

**APPENDIX 3****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.

Other behaviors that may be addressed in the 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.

**Rules and Regulations****USEFUL STUDENT  
INFORMATION**

**MORE ABOUT** what students should know...

## APPENDIX 2

## Computation of Grade Point Average (GPA)

Student X has the following profile:

Course	Credits	Grade	Points
FOR111	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	<b>41</b>		<b>79</b>
GPA=	79/41	= 1.9 ( <b>upgrade required</b> )	

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**Definition of Key Testing Terms (cont'd)**

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 the recommendations	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.

**AIMS OF THE UNIVERSITY OF GUYANA**

The aims of the University of Guyana are to provide a place of education, learning and research of a standard required and expected of a university of the highest standard, and to secure the advancement of knowledge and the diffusion and extension of arts, science and learning throughout Guyana. (University of Guyana Act, Chapter 39:02, Act 6 of 1963 Amended by 5 of 1965, O. 14/1965, Section 4)

**MISSION STATEMENT OF THE UNIVERSITY OF GUYANA**

The mission of the University of Guyana is to discover, generate, disseminate, and apply knowledge of the highest standard for the service of the community, the nation, and of all mankind within an atmosphere of academic freedom that allows for free and critical enquiry. (Academic Board 2001)

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## APPENDIX 1

### 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.

**CONTACT & OFFICE HOURS**

1. Each lecture or tutorial hour = 1 credit hour.
2. 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.
3. In the Faculty of Technology each laboratory hour = ½ credit.
4. A course should not be conducted with less than 10 registered students unless approved by the Vice-Chancellor.
5. Laboratory session should have  $\leq 20$  students<sup>11</sup>.
6. Tutorial session should have  $\leq 30$  students<sup>12</sup>.
7. Classes usually commence at quarter past the hour, and end at ten minutes past the hour. This allows the students to be on time for their next class.
8. 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.
9. Lecturers must post specified office hours<sup>13</sup> when they are available for consultation with students.

Deputy Registrar  
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11. This maximum can be exceeded where the total class size is close to a multiple of twenty (2). For e.g. if the class size = 63 then there should be 3 groups of 21, rather than 4 groups.

12. Similar conditions as for laboratory groups apply.

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

**PREAMBLE**

1. The Regulations of each Faculty & School are supplementary to the General University Regulations set out in the University Bulletin.
2. Students are advised to be familiar with the University Statute 25 and the Code of Conduct.
3. The Students Welfare Division or the Registry should be contacted on student matters e.g. issuance of letters on students behalf.

**COURSE CONDUCT**

1. 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 texts<sup>1</sup>. Some lecturers may find it useful to include behavioural norms<sup>2</sup>.
2. Class lists are sent by the Division of Records & Data Management to Administrative Officers within two weeks of the commencement of classes. 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.
3. Lecturers are expected to provide timely and continuous feedback to students about their coursework grades and performance in class.
4. If a student is absent from an assessment(s) which contribute to more than 50% of the Course Grade without communicating the reason(s) 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. Students who are absent from more than 25% of classes including Off-Campus Training may not be permitted to write the final examinations<sup>3</sup>.

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

2. See Code of Conduct for Students

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

## 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 other<sup>4</sup> is kept for the Departmental record in the event of appeals etc.

## 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 nominee<sup>5</sup> from among the academic community (Optional).

### 3. Make-up Tests:

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

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

5. The nominee is the student's representative to ensure the review process is conducted fairly

## STUDENT ASSESSMENT of STAFF

In each semester students will be required to assess the teaching of each course. During the thirteenth (13<sup>th</sup>) 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 University. Lecturers ought not to be present while the assessment is done, and should not handle these forms once the assessment is completed.

## SUMMER COURSES

For the time being, the University does not guarantee that summer courses will be offered; therefore students are advised to plan their programme as if no summer course will be offered. Students are allowed to take a maximum of eight (8) credits of summer courses per year. Summer courses should have between 10 to 40 students<sup>10</sup>; deviations must be approved by the Vice-Chancellor.

## 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.

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

## 10. Grade Point Average (GPA)

- $GPA = (\text{Product of Credits and Grade Point}) / \text{Sum of Credits}$ .
- Number equivalent of letter grade: A = 4, B = 3, C = 2, D = 1 Credits
- Grade F is not counted.
- Calculation is to one decimal place. However, decimals are **NOT** rounded off.
- 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 2 for computation of the GPA).

For the classification of passes and computation of GPA the Faculty of Natural Sciences<sup>9</sup> has major courses and other courses.

## 11. Publication of Results:

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. However, a lecturer may indicate to a student whether he/she has passed or failed.

## 12. 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 the examination results.

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9. *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.*

## EXAMINATIONS

Only students in possession of their student identification cards and examination passes shall be allowed to write an examination.

### 1. Laboratory Examinations

It is recommended that a laboratory examination be held for each course that is lab based<sup>6</sup>.

### 2. Simultaneous Examinations

Where courses are taught at both campuses there will be **one** final examination done simultaneously.

### 3. 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.

### 4. 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.

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6. *Laboratory fees are normally required for these courses*

### 5. 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<sup>7</sup> are marked as per a regular course.

- 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.
- No student is allowed to write more than two supplemental examinations per academic year, except where specifically allowed by the Faculty regulations.
- The fees for make-up examinations **DO NOT** apply to supplemental examinations

### 6. Grading Scheme

The 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.*

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7. *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.*

### 7. 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 semester<sup>8</sup>.

### 8. Incomplete Grade

This will be applied in accordance with the General University Regulations governing “I” grade. The student must have completed a major portion of the course with a pass grade and, 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. Please note that an “I” grade is a contract agreed upon, between the Department and the student, allowing the student to complete the course requirements no later than the end of the semester following that in which the “I” grade was given. The prescribed form should be uplifted from the Administrative Officer, completed and signed, and sent to the Assistant Registrar, Examinations. 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.

### 9. Re-sits

Re-sits are a complementary provision to the ‘I’ Grade rule. Students who are unable to write a final examination because of extenuating circumstances may be allowed to write a re-sit, provided that the re-sit is administered before the end of the academic year in which the student becomes eligible to do so; and that no student is allowed to do more than two (2) re-sits in any academic year. To facilitate re-sits the examiner should set and submit two different questions papers when submitting the final examination paper and the Department would decide which would be the original and which would be for the re-sit.

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8. *Exceptional circumstances can be approved at the Departmental level*