



University of Guyana

**GUIDE for ACADEMIC STAFF at
the UNIVERSITY of GUYANA
2012/2013**

**UNIVERSITY of GUYANA
Turkeyen and Berbice Campuses**

UNIVERSITY OF GUYANA
OFFICE OF THE REGISTRAR

GUIDE FOR ACADEMIC STAFF AT THE UNIVERSITY OF GUYANA

TABLE OF CONTENTS

A. PREAMBLE.....	3
B. LECTURES/LABORATORIES/PRACTICALS/FIELD TRIPS.....	3
C. CROSS-DEPARTMENTAL TEACHING.....	4
D. GUEST LECTURERS.....	4
E. PART-TIME LECTURERS.....	4
F. ACADEMIC MATERIALS ALLOWANCE.....	5
G. ABSENCE FROM CAMPUS.....	5
H. COURSE CONDUCT.....	6
I. COURSE ASSIGNMENTS.....	7
J. COURSEWORK.....	7
1. Coursework Marks.....	7
2. Review of Coursework Marks.....	7
K. EXAMINATIONS.....	7
1. Question Papers.....	7
2. Examination Review/Quality Assurances.....	8
3. Laboratory Examinations.....	8
4. Simultaneous Examinations.....	8
5. Time-tabling of Examinations.....	8
6. Invigilation.....	8
7. Marking of Scripts.....	9
8. Submission of Marked Scripts.....	9
9. Grading Scheme.....	10
10. Payments for Examination Services.....	10
11. Illness.....	11
12. Grade Point Average (GPA).....	11
13. Board of Examiners.....	12
14. Publication of Results.....	12
15. Review of Examination Marks.....	12
L. STUDENT ASSESSMENT OF STAFF.....	13
M. SUMMER COURSES.....	13
N. INSURANCE.....	13
O. RESEARCH.....	13

P. CONTACT and OFFICE HOURS.....	14
Q. RELATIONSHIP WITH BERBICE CAMPUS.....	14
APPENDIX I: UNIVERSITY OF GUYANA PROGRAMMES OFFERED BY FACULTIES.....	15
APPENDIX II: PAYMENT FOR PART-TIME STAFF.....	21
APPENDIX III: DEFINITION OF KEY TESTING TERMS.....	23
APPENDIX IV: GUIDELINES FOR IMPLEMENTING THE STUDENT ASSESSMENT OF STAFF.....	25
APPENDIX V: ALLOTTED PERIOD FOR MARKING AND RETURNING SCRIPTS.....	27
APPENDIX VI: SPECIMEN of a MARKSHEET for COURSEWORK.....	28
APPENDIX VII: SPECIMEN of a FINAL (COMPOSITE) MARKSHEET.....	29
APPENDIX VIII: COMPUTATION OF GPA.....	30
APPENDIX IX: OFF-CAMPUS COMPENSATION.....	31
APPENDIX X: COMPENSATION for COMMUTING from TURKEYEN to TAIN.....	32
APPENDIX XI: RULES for the CONDUCT of SUMMER PROGRAMMES by the SCHOOL of PROFESSIONAL DEVELOPMENT.....	33
APPENDIX XII: CLASSROOM CONDUCT.....	37
APPENDIX XIII: TEMPLATE FOR NEW PROGRAMMES.....	38
APPENDIX XIV: TEMPLATE FOR NEW COURSES.....	41

A. PREAMBLE

1. The Regulations of each Faculty & School are supplementary to the General University Regulations set out in the University Bulletin.
2. The Handbook for the Guidance of Academic & Administrative Staff (Bluebook) should be consulted for further details.
3. Staff members are advised to be familiar with the University Acts & Statutes, Code of Conduct for Staff, and the Code of Conduct for Students.
4. The programmes offered in each Faculty/ School, along with their credits to graduate, are shown in Appendix I.
5. The Registry should be contacted/ consulted on student matters e.g. issuance of letters on students behalf.
6. The Personnel Division should be contacted/ consulted on staff matters e.g. information on earned study/ sabbatical leave (Conditions of Service - Whitebook).

B. LECTURES/LABORATORIES/PRACTICALS/FIELD TRIPS

The Head of Department will assign the courses to be taught by each lecturer.

Lecturers are expected to-

1. Uplift course outline(s) for the course(s) they are assigned to teach from the Administrative Officer.
2. Submit course outlines to the Examination Division by the end of week one of each semester.
3. Organise **all** their lectures/labs/practicals/field trips/seminar presentations. They should liaise with the Senior Technician in connection with labs/practicals/field trips. In particular, all orders for lab materials should be made to him/her at least two weeks in advance.
4. Submit hand-outs and other teaching-aid materials for typing, photocopying, etc., and a listing of materials required for labs to the Administrative Officer

at least two (2) weeks ahead of the date such materials would be needed. However, with the increased accessibility to computers, lecturers will be expected to prepare most/all of their teaching materials.

5. Submit off-campus training programme (where applicable) to the Administrative Officer **within TWO WEEKS of starting a course.**

C. **CROSS-DEPARTMENTAL TEACHING**

It arises from time to time that a Department (a *requesting Department*) may want a staff member to teach a course or courses or part of a course outside of his or her home department. When such a circumstance arises, the requesting department should communicate with the Head of the home Department requesting agreement for the staff member identified to assume the additional teaching responsibilities.

The obligation is both one of courtesy and one of necessity to ensure that the primary responsibilities of the staff member in question will not be adversely affected by the additional responsibilities. Where disagreements result from the exchanges, the matter should be resolved by reference to the Deans of the relevant Faculties.

Deans and Heads of Departments are urged to consider the best interest of the University and its students in making their decisions.

D. **GUEST LECTURERS**

The lecturer for a course may arrange for guest lecturers. Guest lecturers should first be approved by the Vice-Chancellor. A brief curriculum vitae together with the lecture topic(s) should be submitted to the Vice-Chancellor. Guest lecturers are paid at an approved rate and are also paid a travelling allowance.

E. **PART-TIME LECTURERS**

The Head of Department in conjunction with the Dean will arrange for part-time lecturers to teach. A brief curriculum vitae of each part-time staff member must be submitted to the Vice-Chancellor for approval before the lecturer commences teaching.

Part-time staff are allowed a maximum of ten (10) contact hours per week. The

payment regime for part-time staff to teach is given in Appendix II. A travelling allowance (per visit to Campus for lectures, for conducting tutorials/practicals/laboratory demonstration and for invigilating Annual Examinations) is also paid. The University shall NOT pay for more than one such visit per day.

F. ACADEMIC MATERIALS ALLOWANCE¹

An allowance of US\$300 is to be used for the purchase of books, subscription to journals, membership of professional societies, other teaching and research aids and management tools such as multi-media software and hardware, and Information Technology equipment and services.

G. ABSENCE FROM CAMPUS

Permission must be sought and obtained from the Vice Chancellor if lecturers will be away from campus for protracted periods (locally) or for **any** length of time to be spent overseas. The appropriate VC 1 or VC 2 form should be completed and submitted.

Staff members must report their resumption of duty to the Personnel Division (through their respective Heads of Department) **promptly** after a period of absence based on:

- approved leave of any kind
- permission to be absent from Campus (VC 1 form) - absence during the teaching and examination periods of either semester
- notification of absence from Campus (VC 2 form)- absence between semester breaks i.e. between semesters 1 & 2 and, Preliminary Board of Examiners and start of new Academic Year.

N.B: Except in special cases, staff members would not be permitted to leave the country towards the end of the final examinations until after the Faculty Board meets as a Preliminary Board of Examiners.

The submission of the VC1/2 form to the Vice-Chancellor (accompanied by supporting documentation, where applicable) must be done at least one (1) week before the start of the proposed absence and prior approval of the request to be absent from Campus

¹ Submission of claims should be done before the end of the Fiscal Year (July 31).

must be obtained from the Vice-Chancellor.

To satisfy the above requirements, it is advisable to submit forms in adequate time to allow for processing at the Faculty and Registry levels. The non-compliance with the above may result in payment of salary being adversely affected.

H. COURSE CONDUCT

- i. At the commencement of each course the Lecturer should give each student a course outline which details the course objectives, content, method of assessment and recommended texts². Some lecturers may find it useful to include behavioural norms³ (see also Appendix XII).
- ii. The **class lists** are sent by the Records & Data Management Division to the Administrative Officers within two weeks of the commencement of class. Class lists can also be obtained from the Students Record Management System (SRMS).

The class list is the official University record of bona fide students who are entitled to be in that particular class. Lecturers should disallow students whose names are not on the list from attending their classes. These students should be directed to the Admissions Division, Registry.

- iii. Continuous assessment should only be done in those courses where this method of assessment has been approved by the Academic Board.
- iv. Lecturers are expected to provide timely and continuous feedback to students about their coursework grades and performance in class.
- v. If a student is absent from assessment(s) which 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.
- vi. Students who are absent from more than 25% of classes including Off-Campus Training may not be permitted to write the final examinations⁴.

² It is also helpful to have your office hours, and the exact or proposed dates for tests and assignments.

³ See Code of Conduct for Students

⁴ Enforcement of this rule is the prerogative of the lecturer.

I. COURSE ASSIGNMENTS

In continuously assessed courses, students should submit two copies of each completed assignment. One marked copy is returned to the student while the other⁵ is kept for the Departmental record in the event of appeals etc.

J. COURSEWORK

Students must use only their examination numbers to identify their examination scripts.

1. **Coursework Marks:** This usually comprises 40% or 50% of the total marks for a course except in cases of continuous assessment. Lecturers are required to submit coursework marks to the Examinations Division before the final examination is written.
2. **Review of Coursework Marks:** In continuously assessed courses, students may initiate the review of their coursework marks. Applications for review of coursework marks shall be made in writing by the student to the Assistant Registrar (Examinations) not later than one week after the date on which the marks for the particular segment of the coursework were released. These applications should state the reasons for the request and the name of a nominee⁶ from among the academic community (Optional).
3. A fee of \$1,500 will be charged for each make-up test, for those persons who were absent on the date of an examination (see “K10e” below).

K. EXAMINATIONS

1. **Question Paper:**
Question papers must be submitted to the Examination Division by the end of week 7 of each semester.
Marking Scheme:
A detailed scheme⁷ for each set of questions must be prepared at the time of preparation of the examination questions. Lecturers will be expected to adhere to such marking scheme at all times. This will ensure consistency in marking and enhance professionalism. Lecturers may choose to type their own question papers or submit these to the Administrative Officer for typing.

⁵ The Department may determine the form of this copy i.e. soft or hard.

⁶ The nominee is the student’s representative to ensure the review process is conducted fairly.

⁷ To be submitted to the Assistant Registrar (Examinations) either at the time of submission of the examination question papers or with the examination results.

They are also responsible for proof-reading the typed question paper (see Appendix III for some key testing terms)

Printing: Lecturers are requested to be present at the Registry when their question paper is being photocopied. They must also ensure that the papers are properly packaged and secured in the envelope in their presence. They are to ensure that the medium used to produce/ copy the examination is returned to them for retention/ disposal.

2. **Examination Review/ Quality Assurances:** The Department must review, and the Head initial, all question papers at the end of each semester. The purpose is to ensure that all examinations are of the requisite standard.
3. **Laboratory Examinations:** It is recommended that a laboratory examination be held for each course that is lab based⁸.
4. **Simultaneous Examinations:** Where courses are taught at both campuses there will be **one** final examination done simultaneously. Lecturers are therefore expected to communicate and coordinate their teaching to ensure compliance with this requirement.
5. **Time-tabling of Examination:** Timetabling of final examinations is a Registry function. The Assistant Registrar (Examinations), together with the Assistant Deans, fix the date, place and time of all final examinations. Examinations should only be postponed with the permission of the Vice-Chancellor. However, the Vice-Chancellor has devolved this function to the Registrar. Thus, the Registrar's approval is needed to effect any change from that which was fixed.
6. **Invigilation:** Each lecturer is the Chief Invigilator for his/her course(s) and should open the examination package and also be present for the duration of the examination. If the lecturer is absent another lecturer shall perform the duty of Chief Invigilator.
When simultaneous examinations are set by the same lecturer, that lecturer should be available at one of the campuses and accessible by telephone to address queries that may arise during the examinations.
Only students with their student identification cards and examination passes should be allowed to write the examination. When requested, the Examination Division of the Registry will endeavour to provide invigilators for all written examinations where the class size is greater than thirty (30).

⁸ Laboratory fees are normally required for these courses

7. **Marking of scripts:** Scripts must be uplifted and marked upon the completion of all examinations, and marksheets and scripts returned to the Examinations Division within the prescribed time (see Appendix V). For continuously assessed courses, marksheets and scripts are also returned to the Administrative Officer within the prescribed time after the completion of the examination.

Each student recorded on the mark sheet must be accounted for e.g. either total marks, withdrawn, leave of absence or incomplete 'I' grade.

Note: (a) **Supplemental Examinations:** Scripts are marked out of 100% since there is no course work component for such examinations. The highest allowable grade is "C". However, **supplementals as first sitting**⁹ are marked as per a regular course.

- (b) Only final year students are allowed to write supplemental examinations. There are exceptions in the Law, Optometry and Medicine programmes, or any other programme that is specifically identified in the respective Faculty Regulations.
- (c) No student is allowed to write more than two supplemental examinations per year, except where specifically allowed by the Faculty regulations.
- (d) Supplemental examinations must be taken in the same academic year when the course was failed.
- (e) The fees for make-up examinations (see 10c & 10e below) **DO NOT** apply to supplemental examinations

8. **Submission of marked scripts:** Marksheets can be downloaded from the Students Record Management System (SRMS), completed, and then uploaded. Alternatively, lecturers can prepare their own marksheets for submission. Marksheets should be signed by the lecturer and presented to the Head of Department for his/her signature. Marked scripts and the consolidated marksheets are then returned to the Examinations Division within the prescribed time of the date of the examination. The consolidated marksheet

⁹ This is when a student, who had missed a regular semester examination because of illness etc., is allowed to write a supplemental examination that is treated as if it is this student's regular semester examination. The usual grades can be achieved. Other students may write this same examination as a supplemental i.e. a 'C' grade is the highest attainable grade.

(Appendix VII) includes the coursework marks together with the examination marks.

9. **Grading Scheme:** Grading scheme may vary according to Faculty, Department or Programme. However, the final course grades are
- A - Distinction
 - B - Good
 - C - Satisfactory
 - D - Minimal Pass
 - F - Fail

Some Faculties, Departments or Programmes may require students to pass both course work and final examination to pass a course (see the respective Faculty Regulations).

Courses for which exemptions have been granted will be indicated by 'Ex' in place of a letter grade.

10. **Payments for Examination Services:**

- a) **Marking of Long Papers:** A part-time lecturer is paid for marking long papers if it was stated that the long paper is given in lieu of a written examination. If, however, a long paper is part of coursework requirements (as should be mentioned in the Course Outline given to each student at the beginning of each academic year) then the lecturer is not paid for this (from the Examinations Division).
- b) **Invigilation:** A part-time lecturer is paid to invigilate his examination. A travel allowance is also paid to cover his/ her trip to Campus.
- c) A fee of \$1,500 will be charged for each make-up test¹⁰, for those persons who were absent on the date of an examination (see "e" below).
- d) **Trips to Campus**

The Examination Division requires a part-time lecturer to make trips to the Division for the following reasons:

¹⁰ The allocation is 85% to the lecturer and 15% to the administration (Bursary, April 18, 2012).

1. To bring examination question papers.
2. To read the comments of the External Examiner, if there are changes recommended.
3. To proof-read the examination questions.
4. To collect examination scripts.
5. To return examination scripts.

Claims for these and other payments are to be **approved by the Head of Department**.

e) **Re-scheduled Examinations**

Lecturers shall be paid 60% and Administration 40% of the amount accruing from re-scheduled examination fees (see "c" above). Re-scheduled examinations are as a result of students having to attend court, perform jury duties, and the death of a relative, or illness.

11. **Illness**: Students must submit to the Assistant Dean a medical certificate from a medical practitioner approved by the University for all examinations/laboratories/field trips etc. missed during a course. No student shall submit more than two (2) medical certificates to be excused from tests or examinations per semester¹¹.

12. **Grade Point Average (GPA)**:

1. $GPA = (\text{Product of Credits and Grade Point}) / \text{Sum of Credits}$.
2. Number equivalent of letter grade: A = 4, B = 3, C = 2, D = 1.
3. Grade F is not counted.
4. Calculation is to one decimal place. However, decimals are **NOT** rounded off.
5. The first passing grade is used in the computation of GPA, except where an upgrade is done to meet the **minimum** GPA requirement to graduate.

The categories of passes with their required GPA are:

Pass with Distinction: 3.4 to 4.0 with no more than one (1) fail grade

Pass with Credit: 2.7 to <3.4 with no more than (2) fail grades

Pass: 2.0 to <2.7

(see Appendix VIII for computation of the GPA).

¹¹ Exceptional circumstances can be approved at the Departmental level

For the classification of passes and computation of GPA the Faculty of Natural Sciences¹² has major courses and other courses

13. **Board of Examiners:**

These important and necessary meetings resolve and account for:

- a. Grades for all students for all registered courses
- b. Profiles (GPA) for each student
- c. Unsubmitted final grades
- d. Students who were absent from examinations
- e. Students “**deemed withdrawn**”
- f. Students granted leave of absence or who have officially withdrawn

Every registered student and all courses offered must be accounted for at these meetings. The Board approves which students will repeat failed courses only, failed courses plus reduced load, failed course(s) plus full load, upgrade(s) etc. The list of students deemed withdrawn is then forwarded to Academic Board.

14. **Publication of Results:** Course marks, showing detailed breakdown should be submitted to the Administrative Officer, through the Head of Department, not more than two weeks after the final assessment for the course has been completed.

Examination results in each course will be published on-line as soon as they have been approved by the Faculty Board meeting as a Preliminary Board of Examiners. Lecturers are requested to desist from posting grades before this meeting. (However, a lecturer may indicate to a student whether he/she has passed or failed).

15. **Review of Examination Marks:** Students may initiate the review of their examination marks. Applications for review of final examination shall be made in writing by the student to the Assistant Registrar (Examinations) not later than two weeks after the date of publication of examination results. These applications should state the reasons for the request and the name of a nominee from among the academic community (Optional).

¹² Distinction is attained by: 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

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.

L. STUDENT ASSESSMENT OF STAFF

In each semester students will be required to assess the teaching of each course. During the thirteenth (13th) week of lectures, lecturers will be expected to inform the Administrative Officer as to the time convenient for such evaluation to occur. The Administrative Officer is usually responsible for ensuring that assessments are done on the forms provided by the Registry (see Appendix IV).

Lecturers ought not to be present while the assessment is done, and should not handle these forms once the assessment is completed.

M. SUMMER COURSES

For the time being, the University does not guarantee that **summer courses** will be offered. Students are allowed to take a maximum of eight (8) credits of summer courses per year (see Appendix XI). Students should be advised to plan their programme as if no summer course will be offered. Summer courses should have between 10 to 40 students¹³; deviations must be approved by the Vice-Chancellor. A Coordinator is appointed in each Faculty/School to oversee the summer programme. Payment to Coordinators and lecturers depends on the arrangements between the Faculty and the School of Professional Development. After the payment of lecturers and Coordinators, the remaining course fee is split as follows: Administration – 33%; School of Professional Development – 33% and Faculty – 34%.

N. INSURANCE

All registered students of the University of Guyana have insurance coverage both on and off campus once they are engaged in authorized University activities. This coverage **does not** extend to overseas authorized activities.

O. RESEARCH

All lecturers are required to do research since this is a vital component for promotion, quality assurance and the continued renewal of contract. Lecturers are allowed two half-days per week during the semester to carry out research work.

The “August Holidays” is a period when lecturers are also expected to do research. It is not a period of vacation and lecturers who are not on leave would be expected to be at work.

¹³ Departments are not compelled to offer a summer course even if the required number of students have indicated an interest in doing the course.

P. CONTACT and OFFICE HOURS

1. The required teaching load is 360 contact hours per academic year (equivalent to 12 contact hours per week) for each academic staff.
2. Each lecture or tutorial hour = 1 credit hour.
3. In the Faculties of Agriculture & Forestry, Natural & Health Sciences 2-3 hours of practicals/ laboratories + 1 tutorial per week = 1 credit hour, 4-6 hours of practicals/ laboratories + 1 tutorial per week = 2 credit hours and 7-9 hours of practicals/ laboratories + 1 tutorial per week = 3 credit hours.
4. In the Faculty of Technology each laboratory hour = ½ credit.
5. A course should not be conducted with less than 10 registered students, unless approved by the Vice-Chancellor.
4. Laboratory session should have ≤ 20 students¹⁴.
5. Tutorial session should have ≤ 30 students¹⁵.
6. Classes usually commence at quarter past the hour, and finishes at ten minutes past the hour. This allows the students to be on time for their next class.
7. Where students have received no communication from the lecturer, and 25% of the session time has elapsed, they reserve the right to request make-up classes.
8. Lecturers must post specified office hours¹⁶ when they are available for consultation with students.

Q. RELATIONSHIP WITH BERBICE CAMPUS

The Deputy Vice-Chancellor has oversight responsibilities for the Berbice Campus. It is re-emphasised that there is one University with two campuses. The Dean, Assistant Dean and Heads are administrators for both campuses. Course marks/ grades have to be approved by the Faculty Board as a Board of Examiners. The Head and the Assistant Dean will make the penultimate decisions with respect to applications to Turkeyen campus. At UGBC, the Coordinator and the Assistant Dean will make the penultimate decision (Admissions Division, Registry, makes the final decisions with respect to all admission matters).

Dr. T.M. Velloza
Deputy Registrar
September 18, 2012

14 This maximum can be exceeded where the total class size is close to a multiple of 20. For e.g. if the class size = 63 then there should be 3 groups of 21, rather than 4 groups.

15 Similar conditions as for laboratory groups apply.

16 A minimum of four (4) hours per week is suggested for full-time staff.

APPENDIX I - University of Guyana Programmes offered by Faculties

PROGRAMMES OFFERED AT TURKEYEN

Faculty of Agriculture & Forestry	Department	Code	Name of Programme	Credits to Graduate
	Agriculture	0101	Degree in Agriculture	137
	Forestry	0401	Diploma in Forestry	67
		0403	Degree in Forestry	64

Faculty of Health Sciences	Department	Code	Name of Programme	Credits to Graduate
	Medical Technology	0533	Bachelor's Degree in Medical Technology	143
	Pharmacy	0509	Associate Degree in Pharmacy	112-115
	Public Health	0505	Associate Degree in Environmental Health	101
		0532	Degree in Nursing	66
	Dentistry	0534	Bachelor of Dental Surgery	234
	Medicine	0055	Post Graduate Diploma in General Surgery	81
		0531	Bachelor of Medicine	237

Faculty of Natural Sciences	Department	Code	Name of Programme	Credits to Graduate
	Biology	0702	Degree in Biology	145
		0781	Masters in Forest Biology	33
			Associate Degree in Biology - UGBC	75
	Chemistry	0705	Degree in Chemistry	158
	Computer Science	0715	Diploma in Computer Science	68
		0719	Degree in Computer Science	64 – 2 years programme 128–4 years programme
	Mathematics, Statistics & Physics	0709	Degree in Mathematics	136
		0712	Degree in Physics	154
		0720	Degree in Statistics	137 – 140
0724		Associate Degree in Physics	75	

Faculty of Social Sciences	Department	Code	Name of Programme	Credits to Graduate
	Business Studies	0801	Diploma in Accountancy	71
		0802	Diploma in Banking and Finance	71
		0803	Diploma in Marketing	67
		0835	Degree in Management	129
	Economics	0833	Degree in Economics	122
	Law	0850	Degree in Law	93
	Sociology	0809	Diploma in Social Work	65
		0838	Degree in Social Work	80
		0839	Degree in Sociology	124
	Centre for Communication Studies	0807	Diploma in Communication Studies	70
		0832	Degree in Communication Studies	126 (4 yrs)
	Government and International Affairs	0806	Diploma in Public Management	65
		0837	Degree in Public Management	123/ 124 (4 yrs)
		0852	Degree in International Relations	125/126
	Graduate School of Social Sciences	0860	Graduate Diploma in Development Studies	24
		0861	Graduate Diploma in International Studies	24
		0882	Executive Masters in Business Administration	90
		0881	Executive Masters in Public Administration	90

Faculty of Technology	Department	Code	Name of Programme	Credits to Graduate
	Architecture	0903	Diploma in Architecture	93
		0931	Degree in Architecture	96
	Civil Engineering	0905	Diploma in Civil Engineering	103
		0933	Degree in Civil Engineering	88
	Electrical Engineering	0908	Diploma in Electrical Engineering	105
		0935	Degree in Electrical Engineering	103
	Mechanical Engineering	0910	Diploma in Mechanical Engineering	105
		0937	Degree in Mechanical Engineering	85
		0918	Diploma in Aeronautical Engineering	34
Mining Engineering	0913	Diploma in Mining Engineering	104	
	0917	Diploma in Geological Engineering	84	
	0939	Degree in Geological Engineering	84	

Institute of Distance and Continuing Education (IDCE)

Code	Name of Programme	Credits to Graduate
o601	Diploma in Occupational Health	7

School of Earth and Environmental Sciences	Department	Code	Name of Programme	Credits to Graduate
		o611	B.Sc. Degree in Geography	144
		o613	Degree in Geography/Economics	132
		o618	B.Sc. Degree in Environment Studies	142-151

School of Education and Humanities	Department	Code	Name of Programme	Credits to Graduate	
	Graduate Studies and Research		0381	M.Ed - Measurement & Evaluation with Thesis	36
		0381A	M.Ed - Measurement & Evaluation with Project	36	
		0382	M.Ed – Curriculum & Instruction with Thesis	36	
		0382A	M.Ed - Curriculum & Instruction with Project	36	
		0386	M.Ed – Management & Supervision with Thesis	36	
		0386A	M.Ed - Management & Supervision with Project	36	
		0388	M.Ed – Reading & Literacy with Thesis	36	
		0388A	M.Ed - Reading & with Project	36	
		0351	Graduate Diploma in Education-Administration	30	
		0353	Graduate Diploma in Education-English	30	
		0355	Graduate Diploma in Education-Mathematics	30	
		0356	Graduate Diploma in Education-Modern Languages	30	
		0357	Graduate Diploma in Education-Sciences	30	
		0358	Diploma in Education-Social Studies	30	
Curriculum & Instruction			0305	Bachelor of Education-Agriculture	55
			0306	Bachelor of Education-English	55
			0307	Bachelor of Education-Home Economics	53
			0308	Bachelor of Education-Mathematics	55
			0310	Bachelor of Education-Biology/Chemistry	60
			0311	Bachelor of Education-Social Studies	51
			0312	Bachelor of Education-Business Studies	51
			0313	Bachelor of Education-Technical Education	51
			0321	Bachelor of Education-Literacy Studies	51
		0329	Certificate in Education-Agriculture	56	
		0330	Certificate in Education-Business Studies	51	
		0331	Certificate in Education-English	56	
		0334	Certificate in Education-Home Economics	60	
		0335	Certificate in Education-Mathematics	74	
		0338	Certificate in Education-Science	78	
		0339	Certificate in Education-Social Studies	54	
	0340	Certificate in Education-Technical Education	56		
	0343	Certificate in Education- Literacy Studies	55		

Education and Humanities	Department	Code	Name of Programme	Credits to Graduate
	Foundations and Education Management	0304	Bachelor of Education-Administration	48
		0314	Bachelor of Education-Early Childhood Education	48
		0315	Bachelor of Education-Primary	51
		0326	Certificate in Education- Early Childhood Education General	56
		0327	Certificate in Education-Primary General	54
		0328	Certificate in Education-Administration	53-55
	Language and Cultural Studies	0201	Degree in English	120
		0203	Degree in English/Geography	172
		0225	Degree in Spanish	120
		0226	Degree in Fine Arts	142
		0233	Diploma in Music	57
		0235	Certificate in Spanish	16
		0250	Associate Degree in Anthropology	64
		0251	Associate Degree in English	72
		0252	Associate Degree in Fine Arts	80
		0253	Associate Degree in French	64/72*
		0254	Associate Degree in Music	62
		0255	Associate Degree in Portuguese	64/72*
		0256	Associate Degree in Spanish	64/72*
		0257	Associate Degree in History	64
	*For students who did not pass the specific language at GCE/ CSEC or equivalent.			
	Social Studies	0216	Degree in History	127 (64 & 63)
		0232	Diploma in Tourism	63
		0238	Degree in Tourism Studies	64

PROGRAMMES OFFERED AT THE BERBICE CAMPUS

A second campus (University of Guyana Berbice Campus-UGBC) at Tain, Corentyne, Berbice, was opened in November 2000.

Division of Education & Humanities

Degree/Certificate	Areas of Study
Bachelor of Education	Administration
Bachelor of Education	Social Studies
Bachelor of Education	Nursery
Bachelor of Education	Primary
Certificate of Education	Nursery General
Certificate in Education	Primary General
Certificate in Education	Mathematics
Certificate in Education	Social Studies
Diploma in Arts & General Studies (0242)	

Division of Natural Sciences and Agriculture

Degree/Diploma	Areas of Study	Code
Bachelor of Sciences	Agriculture	0101
Associate Degree of Sciences	Biology	0722
	Chemistry	0723
	Mathematics	0723
	Physics	0721
Diploma	Computer Science	0724

Division of Social Sciences

Degree/Diploma	Area of Study
Bachelor of Social Sciences	Public Management
Diploma	Accountancy
	Marketing
	Public Management
	Social Work

APPENDIX II - PAYMENT FOR PART-TIME STAFF

	NON-MEDICAL SCHOOL		MEDICAL SCHOOL	IDCE
Level	Lecture	Tutorial/Practical/ Lab/Demonstration	Lecture	Lecture
Non-Graduates	Not Applicable			\$1,299 to \$1,364
Graduates <u>below</u> the level equivalent to <u>Lecturer I</u>	Not Applicable			\$1,492 to \$1,567
Part-time staff with equivalent level qualification to <u>Lecturer I</u>	\$1,990 to \$2,090	\$1,492 to \$1,567	\$2,141 to \$2,248	\$1,990 to \$2,090
Part-time staff with equivalent level qualification to <u>Lecturer II</u>	\$2,387 to \$2,506	\$1,790 to \$1,880	\$2,523 to \$2,649	\$2,387 to \$2,506
Part-time staff with equivalent level qualification to <u>Senior Lecturer</u>	\$3,005 to \$3,155	\$2,254 to \$2,367	\$3,294 to \$3,459	\$3,005 to \$3,155
Part-time staff with equivalent level qualification to <u>Professor</u>	\$4,278 to \$4,492	\$3,209 to \$3,369	\$4,513 to \$4,739	\$4,278 to \$4,492

Rates in effect as of September 1, 2011

The travelling rate for part-time teaching staff for Turkeyen is six hundred dollars (\$600.00) and IDCE is four hundred dollars (400.00).

FINAL EXAMINATIONS

The rates with respect to examination matters have been upwardly revised as follows:

i. Preparing examinations paper and marking scheme	-	\$2,000
ii. Marking each examination script	-	\$ 100
iii. Marking each research paper/project which is itself the entire final examination	-	\$ 500
iv. Invigilation of examination session	-	\$1,000

Oral Test (Final Examination)

i. Preparing each test (according to approved course outline)	-	\$2,000
ii. Evaluation of each student	-	\$ 100

APPENDIX III- DEFINITION OF KEY TESTING TERMS:

To ensure that students provide sufficient information that lecturers require, some key words and their meanings are provided. Lecturers should strive to ensure that their questions are concise and unambiguous at all times.

Account for	- give reasons for. Make clear, explain.
Analyse	- give a detailed description by separating into different parts.
Assess	- give the value, showing how important or successful.
Calculate	- find the value of, show each step in the calculation.
Clarify	- make simple, make clear.
Comment on	- make opinions about, give your point of view.
Compare	- find and explain the similarities between/among...
Consider	- take into account. What are your thoughts about
Contrast	- find and explain the differences between/among...
Criticise	- give evidence to support your opinion on.
Define	- give the exact meaning of.
Demonstrate	- show how using examples.
Describe	- give a detailed account of.
Discuss	- give the important aspects of, the pros and cons of. A synthesis of knowledge (of ideas) is expected.
Distinguish between/ Differentiate	- give the differences between
Evaluate	- discuss the importance or success of. Include something of your own opinion.
Examine/Explore	- enquire into, investigate.
Explain	- make clear giving reasons.
Explain	- state the existing situation and its drawback, then outline the recommendations and their advantages
How	- in what way.
Illustrate	- give examples to make your points clear or use a drawing, diagram or figure to explain.
Interpret	- show the connections between things.
Justify	- give evidence for a particular point of view.
List	- make a list (sometimes in a certain order).
Outline	- describe without detail. Give the main features of.
Relate	- tell a story or show how things are connected or affect each other.
Review	- give a critical survey of.

- | | |
|-----------|--|
| State | - present clearly but briefly. |
| Summarise | - bring together the main points without detail or examples. |
| Trace | - show how a topic has developed from beginning to end. |
| Translate | - give in a different form of language. |

Please desist from using phrases such as “Discuss what...”, “Discuss why...”, “Discuss how...”, “Explain what...”, “Explain why...” and “Explain how...”. What, how or why are question words and should not be preceded by discuss or explain! (See also Appendix 14b for action verbs that are observable and measurable, according to Bloom’s taxonomy)

APPENDIX IV: GUIDELINES FOR IMPLEMENTING THE STUDENT ASSESSMENT OF STAFF

General

1. Student Assessment of Staff forms will be provided to the Administrative Officer of each Faculty by the Deputy Registrar.
2. Heads of Departments and Administrative Officers are informed that Lecturers should be assessed each semester/academic year, just before the final assessment/examination.
3. Departments will be responsible for providing forms for each course. The forms may be administered by a lecturer, other than the course lecturer, or a member of the support staff or a member of the student body.
4. Forms must be distributed during the final period of the last lecture/tutorial/laboratory session, in keeping with regulations 3 above and 6 hereunder. Students should complete the forms immediately and return them to the person who distributed them.
5. Simple random sampling should be used to select those students who will rate the Lecturers as follows:
 - (i) Classes consisting of thirty (30) students and less, the entire class should be used.
 - (ii) Classes consisting of greater than thirty (30) students but less than one hundred (100), a minimum of twenty (20) and a maximum of forty (40) should be used.
 - (iii) Classes consisting of one hundred (100) students and more, a minimum of thirty per cent (30%) should be used.
6. The Administrative Officer shall submit all forms to the Deputy Registrar within one (1) week of the commencement of examinations.
7. The Deputy Registrar shall co-ordinate the compilation of ratings for each course and shall send numbered copies to the Administrative Officer, for distribution to the lecturers via the Head of Department.

8. Lecturers and Heads of Departments shall return a signed copy of the rating to the Deputy Registrar within one month.

APPENDIX V – ALLOTTED PERIOD FOR MARKING AND RETURNING SCRIPTS

Number of Students	Time Allotted
Less the 100	10 days
100 to 300	20 days
Greater than 300	25 days

Note: The time allotted is from the day of completion of the examination.

APPENDIX VI – SPECIMEN of a MARKSHEET for COURSEWORK

NAME OF FACULTY/ SCHOOL

NUMBER OF COURSE- NAME OF COURSE

NAME OF LECTURER

ALLOCATION OF MARKS

Quizzes/Tests/ - a number @ b marks each = ab
 Laboratory Reports - c number@ d marks each = cd
 Practical Assessment - e number@ f marks each = ef
 Field Trip Reports - g number@ h marks each = gh
 Assignment (i) Specify = i
 (ii) Specify = j
 (iii) Specify = k

Total 40

<u>NAME</u>	<u>REG NO.</u>	<u>QUIZZES/TESTS</u>				<u>Lab Reports/ Practicals Marks</u>	<u>Field Trip Reports</u>	<u>(Specific Assignment Marks)</u>	<u>Total Course Work (40)</u>	<u>Grade</u>
		<u>#1Marks</u>	<u># 2 Marks</u>	<u># 3 Marks</u>	<u>Total</u>					

Signature of Lecturer:.....

Date:.....

Signature of Head of Department:.....

Date:.....

APPENDIX VII – SPECIMEN of a FINAL (COMPOSITE) MARKSHEET

NAME OF FACULTY/ SCHOOL

NUMBER OF COURSE- NAME OF COURSE

NAME OF LECTURER

DISTRIBUTION OF GRADES

Grade	=	No. of Students
A	=	"
B	=	"
C	=	"
D	=	"
F	=	"

<u>NAME</u>	<u>REG NO.</u>	<u>Final Examination</u> (Each question carries a maximum of X marks)				<u>Exam Marks (60)</u>	<u>Coursework Marks (40)</u>	<u>Total Course Marks (100)</u>	<u>Final Grade</u>
		Ques. 1	Ques. 2	Ques. 3	Ques. 4				

Signature of Lecturer:.....

Date:.....

Signature of Head of Department:.....

Date:.....

APPENDIX VIII - COMPUTATION OF GRADE POINT AVERAGE (GPA)

Student X has the following profile:

Course	Credits	Grade	Points
FOR ₁₁₁	3	D	3
CHM 124	4	D	4
SRV 121	3	C	6
ENG 115	4	C	8
FOR 121	3	A	12
AGR 121	4	C	8
FOR 224	3	B	9
MTH 111	4	D	4
FOR 223	3	C	6
FOR 222	3	B	9
GEO 213	4	D	4
FOR 221	3	C	6
Total	41		79
GPA=	79/41	= 1.9 (upgrade required)!!	

APPENDIX IX – OFF- CAMPUS COMPENSATION

- A. Staff members required to work outside a ten-mile radius of the University Campus are entitled to subsistence allowance at the following rates:

	<u>Time</u>	<u>Rate</u>
Within Guyana:	7-12 hr	G\$675.
	12-18hr	G\$1193.
	18-24hr	G\$1800.

Where a staff member stays at a hotel with the approval of the University, the University shall meet the actual cost of room and board in lieu of payment of subsistence.

- B. Out of Guyana: Where no external financial support is received, staff members are entitled to a subsistence allowance for each night spent outside of Guyana on official University business. The rate of subsistence would be US\$140. per nocten
- B. Where, for official overseas University business, supporting documentation advises that only boarding and accommodation are provided by sponsoring agencies, staff members may be paid an out-of-pocket of a sum not exceeding US\$ 40. per nocten for incidentals.

APPENDIX X – COMPENSATION for COMMUTING from TURKEYEN to TAIN

	Academic Staff	Administrator	
Inconvenience Allowance	\$2000 (24-hr) \$3500 (48-hr)	\$3500 (24-hr) \$5000 (48-hr)	
Travel	\$7000	\$7000	
Per Diem	\$3000	\$3000	
Berbice Bridge	\$2200	\$2200	To be adjusted with bridge fee.

APPENDIX XI: RULES for the CONDUCT of SUMMER PROGRAMMES by the SCHOOL of PROFESSIONAL DEVELOPMENT

1. General

- 1.1 Departments/lecturers seeking to offer any course through the School must have prior approval of the Faculty.
- 1.2 Courses which have not been previously approved by the University must be submitted by Faculties for approval by AP&P and Academic Board before they are offered for delivery.
- 1.3 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 through the School. When delivered through the School such courses must not be conducted in less than eight (8) weeks.
- 1.4 A regular University 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.
- 1.5 Where a class exceeds forty (40) students, a request must be submitted through the Dean to the Vice-Chancellor for splitting. The course should be split into groups that are not less than the required minimum stated in rule 1.4 above.

2. Registration

- 2.1 No student must be registered for more than eight (8) credit hours of semester courses during the same period of their delivery at the School.
- 2.2 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 and are conducted through the School.

- 2.3 A student must satisfy the admission to a programme in which a particular course is located before he/she could register for that course at the School.
- 2.4 Rules 2.2 and 2.3 do not apply to persons registering to audit a regular course or to participate in a short course for special interest groups.
- 2.5 All fees shall be paid in advance. Cases for special consideration must be directed through the Head, School of Professional Development to the Vice-Chancellor for his approval before the student commences the course(s).
- 2.6 There shall be no waiver of fees.
- 2.7 No course fees will be refunded after one (1) week of the official commencement of a course lasting in excess of one week.
- 2.8 No fees will be refunded after the official commencement of a course lasting one (1) week or less.
- 2.9 If for very good reason a participant is forced to withdraw from a course within the stipulated grace period, the student/participant will only be entitled to a refund of seventy percent (70%) of the fees paid.
- 2.10 Processing fees are not refundable.
- 2.11 A participant, who is registered for a course which is afterwards cancelled, shall be entitled to a full refund of tuition fees paid.
- 2.12 No request for withdrawal/change of registration after the official deadline would be considered except where the course is cancelled.
- 2.13 No request for change of registration after one week of commencement of a course would be considered except where the course is cancelled and, on the advice of the lecturer, the student can still benefit from the new registration.

3. Lecturing Staff

- 3.1 Teaching staff should be drawn from the University as far as possible. However, such persons should not allow their assignment with the School to clash with their substantive job assignment.
- 3.2 Teaching staff may also be appointed from external sources (locally and internationally).
- 3.3 A lecturer is not allowed to teach more than one class where a number of courses are done during the same period.
- 3.4 As far as it is practical the lecturer who teaches a course during the regular semester should not be assigned to teach this course during the summer.
- 3.5 A lecturer must sign a contract with the School, before the commencement of his/her teaching assignment at the School.
- 3.6 The curriculum vitae of each lecturer along with the title of course(s) he/she is recommended to teach must be submitted to the Head, School of Professional Development by the respective Dean at least one (1) month before the commencement of the course.
- 3.7 Payment to lecturers teaching at the School should be made after the conclusion of his/her assignment as outlined in the contract he/she signed with the School.
- 3.8 Lecturers must set aside at least one (1) hour per week (details of which must be known to students and the Administrator of the School) for personal consultation with students on a one-to-one basis.

4. Financial Matters

- 4.1 The Bursary should handle all financial and accounting matters of the School. A Special Account should be administered by the School through the Bursary. The School must be self-sustaining.

- 4.2 The Bursary should provide detailed financial statements to the School at the end of each programme.
- 4.3 All courses offered through the School must be at economic cost.
- 4.4 Advances for acquisition of teaching materials and to meet expenses for a particular course/programme should be charged to the respective course/programme.
- 4.5 Payment to lecturers should be at a rate dependent on hours of contact in addition to a fee for marking final examination scripts.
- 4.6 Surpluses generated from the conduct of each course/programme should be distributed as follows:
- (i) The respective faculty offering the course/programme 34%
 - (ii) The University 33%
 - (iii) The School 33%

APPENDIX XII – CLASSROOM CONDUCT

The lecturer is expected to take control of the conduct of students in the lecture room, and to create an environment that is comfortable and conducive to learning. Disruptive behaviour on the part of students may be distracting, annoying, or intimidating to other students and should not be tolerated.

The lecturer has the prerogative of deciding the classroom conduct and the appropriate mode of dress of the students as long as these actions do not infringe upon the students' rights. In addition, students should adhere to behavioural norms as stated in the "Code of Conduct for Students". Behavioral standards that are thoughtfully communicated at the start of the semester, and reinforced when needed, may exert a positive influence on classroom conduct.

Behavioral concerns that, in your judgment, require special emphasis can be addressed in your course syllabus. In addition, a warning about cheating and plagiarism and the consequences of these forms of misconduct are also acceptable for inclusion in your course outline.

Other behaviors that may be addressed in your course outline are:-

- Intimidation, noisy or harassing behaviour
- inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom or transmitted electronically
- biased based behaviours (comments or harassment)
- threats/challenges to do physical harm (even if stated jokingly)
- use of obscene or profane language in the classroom or transmitted electronically
- excessive talking and disparaging remarks
- late arrival to, or early departure from, lectures without permission
- use of personal electronic devices such as pagers and cell phones while lectures are in progress
- refusal to comply with legitimate instructions given by staff members

When discussing your expectations at the beginning of the semester, consider an approach that does not discourage your students from forming and expressing ideas and opinions that are relevant to the course objectives.

APPENDIX XIII A – TEMPLATE FOR NEW PROGRAMMES

Faculty of

Department of

Date of submission to AP&P:

- a) Introduction: Title of programme and general description including duration.
- b) Justification for the programme and expected annual student intake: If there is an indication of the number of trained persons needed in this field and the number going abroad for such training, this information should be included.
- c) Commencement date:
- d) Entrance Requirements:
- e) Programme Details:

Course # and name (New courses in bold text)	Credits	Contact hrs per week (lects/tuts/labs)*	Class size for lects/tuts/labs	Mode of delivery (F2F, Web, Dual)	Off campus training/field trips (Yes or No)	Exemptions (State CXC/CAPE etc course and grade on which exemption is to be granted)	Co- & Pre-requisite courses	Faculty Assignments (Name current faculty. Indicate new lecturers by TBA - To Be Appointed)
TOTAL			NA	NA	NA	NA	NA	NA

* A SEMESTERISED COURSE CARRIES A MAXIMUM OF THIRTEEN (13) WEEKS OF TEACHING.

Detailed course outlines are to be included as an attachment using the designated template (**Appendix 13b**).

- a) Programme Evaluation and Grading Scheme:
- b) Collaborating Institutions: Supporting documentation must be attached, including CVs of principal facilitators where applicable.

C) Financial projections:

	Year 1	Year 2	Year 3	Year 4	Year 5
EXPENSES					
A) One-time, Capital					
New/Renovated space					
Equipment (provide details in Table below)					
Library					
Office furniture (provide specifics including unit costs)					
Classroom furniture (provide specifics including unit costs)					
Other (specify)					
Total Capital					
B) Recurring					
Lecturers (use minimum of the Senior Lecturer scale and include benefits)					
Technical support staff					
Position 1 - basic salary					
- travelling					
- housing					
- other					
Administrative support staff					
Secretary - basic salary					
- travelling					
- housing					
- other					
Laboratory equipment (provide details in Table below)					
ICT requirements					
Chemicals					
Library resources					
Off campus training/Field trips					
Seminars					
External Examiners & invigilation					
Accreditation/Programme Review					
Stationery etc					
Utilities					
Administrative activities					
Other (specify)					
Total Recurring					
C) Total programme expenses (A+B)					
D) Revenue					
Tuition fee per student					
Laboratory fee per student (to cover laboratory expenses)					
Examination fees per student (to cover External Examiners/Invigilation/Accreditation/Programme Review)					
Sponsorship (letters to be attached)					
Other (specify)					
Total Revenue based on x students (indicate anticipated student numbers)					
E) Net revenue (loss) (D-C)					

Equipment requirements

Year	Item	Already on site/to be purchased/Will use the one at .. (name organisation/ Department as appropriate)	Indicate cost if to be purchased and supplier	Indicate whether capital or recurrent
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				

i) Other relevant Information:

Appendix 13b Template for Course Outlines

Faculty of

Department of

Course outline (insert Course number, title, credits and weekly contact hours¹⁷)

Academic Year

- a) Name of Lecturer(s), Office(s) and telephone #s:
- b) Course summary and mode of delivery:
- c) Learning outcomes: (See Appendix 14b).
- d) Co-requisites and Pre-requisites:
- e) Duration in weeks:
- f) Content:
 - Week 1.
 - Laboratory on
 - Week 4.
 - Laboratory on
 - Assignment 1
 - Week 6.
 - Test 1.
- g) Evaluation:
 - (i) For courses with a final examination of at least 50%.
Course work: 2 tests%, 8 labs, 2 assignments%, etc
Final exam: 3 hours,%
 - (ii) For continuously assessed courses.
Test 1%, etc, Assignment%, Long paper%, etc.
 - (iii) Requirement to pass course.

- h) Grading scheme:
- i) Recommended texts: List text books, journals, internet resources etc. using the American Psychological Association (APA) format. Use an asterisk at the beginning of each reference to indicate texts/journals which are available in the University Library. Indicate the Core texts and Journals and the Additional Reading Material.

APPENDIX XIVA – TEMPLATE FOR NEW COURSES

Faculty of

Department of

Date of submission to AP&P:

- a) Course Code, name and credits:
- b) Description: General description of the course, include mode of delivery.
- c) Reasons for introducing course: If the course is replacing an existing one, state the existing course code, name and credits, the degree(s) for which the course is a requirement and the reason for the replacement. The old course outline must be attached.

If the course is a stand alone course, a statement on the demand for the course must be made.

- d) Are there similar courses in the Faculty or University? If so give course codes, names and credits, and explain why they could not be used.
- e) Co-requisites and Pre-requisites:
- f) Learning outcomes: State what the student will be able to do on the successful completion of the course. (See Appendix 14b for guidelines)
- g) Contact Hours:

	Contact hrs per week*	Number of weeks	Class size	Mode of delivery
Lectures				
Tutorials				
Labs/practicals				

* A SEMESTERISED COURSE CARRIES A MAXIMUM OF THIRTEEN (13) WEEKS OF TEACHING.

- h) Method of Evaluation/Assessment:
- (i) For courses with a final examination of at least 50%.
Course work: 2 tests%, 8 labs%, 2 assignments%, etc
Final exam: 3hours,%
- (ii) For continuously assessed courses.
Test 1%, etc, Assignment%, Long paper%, etc.
- i) Requirements to pass course: e.g. Must pass Course Work and Exam, etc. to pass Course.
- j) Grading System:
- k) Course Content:
- Week 1.
Laboratory on
- Week 4.
Laboratory on
Assignment 1
- Week 6.
Test 1.
- l) Book Lists/Recommended Reading: List text books, journals, internet resources using the APA format. Use an asterisk at the beginning of each reference to indicate texts/journals which are available in the University Library.
- Core texts and journals
Additional reading material
- m) Staff requirements:
- n) Budget: The details given below are to be provided for a stand alone course. Where

the course is replacing one of equivalent course requirements, contact hours and credits, and one which is part of an existing degree programme, the budgetary details are not required; a statement with justification can be completed.

EXPENSES	Cost
A) One-time. Capital	
New/Renovated space	
Equipment (provide details in Table below)	
Library	
Office furniture (provide specifics including unit costs)	
Classroom furniture (provide specifics including unit costs)	
Other (specify)	
Total Capital	
B) Recurring	
Lecturers (salary + other payments)	
Technical support staff (salary etc).	
Position 1- basic salary	
- travelling	
- housing	
- other	
Administrative support staff (salary etc).	
Secretary - basic salary	
- travelling	
- housing	
- other	
Laboratory Equipment (provide details in Table below)	
ICT needs	
Chemicals	
Library resources	
Field trips	
Seminars	
External Examiners & Invigilation	
Accreditation	
Stationery etc	
Utilities	

Other (specify)	
Total Recurring	

45

C) Total programme expenses (A+B)	
D) Revenue	
Tuition fee per student	
Laboratory fee per student (to cover laboratory expenses)	
Examination fees per student (to cover External Examiners/Invigilation/Accreditation/Programme Review)	
Sponsorship (letters to be attached)	
Other (specify)	
Total Revenue based on x students (indicate anticipated student numbers)	
E) Net revenue (loss) (D-C)	

Equipment requirements

Item	Already on site/to be purchased/Will use the one at .. (name organisation/ Department as appropriate)	Indicate cost if to be purchased and supplier	Indicate whether capital or recurrent

Appendix 14b. Writing Learning Outcomes

Well-developed learning outcomes are student oriented, observable and measurable.

Learning outcomes use action verbs, e.g.

- The student will be able to perform
- The student will be able to identify
- The student will be able to list three

These use ACTION VERBS and are OBSERVABLE and MEASURABLE and facilitate the Course Assessment.

The use of:

- The student will understand/ become familiar with/appreciate/

should be avoided as they are difficult to observe and measure.

A list of ACTION VERBS is given below for reference.

KNOWLEDGE	COMPREHENSION	APPLICATION	ANALYSIS	SYNTHESIS	EVALUATION
count	associate	add	analyse	categorize	appraise
define	compute	apply	arrange	combine	assess
describe	convert	calculate	breakdown	compile	compare
draw	defend	change	combine	compose	conclude
identify	discuss	classify	design	create	contrast
labels	distinguish	complete	detect	derive	criticize
list	estimate	compute	develop	design	critique
match	explain	demonstrate	diagram	devise	determine
name	extend	discover	differentiate	explain	grade
outlines	extrapolate	divide	discriminate	generate	interpret
point	generalize	examine	illustrate	group	judge
quote	give examples	graph	infer	integrate	justify
read	infer	interpolate	outline	modify	measure
recall	paraphrase	interpret	point out	order	rank
recite	predict	manipulate	relate	organize	rate
recognize	rewrite	modify	select	plan	support
record	summarise	operate	separate	prescribe	test
repeat		prepare	subdivide	propose	

KNOWLEDGE	COMPREHENSION	APPLICATION	ANALYSIS	SYNTHESIS	EVALUATION
reproduces		produce	utilise	rearrange	
selects		show		reconstruct	

state		solve		relate	
write		subtract		reorganize	
		translate		revise	
		use		rewrite	
				summarise	
				transform	
				specify	

University of Guyana
Office of the Registrar
Email: registrar@uog.edu.gy
Tel. No.: 222-5575
2012