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**UNDERGRADUATE STUDENT HANDBOOK 2017/2018**

## **DISCLAIMER**

The Institute for Gender and Development Studies, Mona Unit Undergraduate Students Handbook is provided for the convenience of current and prospective students and staff. It outlines the regulations governing the Institute's undergraduate programmes; policies and guidelines. It also includes a description of our programmes and courses offered on the UWI Mona Campus and the UWI Western Jamaica Campus.

This Handbook complements the University's Student Handbook. Students should also check the websites of the UWI Mona campus and the IGDS Mona Unit's Facebook page regularly during the academic year for updates, or corrections needed since this IGDS Handbook was finalized.

This Handbook has been modelled on the Handbook of the Faculty of Social Sciences which the IGDS Mona Unit considers a best practice. It has been adapted for use by students in the BSc Gender and Development programme.

# HOW TO USE THE IGDS 2017-2018 UNDERGRADUATE HANDBOOK

## **Purpose**

The IGDS Undergraduate Handbook is intended for use by (i) prospective students, (ii) new and continuing students, and (iii) staff. It may be used as a prospectus, an orientation guide, and a reference handbook for these groups. It is intended to serve as a general source of information on the Institute's regulations and programmes. Information on regulations should be used as a supplement, and not as a substitute for official sources of information on the University's policies and procedures.

The requirements for the BSc Gender and Development programme outlined in this Handbook are to be followed strictly by (i) newly-admitted students, i.e., students accepted to the Institute during the 2017-2018 academic year, (ii) students continuing in the BSc programme; (iii) students who are transferring into the Institute during the 2017-2018 academic year, and (iv) students approved for a change of Major or applying to complete a Minor.

The Institute also provides information on student enrichment and academic support programmes within the UWI that enhance teaching and learning. Updates are also provided on our annual calendar events that are an important part of our outreach programme. We invite you to view our online resources or visit the Institute's Office to for information.

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## **PART I**

### **INTRODUCTION TO THE INSTITUTE**

- MESSAGE FROM THE IGDS MONA UNIT HEAD
- OVERVIEW OF THE INSTITUTE FOR GENDER AND DEVELOPMENT STUDIES (IGDS)
- POTTED HISTORY
- MEET OUR STAFF
- CAMPUS REGISTRY PERSONNEL

## MESSAGE FROM THE HEAD OF DEPARTMENT



Dear Students,

Welcome to the Institute for Gender and Development Studies, Mona Unit at the University of the West Indies. Registering for the BSc in Gender and Development is one of the best career decisions you will make. There is high demand and limited supply of these skills globally. Our programme of teaching, research and outreach/public education and public service provide many opportunities for personal growth and development, as well as acquiring life skills including critical analysis and problem-solving. Your degree in Gender and Development gives you an added advantage in many professions, across several disciplines and can be used within and outside the Caribbean.

We demand high standards and train our students to become leaders, critical thinkers and agents of change who are equipped to identify opportunities for growth and development. Networking and internships with local, regional and international development agencies, expose students to opportunities for jobs, research, publications, attending conferences and representing the Institute at public events.

Gender is a tool of analysis that will help you to understand everyday human behaviour, and the root causes of many problems. With your 'gender lens' you will in time understand how masculinity and femininity, race/ethnicity, class and other social and economic factors can influence people's attitudes, behaviours and status in everyday life.

You will learn how to integrate gender perspectives in national policies and programmes and these skills are in demand all around the world. BSc Gender and Development students also have incentives to excel. Top students are eligible for: the annual Dorian Powell Prize, which includes a cash award; the IGDS Honour Roll; the IGDS Trophy which is presented at the annual UWI Student Leadership Awards ceremony organised by the Office of Student Services and Development.

Join the UWI Gender Society! It builds leadership and advocacy skills and self confidence. Members participate in conferences, outreach programmes, media interviews, public lectures, book launches, and career expos. Many graduates

have gained postgraduate scholarships to study overseas and some are in Europe, the Pacific and the USA. Others are in student leadership and employed in the public and private sector and international agencies.

Have a great year! Enjoy your UWI and IGDS experience. We expect our students to work hard , maintain a high GPA and to be well rounded. Join us in promoting gender justice, gender equality and sustainable development for all.

**Dr Leith Dunn, Senior Lecturer/Head**



## **OVERVIEW OF THE INSTITUTE FOR GENDER AND DEVELOPMENT STUDIES**

The Institute for Gender and Development Studies (IGDS) is an interdisciplinary and multidisciplinary programme of the UWI, formally established in 1993 as the Centre for Gender and Development Studies (CGDS). It emerged from the Women and Development Studies Group which included pioneers such as the late Dr Lucille Mathurin Mair who was the first Coordinator. The programme was institutionalized in 1993, with the support of a Project of Cooperation in Teaching and Research in Women and Development Studies (WDS) between the University of the West Indies and the Institute of Social Studies at The Hague, in the Netherlands.

In 2008 the UWI upgraded the status of the Centre to become an Institute, an autonomous academic programme able to grant undergraduate and postgraduate degrees. The IGDS offers a range of dynamic multidisciplinary programmes that include: teaching, research and outreach/advocacy. The Institute's social policy research investigates and analyses how the material and ideological relations of gender affect the development of Caribbean women and men and produces data on institutionalized gender inequalities that affect both males and females. The Institute's public education and advocacy programmes seek to build awareness and transform inequalities to create more just and equitable societies. The IGDS has a Regional Coordinating Unit (RCU), located at the UWI's Regional Headquarters (Vice Chancellery) and three (3) Campus Units: IGDS Mona Unit (Jamaica), the IGDS Nita Barrow Unit (Cave Hill, Barbados) and the IGDS St. Augustine Unit (Trinidad and Tobago). There is a University Director, Heads of the three (3) Campus Units as well as academic and administrative staff and associates who help to deliver the Institute's programmes.

### **MISSION**

The Mission of the IGDS is to produce and disseminate knowledge, to transform gender relations in the Caribbean in support of the UWI's mission to enhance regional and international development.

### **VISION**

All UWI Graduates are committed to social justice and the promotion of gender-responsive human relations and development.

### **STRATEGIES**

The strategies used to fulfil the Institute’s Vision and Mission includes:

- **Teaching** guided by feminist theories and gender and development perspectives, principles and practices.
- **Research and publications** that investigate societal issues and challenge these from a gender perspective.
- **Outreach, Public service, and activism** to build awareness of gender inequality, and promote social justice/gender equality.
- **Building partnerships** and mobilizing resources to facilitate the above.

## **POTTED HISTORY**

- |                  |   |
|------------------|---|
| <b>1975-1985</b> | <b>UN Decade of Women</b> – Advocated the promotion of equal rights and opportunities for women around the world.   |
| <b>1986</b>      | The Government of the Netherlands (GON) signed an agreement with The University of the West Indies to support a Project of Cooperation in Teaching, Research and Outreach in Women and Development Studies and hosted three interdisciplinary seminars.   |
| <b>1978</b>      | <b>The Women and Development Unit (WAND)</b> was established in Barbados as an arm of the UWI’s Extra Mural Department to build consciousness, capacity and cohesion in delivering women and development programs; and to link academics and activists to support the development of rural women. |
| <b>1979-1982</b> | <b>A Women in the Caribbean Project (WICP)</b> were developed. WAND hosted a meeting of regional educators which recommended the establishment of a multi-disciplinary teaching programme at the UWI within a five-year period.   |
| <b>1982</b>      | Professor Rhoda Reddock presented a position paper at a regional meeting in March 1982, to introduce a UWI Women and Development Studies programme.   |

**Women and Development Studies (WDS)** groups were formed on the three UWI campuses comprised of women and men at UWI to: increase knowledge of gender issues in the Caribbean; prepare an integrated, interdisciplinary programme of Women/Gender and Development Studies and link teaching, research and outreach. Three interdisciplinary and seven disciplinary seminars were organized between 1986 and 1994.

- 1993**                      **The** Centre for Gender and Development Studies was established as an interdisciplinary programme, outside of the UWI's faculty structure. This was one of the outcomes of the UWI/IOP/ISS Project.
- 2003**                      The CGDS celebrated its 10<sup>th</sup> anniversary with a UWI Mona Academic Conference entitled: *Gender in the 21<sup>st</sup> Century*'.
- 2008**                      In October 2008, the University Council upgraded the status of the CGDS to become an Institute, approved to grant its own undergraduate and postgraduate degrees.
- 2008**                      The IGDS celebrated its 15<sup>th</sup> anniversary with a Regional Conference and Symposium in honour of Professor Elsa Leo Rhynie, who served as the first IGDS Regional Coordinator from 1993- 1996. The conference was entitled: *Gender Perspectives in Education: Caribbean Impact, Global Reach* held from November 10-11 2008 at the Mona Campus.
- 2009/2010**              The BSc (Major) in Gender & Development was introduced at UWI Mona
- 2013**                      The IGDS celebrated its 20<sup>th</sup> anniversary with a Regional Conference in honour of Professor Barbara Bailey the former IGDS University Director, entitled: *Continuities, Challenges and Transformation in Caribbean Gender Relations* held at the UWI St. Augustine Campus from November 6-8, 2013.

The IGDS 20<sup>th</sup> anniversary exhibition was launched at the UWI Regional Headquarters on June 3 2014 and was later mounted in the UWI Main Library.

## MEET OUR STAFF

Senior Lecturer/Head	Dr. Leith Dunn BA (Hons) UWI, MSc UWI, Ph.D. London School of Economics & Political Science leith.dunn@uwimona.edu.jm
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Office Attendant	Ms. Thalia Ellis thalia.ellis@uwimona.edu.jm
Gender Society	c/o IGDS Mona Unit gendersociety2013@gmail.com

## CONTACT US

**Tel: (876) 977-7365 | 935-8644 | 970-6008 | Fax: (876) 977-9053**

**Email: [igdsmona@uwimona.edu.jm](mailto:igdsmona@uwimona.edu.jm)**

**Website: <http://www.mona.uwi.edu/IGDS/>**

**Facebook: Institute for Gender and Development Studies, Mona Unit**

## OPENING HOURS

**Regular Semester**

**Monday – Friday: 8:30am – 4:30pm**

**Summer School**

**Monday – Thursday: 8:30am – 7:00pm**

**Friday: 8:30am – 4:30pm**

**REGISTRY PERSONNEL**

**Office of Admissions**

Tel: (876) 927-2779 | Fax: (876) 927-2272

Email: admissions@uwimona.edu.jm

**Senior Assistant Registrar**

Mrs. Marsha Morgan-Allen

**Student Records Unit**

Tel: (876) 970-4472

Email: sru@uwimona.edu.jm

**Senior Assistant Registrar**

Mrs. Elecif Arthurs

**Senior Administrator**

Ms. Dahlia Saunders

**Examinations Section**

Tel: (876) 935-8855-60 / 927-0997 | Fax: 977-1263

Email: georgia.chambers@uwimona.edu.jm

**Assistant Registrar (Actg)**

Mr Kevin Tai

**International Students Office**

Tel: (876) 702-3737 | Fax: (876) 977-4178

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**Senior Assistant Registrar**

Mrs. Althea Gordon-Clennon

**Office of Student Financing (OSF)**

Tel: (876) 702-4646 | Fax: (876) 702-4647

Email: stufinc@uwimona.edu.jm

**Manager**

Ms. Joy Dickenson

**Office of Student Services and Development (OSSD)**

Tel: (876) 970-2739 | Fax: 977-1424

Email: student.services@uwimona.edu.jm

**Director**

Ms. Rose Cameron

**Administrative Officer**

Ms. Paulene Richards

**Student Administrative Services (SAS)**

Tel: (876) 970-6756

Email: sass@uwimona.edu.jm

**Supervisor**

Mrs. Sandra Ebanks

## **PART II**

### **INFORMATION FOR PROSPECTIVE STUDENTS**

- MAKE UWI YOUR PLACE TO SHINE
- ADMISSION REQUIREMENTS
- ENGLISH LANGUAGE REQUIREMENTS
- BSc. DEGREE PROGRAMME
- CAREER OPPORTUNITIES IN GENDER
- TYPICAL FIRST YEAR CURRICULUM

## MAKE UWI YOUR PLACE TO SHINE

The UWI experience and the BSc Gender and Development programme offer many opportunities to prepare you for future careers. The Institute for Gender and Development Studies, Mona Unit (IGDS) provides information to enable students to make strategic choices and tries to create an enabling environment for students' growth and development.

This Handbook explains what we do in the IGDS, Mona Unit and how we can help you to achieve your goals. It provides useful information on our undergraduate programme, matriculations requirements, expectations and career opportunities in Gender & Development.

### ADMISSION REQUIREMENTS

Students applying for the BSc in Gender and Development must first meet the University's matriculation requirements for entry to a degree programme which may be normal (full-time), lower (part time), or meet the UWI's requirements to be a Specially Admitted Student. Below, are the minimum requirements for full-time (3 years) and part-time (4 years).

#### Minimum Requirements for the Three (3) Year Degree Programme

Applicants must satisfy the requirements in either (a) and (b) or (c) below:

- a) CXC/CSEC or GCE O'Level passes in a minimum of five (5) subjects. Compulsory- English Language. Grade requirements for CXC/CSEC are General Proficiency, Grades I or II pre-1998 and Grades I, II, or III from June 1998; and
- b) CAPE or GCE A 'Level passes in a minimum of two (2) subjects. CAPE subjects must consist of both Unit 1 and Unit 2; or
- c) An Associate degree, Diploma and/or Certificate from another approved tertiary institution having attained a B+ average or a minimum GPA of 2.5; or (d) High School Grade 12 transcript with a minimum GPA of 3.0 and a minimum SAT I score of 1700 plus a minimum of two (2) SAT II subjects at a score of 500 or above or successful completion of Advanced Placement Courses or the International Baccalaureate programme.

**NB: A CXC/CSEC pass in Mathematics is strongly recommended, but is not a requirement for entry to the BSc in Gender and Development programme.**



## ENGLISH LANGUAGE REQUIREMENTS

English Language is compulsory for admission to all programmes.

Applicants without a Grade I in CXC/CSEC are required to sit the English Language Proficiency Test (ELPT) and results are used to assess whether persons applying to pursue UWI undergraduate degree programmes possess a satisfactory level of writing and reading proficiency in English for university academic writing purposes. The results of applicants who pass the ELPT test will remain valid for a period of five (5) years. The results will NOT be issued until the UWI Mona Admissions process is complete.

The following categories of applicants are also required to sit the ELPT:

- Persons in Jamaica, the Bahamas, Belize and Cayman who are applying to pursue Level I of the BSc. degree either through the Open Campus.
- UWI Challenge/Community College students applying to Level I campus-based UWI programmes.

For information on test registration procedures and test format, kindly contact the Admissions Section of the Campus Registry on the Mona Campus

### Exemption from Sitting ELPT

Applicants in the categories (a-d) below are NOT required to sit the test:

Persons with any ONE of the following English Language qualifications:

- a. Grade 1-CXC/CSEC English 'A' examination
- b. Grade A-GCE O'Level English Language examination
- c. Grade A-GCE A/O'Level General Paper examination
- d. Grades 1 & 2-CAPE Communication Studies

## BSc. GENDER AND DEVELOPMENT PROGRAMME

The Institute for Gender and Development Studies is committed to focusing on students' individual learning requirements to help them develop their full potential. The BSc. degree is offered in the following categories:

- a) **Major** - a Major is made up of a minimum of thirty (30) credits each in the subject area at Levels II and III.
- b) **Double Major** - a Double Major is made up of a minimum of thirty (30) credits each, in two (2) subject areas at Levels II and III.
- c) **Major and one Minor** - a Major/Minor comprises of a minimum of

thirty (30) Levels II and III credits in the subject area of the Major and fifteen (15) Levels II and III credits in the subject area of the Minor.

- d) **Minor** - a Minor is comprised of a minimum of fifteen (15) credits in the subject area at Levels II and III.

## CAREER OPPORTUNITIES

Graduates with a BSc in Gender and Development can potentially pursue employment as a Gender Policy Advisor/Analyst/Consultant in several institutions and sectors. Examples:

- International and Regional Development Agencies
- Sociology, Social Work and Psychology
- Academic Institutions as Lecturers; Researchers
- Development Policy Analysts and Planners
- Family Planning Advisors
- Gender Specialists in Public Sector Agencies to support implementation of the National Policy for Gender Equality (NPGE) in the Ministries, Departments and Agencies in following sectors::
  - Health
  - Education
  - Economic Development
  - Social Services
  - Legal and Judicial Services
  - Security Services
  - Foreign Trade and Development
  - Agriculture and Fisheries
  - Planning Institute of Jamaica
  - Bureau of Gender Affairs
- Private Sector Agencies
- Media and Communication agencies
- Civil Society Organisations: Community Development; Faith Based Organisations; Human Rights and Advocacy
- Social and Economic Research
- Political & Civic Organisations

## TYPICAL FIRST YEAR CURRICULUM

The first year at University is an important transition for most students. To complete the first year of the BSc programme, students will be required to pass seven (7) Level I /Introductory courses and three (3) of the Foundation courses listed below:

### Major in Gender and Development

#### Introductory /Level I Courses

GEND 1001	Research Methods & Interactive Skills
GEND 1103	Basic Theoretical Concepts & Sources of Knowledge
GEND 1201	Cultural Representations & the Construction of Masculinity /Femininity

*In addition to **ONE** of the following two courses*

SOCI 1005	Introductory Statistics for the Behavioural Sciences
ECON 1005	Introductory Statistics

*In addition to **ONE** of the following two courses*

SOCI 1002	Sociology for the Caribbean <sup>1</sup>
SOCI 1003	Sociology and Development (for Criminology Minors)

*In addition to **ALL THREE** of the following courses*

FOUN 1013	Critical Reading and Writing in the Social Sciences <sup>2</sup>
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#### **OR**

FOUN 1019	Critical Reading and Writing in the Disciplines <sup>3</sup>
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FOUN 1101	Caribbean Civilization
FOUN 1201	Science, Medicine and Technology in Society

*In addition to **TWO** Level I Free Electives*

**Total – 10 courses (30 credits) / (33 credits)<sup>4</sup>**

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1 Required for all Social Sciences Minors

2 Students with GRADE 1 in ELPT ; CSEC/GCE – Grade 1 or ‘A’; CAPE: Communication Studies, Grades 1 or 2)

3 Year-long course for students without English prerequisites

4 Students who completed FOUN 1019 (year-long course)

## **PART III**

### **DEGREE REGULATIONS**

- PROGRAMME REGULATIONS
- GRADE POINT AVERAGE (GPA) REGULATIONS
- EXAMINATION REGULATIONS
- SUMMER SCHOOL REGULATIONS

## PROGRAMME REGULATIONS

### Terms used in these regulations:

- a) **Anti-requisites** refer to courses where content overlap precludes courses being taken together for credit. Students are urged to view the listing in Part V of this Handbook and consult the Institute for guidance.
- b) **Core** or **compulsory** courses are courses that students must complete in order to be awarded a degree.
- c) **Course substitution** refers to cases where a course is used to replace a compulsory or core course in a student's programme requirements. Students must seek and obtain approval of replacement courses.
- d) **Credit** refers to a unit of study counting towards the degree. Undergraduate courses in the Institute normally carry a weighting of three (3) credits. A few courses, outside the Institute, however, carry a weighting of six (6) credits.
- e) **Credit Hours:** The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Undergraduate Studies or in the case of the Open Campus, recommended by Academic Board and approved by the Board for Undergraduate Studies.
- f) **Credit Hours Earned:** 'Credit hours earned' means the credits for each course that counts toward the degree requirement and for which a passing grade is obtained.
- g) **Electives** refer to courses designated to be part of your degree programme and may be listed in the Institute's Handbook or brochure. **Free electives** are courses which are optional in the degree programme and may be selected from any department or faculty.
- h) **Exemption with credit** refers to cases where a student is granted exemption from UWI courses because s/he has already passed courses in other programmes at the UWI or passed courses of similar content at other recognized institutions. Students are **NOT** required to take replacement courses.

- i) **Exemption without credit** refers to cases where a student is granted exemption from UWI courses because s/he has already passed equivalent courses/subjects at other recognized institutions or from other examination bodies. Students granted exemptions without credit are required to take replacement courses.
- j) **Grade Points:** Grade points are determined by multiplying the quality hours by the quality points for a course.
- k) **Grade Point Average (GPA):** Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, preliminary courses, not for credit courses and courses for which the designation I or IP is awarded under Regulation 6(iv).
- l) **Leave of absence (LOA).** A student can apply for LOA if s/he is unable to continue his/her studies for a semester or more for financial, work related, personal or medical reasons. Students must apply for Leave of Absence on Student Administration Systems (SAS).
- m) **Level** represents the different standard of courses that must be completed in the undergraduate degree programme. Each level, namely Level I, Level II, and Level III, is designated by the first numeral in the course code. Levels II and III courses are equally weighted for the assessment of the class of degree awarded.
- n) **Pre-requisites** are courses which must be completed before registration for another course is permitted
- o) **Quality Hours:** ‘Quality hours’ means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F1, F2 or F3 is obtained in a course. Courses that are not counted in the determination of the GPA shall be assigned zero quality hours.
- p) **Quality Points:** ‘Quality points’ means the numerical value assigned to the relevant letter grade earned.
- q) **Summer school sessions** refer to the sessions of the Summer School as governed by the UWI’s Summer School Regulations.

- r) **Weighted Grade Point Average:** Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out at Regulation 3(ii)(c) above.

## 1. ORIENTATION AND ACADEMIC ADVISING

- 1.1. Attendance at UWI Orientation sessions is mandatory for all newly-admitted students. During orientation, students will meet the staff; learn about the UWI in general. The IGDS also has a special Orientation programme for BSc students which complement The UWI's Orientation. This provides more detailed information about our programme of study, IGDS annual events and career opportunities.
- 1.2. Academic advising, though available to all students throughout their course of study, is particularly emphasized for new students. The primary purpose is to assist students in planning, monitoring, successfully managing their time, and receiving support services for their learning needs. IGDS staff also provides advice on careers in gender and career goals and objectives.

## 2. PROGRAMME OF STUDY

### 2.1. Programme of Study Requirements

To successfully complete the BSc in Gender and Development students must complete a minimum of 90 credits. This includes 30 credits **each** at Levels I, II and III. A student must be formally registered in one of the following categories at levels II and III:

- a) **Major:** 30 credits for Major and 30 credits of electives
- b) **Double Major:** 30 credits for each of two Majors
- c) **Major and one Minor:** 30 credits for Major, 15 for Minor and 15 electives
- d) **Major and two Minors:** 30 credits for a Major and 15 for each of two Minors

2.2. Students **MUST** complete ALL the requirements for Levels I, II and III of their degree programme as indicated below:

#### 2.2.1. Requirements for Level I of the degree programme

Students are required to complete a minimum of 30 credits depending on the choice of degree as follows:

- a) Three (3) prescribed Foundation courses.

- b) Pre-requisites for Levels II/III courses and/or free electives.
- c) Any other course(s) designated by the Institute which are not included in the above.

### **2.2.2. Requirements for Level II and Level III of the degree programme**

Students are required to complete 60 credits: 10 Level II and 10 Level III courses designated for each student's degree programme, as follows:

- a) 30 credits for a single or one Major and 30 credits of Electives
  - b) 30 credits for each of two (double) Majors
  - c) 30 credits for a single Major and 15 for each of two Minors
  - d) 30 credits for one Major, 15 for one Minor and 15 Electives
  - e) Minimum of 45 courses for one Special and a maximum of 15 Electives
- 2.3. Students are required to satisfy pre-requisites (where they exist) for Levels II and III courses. Students, however, do not have to complete all courses at one level before taking a course at another level as long as the pre-requisite for the course(s) have been met.
- 2.4. The IGDS Gender Board, Mona may require that the timing of registration in particular courses be such as to ensure that the course of study extends over at least five semesters and two summer sessions or six semesters.

## **3. COURSE CREDITS AND WEIGHTING**

- 3.1. Undergraduate courses in the IGDS carry a three (3) credit weighting.
- 3.2. Courses taught over an academic year (i.e., across semesters 1 and 2) normally carry a weighting of six (6) credits.
- 3.3. In the case of a 6-credit course, the substitution is either another approved 6-credit course or two approved 3-credit courses.
- 3.4. Credit hours earned refers to the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
- 3.5. Credit hours earned in courses taken on a Pass/Fail basis shall not be included in calculating GPA.



- 3.6. Credits hours earned from another institution at the time of admission to the UWI will not be used in the computation of a GPA.
- 3.7. No academic credit may be granted for auditing a course.
- 3.8. A student who voluntarily withdraws from the University and who applies for re-admission within five (5) years shall be granted exemption and credit for courses previously passed, subject to the time limit for the maintenance of credits stipulated in the relevant Faculty Regulations.

#### **4. FOUNDATION COURSES**

- 4.1. As of 2014/2015 all students are required to complete a minimum of nine (9) credits of Foundation courses (or 12 credits for those required to do FOUN1019). These Level I courses are designed to promote sensitivity to and awareness of distinctive characteristic features of Caribbean cosmologies, identities and culture.
- 4.2. The Foundation courses are:
  - **FOUN1013**-Critical Reading and Writing in the Social Sciences
  - **FOUN 1019**- Critical Reading and Writing in the Disciplines (Year-long course for students without English prerequisites)
  - **FOUN1101**-Caribbean Civilization
  - **FOUN1201**-Science, Medicine & Technology in Society
  - **FOUN1301**-Law, Governance, Economy and Society (*not for Gender Majors*)

#### **5. EXCHANGE PROGRAMME**

- 5.1. The UWI's International Exchange Programme enables students who wish to complete part of their degree programme at an overseas University. The maximum timeframe is two semesters which must not include the final semester of full time study at UWI. Students must first have the courses they intend to do at the overseas university assessed for equivalence and have these approved by the IGDS Mona Unit before proceeding abroad.
- 5.2. The request to study abroad and the course(s) approved by the Institute are then submitted to Academic Board Mona for approval. When students' results are received from the overseas university, they will then receive credit for the courses passed as substitutes

which have been approved by the Academic Board Mona. The grade recorded will be the grade received and assessed and approved by the Academic Board as the equivalent of that awarded by the examining university.

- 5.3. Where students may be migrating or may be away from the country for a significant period and have few courses to complete their UWI degree, there may be discretionary decisions made by the IGDS and sanctioned by Academic Board.

## **6. REGISTRATION**

- 6.1. Students must register for courses and tutorials at the beginning of each academic year or lose their status as students at the University.
- 6.2. Registration for a course constitutes registration for the examinations in that course.
- 6.3. A student is not deemed to be fully registered for a course unless his/her financial obligations to the University have been fulfilled.
- 6.4. Deadlines for changes of registration including adding courses or withdrawing courses (add/drop) will be as prescribed in University Regulations.

## **7. REGULATIONS FOR FULL-TIME AND PART-TIME ENROLMENT**

- 7.1. Full-time students are usually expected to register for a minimum of thirty (30) credits (10 courses) in an academic year.
- 7.2. A full-time student may be allowed three (3) additional credits for a total of thirty-three (33) if s/he has a degree GPA  $\geq 3.6$  after three (3) semesters or if they have not failed a course in their final year.
- 7.3. Part-time students are usually expected to register for a maximum of eighteen (18) credits (six courses) in any one year.
- 7.4. A part-time student may be allowed to register for twenty-one (21) credits if s/he has maintained a minimum GPA of 3.3. Finalizing part-time students may also be allowed to register for 21 credits.

- 7.5. Part-time in the Institute is defined by a student's **work load per semester and does not mean evening studies**. Students registered for part-time study must be prepared to attend classes between 8am and 7 pm. All students must check their timetable and the location of their classes.
- 7.6. Students accepted for the BSc with lower level matriculation for part time study, must complete a minimum of twenty-four (24) credits and two (2) academic years before they are eligible to transfer to full-time.
- 7.7. Part-time students who change their enrolment status to full-time are required to maintain the rate of progress mandated for the full time programme.

## 8. RATE OF PROGRESS AND REQUIREMENT TO WITHDRAW (RTW)

- 8.1. A full-time student will be required to withdraw from the Institute unless s/he has gained at least:
- 15 credits at the end of the second semester
  - 33 credits at the end of the fourth semester
  - 51 credits at the end of the sixth semester
  - 69 credits at the end of the eighth semester
- 8.2. A Part-time student will be required to withdraw from the BSc programme unless s/he has gained at least:
- 6 credits at the end of the second semester
  - 18 credits at the end of the fourth semester
  - 24 credits at the end of the sixth semester
  - 39 credits at the end of the eighth semester
  - 54 credits at the end of the tenth semester
  - 72 credits at the end of the twelfth semester
  - 90 credits at the end of the fourteenth semester
- 8.3. Credits gained from courses done in another degree programme will not be counted towards the rate of progress.
- 8.4. Except where otherwise prescribed in the Institute's regulations, a student whose GPA for a given semester is less than **two (2.0)**, shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 2.0 will be required to withdraw.

- 8.5. A student who has been required to withdraw may apply to the Institute in writing for re-admission one (1) year after withdrawal. An application for re-admission will be considered on its own merit and will only succeed if the Institute is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.
- 8.6. Students thus admitted may in accordance with Institute's regulations, be granted exemption from Level I courses subject to there being no substantive change in the content of the courses for which credit and exemption are sought. The decision to award credit and exemption shall be made by the Head of Department.
- 8.7. Students from one faculty who had been required to withdraw from the University for failing to complete their degree programme within the stipulated period may be admitted to another faculty or department after a minimum period of one (1) year has elapsed since their withdrawal.
- 8.8. Students required to withdraw from the IGDS for failing to complete their degree, maybe re-admitted to the Institute after a minimum period of one (1) year has elapsed since their withdrawal.
- 8.9. A student may apply to the Head of the IGDS, Mona Unit for a waiver of the requirement to withdraw.
- 8.10. Where students who are required to withdraw, switch programmes, they may be allowed to start these programmes with a new record.

## **9. TRANSFERS AND CHANGE OF PROGRAMME**

### **9.1. Inter and Intra Transfers**

- 9.1.1. Applications for transfer must be submitted to the Admissions Office on any Campus by March 31 of each academic year.
- 9.1.2. Students in another Faculty at UWI who have completed all Level I courses relating to the intended Major are eligible for transfer to IGDS. They must however complete Level I courses for the BSc Major before registering for Level II/III courses of the BSc programme.

- 9.1.3. Consideration for transfer will not be given to students in the year they were accepted to the Institute. Students may, upon receipt of an offer from the Admission Office, choose to reject that initial offer and immediately request their desired Major.
- 9.1.4. Students approved for transfer must pursue the programme requirements outlined in the Handbook for the year approval was granted.

## **9.2. Change of Programme**

- 9.2.1. A student may change a Major/Minor with the permission of the Head of the IGDS Mona Unit.
- 9.2.2. Students approved for a change of Major/Minor/ must pursue the programme requirements outlined in this Handbook for the year approval was granted.

## **10. LEAVE OF ABSENCE AND DEFERRAL OF ENTRY**

- 10.1. A candidate who does not wish to commence studies during the year he or she was offered a place in the Institute may apply for deferral of entry through the Admissions Sections of the Registry.
- 10.2. A student who, for good reason, wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Academic Board, through the Head, stating the reason for the application.
- 10.3. The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.
- 10.4. Leave of absence will not be granted for more than two academic years or four semesters over the life of a student's programme.
- 10.5. Applications for leave of absence for Semester I and Semester II must be made before the end of *the first week of October* and before the end of the *second week of February*, respectively.

10.6. Applications made after the periods indicated above may be subject to a fine to be determined by the Academic Board. The amount of the fine may increase depending on the lateness of the request.

10.7. Students who have been attending classes and who requested leave of absence after the above-mentioned dates will normally have to pay a fine equivalent to 50% of the regular tuition fee if their requests are recommended by the Institute and approved by the Academic Board.

## 11. GRADE POINT AVERAGE (GPA) REGULATIONS

11.1. The following GPA scheme shall be applied to all new and continuing undergraduate students in the University from Semester 1, 2015/16 onwards.

### 11.2. GPA Marking Scheme

GRADE	% RANGE	GPA/QUALITY POINT
A+	90-100	4.30
A	80 – 89	4.00
A-	75 – 79	3.70
B+	70 – 74	3.30
B	65 – 69	3.00
B-	60 – 64	2.70
C+	55 – 59	2.30
C	50 – 54	2.00
FE	35 – 49	1.30
F	0 – 34	0.00

11.3. The class of degree will be determined as follows:

Class of Degree	Weighted/Degree GPA
First Class Honours	3.60 and above
Upper Second Class Honours	3.00 - 3.59
Lower Second Class Honours	2.50 - 2.99
Pass	2.00 - 2.49

11.4. In order to be eligible for the award of a First Degree, all students shall have a **minimum GPA of 2.00**.

### 11.5. Cross-Faculty and Cross-Campus Majors and Minors

Students may also request to combine a Gender and Development Major with a Minor offered by another Campus or Faculty. To do this, the permission of the Deans of both Faculties must be sought and obtained.

- 11.6. The class of degree shall be awarded on the basis of the Weighted GPA as set out in these Regulations.
- 11.7. In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.
- 11.8. Except for the purpose of determining the class of degree the term GPA in these Regulations shall mean the GPA as defined above.
- 11.10. The following designations may be assigned, but shall not be used in the calculation of Grade Point Average:
- AB: Absent for acceptable reasons other than a medical problem
  - AM: Absent Medical
  - CR: Credit
  - DB: Debarred
  - DEF: Deferred
  - EC: Exemption with credit
  - EQ: Examination Query
  - EX: Exemption
  - FM: Failed Medical – where failure in an examination is attributed to medical reasons as supported by a certificate from an authorized medical practitioner
  - I: Incomplete - indicates that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the 'I' designation is replaced by an F3 grade at the end of the first six weeks into the next semester. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining 'I' symbol at the end of the period of extension will be deemed an F3.
  - IM: Incomplete Medical
  - IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not

completed during the semester in which the student is registered. The IP designation must be replaced with an appropriate grade on completion of the course.

LW:	Late Withdrawal
NFC:	Not for credit
NP:	Not Passed – when a student has failed a course taken on a pass/fail basis.
NR:	Not Reported – when a lecturer fails to submit grades by the published deadline, through no fault of the student.
NV:	When a student has been permitted to audit a course but has not done so satisfactorily.
P:	Pass – a pass obtained in a course taken on a Pass/Fail basis.
PC:	Preliminary Credits – used for matriculation purposes or the satisfying of prerequisites only.
V:	Audited – when the course has been taken in accordance with Regulation 13(v). The following designations may be assigned and shall count towards the GPA:
DIS:	Disqualified
EI:	Examination Irregularity – Candidate disqualified from examination on account of breach of the Regulations
FA:	When a student is absent from an examination without a valid reason
FC:	Failed Coursework – indicates that a candidate has failed to satisfy the Examiner in the coursework component of the course.
FE:	Failed Examination – when a candidate has successfully completed the coursework requirement but has failed to satisfy the Examiners in the examination component of the course
FO:	Failed Oral (where an oral examination forms part of the assessment of the course)
FP:	Failed Practical
FT:	Failed Theory

**11.12.** The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Institute’s Regulations.

**11.13.** Where credit for a course taken at another institution is requested, it is the student’s responsibility to provide all the information needed by the University to enable it to assess the course.

**11.14.** Credit hours earned from another institution at the time of admission to University of the West Indies will not be used in the computation of a grade point average.



- 11.15.** Only the grade equivalent as determined by the Board for Undergraduate Studies of the results achieved and not the marks or grades so earned at another institution shall be used in the computation of such student's GPA.
- 11.16.** Except where otherwise prescribed in Institute Regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than or equal to 1.99, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 1.99 in Semester 2 by credits obtained in Summer School.

## **12. EXAMINATION REGULATIONS**

- 12.1. Students will be examined during each semester and the summer session in the courses for which they are registered.
- 12.2. A course may be examined by one or more of the following methods:  
**(i) coursework, (ii) oral (iii) practical examination, and (iv) written examination papers.**
- 12.3. A student who does not take an examination in a course for which s/he is registered is deemed to have failed that examination unless permission to be absent has been granted.
- 12.4. A student who, on grounds of illness or in other special circumstances as referred to in Examination Regulation 20 (2011/12) fails to take an examination in a course for which he/she is registered, may be given special consideration by the Board of Examiners to take the examination at the next available opportunity, without penalty.
- 12.5. A student failing a course may be allowed to substitute another approved course in a subsequent semester or repeat the failed course.
- 12.6. Except where otherwise prescribed in the Institute's regulations, a student whose GPA for a given semester is less than Two (2) shall be deemed to be performing unsatisfactorily and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than one (1) shall be required to withdraw.

## 12.7. Coursework

- a) In the case of examination by coursework only, a student gaining an overall mark higher than 50% but passing in only one component will be required to repeat at the next available sitting the component that was failed.
- b) A student who is absent from a coursework examination may apply to the Head for exemption from this examination no later than one (1) week following the date of this examination. S/he must at the same time submit to the Assistant Registrar (Examinations) justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Examination Regulations).
- c) The Head of the IGDS Mona Unit shall consider any such request for exemption in consultation with the course Lecturer. If the exemption is granted, the percentage mark available to be awarded for the final examination will be increased correspondingly.
- d) Students are asked to pay special attention to Examination Regulation 18 (2011/12), which states: “Any candidate who has been absent from the University for a prolonged period during the teaching of a particular course year for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, tutorial or clinical instructions has been unsatisfactory or who has failed to submit essays or other exercises set by his/her teachers, may be debarred by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examinations.”
- e) An Undergraduate Coursework Accountability Statement (See Appendix IV) is to be attached by students registered for undergraduate courses in the Institute to the front of any document submitted as a component of coursework save for when coursework consists of an invigilated examination, no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically. (Students may download a copy of the Accountability Statement from the Institute’s website or OURVLE). **Coursework essays must also be submitted with a Turnitin report.**

## 12.8. Oral Examination for Final Year Students

- a) The Board of Examiners may recommend to the IGDS Mona Unit that a student who has failed the last one or two courses(s) required to complete the degree be offered an oral examination in that one or those two courses provided that s/he has obtained in each instance a mark of at least 45% for the course(s).
- b) If an oral examination is granted the student may choose to decline the offer and opt for Exams Only instead. (See Regulations below).
- c) The oral examination will be held as soon as possible after the previous examination and within the academic year in which the student is expected to graduate. The student must immediately contact the department concerned so that arrangements can be made.
- d) The oral examination will concern the course as a whole and not be restricted to the questions set in the examination which the student did. The First Examiner and at least one other Examiner must be present at an oral examination.
- e) If the examination is passed, the student cannot be awarded a mark higher than 50% (a marginal pass) for the course.
- f) If s/he fails the oral, the student will not have a right of appeal.
- g) A student will be allowed one oral examination for any one course.

## 12.9. “Examinations Only” Regulations

Students will only be entitled to register for “Exams Only” in the following circumstances after having been registered for and attended classes in a course(s):

- a) S/he has failed one or two of the final courses needed to complete the degree programme and obtained a mark of no less than 45% of each course.
- b) S/he has obtained a medical excuse, certified by the University Health Centre, for not having attempted an exam.

- c) In exceptional circumstances, the Dean may grant a student a deferral from sitting an exam and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

#### **12.10. Absence from an Examination**

If a student misses an examination for any other reasons, s/he will be obliged to register again for the full course. However, the Institute may, on being advised of the situation, allow the student's coursework/mid-semester marks to be applied and s/he will only have to write the final exam.

#### **12.11. Carry Over Coursework Marks**

If a student misses an examination for reasons including (b) or (c) above, he/she may request, through the Faculty, to have the coursework/mid-semester marks applied at the next sitting of the course. If approval is granted, the student will only write the final exam. Thus, a student who has completed all the components that constitute the final mark for a course, including final exam is not eligible to carry over coursework.

#### **12.12. Plagiarism and Academic Integrity**

Plagiarism is a form of cheating. According to the UWI regulations, plagiarism is "... the unauthorized and/or unacknowledged use of another person's intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University."

Plagiarism also involves the case of material taken from the internet without acknowledgment or giving proper credit - Cyber cheating.

Students have the responsibility to know and observe the Regulations of the Institute and the University of the West Indies as it relates to plagiarism, falsification of information and academic dishonesty as contained in the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Diplomas and Certificates (78-85 in the case of the 2006-2007 Examination Regulations).

All students registered in undergraduate courses offered by the Institute for Gender and Development Studies are required to sign and submit a Coursework Accountability Statement with their coursework. (Students may download a copy of the Statement from the Institute's website). They are also required submit a Turnitin report.

NB: Cheating shall constitute a major offence under these regulations. Cheating is any attempt to benefit one's self or another by deceit or fraud.

### **12.13. Review of Examination Results**

A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the Campus Registrar within two weeks of publication of results and, in the case of the Supplemental/Summer School or re-sit examination, within five (5) days of the publication of results.

#### **The student may request:**

- a) to go through his/her failed script with the Examiner; and/or;
- b) to have his/her script re-marked.

**12.14.** A student who wishes to have his/her script re-marked by a new Examiner must pay a fee as determined by the Campus Registrar. However, where re-marking of a script results in a high mark than that previously recorded, the fee shall be refunded provided that the increased mark results in a change of grade.

**12.15.** In the case of re-marking of a script, the mark of the new and independent examiner(s) shall be regarded as the final mark.

## **13. AEGROTAT DEGREE, DIPLOMA OR CERTIFICATE**

13.1. A candidate taking examinations in respect of a final degree, diploma or certificate programme and who had been absent through illness from one or more papers, may apply for the award of an aegrotat degree, diploma or certificate on the following conditions:

- a) Where the whole of the final examination for a degree, diploma or certificate is taken at the end of the final year of the course and he/she has completed more than half of the examination but has been absent from the remainder of that examination.
- b) Where the final examination is in two or more parts (the award of the degree, diploma or certificate depending on performance in

each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.

- c) Where the final examination is in two parts and the student has completed the first part (second year) with a B average or higher and his/her course work during the final year of the course has been of a consistently high standard, but he/she has been absent from the other part of the examinations.
- d) The Examiners consider that in the work which the candidate has submitted at such time of the final examination as he/she had attended, he/she reached a standard which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree, diploma or certificate.
- e) All applications for an aegrotat degree, diploma or certificate must be referred by the Registrar to the Faculty Board of Examiners and the Board for Examinations for a recommendation to the Board of Undergraduate Studies (BUS). Applications from or on behalf of candidates must be accompanied by a medical certificate signed by (a) University Health Officer, or (b) the Dean of the Faculty of Medicine in consultation with the appropriate members of the Medical School, or (c) other medical personnel appointed for this purpose by the University, and shall reach the registrar not later than thirty days from the last examination paper written by the candidate.
- f) In assessing an application for an aegrotat degree, diploma or certificate, reports from Heads of Department on the candidates work should be taken into consideration. Oral examinations where possible, by internal examiners may be an aspect of examinations for the award of an aegrotat degree.
- g) An aegrotat degree, diploma or certificate will be awarded without distinction of class.
- h) Holders of an aegrotat degree, diploma or certificate will not be permitted to re-enter for the same examination but may proceed to a higher degree if accepted by the Board for Graduate Studies.

**(Extract ‘Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates Including GPA Regulations, 2011-2012’)**

## 14. SUMMER SCHOOL REGULATIONS

The IGDS Summer School programme includes some Level 2 and Level 3 gender courses also offered in Semesters 1 or 2. Summer School is **OPTIONAL**. The programme is offered from early June to the last week of July. Credits for courses passed will be granted to registered students of the University. Students who register in the summer school programme are subject to all University regulations. Students outside the Institute are required to consult their respective faculties for course approval before registering for IGDS Summer School courses.

### 14.1. Who Can Register?

The following categories of students are eligible for admission:

- a. Students from Tertiary Learning Institutions (TLI)
- b. Registered UWI students who are repeating a course.
- c. Registered UWI students who have not taken the course(s) previously but fall into one of the following categories:
  - i. Students of the University who have not yet completed the requirements for the degree, diploma or certificate programme for which they are registered.
  - ii. Registered UWI students from other UWI campuses.
  - iii. Students of the University who have been granted leave of absence for Semester 1 and/or 2 preceding the Summer School, or deferral of entry. Such students should register at the start of the Summer School, for Summer School only. Students on Leave of absence for an entire year are not eligible for admission to Summer School courses.
- d. Other persons, not students of UWI, who are eligible to matriculate at either the normal or lower level. (These students must also register with Admissions Section, Mona as Specially Admitted Students.)

### 14.2. Course Selection and Registration for Specially Admitted Students/ Non UWI Students

- a. Non-UWI or “Specially Admitted” students are required to complete and return a copy of the Special Admissions Application Form to the Admission Sections in the Registry.
- b. Specially-Admitted Students must pay tuition and miscellaneous fees.

#### **14.3. Academic Integrity**

Students have the responsibility to know and observe the Regulations of the Institute and the University of the West Indies. All Institute and University regulations are in force during the Summer School programme.

#### **14.4. Attendance**

*A minimum attendance of 75% of lectures/tutorials is required.* The teaching materials and course outline should be available at the beginning of the Summer Programme and also upon request.

#### **14.5. Course Selection and Registration of UWI Students**

- a. All Gender and Development students should register for no more than two (2) courses in the summer programme.
- b. Course selection will be carried out via the Internet at the website <http://sas.uwimona.edu.jm:9010>. Students are required to select courses on-line before making payments.
- c. Only those students who have been notified in writing that they are allowed to do Exams Only can apply to register in this category. Students with appropriate notification should apply for Exams Only through the Institute’s Summer School Coordinator or the Head of Department.
- d. Students, who are pursuing two courses, should choose carefully and register for only one course in any one slot. Refunds will not be granted for any “clashed course” save where there has been a timetable change resulting in the clash.

#### **14.6. Examinations and Course Load**

Students can register for a maximum of TWO courses within the Institute (including Exams Only). Students are advised to check the timetable before registering. Examination procedures will be the same as those that apply for the end of semester examinations. Finalizing students can apply to do a third course through the Institute’s Coordinator. A student is deemed as finalizing if that student has only 3 or 4 courses remaining to complete the degree programme.



#### **14.7. Withdrawal**

Students may withdraw from a course in the normal period by dropping the course online at *Student Automated Request*. Students, who wish to withdraw from a course after the normal period, must apply to the Academic Board, Sub-Committee on Student Matters online at SAS (Automated Student Request).

#### **14.8. Payment of Fees**

- a. Cash, manager's cheques, debit and credit cards will be accepted as payment for Summer School courses. There is a penalty for cheques which are 'returned to drawer'. Part payment of fees is NOT allowed.
- b. Fee payment can be made at the UWI Mona Registry Cashier (using debit/credit card), Bill Express, and Paymaster.
- c. Fees can also be paid at the National Commercial Bank (NCB). Students are required to select their course(s) online before making payment

#### **14.9. Restrictions on Summer School Offerings**

All summer courses must meet a minimum registration total of twenty (20) students. Courses are sometimes cancelled for lack of required numbers. Students are advised not to leave required courses for a Major or a Minor to be attempted in their final summer prior to graduation, as there is no guarantee that a needed course will be offered.

#### **14.10. Application for Withdrawal and Refund**

- a. Summer School students may apply to withdraw from a course online through SAS.
- b. Application for withdrawal from a course must be made no later than two weeks after teaching begins. A penalty shall be instituted by the Academic Board on Student Matters:
  - a. 25% of the fees up to the end of the 1st week of teaching
  - b. 30% of the fees up to the end of the 2nd week of teaching
  - c. Students who withdraw from a course(s) after two weeks of teaching will not be refunded any portion of the tuition fees.

## **PART IV**

### **PROGRAMME REQUIREMENTS**

- MAJOR IN GENDER AND DEVELOPMENT
- MINOR IN GENDER AND DEVELOPMENT STUDIES
- COURSE DESCRIPTIONS

**PROGRAMME REQUIREMENTS**  
**MAJOR IN GENDER AND DEVELOPMENT**  
**Level 1**

**Semester I**

GEND1001	Research Methods & Interactive Skills
GEND1103	Basic Theoretical Concepts & Sources of Knowledge

**Semester II**

GEND1201	Cultural Representations & the Construction of Masculinity & Femininity
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IN ADDITION TO **ONE** OF THE FOLLOWING TWO COURSES

SOCI1005	Introductory Statistics for the Behavioural Sciences
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**OR**

ECON1005	Introduction to Statistics
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IN ADDITION TO **ONE** OF THE FOLLOWING TWO COURSES

SOCI1002	Introduction to Sociology <sup>1</sup>
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**OR**

SOCI1003	Sociology and Development (for Criminology Minors) <sup>2</sup>
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IN ADDITION TO **ALL THREE** OF THE FOLLOWING COURSES

FOUN1013	Critical Reading and Writing in the Social Sciences <sup>3</sup>
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**OR**

FOUN1019	Critical Reading and Writing in the Disciplines <sup>4</sup>
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FOUN1101	Caribbean Civilization
FOUN1201	Science, Medicine and Technology in Society

IN ADDITION TO **TWO** LEVEL I FREE ELECTIVES

**Total – 10 courses (30 credits)**

The Major requires **30 Credits: 15 from Level Two and 15 from Level Three** in the area of specialization as indicated below:

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1 Required for all Social Sciences Minors

2 Students with GRADE 1 in ELPT ; CSEC/GCE – Grade 1 or 'A'; CAPE: Communication Studies , Grades 1 or 2)

3 Year-long course for students without English prerequisites

4 Students who completed FOUN 1019 (year-long course)

## Level 2

### Semester I

GEND2001	Gender in Caribbean Culture I: History and Theology
GEND2004	Sexuality, Power and Illicit Desire in the Caribbean

### Semester II

GEND2002	Gender in Caribbean Culture II: Linguistics, Popular Culture and Literature
GEND2013	Men and Masculinities in the Caribbean

IN ADDITION TO **ONE** OF THE FOLLOWING FOUR COURSES

SOCI2006                      Qualitative Methods in Sociological Research

**OR**

SOCI2008                      Statistics for the Behavioural Sciences

**OR**

SOCI2007                      Survey Design and Analysis

**OR**

SOCI2011                      Social and Cultural Anthropology

IN ADDITION TO **FIVE** LEVEL II FREE ELECTIVES

### **OPTIONAL FREE ELECTIVES:**

GOVT2268                      Gender, Governance and Leadership (No Prerequisites required)

GEND2003                      Feminist Theory and Practice (No Prerequisites required)

**Total – 10 courses (30 credits)**

### Level 3

#### Semester I

GEND3600

Gender, Sexual and Reproductive Health and HIV/AIDS

#### Semester II

GEND3032

Gender, Climate Change and Disaster Risk Management

GEND3703

Feminist Critiques of Development Theories: Implications for Policy and Planning

#### Semester I OR II

SOCI3027

Gender and Development (Formerly SOCI2016)

GEND3031

Gender, Sex and Society

IN ADDITION TO FIVE LEVEL III FREE ELECTIVES

#### OPTIONAL FREE ELECTIVE:

GEND3502

The Philosophy for Gender in Caribbean Thoughts (No Prerequisites required)

**Total – 10 courses (30 credits)**

**NB. Full-time students should register for five (5) courses each semester. Part-time students should register for three (3) courses each semester.** As detailed above, Gender Majors **MUST** successfully complete **11** courses offered by the Institute for Gender and Development Studies, Mona Unit, **three (3)** Foundation courses, **four (4)** courses from the Department of Sociology and **12** free electives depending on your Minor, for a total of **30 courses (90 credits) OR 93 credits** if you are required to do FOUN1019).

## MINOR IN GENDER AND DEVELOPMENT STUDIES

The Institute offers a Minor in Gender and Development Studies. To qualify, students must take five (5) Level II and Level III gender courses offered by the Institute **OR** three (3) of the IGDS Gender Studies courses and two (2) approved gender courses offered in other Departments/Faculties.

### Level 2

GEND2001	Gender in Caribbean Culture: History and Theology
GEND2002	Gender in Caribbean Culture: Linguistics, Popular Culture and Literature
GEND2004	Sexuality, Power and Illicit Desire
GEND2013	Men and Masculinity in the Caribbean

### Level 3

GEND3031	Gender, Sex and Society
GEND3032	Gender, Climate Change and Disaster Risk Management
GEND3600	Gender, Sexual and Reproductive Health and HIV/AIDS
GEND3703	Gender Analysis, Development Policy and Planning

### Gender Courses from other Faculties

FREN2807	Francophone Women Writers: Perspectives on Women's Issues in Literature
SPAN3702	Spanish American Women's Narrative
LITS2107	African /Diaspora Women's Narrative
LITS3702	African American Women's Writers
LING2501	Language Gender and Sex
HIST3003	Women and Gender in History of the English-Speaking Caribbean
COMM2907	Media Gender and Development
CLTR3507	Culture, Gender and Sexuality in Jamaican Popular Music
SOCI 3027	Gender and Development

**[5 Courses/15 Credits]**

## **COURSE DESCRIPTIONS**

### **GEND1001: Research Methods and Interactive Skills**

This introductory course trains students to design and implement a research study. It covers: basic theoretical concepts, perspectives and approaches to the design and conduct of quantitative and qualitative research projects, research ethics and feminist approaches used for research to create knowledge.

### **GEND1103: Basic Theoretical Concepts and Sources of Knowledge**

This course introduces the student to basic theoretical concepts and sources of knowledge related to the field of women's studies and feminism. It examines how women experience subordination and oppression in society and how race, culture, class and ethnicity influence the everyday life of both women and men. Students also examine how the social, political, economic and legal system perpetuates sexism and intersecting oppressions and methods of organizing used by both women and men to overcome gender discrimination and injustice.

### **GEND1201: Cultural Representation and the Construction of Masculinity/Femininity**

This course introduces learners to analytical tools to understand how cultural messages inform masculine and feminine gender identities, as well as the cultural meanings attributed to sexual differences. It also examines how Caribbean popular music, culture and media together reinforce and challenge concepts of masculinity and femininity.

### **GEND2001: Gender in Caribbean Culture I: Theoretical Issues, History and Theology**

Gender is important to Caribbean culture, history and theology. This course expands knowledge and skills in understanding the links between gender, culture, history and theology which can improve human relations and support development in many disciplines and sectors. The course challenges traditional notions of 'natural' gender hierarchies that have been used to justify inequalities in the lived experiences of both women and men. These have been supported by culture, history and religion and the theologies on which the main religions of the region are based.

## **GEND2002: Gender in Caribbean Culture II: Linguistic, Popular Culture and Literature**

The main aim of this course is to increase students' awareness of the ways that linguistics, literature and popular culture represent gender issues. The course informs students of the impact of linguistics, literature and popular culture on societal expectations about appropriate gender identities and relationships. Students will apply feminist and male pro-feminist theories to explain the interface between mainstream portrayals of gender and wider power relations.

## **GEND2003: Feminist Theorizing: The Connection Between Theory and Practice**

Historically the production of knowledge has been a male enterprise in which ideological, social, economic and political issues have been explained in male dominated terms. Increasingly feminists have also been questioning these issues and advancing theories to explain women's subordinate position in society. This course will examine the main theoretical frameworks and how these theories aim to improve women's situation in their respective societies. This course aims to equip students with a critical understanding of the various theories that have advanced to explain women's oppression in most societies.

## **GEND2004: Sexuality, Power and Illicit Desire**

This course exposes students to theoretical debates about the regulation of sexuality in Caribbean culture. It explores the importance of sexuality in controlling and ordering the structure of society. It enables students to understand the theoretical, methodological and empirical realities of how sexuality functions as a distinguishing category of hierarchy and privilege in the Caribbean region. Students will also be exposed to the range of expressions of sexuality and the debates surrounding these. The course will enable students to understand the politics of citizenship, social movements and the principles of sexual rights. Students will develop their awareness of the relationship between sexual politics, the state and sexual liberation. The course will contribute to the development of the 'ideal UWI graduate' enabling the individual to understand the inter-linkages between gender, sexuality and power.

## **GEND2013: Introduction to Men and Masculinity in the Caribbean**

What is the meaning of manhood? Social definitions of what it is to be a man are historically, ideologically, socially, economically and politically constructed. The construction of popular perceptions of masculinities varies culturally. This course aims to increase understanding about how and why this has been "naturalized" and accepted as the "norm" for hegemonic, subordinated and marginalized ideals of manliness. The course will explore the main theoretical approaches to the study of male identities, both internationally and within the



framework of Caribbean experiences. The course will examine how enslavement, colonization, imperialism and national independence have shaped patriarchal ideologies and practices. How heteronormativity is reinforced by popular culture such as the mass media will be debated. Consideration will be given to how socialization influences the priorities of young men as well as the meanings and social impact of fatherhood. The course will analyze crime, gender-based violence and the responses of the Men's Movement to societal factors which affect men.

### **GEND3031: Gender, Sex and Society**

This course explores theories, methods and current debates related to gender relations, sexuality and sexual diversity, as well as the social construction of masculinity and femininity in the Caribbean society. It includes current debates related to abortion, teenage pregnancy, HIV/AIDS and gender based violence.

### **GEND3032: Gender Climate Change and Disaster Risk Management in the Caribbean**

This course provides students with basic knowledge of gender and development theories, and analytical skills required to mainstream gender in climate change and disaster risk management policies and programmes. These skills are in demand by Caribbean governments, environmental and international disaster and development agencies, private sector and community development organizations to promote coherence between international commitments and local policies, practices. Students will be exposed to relevant theories, international conventions, and practical tools for mainstreaming gender. They will also benefit from recent research on Caribbean countries produced by the IGDS/UWI for the UNDP. Students will also be given opportunities to interact with relevant institutions that could utilize their skills after graduation.

### **GEND3502 – The Philosophy of Gender in Caribbean Thought**

This course examines how Caribbean Feminist Theory has conceptualized and offered new descriptions and explanations of social phenomena such as race, ethnicity, and socio-economic class in the Caribbean. It also examines how feminism as an activist movement has contributed to understanding social phenomena, gender justice, gender equality and the dynamics of gender relations in everyday life in the Caribbean.

### **GEND3600: Gender, Sexual and Reproductive Health and HIV/AIDS**

This course provides learning opportunities to promote sexual and reproductive health and rights and reverse current trends in HIV & AIDS. It enables learners to understand: basic concepts and theories about gender and development; the global, regional and national governance framework to promote gender equality,

sexual and reproductive health and rights; strategies to address HIV & AIDS; and how to conduct gender analysis and mainstream gender in HIV & AIDS policies and programmes in public, private sector, community and international development institutions. Students will also be exposed to: development problems related to sexual and reproductive health and HIV & AIDS from a gender perspective; relevant research, policies, laws and programmes being used to address these problems, (e.g. unplanned pregnancies, gender-based violence, HIV & AIDS); policy and programme gaps that need to be addressed to support commitments to the promotion of gender-sensitive, rights-based approaches to HIV & AIDS as well as sexual and reproductive health.

### **GEND3703: Gender Analysis and Theories of Development: Implications for Policy and Planning**

This is a course that provides skills urgently needed in the job market. It exposes students to different models and approaches to development from the perspective of the social relations of gender. It develops an understanding of how gender roles and relations influence the development outcomes for women and men and provides basic training in gender analysis and planning that can ensure the needs of both women and men are addressed in policy and planning.

**PART V**  
**AWARDS AND SOCIETIES**

- INSTITUTE PRIZE
- IGDS HONOUR ROLL
- GENDER SOCIETY

## INSTITUTE PRIZE

### Dorian Powell Prize in Gender and Development Studies

The Dorian Powell Prize in honour of the late Mrs Dorian Powell, an esteemed UWI Sociologist whose pioneering work has advanced the field especially in the area of gender, and reproductive health. The Prize is awarded to students pursuing gender courses offered by the IGDS for the Major in Gender and Development or the Minor in Gender and Development Studies at Mona who gain three (3) or more 'A' grades. Eligible students are short listed based on their academic performance, asked to submit an essay on Dorian Powell which is reviewed by a panel of judges who also interview short-listed candidates. This prestigious prize is presented at a special awards ceremony and includes a cash award.

## IGDS HONOUR ROLL

### Overview

The IGDS Mona's Honour Roll recognizes undergraduate BSc students for their outstanding academic performance each academic year, in Semesters 1 and 2 but not in Summer School.

### Inclusion Criteria

- I. Full Time and Part Time Students must have earned a GPA of 3.6 and above for the applicable semester.
- II. Students must have registered for a minimum of three (3) courses for a total of nine (9) credit hours for the applicable semester. Courses taken for Preliminary Credits (PC) or which were audited (V) shall also not be included in the calculation of courses taken or the credit hours earned.
- III. Where students' records have for the applicable semester an IP: In Progress, and or an FM: Failed Medical, they may still be placed on the Honour Roll if they have completed the minimum three (3) courses for a total of nine (9) credit hours and have met the other criteria.

### Exclusion Criteria

- IV. Students are **not** eligible for consideration in the Honour Roll if their student record for the applicable semester shows: an AB: Absent, F: Failed, FA: Failed Absent, FC: Failed Coursework, FE: Failed Examination, FT: Failed Theory, FM: Failed Medical, I: Incomplete, NA: Not Available, NP: Not Passed, NR: Not Reported or NV: Audited Not Satisfactory.

## **Publication and Notification Guidelines**

- I. The IGDS Mona Unit will compile and publish the Honour Roll after the posting of final grades for the applicable semester. Once posted, the published Honour Roll shall not be updated based on late changes to any student's academic record. However, if the name of a student was published on the Honour Roll in error, it will be deleted.
- II. The information on the Honour Roll will also be posted on Institute's designated notice board, Facebook page and website, where it will also be archived for future reference.
- III. Students who have earned a place on the Honour Roll will be notified of their inclusion by way of an electronic letter from the Head of the IGDS, Mona Unit.

## **Omissions**

Where it is discovered that the name of a student had been left off of the published list, in error, a notation shall be made in the Institute's records placing the student's name on the official list and the student shall be notified in writing.

## **GENDER SOCIETY**

The UWI Gender Society was established by BSc Gender and Development students in 2012/2013 to build awareness of gender and promote gender analysis of key issues on the UWI campus and in the wider society. The Gender Society also aims to build UWI students' awareness of the Institute for Gender and Development Studies, and its teaching research and outreach programmes. Members also do peer-referrals of courses offered in the BSc in Gender and Development and the Minor in Gender and Development Studies programmes. Members inform other students of IGDS' outreach programmes with career opportunities. They volunteer, and are strong advocates and student leaders who are active in efforts to reduce gender inequalities on the campus and in the wider society.

**PART VI**  
**CODES OF CONDUCT**

- RESPONSIBILITIES OF IGDS STUDENTS
- GUIDELINES AND CODE OF CONDUCT FOR INSTRUCTIONAL SESSIONS
- ROLES AND RESPONSIBILITIES OF COURSE REPRESENTATIVES

## **RESPONSIBILITIES OF IGDS STUDENTS**

All BSc Gender and Development students must accept responsibility for their learning, and overall development experience. To this end, students are encouraged to:

1. Familiarize themselves with the University's regulations and observe the guidelines for academic and behavioural conduct as prescribed by the Institute and the University;
2. Be informed of the services provided and resources available;
3. Manage their time and other resources effectively;
4. Closely follow the programme requirements for their degree as outlined in this Handbook for the year in which they joined the programme;
5. Use opportunities offered in the UWI's and the Institute's academic and co-curricular programmes for personal and professional growth and development;
6. Provide feedback to the Institute through their Student Representatives to ensure that the Unit maintains its commitment to excellence in teaching, research and outreach on gender and development;
7. Know their Lecturers and Tutors. These relationships are valuable for references needed for postgraduate study or professional/job applications. Most Lecturers prefer to write letters of recommendation for students whom they know very well;
8. Visit the Institute's Facebook page, website, notice boards, OURvle and check emails received from Institute's email address regularly, for information and updates;
9. Seek counselling to address academic, financial or health-related issues when needed;
10. Learn and practice personal safety and health measures;
11. Direct queries, concerns, and complaints through appropriate channels in a timely manner. In-course matters should first be brought to the attention of the Tutor or Lecturer. If unresolved, students may, either by themselves or as a group, take the matter to the Head of the Institute (Mona Unit).

## **GUIDELINES AND CODE OF CONDUCT FOR INSTRUCTIONAL SESSIONS**

This UWI Code has been established through a series of consultations between staff and students and approved unanimously by the UWI. The University community is comprised of persons with varied backgrounds and who may have different norms for socially acceptable behaviour. Additionally changes occur over time in terms of technology, culture and the environment within which we exist. We must therefore continually review our relationship with each other so that we may operate harmoniously within the same space. The Code includes elements that are prescriptive while others are guidelines which the Institute seeks to establish as normative behaviour.

### **Code of Conduct**

During the conduct of any class, there shall be no activity which disturbs the assembly and affects the order of the proceedings. Instructors have the right to require any student to leave the classroom if s/he is involved in disorderly conduct. Alternatively Instructors have the right to leave the classroom themselves.

1. Cell phones, pagers and alarms of any type shall be turned off during classes. If there is an emergency for which a Student or Instructor may need to use the phone, this shall be indicated at/or just prior to the start of the class in a manner indicated by the Instructor.
2. Entrance and exit doors to class rooms shall be used as designated. Students shall not enter the classroom before the end of the preceding lecture.
3. Children are only allowed in classes, except in exceptional circumstances and Instructors must be notified. Where a child begins to disturb the class, she/he must be immediately taken out of the room.
4. Garbage shall not be left in the classrooms.
5. Classes are to start 5 minutes after the hour and end 5 minutes before the hour to facilitate Students' and Instructors' attendance at consecutive classes elsewhere. Students and Instructors are to attend and leave classes punctually. Students who arrive late may be excluded from class.
6. All white boards or other instructional aids should be cleaned or removed at the end of the class, as a courtesy to other users.



7. Students are to be given at least one day notice of any change where the schedule for a class is being changed and students are to be notified by the scheduled starting time where a class is expected to commence with a delay.
8. There shall be no eating or drinking in classes, save in exceptional circumstances (e.g. students with diabetes or with classes from 11am to 2pm who are unable to eat during a break between classes). Students who find they must eat shall do so in a manner that ensures minimum disturbance in the class.
9. Students should come to class dressed in a professional manner conscious of the fact that the UWI classroom is a learning environment preparing students for the job market.
10. Student representatives for each course are to be selected by the end of the fourth week of classes. They will liaise between IGDS and students and support course assessment.

## **ROLES AND RESPONSIBILITIES OF COURSE REPRESENTATIVES**

1. The Course Representative, will be selected by the students in a course. Their main responsibility is to represent the interests/concerns of their fellow classmates to the course Lecturer or Tutor.
2. Course Representatives will also be responsible for informing the students of the dates for online course and Lecturer evaluation.
3. Course Representatives are responsible for maintaining an awareness of his/her classmates' concerns and/or feelings towards the course and will also bring these issues to the IGDS for discussion and action.
4. Course Representatives should have a monthly meeting with the course Lecturer/Instructor to discuss general and specific course-related matters of concern to either party. They should also provide updates to students in the course, on responses to the issues raised.
5. Course Representatives from the gender courses offered each semester will form part of an IGDS Mona Unit Staff/Student Liaison Committee, which should meet at least once or twice per semester.
6. Members of the IGDS Mona Unit Staff/Student Liaison Committee will be nominated by their peers to serve as their Representative on the Gender Board of Studies Mona which meets twice per semester.

**PART VII**  
**APPENDICES**

- ACADEMIC CALENDAR
- FREQUENTLY ASKED QUESTIONS
- HOW TO REGISTER
- HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)
- IGDS UNDERGRADUATE COURSEWORK ACCOUNTABILITY STATEMENT

## APPENDIX I: ACADEMIC CALENDAR 2017/2018

### Semester I

Semester starts	August 27, 2017
Teaching begins	September 4, 2017
Matriculation Ceremony	September 6, 2017
Welcome Service	September 10, 2017 (9:15 am)
National Heroes Day	October 16, 2017
Graduation Ceremony (Mona)	November 4, 2017
Teaching ends	December 1, 2017
Examinations	December 4– 22, 2017
Semester ends	December 22, 2017

### Semester II

Semester starts	January 21, 2018
Teaching begins	January 22, 2018
Research Days	February 7-9, 2018
Jamaica's Public Holidays:	
Ash Wednesday	February 14, 2018
Good Friday	March 30, 2018
Easter Monday	April 2, 2018
Teaching ends	April 20, 2018
Semester Break	April 22-29, 2018
Examinations	April 30—May 18, 2018
Semester ends	May 18, 2018

Note: The dates outlined are superseded by those contained in the official printed or online version of the 2017-2018 Academic Diary.

## APPENDIX II: FREQUENTLY ASKED QUESTIONS

**Q: What can I do with a Gender and Development degree?**

**A:** Graduates with a BSc. in Gender and Development can pursue employment as Gender Policy Advisors or Gender Analyst in various institutions and sectors. See career opportunities listed in Part II of this Handbook or check with the office.

**Q: How do I know which courses to choose for my Major?**

**A:** See programme of study requirements outlined in Part IV of this Handbook or check with your department.

**Q: How many courses am I allowed to take for the academic year?**

**A:** See Part IV of this Handbook.

**Q: I am a part-time student yet some of my classes are held in the day, why is this?**

**A:** Part-time in the UWI refers to a student's work load per semester and does not mean evening studies. Though the Institute tries to schedule classes as late as possible, courses may be scheduled for any time of the day. Students registered part-time must be prepared to attend classes between 8am and 7pm.

**Q: Do I have to take the foundation courses in my first year?**

**A:** No. However, it is strongly recommended that students complete Level I of their programme before proceeding to Level II.

**Q: Where do I receive approval for over-rides for courses in red with the following components: Prerequisite, Test Score Error?**

**A:** At the department in which the particular course (s) is/are offered.

**Q: How do I request a change of status from part-time to full-time?**

**A:** Students who wish to change their enrolment status should first go to the —Request a Change of Major or Enrolment Status link at the Student Administrative Systems (SAS) Registration Menu which can be accessed at <http://www.mona.uwi.edu>. **Such requests MUST be made at the beginning of the academic year.**

**Q: Can I do a double major in another Faculty?**

**A:** Cross Faculty double majors are permitted within the Faculties of Humanities and Education and Social Sciences but not in all areas. Students are encouraged to check with the respective Faculty on this

matter. Double Majors may also extend beyond the regular scheduled time for a degree.

**Q: When do I declare my minor?**

A: Students should declare their minor(s) at the commencement of the third year for full-time students or at the beginning of the final two semesters for part-time students.

## APPENDIX III: ONLINE REGISTRATION GUIDELINES

### LOGON TO SAS

1. Go to the SAS Web Site <ol style="list-style-type: none"><li>The SAS Web site is accessed from the UWI Mona home page at <a href="http://www.mona.uwi.edu/">http://www.mona.uwi.edu/</a></li><li>Click on the SAS link in the Online Systems menu (in the left panel)</li></ol>
2. Click on Enter Secure Area
3. Type your ID number in the space provided e.g. 620000001
4. Enter your Password: The default is your date of birth in the format YYYYMMDD.
5. Click on Login
6. The “MAIN MENU” will be displayed <ol style="list-style-type: none"><li>Personal Information</li><li>Student Services</li></ol>

### SEARCH FOR COURSES

1. Go to the Registration Menu <ol style="list-style-type: none"><li>Click on the Student Services link</li><li>Click on Registration</li></ol>
2. Click on the Look-up Classes to Add link
3. Select the appropriate term (choose from the drop down menu) and click Submit
4. Identify what course or group of courses you are looking for. <ol style="list-style-type: none"><li>Look for a specific course<ul style="list-style-type: none"><li>Click on the subject area and enter the course code. e.g. for GEND1001, GEND is the subject and 1001 is the course number</li></ul></li><li>Look for courses in specified subject area(s)<ul style="list-style-type: none"><li>Click on a single subject area</li></ul></li><li>Look for courses at a specified Campus,<ul style="list-style-type: none"><li>Click on the campus you attend, which is MONA</li></ul></li></ol>

Note: “All” is selected by default and if you do not specify a single campus, the resulting report will show all courses offered at all the campuses. **This can be a very long list!**

5. Click on Class Search – to obtain information

6. Identify courses you wish to select

- a) Click the box in the Select column next to the course(s)
- b) Click Register to select the course(s)

Note: A student can also use the Class Search link on the Add/Drop page and repeat steps 4-6.

## REGISTRATION FOR MULTIPLE SCHEDULE TYPES

[Lectures, Tutorials, Labs, Seminars, etc]

Students are required to register for lectures, tutorials, labs and any other schedule type(s) where applicable.

### Examples

BIOL1261 has lecture, tutorial and laboratory components. Students registering for this course must therefore register for three streams/sections of the course:

1. Lecture: BIOL1261 (BL12B) Diversity of Organisms
2. Tutorial: BIOL1261 Tutorial BIOL1261
3. Lab: BIOL1261 Lab BIOL1261

GEND1001 has lecture and tutorial components. Students registering for this course must register for two streams/sections of the course:

1. Lecture: GEND1001 Research Methods and Interactive Skills
2. Tutorial: GEND 1001 Tutorial GEND 1001

### Identifying lectures, tutorials and labs

CRN	All streams/sections, i.e. each lecture, lab or tutorial will have a unique CRN
Course Code	Each section of the same course will have the same course code, i.e. the lecture, lab and tutorial sections all have the same course code
Course Title	Lecture sections: Title of the course, e.g. (BL12B) Diversity of Organisms Tutorial sections: Tutorial ‘Course Code’, e.g. Tutorial BIOL1261 Lab sections: Lab ‘Course Code’, e.g. Lab BIOL1261



## Finding lectures and tutorials

Use the Class Search feature; see guidelines on how to “Search for Courses”.

You can view all the streams/sections for a course, which will include all the types, or you can search for one type only.

## ADD COURSES

Note: Students are required to select courses for both Semesters I and II at the start of the Academic year, Course Selection for each Semester will have to be done separately.

1. Go to the Registration Menu <ol style="list-style-type: none"><li>Click on the Student Services link</li><li>Click on Registration</li></ol>
2. Click on the Add/Drop Classes link.
3. Select the appropriate term (choose from the drop down menu) and click Submit
4. In the Add Classes Worksheet area, enter the CRN for each course (NOT the course code). <ol style="list-style-type: none"><li>Type in the CRN* for each course if you know it OR</li><li>Click on Class Search to look for courses and CRN</li></ol> <p><b>CRN- “Course Reference Number” is a unique code assigned by the system to each stream/section of a course.”</b></p> <p>Note: Students are required to register for all applicable ‘schedule types’ associated with a course, i.e. lectures and tutorials.</p>
5. Click on Submit Changes
6. Review System Output <ol style="list-style-type: none"><li><b>**Web Registered**</b> - Course Criteria Satisfied and the course selection is complete. (Courses added to record)</li><li>Registration Add Errors - Course Criteria NOT Satisfied. Courses will NOT be added to record</li></ol> <p>A message will appear listing all the courses where the course criteria were not satisfied. Before such courses can be added to the record, the student must receive permission from the Faculty by requesting a course override.</p> <p>Student can:</p> <ol style="list-style-type: none"><li>Choose another course OR</li><li>Request an Override</li></ol>

## REGISTRATION ADD ERRORS

When a Course Criteria is NOT Satisfied, a message will appear when the student attempts to add the course to their record. Course Criteria include the Departmental and Faculty criteria identified below.

<b>Criteria</b>	<b>Description</b>	<b>Error Message</b>
Pre-requisite	UWI Course(s) that the student must have already passed.	PREQ and TEST SCORE-ERROR
Test Score	Non-UWI Course(s) that the student must have already passed, e.g. CXC, A' Level, CAPE, etc.	PREQ and TEST SCORE-ERROR
Co-requisite	UWI Course(s) that the student must be registered for in the same semester.	CORQ_{Course Code} (CRN) REQ  e.g. COREQ_MATH3130 11236 REQ
Faculty Credit Limits	Limit on the maximum number of credits a student can register for in a semester, without Faculty approval.	MAXIMUM HOURS EXCEEDED
Quotas	Limit on the number of students allowed to register in the stream/section of a course.	CLOSED SECTION
Student Restrictions	Stream/Section of the course restricted to a specified group of students, e.g. History Majors, Faculty of Social Sciences students, Final Year students, etc. There could be one of seven (7) possible error messages.	LEVEL RESTRICTION COLLEGE RESTRICTION DEGREE RESTRICTION PROGRAMME RESTRICTION MAJOR RESTRICTION CLASS RESTRICTION CAMPUS RESTRICTION
Repeat Course Already Passed	Students cannot register for courses they have already passed in their current programme	RPT HRS EXCEED

Linked Sections	<p>Students are required to register for all applicable ‘schedule types’ associated with a course. Schedule types include the following:</p> <ul style="list-style-type: none"> <li>• Lectures</li> <li>• Tutorials</li> <li>• Labs</li> <li>• Seminar</li> <li>• Clinical</li> <li>• Field Work</li> <li>• Internship</li> <li>• Workshop</li> <li>• Practicum</li> </ul>	<p>Please register for Lecture section simultaneously.  Please register for Tutorial section simultaneously.  Please register for Lab section simultaneously.  Please register for Seminar section simultaneously.  Please register for Clinical section simultaneously.  Please register for Field Work section simultaneously  Etc  Note: The message “LINK ERROR” may also occur.</p>
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Departmental Override is required for the following errors:

- PREQ and TEST SCORE-ERROR
- CORQ\_{Course Code} (CRN) REQ
- LEVEL RESTRICTION
- COLLEGE RESTRICTION
- DEGREE RESTRICTION
- PROGRAMME RESTRICTION
- MAJOR RESTRICTION
- CLASS RESTRICTION

Capacity Override is required for the following error:

- CLOSED SECTION (C)

Faculty Credit Override is required for the following error:

- MAXIMUM HOURS EXCEEDED

Note: Students cannot obtain an override for the following registration errors:

- ‘CAMPUS RESTRICTION’
- ‘RPT HRS EXCEED’
- ‘LINK ERROR’

## DROP COURSES

1. Go to the Registration Menu <ul style="list-style-type: none"><li>• Click on the Student Services link</li><li>• Click on Registration</li></ul>
2. Click on the Add/Drop Classes link.
3. Select the appropriate term (choose from the drop down menu) and click Submit
4. Select “++Web Drop++” in the Action column next to the course to be dropped.
5. Click on Submit Changes

Note: Once the record is updated, the course remains on the screen with a status of ++Web Drop++.

## REQUEST AN OVERRIDE

1. Go to the Request Course Override Page <ul style="list-style-type: none"><li>a) Click on Request Override button on the Add/Drop page OR</li><li>b) Select the Request for Course Error Overrides link in the Registration Menu</li></ul> <p><b>Note: Students cannot request an override for a ‘RPT HRS EXCEED’, ‘CAMPUS RESTRICTION’ or ‘LINK ERROR’ registration errors.</b></p>
2. Select Course from the drop down list. Only courses that the student previously tried to select that day will appear in the list.
3. Type message to Faculty (optional)
4. Submit Request
5. Check for Override Decision <ul style="list-style-type: none"><li>a) Select the Request for Course Error Overrides link from the Registration Menu</li><li>b) Select Semester/Term and Submit</li><li>c) View decisions at the bottom of the page in the Permit/Override Column</li></ul>

<b>Permit/Override Column</b>	<b>Meaning</b>
Departmental Override Approval	Override Request has been Approved by the Department
Departmental Override Declined	Override Request has NOT been Approved by the Department
Capacity Override Approved	Request to override quota has been Approved by the Department
Capacity Override Declined	Request to override quota has NOT been Approved by the Department
Faculty Credit Override	Override Request has been Approved by the Faculty
Faculty Credit Decline	Override Request has NOT been Approved by the faculty

d) Pending override requests are listed at the top of the page

#### 6. Add Approved Courses to Record

**Note: A course CANNOT be added to a record if the course criteria are not satisfied. Faculty Override must be granted before the course can be added to the record.**

- Once the approval has been granted, the course will be added to the students' record.

### CHANGE OF MAJOR AND/OR ENROLMENT STATUS

1. Go to the Registration Menu

- Click on the Student Services link
- Click on Registration

2. Click on the "Request a Change of Major or Enrolment Status" link.

3. Select new major(s)/minor(s)/option/special being requested (if applicable).
4. Select new enrolment status (full-time/part-time) being requested (if applicable).
5. Submit request(s) electronically to the faculty for approval.
6. Check for approval. <ul style="list-style-type: none"> <li>• Return periodically to the “Request a Change of Major or Enrolment Status” link. A complete history of all requests made and decisions taken by the faculty will be retained on this page.</li> </ul>

**VIEW RESULTS**

1. Go to the Registration Menu <ul style="list-style-type: none"> <li>a) Click on the Student Services link</li> <li>b) Click on Student Records</li> </ul>
2. Click on View Un-Official Transcript (Examination Results) link.
A complete academic history at UWI for the student will appear

## APPENDIX IV: PRESENTING AND DOCUMENTING MATERIAL IN COURSE ESSAYS

Students often run into trouble when presenting and documenting material in course essays. The following guidelines should help students to steer clear of any of the pitfalls that might result in being penalised for breaching academic standards. Remember, it is your responsibility to ensure that your essays adhere to the standards of academic integrity.

### Types of Borrowed Material

There are three basic ways in which students may incorporate the ideas that they have confronted in their reading in their essays: quotation, summary and paraphrase. Far too many students misunderstand the differences between these.

#### Quotation

With a quotation, you present another writer's idea in that writer's words. You must indicate the borrowing with either quotation marks or block indentation, combined with a footnote/endnote reference. For example:

According to Stigler, "every industry or occupation that has enough political power to utilize the state will seek to control entry. In addition, the regulatory policy will often be so fashioned as to retard the rate of growth of new firms."<sup>1</sup>

#### Summary

A summary is where you present another writer's idea, only not his or her words; further, you present only the core of the idea—the main point—because you condense the idea as you reword it. You must also indicate the borrowing with a footnote/endnote, usually combined with an introduction (called a frame) that also attributes the summary. Here is a summary of the sample quotation: Stigler argues that influential economic interests seek regulations that reduce competition.<sup>1</sup>

#### Paraphrase

A paraphrase is like a summary in that you present only another writer's idea, not his exact words; this time, however, instead of compressing the idea, you restate it in your own words. Thus, the paraphrase is a little like a translation. Although it isn't usually a word-for-word substitution, it often follows the pattern of the original wording. Again you must indicate the borrowing with a footnote or endnote, usually combined with an introduction that also attributes the paraphrase. Here is a paraphrase of the sample quotation from Stigler: Stigler says that economic interests with sufficient influence over government policy will try to bring about public policies that deter competition from other firms. They will also encourage rules and regulations that are detrimental to new rivals.<sup>1</sup>

All three types of presentation use borrowed ideas, but only a quotation uses borrowed words. You can mix another writer's words into your summary or paraphrase, but you must show the specific borrowing in quotation marks. Here is our example summary with a touch of quotation thrown in:

Stigler says that the economic interests with sufficient “power to utilize the state” will seek regulation that operates to reduce the threat of competition from potential rivals.<sup>1</sup>

## **Framing Your Presentation**

Whether you quote, summarise, or paraphrase, you must give due attribution to your source, by framing the borrowed idea with an introduction and a footnote/endnote. Your endnote must include a specific reference to the text from which you borrowed the material including page numbers. Keep in mind that, in the absence of a quotation, the reference in a footnote or endnote refers only to the single sentence that the notation follows. Of course, quotation marks or block indentations indicate the length of a quotation. But summaries and paraphrases don't have such ready mechanical indicators. However, you can frame a borrowing (especially a summary or paraphrase) with an introduction and a footnote. An introduction like “Stigler argues” or “According to Christopher Hood, Stigler argues” will indicate the beginning of a borrowing, and the footnote/endnote reference will indicate the end. Then the footnote reference applies to the entire borrowing.

## **Framing Hints**

To work borrowed material into your papers, you must frame it gracefully as well as responsibly. There are many varied ways to frame a quotation, paraphrase, or summary. Here is an example of the most common approach: According to Stigler, “every industry or occupation that has enough political power to utilize the state will seek to control entry. In addition, the regulatory policy will often be so fashioned as to retard the rate of growth of new firms.”<sup>1</sup> Don't rely solely on this frame, or your writing will seem mechanical and monotonous. Consider the alternatives below, and also note how the authors of your reading assignments frame their references to others.

## **Variations on the “According to” frame:**

It was Mancur Olson who first pointed out that “unless the number of individuals is quite small, or unless there is coercion or some other special device to make individuals act in their common interest, rational self-interested *individuals will not act to achieve their common or group interests.*”<sup>1</sup> In their article, “Institutional Perspectives on Political Institutions”, March and Olsen contrast the bargaining or exchange account of politics with an institutional story which “characterizes politics in a more integrative fashion, emphasizing the creation of identities and institutions as well as their structuring effect on political life.”<sup>1</sup>



### **The Interrupting Frame:**

“Tales of monumental blunders, blatant self-interest and corruption, self-destructive organizational civil wars and feuds, astonishing failures to look ahead or take any initiative in the face of the most pressing problems are,” as Christopher Hood argues in *The Art of the State*, “far from unusual in most societies.” **1**

### **The Separate-Sentence Frame:**

“If bureaucrats are ordinary men, they will make most (not all) of their decisions in terms of what benefits them, not society as a whole.” **1** In these terms, Gordon Tullock makes a departure from the orthodox assumption in public administration that public servants act in the public interest.

### **Minor Errors-Format**

On one end of the spectrum are minor errors in format. There are formats in all parts of life: don’t eat peas with a knife; don’t begin a bibliography entry with an author’s first name. For those who ignore formats, punishments range from an admonishment to a deduction of a few points from a paper’s grade.

### **Major Errors-Plagiarism**

At the opposite end of the trouble spectrum is plagiarism. Plagiarism involves presenting someone else’s words or ideas without giving proper credit. Therefore, you obviously plagiarize (a) if you present someone else’s words as though they were your own (by seeming to summarize or paraphrase when in fact you quote directly) or (b) if you present someone else’s ideas without giving proper credit (by failing to document at all). Punishment depends on the extent of the offense. But you should realize this: any plagiarism violates academic integrity, so anything beyond the most minor, accidental plagiarism will usually result in a zero grade for a paper, with no chance to rewrite.

### **Major Errors-Other**

On the trouble spectrum between minor errors and plagiarism, there are other serious errors that can bring severe punishment. All of them breach academic integrity (making a zero grade possible) of them could be evidence of cheating. As with plagiarism, the extent of the error will determine the extent of the punishment.

### **Blanket Notes**

Remember that, except with quotations, a footnote or endnote generally covers only the preceding sentence. The old student standby device of putting a notation at the end of a paragraph to document something in the paragraph just won’t work. The problem could, of course, simply be sloppy presentation, or the sloppiness could be interpreted as an attempt to disguise cheating. Avoid the trouble by using the frame of introduction and parenthetical notation to indicate where a borrowing begins and ends.

### **Wrongly Attributed Borrowing**

You must attribute the material you borrow to the source you actually use. For example, you find in a book by Smith a quotation Smith borrowed from another book by Jones. If you use the Jones quotation, you must document the borrowing as material from Jones that you found in a book by Smith. You cannot, however, document the passage as if you had found it in the book by Jones or as if Smith himself had written it. Either of these ways misattributes the quotation, and you could be accused of deceiving your reader by claiming you'd read Jones' book.

### **Padded Bibliographies**

If you use a simple one-part bibliography, you must list only the works you actually cite in your paper. You cannot list other works you didn't cite but which you think the reader should be aware of. Listing works not cited in the paper gives the appearance that you've done more work than you really have. So how can you show works that influenced you but that you didn't borrow material from? Use a two-part bibliography, the first part called "Works Cited" and the second part called "Works Consulted." Their formats are the same.

Prepared by Dr. L. Stirton

## **APPENDIX V: IGDS UNDERGRADUATE COURSEWORK ACCOUNTABILITY STATEMENT**

To be attached by students registered for undergraduate courses in the Institute for Gender and Development Studies, to the front of any document submitted as a component of course work save that when coursework consists of an invigilated examination no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically.

I hereby certify that I am the author of the attached item of coursework or the section thereof for which I am responsible, herein after referred to as this paper, and that all materials from reference sources have been properly acknowledged.

I certify that I have read the relevant Institute regulation contained in the UWI Mona Institute for Gender and Development Studies Undergraduate Handbook (Regulation 12) and the documents to which the regulation refers:

In particular, the relevant UWI Examinations Regulations for First Degrees, Associate Degrees, Diplomas and Certificates (78-85 in the case of the 2006-2007 Examination Regulations).

I understand what plagiarism is and what penalties may be imposed on students found guilty of plagiarism.

I certify that this paper contains no plagiarised material. In particular:

All quotations taken from other works have been referenced to the source from which I obtained them and clearly indicated in this paper by the use of quotation marks or indented paragraphs;

All paraphrases and summaries of material taken from other works have been clearly indicated by appropriate framing and/or referencing;

Where material is drawn from other works I have avoided the use of cosmetic paraphrasing thereby ensuring that I have presented paraphrases and summaries that represent substantial representation of material from the sources or alternatively I have used direct quotations;

I have included in the bibliography all works from which I have taken ideas inclusive of, where appropriate, separate lists of works that have been cited and works that have been consulted;

I certify that this is my own work and that I did not receive any unfair assistance from others (including unauthorized collaboration) in its preparation.

I certify that this paper has not previously been submitted either in its entirety or in part within the UWI system or to any other educational institution or if it has I have made an additional declaration below.

In the case of group work, I certify that the work that is the responsibility of each member of the group has been clearly indicated and that where no such indication has been given, I take responsibility for the work as if it were the section of the paper for which I were solely responsible and that I have not collaborated with any member of the group to breach the University's regulation.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Additional accountability statement where work has been previously submitted

I have set out in an attached statement the details regarding the circumstances under which this paper or parts thereof has been previously submitted.

I have received written permission from my Supervisor/Lecturer/Instructor regarding the submission of this paper and I have attached a copy of that written permission to this statement.

I hereby declare that the submission of this paper is in keeping with the permission granted.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX VI: EMERGENCY CONTACT INFORMATION**

### **UWI Security and Medical Emergency Numbers Telephone #**

Extension Campus Security 784-8111 | 935-8748-9 Ext. 2748-9

Mona Police Post 927-2292 | 935-8331 Ext. 2331

Health Centre 927-2520 | 970-0017 Ext. 2370

University Hospital 927-1620-9

Counselling Services 970-1992 | 927-2520 2270 | 2370

UWI Switchboard 927-1660-9 0

### **Non-UWI Emergency Numbers**

Ambulance 100

Fire 110

Police 119

Hurricane Update 116