



University of Guyana

**GENERAL UNIVERSITY
REGULATIONS
2012/2013**

**UNIVERSITY of GUYANA
Turkeyen and Berbice Campuses**

GENERAL UNIVERSITY REGULATIONS

Applicants must be at least sixteen (16) years of age in the calendar year of admission to the University except in instances where the regulations for a specific programme otherwise specify.

GENERAL ENTRY REQUIREMENTS FOR DEGREE PROGRAMMES

- (1) Three (3) subjects at the GCE Advanced Level plus two (2) subjects at CXC/CSEC General Proficiency/GCE Ordinary Level not obtained at Advanced Level. English Language and in most cases Mathematics must be among the subjects obtained.

OR

- (2) Two (2) subjects at the GCE Advanced Level plus three (3) subjects at CXC/CSEC General Proficiency/GCE Ordinary Level not obtained at Advanced Level. English Language and in some cases Mathematics must be among the subjects passed.

OR

- (3) A minimum of five (5) CXC/CSEC General Proficiency (Grades I & II; and III from 1998) /five (5) passes at GCE 'O' Level at ONE sitting, including English Language, the subject(s) required for the pursuit of the major, where applicable, and Mathematics for designated programmes.

OR

- (4) A minimum of six (6) CXC/CSEC General Proficiency (Grades I & II; and III from 1998) / six (6) passes at GCE 'O' Level AT NOT MORE THAN TWO SITTINGS, including English Language, the subject(s) required for the pursuit of the major, where applicable, and Mathematics for designated programmes.

OR

- (5) Persons of mature age (a minimum of 26 years in the calendar year of entry to the University) who do not meet the minimum requirements but who can satisfy the University that they have had a suitable education may be considered for admission.

Where there is a variation of the above, it will be shown under the respective Faculty's admission requirements.

NOTE

- The acceptance of CXC/CSEC Grade III applies only to the results for examinations taken in June 1998 and thereafter.

- Applicants with five or six subjects, as stipulated above, without the requisite English or Mathematics or any other prescribed subject, at the acceptable grade, may be permitted to write a Qualifying Examination in the respective subject area or do the foundation course offered by IDCE in the respective subject area.
- Applicants who possess either of the basic entry requirements mentioned above but still do not satisfy the requirements of a particular Department may be required to pass the prescribed foundation courses where offered.
- Applicants of mature age (i.e. a minimum of 26 years in the calendar year in which entry is being sought) who do not meet any of the admission requirements will be required to write the UG Entrance Examination.
- Students who were previously admitted to the University and who attended and successfully completed at least a semester or, at most a year, may be granted re-entry on the basis of the following:
 - (i) Their pre-university qualifications and their university credits even though the criterion under which they were admitted previously no longer pertains.
 - (ii) These persons must have been students within the preceding five (5) years of application.
- Applicants may be asked to attend Interviews.

GENERAL ENTRY REQUIREMENT FOR ASSOCIATE DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES

- (1) Five (5) GCE 'O' level/ 5 CXC/CSEC General Proficiency passes including English Language and Mathematics at no more than Two Sittings.

OR

- (2) Persons of mature age (a minimum of 26 years in the calendar year of entry to the University) who do not meet the minimum requirements but who can satisfy the University that they have had a suitable education may be considered for admission.

UG ENTRANCE EXAMINATION

Applicants who do not possess the minimum general admission requirements as stipulated above will be required to write the University of Guyana Entrance Examination (UGEE).

PERSONS ELIGIBLE FOR THE UNIVERSITY OF GUYANA ENTRANCE EXAMINATION

- Those applicants who are qualified for admission by virtue of relevant passes at the CXC/CSEC General Proficiency/GCE 'O' Level and other approved qualification WILL NOT be required to write the UGEE.
- Those applicants who expect to qualify for admission by virtue of relevant passes at the May/June GCE/CXC/CSEC examination may opt to write the UGEE.
- Those applicants, who fall into one of the following categories, will be required to write the UGEE:
 - Those who have the required subjects at more than the stipulated number of sittings.
 - Those applying for admission under the Mature Student category.
 - Those applying for admission with Certificates or Diplomas which had been previously accepted for admission purposes OTHER THAN:
 - The Diploma in Agriculture for applicants to the Faculty of Agriculture and Forestry.
 - The Trained Teachers' Certificate for applicants to those programmes that allow this qualification as an entry requirement.
 - A Diploma from any of the (Government) Technical Institutes for applicants to the Faculties of Natural Sciences, Health Sciences, and Technology, unless otherwise stipulated by the Academic Board.
 - The IDCE Certificate in Industrial Relations and Management.
 - The Commonwealth Youth Programme Diploma in Youth Work.
 - Any other qualification approved by the Academic Board.

Where it is determined that a person gained admission to the University of Guyana without fulfilling the stated admission requirements for his/her programme, an investigation shall be conducted into the circumstance(s) of the said admission. If the investigation reveals that admission was obtained in any manner other than that provided for in the University's Regulations governing Admission, the person will be withdrawn from the programme to which he/she was admitted. However, such withdrawal would not prevent that person from being eligible for admission to the University (at the regular time for admission) whenever the admission requirements are met.

Applications

Students are normally admitted to the University at the beginning of the academic year (September). However, admission to some programmes is allowed in the second semester.

Applicants must apply online during the specified period unless otherwise stipulated. Applicants are required to pay their processing fees and track their application status online.

[No student shall be admitted to more than one programme at a time.]

Regular Students

Applicants selected for admission will be notified online of the programme(s) to which they have been accepted along with relevant information on registration.

Applications if allowed after the deadline may incur a late fee.

Transfer Students/Students with Advanced Standing

A student who has been properly admitted to, and has been attending a regular degree programme at a recognized University, may apply for admission to the University of Guyana as a Transfer Student. A Certificate of studentship from his/her University and other relevant information must be submitted at the time the application is made. A person satisfying the requirements of a Transfer Student may be admitted to the appropriate University programme on the recommendation of the Faculty Board.

A Transfer student may be admitted with Advanced Standing and permitted to transfer his/her credits to a degree programme at the University of Guyana provided that at least one-half of the courses required for the degree, including the courses for the final year, are taken at the University of Guyana. Credits may be transferred (see Transfer of Credits) only where the courses from the other University are deemed by the University of Guyana to be equivalent to its own courses.

A student, who has properly completed a degree programme at the University of Guyana, may apply for admission to another programme. Such a student will be permitted to transfer relevant credits to the new programme provided that at least one-half of its courses, including the courses for the final year, are taken as part of the new programme. The original qualification should normally have been gained within the previous five years (See Exemptions). (This regulation applies with equal force to students registered for the Associate Degree programmes in the Faculty of Health Sciences).

A candidate who is seeking admission on an advanced-standing basis must submit to the Office of the Registrar a detailed transcript issued by the University attended, as well as the syllabuses of courses passed.

Special Students

Candidates who do not wish to pursue Degree, Diploma or Certificate programmes but who wish to improve professional skills or bring themselves up-to-date in a particular field are designated Special Students.

Candidates may be admitted as Special Students in any of the following categories:

- Graduates of Degree programmes from other Universities may register for a maximum of six (6) semester courses per academic year, where necessary, for work towards a higher degree.
- Graduates of Diploma and certificate programmes from the University of Guyana may register for a maximum of four (4) semester courses per academic year.
- Non-Graduates may register for a maximum of two (2) courses per semester. Their selection of courses would be determined by their certified knowledge base or verifiable experience.
- A person may be admitted as a Special Student on any number of occasions but only up to such time as he/she would have completed successfully the following number of semester courses as a Special Student:
 - Graduates of Degree Programmes - 12
 - Graduates of UG Diploma/Certificate Programmes - 8
 - Non-graduates - 6

A person applying for admission as a Special Student must have at least the basic admission requirements or, where relevant, adequate experience in the particular field.

A Special Student may be admitted only if there is a place in the class after all the Regular Students have registered and permission has been granted by the appropriate Head of Department and Lecturer.

A Special Student's performance at the Annual Examinations will be awarded the letter grade earned. However, the letter grade obtained as a Special Student will not be used towards the computation of the candidate's Grade Point Average if he/she is subsequently admitted as a Regular Student and the courses passed forms part of his/her programme.

A Special Student subsequently admitted as a Regular student may be exempted from any course passed as a Special Student provided that the specific Faculty regulations permit such exemption.

Undergraduates registered at other Universities may be admitted to selected courses with the approval of the Academic Board.

Applications for admission as a Special Student must be made online by the published closing date in the year during which admission is sought. Applicants will be required to submit original academic documents and birth certificates or other acceptable evidence in support of their applications.

In special circumstances, late applications may be accepted (See Procedures for Withdrawal).

Registration

Students will normally be required to register at the beginning of each academic year. No student will be allowed to register for more than one programme at a time.

Students are not allowed to register for courses from other programmes unless they have met the entry requirements for those programmes.

Students can register online during the registration period. All students are required to pay the current Cautionary Deposit at initial registration. This Deposit is refundable when the student leaves the University provided that the student had not become indebted to the University in any way.

Registered students are required to become members of the University of Guyana Students' Society, and must pay the annual fee at the time of registration.

All fees are normally due on the first day of classes of the first semester. However, if fees are paid by semester then semester II tuition fees are due on the first day of classes in the second semester.

Detailed instructions concerning registration will be issued before the beginning of each academic year. Students who fail to register by the specified date will be charged the prescribed late registration fee.

No student will be allowed to register later than two weeks after the commencement of the Semester.

After registration is completed, any student who wishes to change Faculty, programme, or course (s) must consult with the appropriate Assistant Deans and the Heads of all Departments before submitting the online Change of Registration request form. The prescribed deadline for such submission is usually not later than two weeks after registration.

Students will be allowed to change their programme of study in the first year of enrollment, provided that they meet the entry requirements for the programme to

which they are seeking a transfer; there is available space; they pay the requisite transfer fee; and adhere to the change of registration deadline.

Regulations governing the selection of courses for specific programmes are given in the relevant Faculty Bulletins.

Only students who complete their registration will be permitted to attend University classes.

Course Load

Students will normally be required to spend four years completing their degrees. 'A' level entrants who qualify for full exemption may be permitted to complete their degrees in three years. Students will not normally be allowed to complete their degree in less than 2 years.

The approved programme profile will specify the number of courses students will be required to carry in any one semester.

Students pursuing double majors will normally be required to carry no more than six courses in any semester.

In exceptional cases, students who have gained at least a 'B' average in courses taken in the preceding year as a full load may be permitted to carry no more than one additional course in any semester.

Exemptions

Applications for exemptions must be done online. Students applying for exemptions from any part of a University programme must do so by the stipulated deadline in the year of admission to the programme except where an exemption is requested on the basis of success at examinations for which results are pending.

Exemptions will only be granted for courses in which at least a grade 'C' or its equivalent was attained.

An exemption would not normally be granted if the basis for the request is a course which had been completed more than five (5) years before the academic year in which the exemption is being requested.

[This rule is intended for those courses where new knowledge had been added].

Candidates will be allowed exemptions up to a maximum of four (4) ungraded courses (See also Registration).

Alternate Criteria for Granting an Exemption for a Foreign Language

A student maybe granted exemptions from FRE 101 – French Language I and SPA 101 (Spanish Language I if he/she possesses passes at CAPE in the requisite subjects namely Spanish, Functional Spanish, French and Functional French).

Exemption may also be granted from a foreign language course where a person has successfully completed:

1. five (5) years of secondary schooling in a foreign language and have sat and passed the relevant school leaving (or equivalent) examination; or
2. a University level programme consisting of a minimum of two (2) years of full time study in a foreign language; or
3. a competency test set by the relevant Department/Faculty; or
4. any other course/programme of study which the Department assesses and deems to be equivalent.

Faculty	CAPE Subjects	Unit	Grade	Courses to be Exempted
Faculty of Agriculture & Forestry	Biology	1		No Exemptions
	Biology	1 & 2	I-IV	AGR 111 Crop Botany and AGR 121 Agricultural Zoology
School of Education and Humanities	Communication Studies	1	I-IV	ENG 116 Research Methods and ENG 117 Introduction to Language
	French	2	I & II	FRE 101 French Language I
	Functional French	1	I & II	FRE 101 French Language I
	Functional Spanish	1	I & II	SPA 101 Spanish Language I
	Spanish	2	I & II	SPA 101 Spanish Language I
	History	1		No Exemptions
History	2		No Exemptions	
Literatures in English	2	I - V	ENG 114 Introduction to Prose and ENG 124 Introduction to Drama	
School of Earth & Environmental Sciences	Geography	1	I-III	GEO 111 Introduction to Human Geography and GEO 112 Introduction to Physical Geography
	Geography	2	I-III	GEO 122 Atmosphere, Weather and Climate
	Environmental Sciences	1	I-III	ENV 223 Basic Ecological Concepts in Relation to the Environment

Faculty	Cape Subjects	Unit	Grade	Courses to be Exempted
Faculty of Natural Sciences	Applied Mathematics OPTION A (Discrete Mathematics/Probability and Distributions and Statistical Inference).		I - III	MST 111 Basic Statistics
	OPTION B (Discrete Mathematics/Particle Mechanics/and Rigid Bodies, Elasticity, Circular and Harmonic Motion).		I - III	MTH 123 Applied Mathematics
	Biology	1 & 2	I - III	BIO 111 Introductory Biology 1
	Chemistry	1	I - III	CHM 122 Introduction to Physical Chemistry
	Chemistry	1 & 2	I - III	CHM 111 Introductory Chemistry AND CHM 122 Introduction to Physical Chemistry AND CHM 123 Introduction to Inorganic & Organic Chemistry

Faculty	CAPE Subjects	Unit	Grade	Courses to be Exempted
Natural Sciences	Computer Science	1	I – III	CSI 111 Introduction to Micro-Computers
	Computer Science	2	I - III	CSI 121 Software Applications on Micro-Computers
	Information Technology	1 & 2	I - III	CSI 111 Introduction to Micro-Computers
	Pure Mathematics	1	I – III	MTH 111 Algebra AND MTH 122 Calculus I
	Pure Mathematics	2	I - III	MTH 112 Analytical Geometry AND MTH 121 Trigonometry & Waves
	Physics	1	I – III	PHY 112 Introduction to Heat & Optics AND PHY 121 Mechanics, Properties of Matter & Waves
	Physics	2	I – III	PHY111 Electricity, Magnetism and Modern Physics
	Statistical Analysis	1	I - III	MST 111 Basic Statistics

Faculty	CAPE Subjects	Unit	Grade	Courses to be Exempted
Faculty of Social Sciences	Accounting	1	I – IV	ACT 110 Introduction to Accounting, ACT 210 Financial Accounting 1 and ACT 220 Financial Accounting 2.
	Accounting	2	I – IV	ACT 110 Introduction to Accounting, ACT 210 Financial Accounting 1 ACT 220 Financial Accounting 2 and ACT 221 Cost Accounting
	Economics	1	I-III	ECN 110 Introductory Microeconomics
	Economics	2	I-III	ECN 110 Introductory Microeconomics and ECN 120 Introductory Macroeconomics
	Mathematics	1	I-III	ECN 111 Introductory Mathematics
	Mathematics	2	I-III	ECN 111 Introductory Mathematics
	Statistical Analysis	1	I-III	ECN 123 Introductory Statistics
Faculty of Technology	Advanced Mathematics		I – III	EMT 111 Engineering Maths I and EMT 121 Engineering Maths II
	Electrical & Electronic Technology	1	I - III	ELE 111 Electrical Fundamentals I, ELE 112 Electronic Fundamentals I, ELE 121 Electrical Fundamentals II and ELE 122 Electronic Fundamentals II
	Geometry & Mechanical Engineering Drawing	1	I – III	MEC 111 Engineering Drawing I and MEC 121 Engineering Drawing II
	Physics	2	I – III	PHY 110 Physics for Engineers
Faculty of Natural Sciences	Electronic Document Preparation and Management	General	I - II	UGC 110 Computer Literacy I and UGC 120 Computer Literacy II

Prescribed Period for Completion of Programmes

The following periods are the prescribed periods for the completion of programmes. They are inclusive of any period of leave of absence and will result in automatic withdrawal if the programme is not completed at the end of the specified period; unless otherwise determined by the Academic Board.

Programme	Period
Masters	Seven years, two for the completion of courses and five for the completion of the thesis
CEMBA/CEMPA	Five years
4 Year Bachelors	Eight years
2 Year Diplomas/ Associate Degrees/Certificates	Six years

NB: The prescribed period for completion, of programmes not mentioned above, will be provided in the programme specific regulations.

Procedures for Withdrawal

The deadline for withdrawing from courses without academic penalty is the date specified for this purpose.

Students who wish to withdraw from a programme or from the University must submit an online request stating the reason(s) for the request. Where students are withdrawing completely from the university, their Student Identification Cards and Library tickets should be returned to the Admissions Division and the University Library respectively after approval has been granted.

In the case of a temporary withdrawal from the University, official leave of absence must be obtained (See Refunds).

Any student who has been asked to withdraw from a regular University certificate/diploma/degree programme may be granted subsequent admission as a Special Student subject to the following stipulations:

The candidate's admission as a Special Student must be approved by the Faculty and Academic Board.

The candidate may be permitted to take a maximum of eight (8) semester courses as a Special Student if he/she has successfully completed at least sixteen (16) semester courses in his certificate/diploma/degree programme, and four (4) semester courses as a Special Student if he/she has successfully completed less than sixteen (16) courses in his certificate/diploma/degree programme. In the case of a candidate who was asked to withdraw from a certificate/diploma programme, such a candidate would not be permitted

subsequent admission as a special Student for any course which was a prescribed course for the certificate/diploma programme for which he was registered at the time of withdrawal.

If the candidate has successfully completed the course (s) as a Special Student, it will be left to the discretion of the Department to determine whether that course should be used as a basis for recommending the candidate's re-admission to a certificate/diploma/degree programme. Such a recommendation must be approved by Faculty and Academic Boards.

Procedures for Leave of Absence

A student who wishes to absent himself/herself from his/her programme of studies must apply online for formal leave, stating the reasons in support of the application. Where the application for such leave is made for medical reasons, a medical certificate must be submitted to the Assistant Registrar, Admissions.

The length of approved leave of absence may extend up to one semester but would not normally exceed two semesters.

In exceptional circumstances, leave of absence may be granted up to a maximum of four consecutive semesters.

Applications for leave of absence for more than four consecutive semesters must obtain the approval of the Academic Board.

The deadline for applications for leave of absence for the first semester only, or for both first and second semesters will be the date specified for this purpose. Applicants must ensure that a formal response to their request is received (See Refunds).

Deemed Withdrawn

Students who failed to register for an academic year and had not applied for Leave of Absence will be deemed withdrawn.

Transfer of Credits

For a student pursuing a regular degree programme at the University of Guyana, equivalent course(s) successfully completed at another University may be accredited towards his/her degree with the approval of the Academic Board provided that not less than half the total number of credits required for the degree had been obtained at the University of Guyana including the final year courses (see Transfer Students/Students with Advanced Standing).

Attendance

Only registered students are permitted to attend University classes (See Registration).

Attendance is subject to Faculty/Departmental Regulations.

Students of the University are allowed to attend classes at the University in courses other than those for which they are registered, provided that:

- No student registered for the course is thereby excluded
- The Lecturer concerned gives consent
- Attendance shall not count toward any qualification or entitle the students to sit any examination

Further regulations governing attendance are given under specific programmes.

Fees

Tuition Fees

All students are required to pay tuition fees at the time of registration. Tuition fees can be paid annually or by semester. All fees are normally due on the first day of classes of the first semester. However, if fees are paid by semester then semester II tuition fees are due on the first day of classes in the second semester.

Annual Tuition Fees may vary from year to year and from programme to programme.

For the purpose of tuition fees students will be classified under one of the following categories:

- Guyanese are required to pay the current local tuition fee.
- Non-Guyanese are required to pay the fee currently charged to foreigners.

There is no uniform across-the-board fee per credit. Fees per credit are calculated by dividing the year's fees for the specific programme and category of student by the total number of credits attributed to the programme (profile) for the year.

Refunds

A refund of fees will be granted for exemptions, leave of absence and withdrawals but only if the stipulated deadlines have been observed. The refund is calculated on a similar basis to the manner in which the fee is calculated. It should, however, be noted that when refunds are being determined, the fees are pro-rated on the basis of the number of hours of tuition to which the student would have been entitled prior to the submission of the application.

Students who apply for Leave of Absence and for complete withdrawal from the university, before the commencement of the Semester, will be required to pay an administrative cost.

Applications received by the Registry for withdrawal from course(s) on or before the specified deadline may entitle the applicant to a refund on a pro-rated basis.

Examination Fees

In addition to annual fees, there are other charges including examination fees, laboratory fees, etc

Assessment

There will be assessment in all courses each semester.

Each lecturer will be responsible for the determination of the form (s) of assessment which would be used to compute the final grade of a course, subject to the approval of the relevant Department, Faculty, School or the Institute Board and the Academic Board.

Lecturers must provide information in writing concerning their courses including all required course assessment mechanisms and procedures:

- To all students on the first day of the Semester
- To the Assistant Registrar, Examinations, before the end of the second week of the Semester

The due dates of all assessments will be posted on Faculty or Department Notice Boards at least two weeks in advance of the dates on which such assessments become due.

If Continuous Assessment constitutes more than 50% of the marks for a course, assignments should be second-marked, and in the case of disagreement, must be moderated.

In-class written assignments that require independent individual effort must be invigilated. The responsibility for such invigilation rests with the lecturer.

Persons prevented from being formally assessed because of severe illness or other serious hindrance may send written appeals to the Assistant Dean of the relevant Faculty to be subsequently assessed without penalty:

- Appeals for Absence on Medical Grounds must be submitted to the assistant Dean accompanied by a Medical Certificate from a member of a Panel of Doctors approved by the University. The Medical Certificate must state the nature of the illness and relate specifically to the date due or the period of assessment.
- Appeals on the ground of other hindrances must be submitted to the Assistant Dean, accompanied by supporting documents.

Appeals should be made within five (5) days of the due date of any form of assessment. Except in special circumstances, consideration would not be given to appeals submitted after that date.

The performance of any student who has failed 75% or more of the courses taken over two consecutive semesters would be reviewed by the Faculty at the end of that period and a decision would be made as to the future course of action the student would be advised to take.

If a student is absent from Assessments which would contribute to more than 50% of the Course Grade without communicating the reasons to the Assistant Dean of the Faculty before the date of the Faculty Board's meeting as a Board of Examiners, the student will be deemed withdrawn from the course.

Further Regulations governing Assessments are given under the respective Faculties.

Course Outline

Courses must be taught in keeping with the approved course outlines.

The approved course outline for each course, which is prepared in the appropriate format, must be distributed to each student of that course at the first lecture of the course.

Course outlines must be submitted to the Examinations Division and the Library in the first week of the semester in which the outline is being used for the first time or in which the outline is to be used after it had been amended.

If the content of a course outline had been amended, the new course outline must be approved by the relevant Authorities before it could be utilized.

Course Grades

Each lecturer, with the concurrence of the relevant Department, is given the option of assigning to course work a maximum of 50% of the marks which will be used to determine the final grade of a course.

In all cases, the Lecturer shall inform (in writing) the head of Department, the Dean and Assistant Registrar (Exams) of the allocation of marks adopted. Course-work marks/grades will normally be accepted as part of the assessment process only if they had been approved by the respective Faculty Board before the Final Examination of the course(s).

Final Examination scripts will not be released for marking before the relevant course work grades have been lodged with the Examinations Division.

Should the coursework report be accepted, the course-work marks/grades would be added to the marks/grades obtained in the final examination on the course and the total will determine the grade to be awarded to the student.

If the course work report is not accepted by the Faculty Board for any reason, the student's grade will be determined solely by the final examination results

A student who does not fulfil the course work requirements to the satisfaction of a Department and who continue to neglect these requirements after a warning from the Office of the Dean, may be debarred from further course work and final examination and will be given grade "F" as a final grade.

**Final course grades are: A – Distinction; B – Good, C – Satisfactory;
D – Minimal Pass; F – Fail; Ex - Exemption**

Examinations

There will be examinations or equivalent forms of assessment in all courses each year.

To be eligible to write an examination, a student must have completed the requirements of the course during the year.

Any student who is not present for the examination of a course and who had not formally withdrawn from the course in accordance with the Registration will be regarded as having failed that course.

Supplemental Examinations

Supplemental Examinations, and/or other forms of assessment will be offered to students ONLY in the final year of their programme, except for those programmes where this has specifically been approved by Academic Board. Currently the exceptions are in Law, Pharmacy and Medicine.

Supplementals are offered only to those students who fail not more than two courses in their final year.

Supplementals will not be offered in courses for which students were not registered in the final year

Where the student is required to pass both course work and the final examination, a supplemental will not be offered where the student has not obtained a pass grade in the course work.

The lecturer will prepare a new examination question paper and the exam(s) will be written no later than the end of the Second Semester.

The lecturer will mark the answer papers. In his absence, a qualified colleague will be asked to do so.

No fee will be charged for a supplemental examination, except in the case where the supplemental is taken at a special sitting after the original supplemental examination.

Further regulations governing Annual and Supplemental Examinations are given under the respective Faculty Bulletins.

Credits

All credits are designated in semester hours. A semester hour is equivalent to one lecture hour or one tutorial hour or two to three laboratory hours per week (or a combination of tutorial and laboratory hours). The aggregate number of credits required to graduate vary from programme to programme and from Faculty to Faculty.

Failure

A student who fails a course will normally be required to repeat that course as part of a full load the next time the course is offered.

A student who fails two courses in any one semester may be required to take a reduced load in the following year and to repeat the failed courses.

A student who fails three (3) or more courses in any semester will be required to take only these courses in the following year, except in cases where the courses are completed for credit in the summer semester.

The performance of a student who has failed all courses more than two consecutive semesters will be reviewed by the Faculty at the end of that period and a decision will be made by the Faculty as to the future course of action.

A student who fails a repeated major compulsory course may be required to withdraw from the programme

A student who fails a repeated minor compulsory course may be required to change his/her minor/ elective.

A student who fails any course on two (2) occasions may be allowed to register as a repeat student for that course provided that an overall 'C' grade average has been attained in all courses pursued since registration.

A student who, in the opinion of the Faculty Board, continues to perform poorly will be asked to withdraw.

The Incomplete ('I') Grade

In exceptional circumstances the 'I' grade will be awarded as an interim grade for:

1. incomplete course work for an examinable course, or
2. an incomplete continuously assessed course, in which the student because of extenuating circumstances has been unable to complete the

course work of the examinable course; or the continuously assessed course, before the end of the semester.

On application by the student an 'I' grade will only be given on the recommendation of the Department; and after a contract has been agreed upon, with the Department, allowing the student to complete the requirements not later than the end of the semester following that in which the 'I' grade was awarded.

The 'I' grade indicates postponement of the award of a final grade. If the requirements are not completed, within the specified time, the final grade will be the grade that would have been attained before the application for the 'I' grade, provided that in instances where the course is an examinable course, the 'I' grade must be applied for prior to the final examination.

Re-sits

Re-sits are a complementary provision to the 'I' Grade rule.

Students who are unable to write a final examination of an examinable course (a course which is not a continuous assessment course) because of extenuating circumstances may be allowed to write a re-sit examination, provided that the re-sit is administered before the end of the academic year in which the student becomes eligible to do the re-sit.

To facilitate re-sits, the lecturer/examiner of the course should set and submit through the Department two variations of the final examination paper, one of which should be deemed, by the Department, to be the final examination paper and the other, the re-sit paper, both of which should be submitted by the deadline for the submission of final examination papers.

Make-up Tests

Students, who were absent from a test, may be granted a make-up test, provided that:

- (i) the test is approved and scheduled by the relevant department;
- (ii) an approved fee is paid in advance to the Bursary;
- (iii) the test is administered in the said semester with the original test;
- (iv) the test is preferably held before any subsequent test in the said course; and
- (v) the lecturer, who is required to set, administer and mark the test, is paid a predetermined amount for the setting of the test, regardless of the number of students who write the test.

Publication of Results

Provisional examination results, in each course, will be published by the Faculty after they have been approved by the Faculty Board meeting as a Preliminary Board of Examiners.

These provisional results will be published under the signature of the Head of Department and Dean of the Faculty and will be displayed on the Faculty Notice Boards.

Official notification of the grade obtained in each course will be posted online to each student's profile on the Students' Record Management System.

The names of the persons who have successfully completed the academic requirements for graduation will be published after they have been approved by the Academic Board sitting as the Final Board of Examiners.

These names will be published by Faculty and programme, under the signature of the Dean of the Faculty and the Registrar, and will be listed in alphabetical order under three classifications: Pass with Distinction, Pass with Credit and Pass.

Examination Review

The first line of a review will be a Departmental scrutiny of all marked examination scripts, with special attention being paid to borderline cases and failures, before the scripts are sent to the Examinations Divisions.

All examination results are required to be scrutinized by the respective Faculty Boards convened as a Preliminary Board of Examiners. All borderline failures will be subjected to a Dean's review conducted either by the relevant Department or the Internal Examiner.

Application for a review of examination results may be initiated either by the student concerned or by the Dean of the Faculty.

Applications for a review of examination results by students setting out reasons for the request would be made on the prescribed form to the Examinations Division not later than one (1) week after the date of the publication of the Provisional Pass Lists approved by the respective Faculty Board convened as a Preliminary Board of Examiners.

Each applicant may, if he/she desires, include the name of the person from the University Academic staff who would represent the applicant. Where he/she does so nominate, the written consent of the person named by the applicant would accompany the application.

Applications must be accompanied by the current Review Fee

Applications for review received after the above stated one-week period would not be accepted unless the Chairperson of the Faculty Examination Review Board is convinced by the reason(s) for the lateness.

The Examinations Division will acknowledge each application received.

There will be an Examination Review Board in each Faculty. The membership of each Faculty Examination Review Board will be:

- The Dean (who will be the Chairperson), Assistant Dean, Heads of Departments, Professors, Programme Coordinators;
- A person, nominated in writing by the applicant, from the University Academic Staff (optional);
- The President of the University of Guyana Students' Society or his/her nominee.

The Registrar or his nominee will be secretary and the Faculty Administrative Officer will be in attendance and will service the Board.

The first meeting of the Faculty Review Board should:

- a. Ascertain whether a department scrutiny was carried out;
- b. Ascertain whether a Faculty scrutiny was carried out;
- c. Examine for any arithmetical errors in the computation of marks;
- d. Decide, after the above, whether a review should be undertaken.

The Chairperson will summon a meeting of the Faculty Review Board within one (1) week of the expiry of the deadline for the receipt of applications.

If the Board decided that the review should not proceed, based on findings coming out of (a), (b), (c), and (d) above, then this decision will be communicated to the student with the reasons for the decision.

Should the student nevertheless insist on his/her right to review, then he/she should be told that he/she would have to bear the entire cost of the appeal. If, on the other hand, the Faculty finds that the appeal should be undertaken, then the Faculty would bear the cost of the appeal.

Where arithmetical inaccuracies result in a different total mark, the new mark shall supersede the previous one, but in all cases the Board shall direct the script be remarked and shall proceed to nominate a marker(s) who should not

normally be of a less academic rank than the Internal Examiner, and preferably should not be of the same department.

The person selected to remark a script will be sent a copy of the applicant's script and, as a guide, a sample of not less than 10% of the scripts.

The applicant may withdraw his/her appeal at any stage of the Review.

A second meeting of the Board will be held as early as possible after the first, and will review the remarked script, taking into consideration any comments of the applicant's nominee, if any, and of the Internal Examiner and , if available, the report of the second marker/moderator for the course. The Board shall recommend to the Academic Board the final grade to be awarded to the script.

Where, at the end of one (1) year from the date of application for review a script cannot be remarked or the review process cannot be continued or completed for any other reason, the Faculty Review Board may recommend a refund of the fee to the applicant.

The Faculty Review Board, through its Chairperson, will provide the Academic Board with a report on each script reviewed with the reasons for its recommendations. The Examinations Division will inform the candidate of the decision of the Academic Board.

External Examination

Examination question papers are sent to appointed External Examiners for their advice in terms of spread, proportion, emphases, balance, order, depth etc.

A sample of examination scripts, as well as practical and long papers are also sent to External Examiners for them to review the grading and to submit a report on the examination and to advise on the course outlines.

SUMMER COURSES

1. The rules and regulations governing admission, registration, and examination during the regular semester shall be used to regulate the conduct of courses which are included in the regular profile of programmes done in the academic year.
2. A student must satisfy the admission to a programme in which a particular course is located before he/she could register for that course in the summer.
3. Rules 1 and 2 do not apply to persons registering to audit a regular University of Guyana course, or to participate in a short course for special interest groups.

The content and credit hours of courses included in the regular profile of programmes conducted during the academic year shall be the same when offered in the summer. Such courses must not be conducted in less than eight (8) weeks.

A regular University of Guyana course may only be offered during the summer break where the required minimum number of persons has registered (i.e. fifteen (15) for courses in the Faculties of Social Sciences and Health Sciences, and ten (10) for the other Faculties/ Schools), and a lecturer is available to teach the course. No class should exceed forty (40) students. Where it is very necessary to waive this rule, the approval of the Vice-Chancellor must be obtained by a request submitted through the respective Dean.

Where the registration for a course exceeds forty (40) students, a request must be submitted through the respective Dean/ Director to the Vice-Chancellor for splitting. The course should be split into groups that are not less than the required minimum stated above.

No student must be registered for more than eight credits (8) of summer courses during the same period of their delivery. No request for withdrawal/change of registration after the official deadline would be considered except where the course is cancelled.

All fees shall be paid in advance. Cases for special consideration must be directed through the Head, School of Professional

Development for the Vice-Chancellor's approval before the student commences the course(s). There shall be no waiver of tuition fees.

No course fees will be refunded after one (1) week of the official commencement of classes for courses lasting in excess of one week. If for a very good reason a student/ participant is forced to withdraw from a course within the first week of the official commencement of a course lasting for more than one week, the student/participant will only be considered for a refund of seventy percent (70%) of the tuition fees paid for the course. No fees will be refunded after the official commencement of a course lasting one (1) week or less.

Processing fees are not refundable. A person, who is registered for a course which is afterwards cancelled, shall be entitled to a full refund of tuition fees paid for the course.

Award of Qualification

General

The relevant Certificate, Diploma, or Degree will be awarded to candidates who have satisfied all the relevant General University and Faculty regulations applicable and who have completed the requisite courses in accordance with the Faculty/Departmental prescription for the programme concerned.

Where it is discovered that a candidate may have been awarded a degree, diploma or certificate without satisfying the current regulations, the Registry shall immediately cause an investigation to be made into the circumstances of the certification. If the investigation reveals that certification was obtained contrary to the University's Regulations governing the Award of Degrees, Diplomas and Certificates the award will be withdrawn.

Classification of Undergraduate Degrees, Diplomas and Certificates

The number and selection of courses for degree, diploma and certificate programmes are given under the respective Faculty headings.

For the award of a degree, a candidate will be allowed exemptions up to a maximum of four (4) un-graded courses. *This regulation varies in the case of students admitted to degree programmes with Advance-Standing.*

Overall performance in the Bachelor's Degree programmes will be classified as follows:

- Pass with Distinction
- Pass with credit
- Pass

Overall performance in the Diploma programmes will be similarly classified as above.

Overall performance in the certificate programmes in the Faculty of Education will be similarly classified as above.

Courses for which exemptions had been granted would not be considered when overall performance is being classified.

Failures will not be taken into account when Grade Point Average (GPA) is being calculated.

Pass grades are assigned the following respective points in determining the grade point average (GPA):

- A=4
- B=3
- C=2
- D=1

Calculation of the GPA for determining Pass with Distinction and Pass with Credit will be done on the basis of GPA obtained in certain designated/prescribed courses and the GPA obtained in other courses; or as an overall GPA of all the courses. Failures will not be taken into account when GPA is calculated.

Pass with Distinction

A Pass with distinction may be awarded where a candidate satisfies the condition for the award of the degree and obtains the minimum GPA set out below:-

Either

- Obtains a GPA of not less than 3.4 in designated/prescribed courses and also a GPA of not less than 2.5 in the other courses.

Or

- Obtains a GPA of not less than 3.4 in designated/prescribed courses and also a GPA of not less than 3.0 in all of the courses.
-

Or

- Obtains an overall GPA of at least 3.4 in all courses required for the degree

and

- Normally completes the degree in the prescribed time
- Has not obtained more than one Fail Grade.

“Prescribed Time” in relation to Pass with Distinction.

For a student to be awarded a distinction, he/she must meet the academic requirements as specified in the Regulations, in addition to which he/she must have completed the programme in no more than 1½ times of the period over which the programme profile is designed for delivery, inclusive of any leave of absence that would have been granted. For example, a programme, whose profile is designed to be delivered over four (4) years, will be subjected to a ‘prescribed time’ of six years, even if leave of absence is granted during that period.

Pass with Credit

Either

- Obtains a GPA of not less than 2.8 in designated/prescribed courses and a GPA of not less than 2.5 in the other courses.

Or

- Obtains a GPA of not less than 2.7 in all courses required for the Degree.

and

- Has not obtained more than two fail grades.

Pass

- Obtains an overall GPA of no less than 2.0 in courses required for the degree.

Open Awards

Open Awards may be granted, on the bases specified for such awards, to:

- (1) students who acquired exemptions based on their CAPE, GCE 'A' level or any other such extra-university qualification;
- (2) students with advance standing from the University of Guyana, provided that the subjects on which basis they acquired advance standing are included for the purpose of the calculation of their GPA when the granting of the awards are being considered; and
- (3) students who complete an entire programme without exemptions or advance standing.

Students with advance standing from external tertiary institutions will not be entitled to compete for Open Awards (does not apply to students in the Faculty of Agriculture & Forestry who were admitted on the basis of qualifications obtained from the Guyana School of Agriculture).

Discipline

Plagiarism

The University takes a serious view of any form of plagiarism.

Plagiarism is defined as the unauthorised and unacknowledged use of another person's intellectual efforts, ideas and creations under one's own name.

Students are advised that intellectual efforts, ideas and creations include books, paintings, music, audiovisual works and any other format in which intellectual work may be expressed.

Unacknowledged use involves not only word-for-word copying of sentences or paragraphs of another's intellectual efforts, but also large-scale borrowing and repetition of ideas without proper footnoting or acknowledgement of the source(s) of such borrowing.

If students are in any doubt as to what constitutes plagiarism, they should consult with their Lecturers.

It is University policy that students found guilty of plagiarism will be warned on the first occasion and, on any subsequent occasion, will be expelled from the University.

Cheating, etc

Students caught cheating at examinations, mutilating library books or found in possession of books and other reading material taken from the Library without authority are liable to be expelled from the University.

Misconduct

Statute 25 of the University's Acts and Statutes provides the procedures and penalties for dealing with any act of misconduct which may be committed by a student on any of the Campuses or during the course of activities directly supervised, organised or sponsored by the University.

The University's Environmental Code clearly spells out what is considered to be misconduct in relation to the environment.

Without any prejudice to the aforementioned, all forms of student misconduct will be dealt with under Statute 25.

AFFILIATE PROGRAMMES

The University of Guyana will be satisfied on matters relating to teaching staff appointments, names of programmes admission requirements, regulations, course content, teaching methodology, examinations and examination procedures and also be represented on any governing or advisory board for any programme it is requested to certify.

Requests for certification will be addressed to the Registrar.

Staff

- The University will be satisfied that the staff to teach programmes is suitably qualified.
- The relevant teaching staff of the affiliate institution may be given the status of Affiliate Lecturers of the University.
- Wherever External Examiners are appointed, they will be approved by the University.

Student Matters

Admissions

- Copies of applications and supporting certificates are to be sent to the Assistant Registrar (Admissions) of the University.
- The University will approve of the candidates selected for admission to the programme.
- Registration procedures, fees and entitlement for students will be as prescribed by the University.

- Students will be designated Affiliate Students of the University.

Assessment

- The University will be co-examiners of the programme. The University will assign a member of its staff or other suitably qualified person to review any course work and/or examination that will be used for determining a final course grade.
- Where necessary, the University will assist in the conduct of examinations.
- Examination papers and final results will be approved by the University as in the case of its own progress.
- The University grade scheme will be used for all final course grades, namely:

A = Distinction

B = Good

C = Satisfactory

D = Minimal Pass

- Records of the academic performance of the students will be kept by the University which will issue transcripts when necessary.
- If certificates/diplomas are to be graded, the grades awarded will be Pass or Pass with Distinction in accordance with the current practice. The basis on which a Pass with Distinction is awarded will be approved by the University.
- Certificates will be presented to successful students at the annual graduation ceremony at the university.

Board Membership

The University must be represented on any governing or advisory Board. Reports on the programme will be made at least once a year to the Academic Board of the University through the appropriate Faculty Board.

When expenses are incurred for attending Advisory Board and other meetings concerning the programme, these are to be met by the affiliate institution.

Current Affiliate Programmes:

- Doctor of Medicine - – Georgetown Public Hospital Corporation
- Master in Emergency Medicine - – Georgetown Public Hospital Corporation
- Master in Paediatrics - – Georgetown Public Hospital Corporation
- Post-Graduate Diploma in General Surgery – Georgetown Public Hospital Corporation
- Post-Graduate Diploma in Anesthesia & Intensive Care– Georgetown Public Hospital Corporation
- Post-Graduate Diploma in Orthopedics & Traumatology– Georgetown Public Hospital Corporation
- Medex Certificate – Medex Guyana, Guyana Agency for Health Education, Environment and Food Policy, Liliendaal, Georgetown, Guyana

- Certificate in Optometry – Eye Care (Guyana) – Caribbean Council for the Blind, South Cummingsburg, Georgetown, Guyana

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