheduled final examination, he/she will be required to take the exam in the semester in which the course is next offered, in keeping with set guidelines regarding deferred exams.

All assessments shall be conducted by means of any one or more of the following:

- Written Examinations (paper based or online)
- Oral Examinations
- Practical Examination
- Coursework (which shall include written in-course tests, practical work, dissertations, essays, projects, presentations, simulations, participation, research papers)
- Supervised studies and other forms of coursework exercise as approved by the Board of Examiners

Where it is intended that an oral examination shall form the whole or part of

an examination, the students shall be so advised in the official Course Outline and in every case the Examiners shall be at liberty to put oral questions to any student.

The use of multiple choice, true/false or one-word answer questions in examinations or in coursework, which count for more than 25% of the final mark, shall require the specific approval of the Board of Examiners.

Where it is intended that practical work, presentations, simulations, participation or group work shall form the whole or part of the assessment for a course, the students shall be so advised of the requirements in the official Course Outline and in every case the First Examiner shall be at liberty to put oral questions to any student.

In the case of In-Course Tests, Written and Practical Examinations, every script, shall bear the student identification number but not his/her name. In the case where an electronic device e.g. CD or disk is used, the device shall bear the student's identification number but not his/her name on both the label and the electronic information. In all other cases, the student's written work must bear his/ her name.

The place and room number at which a written examination shall be held shall be determined by the Registrar.

Any formal complaint which a student may make in connection with his/her examination must be referred to the Registrar and **MUST NOT** be dealt with by an Examiner.

Any student who, for reason of permanent or temporary incapacity desires special arrangements for examination sittings or assignment completion shall notify the Registrar. The arrangements desired should be specified and the Registrar may require a Medical Certificate as proof of such incapacity. The Registrar shall inform the Board of Examiners of the circumstances in which the examination/assignment was completed.

A student with a disability which may inhibit the completion of an examination in the scheduled time may apply for extra time. A Medical Certificate may be required by the Registrar as proof of such disability. Extra time may be granted on the authority of the Chairman of the Board of Examiners. The quantum of such extra time shall be similarly determined but shall not normally exceed thirty (30) minutes.

Where the examiners decide that electronic calculators may not be used in examination rooms for quantitative courses, this shall be stated in the rubric of the question paper. Only silent, cordless calculators may be used. The use of programmable calculators is not permitted.

An oral examination, in lieu of a re-sit, is only offered to students in the final academic year of their programme of study and only to students having no more than two (2) courses including the course for which the oral exam is being considered to complete the programme of study. Where a maximum of five (5) marks is required for passing a course, the UWI-ROYTEC Board of Examiners may approve an Oral Examination provided that successful completion of that course is required for conferment of the award.

In every case, the Examiner(s) shall be at liberty to put oral questions to any student in accordance with UWI-ROYTEC's Examination Regulations.

The maximum grade that shall be awarded to a student upon successful completion of an oral examination is a "D".

Students may, without special permission, register for a course already taken in order to meet a prerequisite or other degree requirement and to improve their grade point average. However, both the original grade and the new grade will each be counted separately towards their grade point average.

Students should note that while the credit hours of a repeated course will be used each time in calculating a Grade Point Average (GPA) and in the total courses attempted and passed, they can only be counted once towards the minimum number of credit hours required for a degree.

A student may attempt any course for a maximum of three (3) times. A BANNER warning is generated on the students' account upon the second attempt and a BANNER hold upon the third. Any student who has been unsuccessful on their third attempt will receive a notice of withdrawal. Students may appeal this decision in writing to the UWI-ROYTEC Appeals Committee at appeals@roytec.edu. Failure to successfully complete within the re-admission period will result in final dismissal from the programme. Further applications for re-admission to the programme will not be considered.

Where a student obtained Government Assistance for Tuition Expense (GATE) UWI-ROYTEC is obligated to release the examination results/grades for each course funded to the Ministry of Education. Where this is not the case, UWI-ROYTEC will only release examination results to third parties on receipt of written instructions from the student.

Guidelines for Examinations

- i. The dates of all final examinations other than special examinations shall be as prescribed by the Registrar in accordance with Examination Regulations and as directed by the Board of Examiners.

- ii. The final examination period shall be identified in the current Academic Calendar which is available at the beginning of the academic year and on the UWI-ROYTEC website. It is the student's responsibility to check and report any conflict within the examination schedule in writing (letter or email) to the Examinations Officer.
- iii. Where a student has missed a scheduled final examination, he/ she will be required to take the exam in the semester in which the course is next offered, in keeping with set guidelines regarding deferred exams.
- iv. Coursework marks which count towards the final assessment shall be distributed to students by First Examiners at least one (1) week before the end of the term in which the course was held and submitted at the same time by First Examiners to the Registrar.
- v. Special Examinations, whether written, practical, oral or course work may be held on the authority of the Board of Examiners and may be granted only in exceptional circumstances such as grave or chronic illness and with the support of the Subject Head concerned.
- vi. Supplemental Examination may be permitted by the Board of Examiners on recommendation by the Subject Head and may be offered where extenuating circumstances beyond the control of the student affect his/her performance and/or attendance at a final examination, and shall be held on the date/s prescribed by the Registrar.
- vii. No student shall be admitted to any examination unless he/she has satisfied all the requirements for the sitting including attendance and coursework requirements.
- viii. Any student, who having registered for a course, fails to take the examination shall be deemed to have failed the examination and awarded an FA grade unless the relevant Academic Board shall approve otherwise based on the recommendation of the Registrar.
- ix. If the performance of a student in any part of any examination is likely to have been affected by factors of which the Examiners have no knowledge, the student may report the circumstances in writing to the Registrar. If the Student 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.
- x. In cases of illness the student shall present a medical certificate as proof of illness, signed by Registered Medical Practitioner to the Registrar. The student shall send the medical certificate within seven

(7) days from the date of that part of the examination in which the performance of the student is affected. A certificate received after this period shall be considered only in exceptional circumstances. Where in the opinion of the Medical Practitioner concerned, a student is unable to submit a medical certificate in person, the Medical Practitioner may do so on the student's behalf, within the prescribed time. The Registrar shall pass on the information, as communicated above, to the Chairman of the Board of Examiners to assist the Board in the performance of its duties. The Board of Examiners shall not consider any illness or other circumstances, which have not been referred to them by the Registrar.

Rules and Regulations

These regulations form part of, and should be used in conjunction with, UWI-ROYTEC's Examinations Policy.

Instructions to students taking a written examination

- i. It is the responsibility of each student to ascertain the dates and times of the examination(s) for which he/she is registered.
- ii. The Examination Timetable in respect of written examinations shall be published in first draft at least four (4) weeks before the series of examinations begin and a final draft at least two (2) weeks before examinations begin. In the case of Supplemental/ Special or Re-sit examinations, the period shall be at least one (1) week.
- iii. Any changes in dates after publication shall be posted on the official notice board at each Campus and/or on the UWI-ROYTEC website. Students will NOT BE INFORMED INDIVIDUALLY. In no circumstance shall any such change be made later than one (1) week prior to the commencement of the series of examinations.
- iv. Students who are absent from an examination owing to a misreading of the timetable shall be liable to the normal penalties for absence from an examination and will have to wait to the next officially scheduled sitting to take the examination.
- v. Course marks are officially released on the Online Student Administration System. The grade contained therein shall be interpreted as "provisional" until adopted by the Board of Examiners.

Conduct of Examinations

- i. Students should be seated in the examination room fifteen (15) minutes before the advertised time of any examination. Students shall be admitted up to one (1) hour after the start of the examination. Students arriving late shall not be allowed extra time.
- ii. While in the examination room students are required at all times to comply with the instructions of Invigilators and/or Assistant Invigilators. Failure to comply may result in the student being disqualified from the examination. Disorderly behaviour may result in the student being expelled from the Examination Room. In such cases the Invigilator shall write an Incident Report to the Registrar.
- iii. No student shall be permitted to leave until one (1) hour has elapsed from the start of the examination.
- iv. Students who leave the examination room other than for a brief bathroom recess shall not be re-admitted unless throughout the period of their absence they have been continuously under the supervision of an Invigilator.
- v. Students are required to supply themselves with pens, pencils, rulers, erasers, usual geometrical instruments, calculators and dictionaries where applicable.
- vi. The answer booklets used to record student responses to Final Examination questions shall not bear the student's name. Every answer booklet shall bear the student ID number only that is the student number shown on the UWI-ROYTEC Student Identification Card. A student must not write his/her name anywhere in the examination answer booklet, the examination question paper or other supplementary examination material given out during the conduct of examinations. Failure to comply with this regulation will result in the student's examination results being declared null and void. In such cases, students have the right to appeal in writing to the UWI-ROYTEC Board of Examiners (BOE) within four (4) working days from the date of receipt of examination results. The Board will review all claims and the student may be called to an interview.
- vii. Students enrolled in the M.Ed. programme must use their UNB Student Identification number when writing final examinations.
- viii. Students shall bring their valid UWI-ROYTEC Student Identification Cards to each examination. They must display their Identification

Cards in a prominent position on their examination desks. No student will be allowed to sit examinations without their valid UWI-ROYTEC issued Student Identification Card.

- ix. A student who fails to produce his/her UWI-ROYTEC Student Identification Card at an examination shall be provided with temporary card at a cost of TT\$60.00.
- x. Each student shall be required to complete a form (in duplicate) bearing his/her UWI-ROYTEC Student Identification number while in the examination room. One (1) copy of the forms shall be collected by the Invigilator during the examination as proof of attendance whilst the other copy shall be retained by the student.
- xi. The use of scrap paper is not permitted. All rough work must be done in an answer booklet or in supplementary paper provided by the Invigilator which must be submitted to the Invigilator together with the main answer booklet at the end of the exam.
- xii. Students shall not break, tear, soil or otherwise deface or mutilate any examination answer booklet or question paper or other UWI-ROYTEC property provided for his/her use in the examination. Students shall not remove any material supplied during examinations from the examination room.
- xiii. Students shall not engage in any form of communication with other students during an examination and while in the examination room.
- xiv. Students shall not begin to write in the answer booklet or question paper until instructed by the Invigilator at the scheduled hour and except where the Invigilator gives permission ahead of the start of the examination for the students to fill in the data required on the cover of the answer booklet. Only the following items may be kept on each student's desk during the examination:
 - i. Student ID
 - ii. Approved calculators, including instructions for use of the calculator (Silent, non-programmable electronic calculators may be used in examination rooms where the First Examiner so decide and provided that this is stated in the Instructions to Students in the Examination Paper)
 - iii. Writing instruments
 - iv. Eyeglasses
 - v. Wristwatches without engaged audible alarms or timers

The following items are PROHIBITED in the examination room and students shall not bring these items to the examination room. If prohibited items are found while the examinations are being timed, Invigilators are obligated to complete an Incident Report for the following:

- i. Food or drinks
- ii. Handbags and pencil cases
- iii. Backpacks, tote bags, brief cases
- iv. Notes, papers, textbooks
- v. Scratch paper, present/future value tables
- vi. Cell phones, cameras, pagers, headsets, electronic devices
 - computers/organizers, or any remote communication or photographic devices
- vii. Wristwatches with engaged audible alarms or timers.

Violation and Breach of Examination Regulations and Testing Procedures

- i. The following shall be considered to be a violation and breach of the examination regulations and testing procedures:
 - Suspected cheating
 - Writing past time
 - Use of an unauthorized calculator during the examination
 - Opening the answer booklet and writing on same and on the question paper before instructed to do so
 - Possession of an invalid/tampered/false ID during the examination
 - Possession of study materials/scratch paper or materials other than examination materials
 - Possession of a cell phone/other electronic devices during the examination
 - Conversations among students during the examination
 - Writing of student name on examination materials
- ii. Invigilators shall begin reading examination announcements at least five (5) minutes before the official start time. Students shall not be permitted to enter the examination room during the announcement.
- iii. Students who arrive late are permitted to sit the examination provided that such late arrival does not exceed the first one (1) hour of the examination. No additional time is granted for late arrivals and Invigilators shall not repeat verbal announcements.
- iv. Invigilators are not authorized to give instructions, advice, information or explanations to students during the examination.

- v. Students who are permitted to leave the examination room before the final fifteen (15) minutes of the examination sitting must not leave examination scripts or other examination materials on their desks but must hand them to the Invigilator or an Assistant Invigilator.
- vi. At the end of the time allocated, all students shall stop writing and place all materials on their desk when instructed to do so by the Invigilator. Each student shall gather his/her answer booklet(s) and question paper together and shall not leave his/her desks until an Invigilator has collected their scripts and/or question papers.
- vii. Any alleged infringement by students of the above regulations shall be considered a breach and referred to the Registrar and to the Chairman, of the Board of Examiners who, at his/her discretion, may refer the matter to the Board of Examiners or appoint a committee of the Board of Examiners which may include a Student Council Representative nominated by the President of the Student Council. The committee shall invite the student for an interview. The Registrar shall be the Secretary to the committee. A student who fails to attend the interview or who does not offer a satisfactory explanation for the alleged infringement may receive a grade "F" for the course or be expelled from UWI-ROYTEC.
- viii. If a student becomes argumentative or refuses to comply with UWI-ROYTEC testing policies, Invigilators will allow the student to continue the examination and warn the student that an Incident Report shall be submitted to the Examinations Officer who shall communicate directly with him/her about any further action. Invigilators reserve the right to direct such student away from the examination room and to contact a Security Officer or the Examinations Officer who shall meet with the student.
- ix. In the event of a power failure during examinations, Invigilators shall stop the examination, note the exact time, and instruct students to close their examination booklet/s. Students must remain seated until the back-up power supply is activated, this should resume in approximately two (2) minutes.
- x. In the event that an Emergency Evacuation becomes necessary as a result of natural disasters, bomb threat, hurricane, earthquake, fire, other accidental occurrences, Invigilators shall stop the examination, note the exact time, and instruct students to close their examination booklet/s. Students must comply with instructions given by Security Services and Emergency Management personnel. Security Services will attend to persons with special needs.

Cheating in Examinations and Tests

- i. Cheating shall constitute a major offence under these regulations. Cheating means an attempt to benefit oneself, or another, by deceit or fraud or other breach of the examination regulations and shall include the following:
 - Impersonation
 - Copying
 - Plagiarism
 - Breach of examination security protocol by students or others
 - Writing past time
 - Use of an unauthorized calculator during the examination
 - Opening the answer booklet and writing on same before the start of the examination
 - Invalid/tampered/false ID discovered during the examination
 - Possession of study materials/scratch paper or materials other than examination materials
 - Possession of a cell phone/other electronic devices during the examination
 - Conversations among students during the examination
 - Writing of student name on examination materials
- ii. A student must not directly or indirectly give assistance to any other student or accept assistance from another student or permit another student to copy from or otherwise use his/her examination or assessment materials.
- iii. Any writing or drawings or paper or other items other than authorized examination materials found on a student (person/desk/among examination materials) shall be regarded as an attempt to cheat.
- iv. All cases of cheating/attempts to cheat in course work assessments or examinations shall be investigated by an Academic Committee appointed by the Chairman of the Board of Examiners (BOE). The Committee shall provide the person/s accused of cheating/ attempting to cheat with the opportunity to respond to the allegations in writing or orally. Where the Course Lecturer is a member of the BOE, that person shall not be eligible for nomination as a member of the Committee. Following the investigation, the Committee will communicate its findings and recommendations to the BOE for determination.
- v. The BOE shall consider the report of the Investigating Committee and may provide the student with an additional opportunity to represent himself/ herself before making a determination of the alleged cheating/ attempting to cheat.

- vi. A breach of examination security protocol shall include suspicion or evidence thereof, whether occurring before or after an examination or assessment, which shall be deemed to constitute prima facie evidence of a deliberate attempt to cheat. In such cases, UWI-ROYTEC reserves the right to cancel and declare null and void any such examination paper/assessment and its results, whether before or after a sitting/submission, and to administer a new examination/assessment.
- vii. When investigating allegations of cheating, the composition of the Academic Committee shall be nominated by the Chair, Board of Examiners.
- viii. The BOE shall have the power to impose penalties where the examination regulations have been violated by students or others. Such penalties shall include but not be limited to the following:
 - Assigning a mark of zero for the particular examination/assessment concerned.
 - Assigning a mark of zero for all or part of the course/unit/ module of which the examination/assessment was a component.
 - Suspension of the student(s) from UWI-ROYTEC for a period to be determined by the Board of Examiners.
 - Expulsion from UWI-ROYTEC.
 - The administration of special and new examinations/assessments for all students in the case of a breach in examination security protocol.

The Board of Examiners shall notify the student(s) of its decision in writing and direct the student(s) to the appeals procedure.

In cases of fraud, UWI-ROYTEC reserves the right to report these cases to the police service if it is deemed necessary.

All students have the right to appeal the decision of the Board of Examiners using the UWI-ROYTEC Student Appeals Procedure. Any such appeal must be filed no later than five (5) days from the date at which the student is notified of the decision of the Board of Examiners.

Such appeals shall be heard by an Appeals Committee so appointed by the Board of Examiners. The Appeals Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed.

Special Examinations

Assessed Coursework

- i. Methods of assessment counting towards the final mark for a course shall be subject to the approval of the relevant Subject Head and Academic Board and must follow the approved Programme Syllabus and Programme Specification for each course.
- ii. The Subject Head for each area of study in which coursework is assessed or an examination administered must advise the students in writing about the coursework requirement in the following manner:
 - All courses must carry an official Course Outline which shall be shared with students on the first day of class.
 - Copies of the Course Outline must be approved by the Director – Academic Affairs in the format consistent with the official Programme Specification. The information must include the course objectives, the learning outcomes for the course, the course schedule, the assessment weighting of the coursework and requirements thereof, and all examination components.
 - The dates of coursework exercises shall be identified on the Course Outline where possible, or posted in the official notice boards and disseminated to students in the same time as the Course Outline. No submission date shall be declared later than the last two (2) weeks of the regular course schedule.
- iii. The Examinations Officer shall ensure that all written test(s) which are worth 25% or more are invigilated in accordance with the Examination Regulations.
- iv. Where a course does not carry a final examination but course work counts for 100% of course credit, the Examinations Officer shall be the custodian of all of the assessed course materials.
- v. When a student is absent from a coursework test, the procedure to be adopted is to submit to the Lecturer supporting documentation confirming the reason for the absence. Any student, who fails to submit a coursework assignment on the due date, shall be deemed to have failed the assignment unless supported by a medical certificate or other evidentiary documentation acceptable by UWI-ROYTEC.
- vi. First Examiners shall inform students in writing of their course- work

marks/grades for individual pieces of coursework. Such information shall be communicated to students within three (3) weeks of the test/submission and the cumulative coursework mark at least by the end of the 11th session of a normal 12 week taught course.

- vii. Where a student is desirous of querying his/her coursework mark, the student is advised to first seek clarification from the First Examiner/Lecturer and if not resolved, he/she shall submit a written request to the Examinations Officer within five (5) working days of receipt of the coursework mark/grade. Students can also be directed to refer their disagreement to the Student Appeals Committee.
- viii. All examinable work, including final exams and coursework examinations worth over 25%, shall be retained for a period of one (1) year and then securely disposed of, apart from a small sample which shall be retained for up to one (1) further year for quality purposes. Any script which is still the subject of an ongoing assessment review or procedural or legal challenge shall be retained until that process is complete.
- ix. Marked coursework worth less than 25% shall be returned to students and students shall be informed that they have the responsibility to secure same should they wish to use same as the basis for assessment review. It is the student's responsibility to produce it without changing any information contained and in the same format in which it was returned by the First Examiner/Lecturer.

Transfer of Course Marks

Students will be only be allowed to transfer coursework marks if they have met course completion eligibility. Students will be required to formally apply to the Registrar, to carry forward the course mark. UWI-ROYTEC makes provision for students to carry forward their coursework marks on the following conditions:

Supplemental Exam

- Students who fail the final examination but have passed the coursework component
- Students who are marked "Fail Absent" (FA) in the final examination but have passed the coursework component
- Coursework marks can only be transferred within one (1) calendar year of achieving the mark

NB. Payment for the exam MUST be made in advance, and all requests submitted within thirty (30) days after the release of grades.

Deferred Exam

- Students who have passed the coursework component and have received approval to defer the sitting in the final examination.
- Course marks can only be transferred within one (1) calendar year of achieving the mark

Repeating Courses

- Coursework marks can be transferred for students repeating courses where the weighting of the coursework component of the failed course and the weighting of the coursework component of the repeated course are equivalent.

Final Course Grades and Submission of Coursework

All course work due must be submitted by the last day of lectures or the date contained in the Course Outline. All coursework must be submitted directly to the Lecturer. The Lecturer will submit a final grade based on coursework and examinations, as published on Banner by the Registrar. The Lecturer will inform students of their coursework mark at least five (5) working days before the final examination for the course. Once a grade has been submitted by the Lecturer, a student is not permitted to do additional work to gain a better grade.

Release of Grades

The Office of the Registrar releases final grades to the students one day before the start of online registration each term. Prior to this, a student can access grade detail on Banner to view marks uploaded by Faculty.

Where a student obtained Government Assistance for Tuition Expenses (GATE) UWI- ROYTEC is obligated to release the examination results/grades for each course funded to the Ministry of Education. Where this is not the case, UWI- ROYTEC will only release examination results to third parties on receipt of written instructions from the student.

Review of Final Grades

Grade Consultation

Any student who believes that the mark received for their final examination/assessment of a course does not reflect his/her performance, may request a Grade Consultation within one (1) week of the release of the grade. This facility affords the student the opportunity to better understand his/her strengths and weaknesses in his/her performance on the final examination/assessment for the course. The Grade Consultation is usually conducted by the course Lecturer. The Examinations Unit shall arrange a meeting between the student and the course Lecturer within ten (10) working days of receipt of the application for a Grade Consultation. Grade Consultations are offered at no cost to the student.

If the Faculty Member discovers an error during the Grade Consultation, he/she is required to communicate the matter to the Registrar in his/her Report on the Grade Consultation. The Registrar shall initiate corrective action, in consultation with the Director – Academic Affairs, and notify the student of any change in his/her mark/grade.

Remark

i. Continuous Assessment

A request for a Remark must be preceded by a Grade Consultation. A student may request a remark of any written assessment within one (1) week of completion of the Grade Consultation. Where the assessment is group work the request must be made by each member of the group individually. A new examiner will be appointed to remark the script.

The student will receive feedback within ten (10) working days of his/her application for the remark. The cost of a Remark is \$375 for each request.

ii. Final Examination

A request for a Remark must be preceded by a Grade Consultation. A student may request a remark of his/her examination script within one (1) week of completion of the Grade Consultation. A new examiner will be appointed to remark the script.

The student will receive feedback within ten (10) working days of his/her application for the remark. The cost of a Remark is \$375 for each request.

Repeat Courses

Students who fail any course must repeat and obtain a passing grade. Students must request to repeat a course by completing the Repeat request form located on the website roytec.edu and pay the requisite fee. The repeat form is only available during the registration period each term as indicated in the Academic Calendar. Please contact registryservices@roytec.edu for the cost to repeat a course in your programme.



GRADUATION

UWI ROYTEC

YOUR
PATH TO
CAREER
SUCCESS

Graduation Requirements for all Programmes

To graduate from a programme offered by UWI-ROYTEC, a student must be in good academic standing and must meet the requirements specified below:

Bachelor Degree Programmes

- A Bachelor of Science in Information Systems Management student must have earned 57 Credit Hours.
- A Bachelor of Science Degree in Business Management student must have earned 54 Credit Hours.
- A Bachelor in Education for Primary School Teachers student must have earned 136 Credit Hours.
- Divisional standing will be recorded in the student's transcript based on the cumulative Grade Point Average (GPA) as follows:
 - 3.6 to 4.3 [First Class Honours]
 - 3.0 to 3.5 [Second Class Honours - Upper]
 - 2.5 to 2.9 [Second Class Honours - Lower]
 - 2.0 to 2.4 [Pass]
- A minimum GPA of 2.0
- Successful completion of all required courses.

Associate Degree Programmes

- An Associate of Science Degree in Information Systems students must have earned 63 Credit Hours.
- An Associate of Science Degree in Management student must have earned 66 Credit Hours.
- Divisional standing will be recorded in the student's transcript based on the cumulative Grade Point Average (GPA) as follows (for cohorts beginning September 2017):
 - 3.5 to 4.3 [Distinction]
 - 2.5 to 3.4 [Honours]
 - 2.0 to 2.4 [Pass]
- A minimum GPA of 2.0 (for cohorts beginning September 2017)
- Successful completion of all courses

All Diploma Programmes

- Successful completion of all courses

Certificate in Early Childhood Care and Education

- A Certificate in Early Childhood Care and Education student must have earned 48 Credit Hours.
- Successful completion of all courses

- A minimum GPA of 2.0

Certificate in Social Sciences

- Successful completion of all courses
- Students graduating from this programme with a 2.5 GPA will be guaranteed acceptance into any degree level programme within the Faculty of Social Sciences at The UWI, St. Augustine Campus.

Certificate in Real Estate Sales

- Successful completion of the module.

Certificate in Real Estate Valuation

- Successful completion of the module.

UNB Programmes - B.Ed.

- Please refer to graduation requirements in the UNB Student Handbook at www.unb.ca

Franklin University Programmes - MSBP

- Please refer to graduation requirements of Franklin University at www.franklin.edu

Application to Graduate

All students must apply to graduate, by completing the Online Application to Graduate form, at www.roytec.edu.

UNB students must complete an online application accessible via the myUNB Portal in addition to the UWI-ROYTEC Online Application to Graduate Form.

Franklin University students must complete the Franklin University Application to Graduate form via the myFranklin online portal in addition to the UWI-ROYTEC Online Application to Graduate Form.

Student Awards & Recognition

The Chairman's Award

The student obtaining the highest Grade Point Average (GPA) across all UWI-ROYTEC Degree programmes required for completion, will be awarded with the Chairman's Award for outstanding academic achievement.

The Executive Director's Awards

The student with the highest performance record (GPA/grades) across all Diploma programmes will be awarded with the Executive Director's Award for outstanding academic achievement.

Diploma in Real Estate Brokerage

The student with the highest performance record (GPA/grades) in the Diploma in Real Estate Brokerage programme will be awarded with the Executive Director's Award for outstanding academic achievement.

The UWI-ROYTEC Education Award

The UWI-ROYTEC Education award is given to the student who graduates with the highest Grade Point Average (GPA) in the University of New Brunswick's (UNB) B.Ed. Programme.

The Esau Ghany Memorial Award

The Esau Ghany Memorial Award is given to any Degree graduate on the basis of academic performance and involvement in student and institutional activities at UWI-ROYTEC. The donor is the estate of Mr. Esau Ghany.

The AREA Award

The student with the highest performance record (grade) in the Real Estate Sales Programme will be awarded with the AREA (Association of Real Estate Agents) Award for outstanding academic achievement.

The Student Council Award

The UWI-ROYTEC Student Council has established the Student Council Award to recognise graduating students who have made significant contributions to student activities and have positively impacted the lives of their colleagues during their enrolment at UWI-ROYTEC. Students can nominate a student who has made an outstanding contribution to student life by downloading and completing the nomination form located on the website. Nominations may be submitted to rsc.secretary@roytec.edu.

Utmost care has been taken in preparing this Student Handbook, to ensure that the applicable policies and other materials contained herein are accurate at the time the handbook is prepared. However, UWI-ROYTEC reserves the right to make changes at any time without prior notice. The student Handbook is available on UWI-ROYTEC's website at www.roytec.edu.

www.roytec.edu

