

University of Guyana

Student Guide



2015-2016 Academic Year

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Facilitating

a successful campus life...

Welcome

Dear students,

Congratulations!

You have taken that crucial step on your journey to achieving a higher education. Thank you for choosing the University of Guyana (UG) and allowing us to share this exciting journey with you.

While our committed and dedicated staff stand willing and ready to assist you in your scholarly pursuits, we urge you to make full use of all the support services available – this information can be obtained from the Students' Welfare Division - and use every learning opportunity available for you to excel both academically and socially. I urge you to set your goals, manage your time, ask questions, and get involved in any of the co-curricular activities available – drama, sports, student organisation/clubs – that could only help to enrich your lives and your learning experience.

Last academic year saw the implementation of the first phase of the UG Science and Technology Support Project, funded by the International Development Bank. Two of the important elements of this project are: a review of the curriculum in the targeted faculties and the refurbishment of our buildings and laboratories. We ask you to bear with us for any inconveniences that may affect you during the civil works. Additionally, a review of the regulatory framework for the improvement of operations at the University of Guyana has been concluded. These initiatives are expected to contribute to the improvement of the services offered by the University. Last academic year also saw the introduction of a learning resource fees. This money is being used to upgrade and improve the classrooms and laboratory environment across the campuses.

We intend to work closely with all stakeholders in furthering the development of the University. We welcome your feedback and encourage you to be a participant and not a mere observer as the university forges ahead with plans to improve our programme offerings and services.

We trust that this year will be a rewarding experience for you. On behalf of the faculty and staff, I welcome you to the University community and wish you well in your personal growth and development.

With every good wish.

Sincerely,

Professor Jacob Opadeyi
Vice-Chancellor and Principal

AIMS OF THE UNIVERSITY OF GUYANA

The aims of the University 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, sciences and learning throughout Guyana.(University of Guyana Act, Chapter 39:02, Act 6 of 1963 Amended by 5 of 1965, O. 14/1965, Section 4:21 of 1977, 19 of 1993 and 14 of 1995.)

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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A HISTORICAL BRIEF-GENESIS

In February 1963 the Minister of Education and social Development, Hon. Mr Cedric Nunes, presented provisional paper, No. 2 of 1963, “A Memorandum on Higher Education” in the British Guiana Legislative Council. The paper focused on the government’s intention to set up the University of Guyana.

The rationale of the People’s Progressive Party Government under Dr.Cheddi Jagan was based on financial, educational and philosophical grounds. They argued that both the present and future needs of Guiana would be better served by an institution more responsive to the direct needs of the country.

There was also an urgent need for coordination in the area of local training to provide the skilled manpower requisite in a nation on the threshold of political independence. There was, for instance, the need for more and better-trained teachers and other personnel in the education system. The paper noted that out of a secondary school teacher population of 500 only about 144 were suitably qualified. Above and beyond this severe inadequacy was the need to rationalise resources and to achieve a more cost-effective relationship between investments and national returns. For instance, between 1948 and 1961, Guyana had invested \$ 694,000 in training at the University of the West Indies and had received in return only 97 graduates, a mere 41 of whom had returned to serve the country.

But there were ideological concerns as well. The curriculum at the University of the West Indies was considered somewhat elitist and unsuited to the needs of an independent Guyana. There was therefore the critical necessity to produce, and be influenced by, a University Curriculum more relevant to the needs of a country: reflecting more closely the social and cultural ideas of an independent nation.

The Legislature agreed that the curriculum of the new University of Guyana would be relevant to the needs of the Guyanese society and that the University would become a reputable centre of higher education where large numbers of Guyanese would be trained and educated at low cost. In this center personnel for the civil service, teachers for the education system, and programmes in industrial, agriculture and social development would be the main focus.

In its concluding arguments the 1963 PPP Government insisted that the University of Guyana should, as a matter of critical necessity, encourage active research to stimulate the intellectual life of the society and to bring about practical solutions to the myriad problems facing the new nation.

The new Memorandum was keenly debated both in and out of the legislature but eventually the University of Guyana Ordinance of April 19, 1963 received safe passage, clearing the way for the establishment of the University of Guyana.

HISTORICAL NOTE

Turkeyen Campus

The University of Guyana (UG) was established on October 1, 1963 following assent being given to the University of Guyana Ordinance on April 18, 1963, by Governor, Sir Ralph Grey. When it opened its doors on October 2, 1963, UG functioned as an evening institution with only 164 students enrolled for classes in three Faculties – Arts, Natural Sciences and Social Sciences. Classes were held between 17:30 h and 21:30 h at the Government Technical Institute and Queen’s College where laboratory facilities could be shared.

The Booker Group of Companies provided 1450 acres of land for a campus at Turkeyen. The soil was turned by Prime Minister L.F.S. Burnham on May 24, 1966. Construction work commenced on January 2, 1968, and the first building was declared open on February 24, 1970. Major physical rehabilitation and expansion programmes have since been completed and several new buildings are now available, allowing for more classroom space among other things.

The New Building Society provided funding for the construction of a 40-room Student Hall of Residence. This building was opened on May 27, 1994 and houses students from the outlying areas of Guyana. A second Hall of Residence was constructed on campus by the Beharry group of Companies to house 60 students while a third, the Dennis Irvine Hall of Residence, was acquired by the University at Goedverwagting to accommodate an additional 46 students.

When it commenced operations, the annual tuition fee at the University was \$100 but this was abolished in 1974. In the 1994-95 academic year the University introduced a Cost Recovery programme fees were subsequently adjusted for the 2014/2015 academic year. To day Guyanese students are required to pay G\$160,000 per annum except for those pursuing studies in Dentistry, Law, Medicine, Nursing and Tourism, where the fees are G\$500,000; \$300,000; \$500,000; \$251,000 and \$153,000 respectively. Foreign students pay between US\$4000 and US\$7,000. A facilities fee of G\$50,000 and (US\$250) is also charged.

In 1975, participation in National Service was made a requirement for persons wishing to pursue studies at the University. However, in 1994, approval was given by the Cabinet for the abolition of mandatory National Service for students at tertiary level education institutions.

In the 1993-94 academic year the Semester System was introduced in the Faculties of Education and Social Sciences. This system was introduced in the remaining Faculties in 1994-95.

The University's current enrolment at Turkeyen is in excess of 5,500 students in the Faculties of Agriculture & Forestry, Health Sciences, Natural Sciences, Social Sciences, Technology, Education & Humanities and the School of Earth & Environmental Sciences, pursuing more than 60 full time under-graduate programmes in Accountancy, Aeronautical Engineering, Agriculture, Architecture, Chemistry, Communication, Education, Engineering, Environmental Science, Forestry, Law, Medicine, Modern Languages, Nursing, Pharmacy and Social Work to name a few. There are also post-graduate programmes in the Faculties of Education & Humanities, Health Sciences, Natural Sciences, Social Sciences and Technology and the School of Earth & Environmental Sciences. To date, more than 14,000 students have graduated and gone on to successful careers both locally and internationally.

Berbice Campus

In November 2000, the University's second Campus at Tain, Berbice, was opened, offering 2-year under-graduate Certificate programmes in Education (various options), Diploma programmes in Accountancy, Marketing, Mathematics, Public Management, Social Work, English and History.

For the 2001-2002 academic year the following programmes were added; Degree in Agriculture, Associate Degree in General Science, with options in Biology, Chemistry, Mathematics and Physics, and a Diploma in Computer Science.

From 2002-2003 the Bachelor of Education in Nursery, Primary and Secondary options were introduced along with the Bachelor of Social Science in Public Management and from the 2013 academic year the Bachelor of Social Science – Social Work commenced. The Bachelor of Science in Biology was offered from the 2014/2015 academic year.

**IMPORTANT DEADLINES
ACADEMIC YEAR 2015/2016**

EVENTS	SEMESTER I	SEMESTER II
Commencement of Semester/Orientation week for new Student	August 24 - 28, 2015	
Period for Administering Re-sit and Supplemental Examinations	August 17 - 21, 2015	[Re-sits Only] Jan. 11 - 22, 2016
First Day of Classes	August 31, 2015	January 25, 2016
End of Period for Late Registration	September 25, 2015	March 5, 2016
Deadline for Payment of Fees or Submission of Loan Award without late fee penalty	October 2, 2015	April 1, 2016
End of Period for: 1. Change of Registration 2. Requests for Transfers 3. Requests for Exemptions from Courses 4. Requests for Withdrawal from Courses	October 9, 2015	March 11, 2016
Semester Break	October 12 – 17, 2015	March 14 – 19, 2016
Last day to: Submit Requests for Leave of Absence Submit Requests for Withdrawal from the University Submit Requests for Withdrawal from Programme	October 17, 2015	March 19, 2016
Deadline for Submission of Examination Question Papers	October 16, 2015	March 14, 2016
Last Day of Classes	November 28, 2015	April 30, 2016
Examination Period	Nov 30 – Dec18, 2015	May 2 - 21, 2016
End of Semester	December 18, 2015	May 21, 2016

The deadlines are the final dates on which requests for late registration as well as requests for Leave of Absence, Change of Registration, Exemptions and Withdrawals are to be submitted to the Admissions Division, except where prior approval has been granted for a waiver of the deadline.

STUDENT IDENTIFICATION CARD

Once registration is complete each student is issued with an identification card. Students must have this card in their possession at all times while on campus. The identification card is required for access to certain services and for sitting examinations. Students who lose their identification cards must report this immediately to the Students' Welfare Division (located in the Administration building). A fee of \$1,000 will be charged for the replacement (This is a part of the facilities fees).

UNIQUE STUDENT IDENTIFIER (USI)

USI...using a single student identifier for all UG transactions

The University of Guyana will be issuing new student ID numbers called **Unique Student Identifier (USI)** and new ID cards from the 2015-2016 academic year.

What is a USI?

- A USI is a student reference number held by only one person - ever. It is made up of seven digits.
- A USI enables efficient access, storage and retrieval of information by students, faculty and administration.
- Your USI will be used by YOU for *all* transactions from registration to the issuance of transcripts, and everything in between, *throughout* your student career at the university.

For new students, the USI will be issued on admission.

You should memorise and record your USI and use it for all correspondence and transactions at UG. You should also keep the new ID handy and safe at all times since it will serve as identification for entry into all UG venues.

COURSES/ABSENCE/ASSESSMENT

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.

Students prevented from being formally assessed because of severe illness or other serious hindrances must send written appeals to the Assistant Dean of the relevant Faculty to be subsequently assessed without a penalty.

- Appeals for absence on medical grounds should be accompanied by a Medical Certificate from a member of the Panel of Doctors approved by the University. This list is available at the Students' Welfare Division and in each Faculty Office. 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 serious hindrances must be accompanied by supporting documents.

Appeals should be made within 5 days of the due date of any form of assessment. Except in special circumstances, consideration cannot be given to petitions submitted after this date.

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.

Further regulations governing Assessments can be obtained from the respective Faculties.

Students are required at the end of each course to complete a course evaluation. This evaluation provides information to the Faculty on your view of the course(s). Please treat this activity seriously.

Cell phones must be turned off during classes and in the University Library. In addition, cell phones are not to be on the student's person during examinations.

EXEMPTIONS

- *First Year Students*

Students may apply for exemptions from certain courses on the basis of GCE 'A' level or CAPE results, or any other examination that may be considered to be equivalent.

When applying for exemptions from any part of a University programme, you must do so online by the deadline given, in the year of admission to the programme, except where exemption is requested on the basis of success at certain professional examinations taken subsequently.

- **Continuing Students**

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

'I' GRADE

The 'I' grade will be awarded as an interim grade for:

Incomplete course work for an examinable course, or

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.

FAILURE

The following regulations governing failure apply when no specific regulations in Faculties are set out elsewhere.

- A student who fails a course will normally be required to carry 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 reduce load in the following year and to repeat the failed courses.
- A student who fails three or more courses in any semester will be required to take only the failed courses in the following year, except in cases where the courses were completed for credit in the summer semester.
- If you fail a repeated compulsory course you may be asked to withdraw from the regular programme but may be permitted to register as a Special Student for that course. If the course is then successfully completed, you will be readmitted to the regular programme in the ensuing year.
- If you fail a repeated minor optional course you may not (except by special representation from the department concerned) take this course for a third time, but should select another course.
- A first year student who has failed all courses may be allowed to repeat these courses, but the student's performance will be reviewed at the end of the first Semester and a decision made as to whether he/she should remain in the University.
- The performance of any student who has failed 75% or more of the courses taken over two consecutive semesters will be reviewed by the Faculty at the end of that period and a decision made as to the future course of action the student will be advised to take.
- A student who after three years at the University and who, in the opinion of the Academic Board appears not to be suitable University material, will be asked to withdraw from the University.
- A student, other than a first year student who fails all courses in a particular year may be asked to withdraw from the University.
- If you are absent from all examinations without communicating the reason to the Assistant Registrar (Examinations), Dean or Assistant Dean of the Faculty before the date of the Faculty Board's meeting as a Final Board of Examiners, you will be deemed withdrawn from the University.

RE-SIT EXAMINATIONS

A re-sit is defined as the sitting of an examination for a course that was previously done and failed in the same academic year.

Re-sit examinations are only offered to students in the final year of their programme, provided the student has failed no more than 2 courses in that year. The exceptions are in Law, Optometry and Medicine programmes. Students who fail more than 2 courses are required to repeat these courses in the following academic year.

EXAMINATION REVIEW

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

- An application for a review of examination results initiated by a student must set out reasons for the request and shall be made on the prescribed form in the Examinations Division not later than three (3) weeks after the date of the publication of the Provisional Pass List as decided by the Faculty Board as a Preliminary Board of Examiners.
- Applications for a review received after the above stated three-week period shall not be considered unless the Chairman of the Faculty Examination Review Board is convinced that there are good and adequate reasons for the delay.
- Each applicant may, if he/she desires, include the name of a 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 shall accompany the application. Applications must be accompanied by an Appeal Fee of G\$5,000 for each paper or each course to be reviewed. The Appeal Fee shall be refundable where there has been an upward change in the final grade.
- The Examination Division shall acknowledge each application received.

- The Chairman shall summon a meeting of the Faculty Review Board within one (1) week of the expiry of the deadline for the receipt of applications.
- At the first meeting of the Faculty Review Board, the script, if available shall be tabled, and a check of the arithmetical calculations shall be made. Where there are arithmetical inaccuracies which result in a different total mark, the new mark shall supersede the previous one, but in all cases the Board shall direct that the script be re-marked and shall proceed to nominate marker(s), who should not be the internal examiner, to do so.
- The person selected to remark a script shall be sent a copy of the applicants' 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, but the fee will not be refunded.
- A second meeting of the Board shall be held as early as possible after the first, and shall review the re-marked script taking into consideration any comments of the applicant's nominee, if any, and the Internal Examiner and, if available, the report of the External Examiner for the course. The Board shall recommend to the Academic Board the grade to be awarded finally to the script. The Examinations Division shall inform the candidate of the decision of the Academic Board.
- The reviewer's comments on the candidate's responses, the requirements of the questions and how he/she measured up, may be made available to the candidate by the Department since it can help his/her development, if not satisfy him/her about the outcome of the appeal.

CHANGE OF REGISTRATION

A student may change registration for one of two reasons:

- I. To change his/her programme or part thereof (Major/Minor)
- ii. To change a course or courses for which he/she may be registered

This should be done online and **must** be recommended by the Head of Department and the Assistant Dean of the Faculty/School.

Very Important

Students who are changing courses should obtain approval first, before joining any other classes. Completing the change of registration form does not give you automatic approval.

WITHDRAWALS

The deadline for submission of a request for withdrawal from a course(s) without an academic penalty is approximately the fourth week of the semester. Students who submit requests after these dates will be regarded as having failed the course(s) for which they have registered in that academic year.

If you wish to withdraw from one or more courses in the current year, you should submit the online request stating the reasons for withdrawal. Please visit the website and complete the application.

Applications for withdrawal from the University must be submitted along with the student Identification Card and Library tickets, by the fifth week of the semester.

You are advised that a withdrawal application should be done online or may be posted by registered mail or delivered in person at the Registry. It should not be entrusted to a third party, e.g. another student for delivery.

If you do not receive a reply to an application for withdrawal within six weeks, you are advised to take up the matter directly with the Admissions Division.

LEAVE OF ABSENCE

If you wish to be absent from your programme of study, you must apply formally by the specified date to the Assistant Registrar (Admissions) for Leave of Absence, stating the reasons for the application. Where such leave is being requested on medical grounds, a medical certificate must be submitted.

Leave of Absence if granted is, in the first instance, usually for one semester or an academic year. Requests for an extension of Leave of Absence beyond this period must be submitted before the commencement of the new academic year. Save in exceptional circumstances, leave of absence may not be granted for more than two consecutive years or four consecutive semesters and must be approved by the Academic Board. Note that if a request is not submitted, you will be deemed to have withdrawn from the University.

As in the case of withdrawals, requests for leave of absence should be done online or may be posted by registered mail or delivered in person to the Registry.

WHO'S WHO

OFFICERS OF THE UNIVERSITY

Vice-Chancellor
Deputy Vice-Chancellor (Academics)
Deputy Vice-Chancellor (Planning and Development)
Registrar
Bursar
Dean, Faculty of Agriculture & Forestry
Dean, Faculty of Education & Humanities
Dean, Faculty of Health Sciences
Dean, Faculty of Natural Sciences
Dean, Faculty of Social Sciences
Dean, Faculty of Technology
 Director, School of Earth & Environmental Sciences
Director, Berbice Campus
Director (ag), IDCE

Prof Jacob Opadeyi
Dr Barbara Reynolds
Dr Elizabeth Ramlal
Dr. C. Nigel Gravesande
Ms Holda Poonai
Dr Elroy Charles
Ms Claudette Austin
Dr Emanuel Cummings
Mr Calvin Bernard
Mr O'Neil Greaves
Ms Elena Trim
 Dr Paulette Bynoe
Prof Subramaniam Gomathinayagam
Ms Winifred James-Kippins

OTHER KEY OFFICIALS

University Librarian
Deputy Librarian
Deputy Registrar

Ms Gwyneth George
Ms Debra Lowe
Dr Theodosius Velloza

WHO'S WHO (cont'd)**ASSISTANT DEANS**

Faculty of Agriculture & Forestry
 Faculty of Health Sciences
 Faculty of Natural Sciences
 Faculty of Social Sciences
 Faculty of Technology
 School of Education & Humanities
 Deputy Director, Berbice Campus
 Deputy Director, IDCE
 Director, Open Education Programme

Ms Donna Morrison
 Dr Ronald Aaron
 Dr Keisha Holder
 Ms Natalya Bobb-Semple
 Ms Shanomae Eastman
 Dr Bridget Ogowewo
 Ms Jacqueline Ann Murray
 Mr Francis Glasgow
 Ms Bonita Hunter

ASSISTANT REGISTRARS

Admissions Division
 Examination Division
 Students' Welfare Division
 Records and Data Management

Ms Kashka St. Hillaire
 Ms Arlene McLean
 Ms Daniella King
 Mr Martin Cox

OTHER KEY PERSONS

Sport Organiser
 Public Relations Officer
 Doctor
 Medex

 Warden – Beharry Hall
 Warden – Dennis Irvine Hall

Ms Lavern Fraser
 Ms Paulette Paul
 Dr Melisha Haniff
 Mr Rawle Wilson
 Ms Julie Richmond-Ajibosho
 Prof. Vishwa Nath Verma
 Mr Winslow Patterson

NAMES & FACES

Vice-Chancellor



Prof Jacob Opadeyi

**Deputy Vice-Chancellor
Academics**



Dr Barbara Reynolds

**Deputy Vice-Chancellor
Planning & Development**



Dr Elizabeth Ramlal

Registrar



Dr. C. Nigel Gravesande

Deputy Registrar



Dr Theodosius Vellozo

Bursar



Ms Holda Poonai

NAMES & FACES (*cont'd*)

**Agriculture & Forestry
Dean**



Dr Elroy Charles

**Education & Humanities
Dean**



Ms Claudette Austin

**Health Sciences
Dean**



Dr Emanuel Cummings

**Earth & Environmental Sciences
Director**



Dr Paulette Bynoe

Assistant Dean



Ms Donna Morrison

Deputy Dean



Dr Bridget Ogowewo

Assistant Dean



Dr Ronald Aaron

NAMES & FACES *(cont'd)*

**Natural Sciences
Dean**



Mr Calvin Bernard

**Social Sciences
Dean**



Mr O'Neil Greaves

**Technology
Dean**



Ms Elena Trim

**Berbice Campus
Director**



Dr Subramaniam Gomathinayagam

Assistant Dean



Dr Keisha Holder

Assistant Dean



Ms Natalya Bobb-Semple

Assistant Dean



Ms Shanomae Eastman

Deputy Director



Ms Jacqueline Ann Murray

NAMES & FACES (cont'd)

**IDCE
Director (ag)**



Ms Winifred James-Kippins

Librarian



Ms Gwyneth George

**Assistant Registrar
(Admissions)**



Ms Kashka St Hillaire

**Assistant Registrar
(Students' Welfare)**



Ms Daniella King

**Open Education Programme
Director**



Ms Bonita Hunter

Deputy Librarian



Ms Debra Lowe

**Assistant Registrar
(Examinations)**



Ms Arlene McLean

**Assistant Registrar
(Records and Data Management)**



Mr Martin Cox

NAMES & FACES (cont'd)

Medical Doctor



Dr Melisha Haniff

Sport Organiser



Ms Lavern Fraser

Public Relations Officer



Ms Paulette Paul

Medex



Mr Rawle Wilson

Medex



Ms Julie Richmond-Ajibosho

**Warden
Beharry Hall**



Prof Vishwa Nath Verma

**Warden
Dennis Irvine Hall**



Mr Winslow Patterson

GRADE POINT AVERAGE (GPA)

Passing grades are assigned the points listed below:

A – 4.0 B – 3.0

C – 2.0 D – 1.0

These points are used in a system of weighted Grade Point Averages to compute the Grade Point Average (GPA). Calculation of the GPA for determining Pass with Distinction and Pass with Credit is done on the basis of the GPA obtained in certain designated/prescribed courses, and the GPA obtained in other courses.

For further details on computation of the GPA for your course of study, please check with your Assistant Dean. A GPA calculator is available to you on the SRMS to determine the need for any upgrade in your courses.

Pass With Distinction

A Pass with Distinction is generally awarded where a candidate satisfies the conditions for the award of the degree and obtains the minimum GPA set out below:

- Obtains a GPA of not less than 3.4 in core courses and a GPA of not less than 2.5 in the other courses

OR

- Obtains a GPA of not less than 3.4 in core courses and a GPA of not less than 3.0 in all of the courses

OR

- Overall GPA 3.4;

AND

- Has not obtained more than one fail grade or has no fail grade and has not attempted more than one upgrade

AND

- Completes the degree in the prescribed time.

Pass With Credit is awarded when the candidate

- Obtains a GPA of not less than 2.8 in core courses for the degree 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 or has not attempted more than two upgrades (total of failed grades and attempts at upgrades must be no more than two).

Contact your faculty to find out the specific criteria used for determining PASS WITH DISTINCTION AND PASS WITH CREDIT.

Please note that generally, students must have a specific minimum GPA of 2.0 in order to be allowed to graduate.

OPEN AWARDS AT TURKEYEN CAMPUS

Apart from the special Open University awards listed below, you may compete for more than a hundred other awards available throughout almost every year of your programme of study. For further information, please check with your respective Deans, Assistant Deans, and/or Administrative Officers.

- **The President Medal** for the best graduating Bachelor's Degree student
- **The Chancellor Medal** for the second best graduating Bachelor's Degree student
- **The Prime Minister Medal** for the best graduating student with the Diploma in the Public Management
- **The Pro-Chancellor Medal** for the best graduating Law student
- **The Vice-Chancellor Special Awards** cash awards of G\$5,000 each for the best graduating students other than the winners of the President Medal and the Chancellor Medal, in the Faculties of Agriculture & Forestry, Education & Humanities, Health Sciences, Natural Sciences, Social Sciences, Technology and the School of Earth & Environmental Sciences.
- **The Council of the University Prize** for a graduating student who has attained at least a "Pass with Credit" and who in the opinion of the Scholarships Committee has made the greatest contribution in other areas of the University's activities. The value of the prize is G\$10,000.

- **The University of Guyana Students' Society (UGSS) Award** for a graduating student (other than the winner of the Council's prize), who has attained at least a "Pass with Credit" and has made an outstanding contribution in other areas of University activities.
- **The K.A. Juman-Yassin Sport Award** for a graduating student who has participated at a consistently high standard in sports.
- **The Dennis Irvine Award** for the student who has made the greatest contribution to the cultural life of the University.
- **The Dr Harold Drayton Alumni Award** of the University of Guyana Guild of Graduates, Ontario, for a graduating student who has achieved the highest grade point average in the Faculties of Natural Sciences, Social Sciences and Education & Humanities who has demonstrated leadership through practical involvement in community and/or social services irrespective of sex, race, religion, creed or political persuasion.
- **The Dr Allan Earp Award of the University of Guyana Guild of Graduates, Ontario** for a graduate, irrespective of sex, race, religion, creed or political persuasion entering a post graduate programme in the Faculties of Natural Sciences, Social Sciences and Education & Humanities for a Master's Degree and who has the highest grade point average among the students entering these three Faculties, for postgraduate studies.
- **James Punwasee Memorial Award** for the best three (3) final year projects selected from Environmental Studies Unit, Division of Mining, Department of Geography and any of its aspects (technical, environmental, social and economical).

OPEN AWARDS AT BERBICE CAMPUS

- **Best Graduating Student at the University of Guyana Berbice Campus** - for a student who has completed a Bachelor's Degree with the highest GPA.
- **Second Best Graduating Student at the University of Guyana Berbice Campus** - for the student who has completed a Bachelor's Degree with the second highest GPA.
- **Best Graduating Student at the University of Guyana Berbice Campus** in the Diploma/Certificate/Associate Degree programmes, who has attained the highest GPA.

PLAGIARISM & CHEATING

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

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 the proper footnoting or acknowledgement of the source or sources of such borrowing.

Plagiarism is a form of cheating and the University takes a serious view of any form of cheating. Plagiarism and cheating at examinations may result in expulsion from the University. Having unauthorised material, such as notes, photocopies, or information stored in calculators or cell phones during examinations, are "cheating" under the University's rules. All such materials should be deposited at the front of the examination room prior to the start of an examination.

REFUNDS

The University has in place a refund system. Refunds are granted for exemptions, leave of absence and withdrawals. It must be noted that refunds are only granted if the deadlines aforementioned are observed. The refunds are calculated on a similar basis to the manner in which the fee was calculated. The principles above are therefore applicable to exemptions, withdrawals and leave of absence.

It should, however be noted that the fees are pro-rated when refunds are being determined, 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 tuition commences, will only be required to pay an administrative cost.

Make Up Tests/Supplemental examinations

A charge of \$1,500 per student, per make up test or Supplemental examination.

A Supplemental examination is defined as the sitting of a final examination that was previously missed.

FACILITIES FEE

All students are required to pay a facilities fee of G\$50,000 per annum (US\$250 per annum). This fee encompasses and replaces the previously charged sports fee, laboratory fee, student union dues, library cautionary deposit, fees for ID card, examination fees and cautionary deposit. In addition, it incorporates a fee for learning resources facilities.

LATE FEES

Students completing registration after the approved dates in each semester are required to pay a late registration fee of \$10,000.

Please note that students who have not completed their registration including the payment of fees will not be allowed to write end of semester examinations.

THE LIBRARY

The Library provides a variety of resources which support and extend the teaching and resource programme of the University. The stock comprises an estimated 284,000 items of book material. Apart from being a legal depository, the Library is also a partial depository for the United Nations and several of its agencies.

The Library at the Turkeyen Campus and Berbice Campus is organised into subject divisions. These Divisions reflect the subject groupings into which the subjects are taught in the Faculties. There is also a general Reference Department and a Central Circulation Department.

The Library is particularly proud of its Caribbean Research Collection which is the largest of its kind in Guyana. It is a comprehensive collection of print and non-print material in several languages, and covers all areas of interest of the Caribbean.

A recent development in the Library's service is the Learning Resource Centre (LRC), located above the Computer Centre, south of the Library.

The LRC is the audiovisual arm of the Library and provides non-print resources to support the teaching, learning and research activities of the University. The LRC is equipped with a wide range of audiovisual resources for use in the classroom as well as the LRC itself. The auditorium, which has a seating capacity of 24, is also available for group use.

Hours of Opening

Opening hours during the semester are:

Monday – Friday: 09:00 - 22:00 h Saturday: 08:00 - 17:00 h

During vacation the hours are:

Monday – Friday: 09:00 - 16:30 h Saturday: CLOSED

The hours of opening may be varied at the discretion of the University's Librarian.

Library Membership

All registered undergraduate and graduate students, academic and non-academic staff and members of the Council of the University are eligible for membership. Other persons, including visiting researchers, may be granted library privileges at the discretion of the University Librarian; if borrowing privileges are granted, such persons will be required to pay the cautionary deposit which is refundable upon satisfactory termination of membership.

Registration

All persons eligible to use the Library must first register by completing the prescribed registration form available in the Library. Students are required to produce their Student Identification Card for the purpose of registration. They are also required to do so at other times when requested by a member of the Library or Security staff. For persons granted library privileges at the discretion of the Librarian, the Librarian's letter of acceptance must be presented at registration. All users are required to clear their indebtedness to the Library and re-register at the commencement of each academic year.

Misconduct

The Library is provided exclusively for the purpose of academic study. Any conduct inconsistent with this purpose or detrimental to this pursuit shall constitute a breach of the rules and regulations of the Library. Students caught mutilating Library books and taking reading material from the Library without authority, are liable to be disqualified from using the Library and expelled from the University.

Students must turn off their cell phones when in the University Library.

STUDENTS' WELFARE

The Students' Welfare Division functions as an interface between students, the Central and Faculty Administration. It forms a major link between the University Administration and the University of Guyana Students' Society. Students are given the opportunity to express their viewpoints to the University Administration on matters that concern their physical, emotional and social well-being. The Students' Welfare Division's Guidance and Counseling Services offers students a wide range of mental health services.

You may also request the following:

- Co-curricular transcripts
- Letters of Identification
- Assistance in obtaining accommodation at the New Building Society Hall of Residence, Turkeyen Campus or the Dennis Irvine Hall of Residence at Goedverwagting.

- Assistance in arranging job interviews with Corporations and other Agencies. The Division also functions as a link between the University and donors of scholarships, prizes and awards.

ACCOMMODATION

- **NBS Hall** - the first Hall of Residence at the University of Guyana was opened in May 1994. This 40-room facility was made possible through a generous donation of G\$36,000,000 from the New Building Society. Students are required to pay \$10,000 monthly.
- **Beharry Hall** - a second dormitory was constructed on campus by the Beharry Group of Companies to house 60 students – 38 Female and 22 male. Contact – wardenbd@yahoo.com
- **Dennis Irvine Hall** - the Dennis Irvine Hall of Residence, is located at Goeverwagting, East Coast Demerara, and can accommodate 46 students. Local students are required to pay \$10,000 and foreign students US\$120 monthly for self contained rooms, while the rental for a double room is \$10,000 per person.

Applications for residency to the New Building Society Hall of Residence and the Dennis Irvine Hall of Residence can be made online to the Assistant Registrar, Students' Welfare Division. Applications to the Beharry Hall of Residence must be made directly to that Hall.

Priority is given to First Year students living in outlying areas.

THE STUDENTS' SOCIETY

The University of Guyana Students' Society (UGSS) office is located on the ground floor of the Cafeteria Building, opposite the University Square, Turkeyen Campus.

All students are members of the UGSS and must pay annual dues of \$750.00 (part of your facilities fee).

Executive members of the Society, including a President, Vice-Presidents, Secretary and Faculty Representatives are elected annually. These elections are usually held within the first month of the start of classes.

The UGSS is intended to foster and promote social and cultural activities among students on campus, and to attend to the welfare of any member of the student body. UGSS representatives attend meetings of the University Council, Academic Board, Faculty Board and the Students' Advisory Bureau.

APART FROM CLASSES

Students are encouraged to participate in activities apart from classes which would serve to enrich their student life and refine life skills e.g. leadership, planning etc.

The University has introduced co-curricular transcripts to complement the academic transcripts. The transcript will detail the student's involvement in extra-curricular activities inclusive of:

- Honours, awards or recognition received by the student.
- **Sports** - New students are invited to contact the Sports Division (next to the Medical Centre) and register for membership with the University's Teams in Cricket, Football, Volleyball, Basketball and/or Track & Field disciplines.

CO-CURRICULAR TRANSCRIPT

The University of Guyana, in addition to providing students with academic transcripts, is also issuing co-curricular transcripts that will give details of responsible positions held in clubs and societies at the University, and outstanding participation in sports and other co-curricular activities.

While participation in such activities is entirely voluntary, this move is in recognition of the fact that education is not purely academic and is intended to encourage involvement in other worthwhile activities. The co-curricular and academic transcripts will together reflect the complete record of a student's life on campus.

Prospective employers should, therefore, find the co-curricular transcripts informative.

Further, an Inter-Faculty Sports Meeting is held annually and covers a wide range of events which include – sprint, long jump, high jump, etc. There are also a number of inter-faculty and individual competitions that take place during the academic year.

The University also participates in external competitions, both at the national and regional levels, throughout the academic year.

Membership in Clubs and Religious groups

Students may be interested in joining any of the following clubs.

UG International Affairs Association

UG Medical Students' Association

UG Agriculture Club

UG Rotaract Club

UG Spirit of the Prophecy Club

UG Economics Society

UG Forestry Society

UG Hindu Society

UG History Society

UG Islamic Society

UG Law Society

The Eco-Trust Society

The Inter-Varsity Christian Fellowship

Students (especially at the Berbice Campus) desirous of resuscitating known clubs, groups or societies or starting new clubs are asked to contact the Student's Welfare Office for guidance on the quick and easy process to do so.

Students (especially at the Berbice Campus) are free to start any other worthwhile activity and should not feel constrained to wait on the academic staff to begin new ventures.

THE MEDICAL CENTRE

A University Medical Centre located on the ground floor of the Cafeteria Building, Turkeyen Campus, offers the following free services, among others, to both students and staff:

- Tetanus Vaccinations
- Family Planning Clinic and Counseling
- Blood Pressure Testing

The Center also runs a pre-natal clinic for expectant mothers on campus.

Opening hours	Monday – Friday
Semester	08:00 – 12:00 h 13:00 – 17:00 h

DEALING WITH SOME SITUATIONS YOU MAY ENCOUNTER

- You receive a letter confirming your registration as a UG student, and realise that you are attending a class for which you are not recorded as being registered. What should you do?

Approach the Admissions Division immediately and establish whether you need to complete and submit a “Change of Registration” form.

N.B:

- The University has deadlines by which certain requests should be made, such as, change of registration. You will not be allowed to write the examination for a course for which you are not properly registered. All students should, therefore, check confirmation letters carefully to ensure that they are correctly registered.
- Both you and a friend have G.C.E. ‘A’ Level or CAPE passes. He/she has been granted exemptions and you haven’t. What should you do?

Contact your Assistant Dean and the Admissions Division for advice, taking along your ‘A’ Level or CAPE result slip/certificate.

- You have applied for Leave of Absence, and six weeks later you have not yet heard from the University. What should you do?

Contact the Assistant Registrar, Admissions, immediately. Bring along a copy of your application for Leave of Absence. (You should always keep a copy of any letter you send to an official).

- You are walking on Campus and see persons gambling. (*Gambling on campus is prohibited*).

Inform the nearest Security Officer. This situation should also be reported to the Students' Welfare Division as soon as possible.

- A fight breaks out on campus

Inform the nearest Security Officer

- You are walking to catch a bus after an evening class and someone accosts you.

Take necessary action to avoid harm. If you can, do something to attract attention (e.g. yelling). Witnesses should also try to attract attention and inform security. This situation should also be reported to the Students' Welfare Division as soon as possible.

- You are waiting for a class when one of your classmates becomes ill. What should you do?

If your friend can walk, take him/her to the University Medical Centre, located on the ground floor, Cafeteria Building. If your friend is unable to walk, inform the staff at the University Medical Centre of the situation immediately.

IMPORTANT TELPHONE #

Pro-Chancellor	223-3243
Vice-Chancellor	222-3583
Deputy Vice-Chancellor (Academics)	222-5407
Deputy Vice-Chancellor (Planning and Development)	222-4932
Registrar	222-5575
Deputy Registrar	222-4184
Assistant Registrar Admissions	222-2740 /222-8647
Assistant Registrar Students' Welfare	222-3595
Assistant Registrar Examinations	222-4920
Assistant Registrar Records & Data Management	222-5422
Director (ag) IDCE	227-0407
Deputy Director (IDCE)	223-7490

DEANS

Faculty of Agriculture & Forestry	222-3599
Faculty of Health Sciences	222-3570
Faculty of Natural Sciences	222-6002
Faculty of Education & Humanities	222-4923
Faculty of Social Sciences	222-3575
Faculty of Technology	222-4928

MAIN OFFICES

Librarian	222-5401
Deputy Librarian	222-3597
Learning Resources Centre	222-2486
Public Relations Division	222-5402
Computer Center	222-5405
Medical Centre	222-3584
Sports Organiser	222-5423 ext 2300
Students' Society	222-5423 ext 2226
Safety and Security Officer	222-7630
Security Office	222-4929

BERBICE CAMPUS

Campus Director	337-2277
General Office	337-2298/2289
Library	337-2300
Johns General Office	337-1415

CODE OF CONDUCT (Students)

Membership of the University of Guyana community is in essence an honour, which bestows on each student the responsibility to uphold the norms of self-discipline and policies and regulations established from time-to-time by the Academic Board, and the University Council.

Students are expected to conform to the following basic norms:

- **DEMONSTRATE** at all times, the sense of responsibility expected of a University student in conformity with national laws and the highest moral standards expected from members of a University Community
- **SHOW** tolerance towards colleagues, lecturers and other University workers, and desist from exhibiting prejudice based on race, ethnicity, sexual preference, gender, religion, political persuasion, socio-economic status or other human condition
- **REFRAIN** from gender and sexual harassment and other unwanted approaches
- **AVOID** lewd or profane behaviour
- **ESCHEWED** the use of abusive, obscene or vile language or expression
- **REFRAIN** from disturbing the peace on Campus through loud speech, noise makers or other such instruments
- **CARED FOR, PROTECT FROM DESTRUCTION**, and regard as inviolable, the property of students, staff and the University

- **AVOID** defacing University property by writing or posting notices/posters on buildings
- **REFRAIN** from sexual activities on campus
- **AVOID** wearing indecent or immodest clothing
- **RESPECT THE AUTHORITY** of the Security Officers and co-operate with them in the interest of the University
- **DESIST** from engaging in the following practices which are strongly prohibited on campus:
 - The possession of dangerous and offensive weapons including firearms, knives and other instruments
 - The possession, use, sale or distribution of illegal drugs/narcotics
 - Gambling
 - The playing of loud music in vehicles
 - The noisy revving/acceleration of vehicles

STATUTE 25***Student*****Clause 4**

Where it appears to the Principal and Vice-Chancellor or his delegate that any student of the University has been guilty of misconduct, the Principal and Vice-Chancellor or his delegate after duly informing the student of the allegation(s) and providing the student with an opportunity to respond to the allegation(s), may direct that:

- the student shall not, during such period as may be specified in the direction, participate in such activities of the University; or make use of such facilities of the University as may be specified; or
- the activities of the student shall, during such period as may be specified in the direction, be restricted in such manner as may be so specified; or
- the student be suspended from the University for such period as may be specified in the direction; or
- the student be expelled from the University for a stated period provided that the student's academic record from any unfinished programme, at the time of expulsion, shall not be annulled, however the record of the expulsion should be annotated in the student's record.

Provided that before a direction is given under this section the Principal and Vice-Chancellor or his delegate having received and examined the student's response, or if the student omitted to respond, concludes that the student has admitted guilt in his response, or by virtue of his non-response.

Clause 5

Where it appears to the Principal and Vice-Chancellor or his delegate that any student of the University has been guilty of misconduct, and the Principal and Vice-Chancellor or his delegate after duly informing the student of the allegation and providing the student with an opportunity to respond and the student having responded in the negative, the Principal and Vice-Chancellor or his delegate may direct that:-

- the student shall not, during such period as may be specified in the direction, participate in such activities of the University; or make use of such facilities of the University as may be specified; or

- the activities of the student shall, during such period as may be specified in the direction, be restricted in such manner as may be so specified; or
- the student be suspended from the University for such period as may be specified in the direction; or
- the student be expelled from the University for a stated period provided that the student's academic record from any unfinished programme, at the time of expulsion, shall not be annulled, however the record of the expulsion should be annotated in the student's record.

Provided that before a direction is given under this section the Principal and Vice-Chancellor or his delegate shall afford the student an opportunity of a hearing.

Where a direction is given under paragraphs 4 (c) or (d) or 5 (c) or (d) in respect of any student, the student, may within one month beginning with the date of his suspension or expulsion as the case may be, appeal to the Council; and where such an appeal is brought, the Council shall afford the student an opportunity of being heard (with legal or other representation, if he so desires) before a Joint Committee comprising three members of the Council, one student nominated by the Students' Society and two members of the Academic Board nominated by the Board. The Joint Committee having heard the grounds for the appeal may either confirm or set aside the direction or modify it in such a manner as it thinks fit. The Joint Committee should report its decision to the University's Council.

An appeal from a direction shall not affect the operation of the direction pending the determination of the appeal.

Notwithstanding the provisions of clause 4 and 5 and with specific reference to cheating in examinations, the Committee of Deans may, at the behest of the Vice-Chancellor within the ambit of the penalties provided for in clauses 4 and 5, establish a schedule of penalties for cheating in examinations; and review that schedule from time to time as they might deem fit or at the behest of the Vice-Chancellor.

Nothing in this Statute shall be construed as preventing the restriction or termination of a student's activities at the University on grounds other than misconduct.

HANDY TIPS FOR STUDENTS

How to Avoid Common Pitfalls

- Become familiar with this Guide, your Programme Requirements and Faculty and University Regulations.
- Knowledge of deadlines for registration, withdrawal, and incompletes is considered the responsibility of the student. Non observance can lead to unwanted consequences.
- Keep your login and password in a safe place.
- Take care of library books – particularly rare, expensive books. Return them yourself.
- Report a lost or stolen University of Guyana I.D. card immediately (even if it was lost in a fire).
- Attend all classes for which you have registered on a regular basis. In addition to the obvious reasons, faculty members often make important announcements concerning make-up exam content, etc.
- Consider exam schedules when making reservation to return home during holiday periods and/or semester breaks.
- Remember during exams that pencil cases, calculators, and other select items sometimes permitted in some exams can be searched. **DO NOT FORGET** to remove notes, formulae and other forbidden items before entering the exam room.
- Be cautious about sharing work with another student (or giving too much help) if the course instructor has stated (in class or on the course outline) that individual work is required. Beware that a plagiarism (misconduct) charge could result.
- The University of Guyana offers students free services, for example: Health, and Guidance and Counseling. Be aware of where these are available.

- Anticipate serious deadline problems due to illness or severe family problems. Speak to class instructors as soon as possible. This also applies to meeting registration deadlines. A missed registration deadline will result in academic penalties.
- If deadlines or exams are missed due to medical problems, a medical certificate is required. This certificate must cover the critical period. An updated certificate will usually not suffice. A death certificate will also be needed where there is a death in the family.
- Keep a record of all of your grades.
- If special arrangements are made with a University Official, it is wise to get the agreement in writing and as soon as possible.
- Paper trails are very useful. Keep notes (date, time, content, etc.) of problematic situations. Use existing channels – e.g. Advisor, Faculty Member, Head of Department, Dean of Faculty, etc.
- Bring all copies of correspondence or notes to the interview with the person from whom you are seeking assistance in solving your problem.
- Keep all correspondences with the University in a safe location.
- Remain respectful when speaking to University Officials at all levels. Being perceived as rude or aggressive can work against you and your cause.
- If you withdraw from a programme or the University be sure to personally cancel your loan with the Student Loan Agency.
- Failure to attend a class or write any exam still makes you financially obligated to the University.
- Application for leave of Absence or Withdrawal must be done online or in writing. Ensure that you have written proof of approval.
- Avoid discarding your returned tests, quizzes or examinations.

EXAMINATION RULES AND GUIDELINES

- Students must have their student identification card and examination pass to be allowed to write the examination.
- Students who arrive more than half hour late may be permitted to write the examination, but extra time will not be allowed.
- Only examination number must be used on the answer booklet. Name, registration numbers and other forms of identification should not be used on exam materials.
- Students are not allowed to leave the examination room during the first and last hour of an examination session unless there are exceptional circumstances. Where a student is allowed temporarily to leave the exam room, he/she may be accompanied by an invigilator.
- The following are not allowed into the exam room: books, notes, paper for scrap work, mobile phones etc. Rulers, pencils, erasers etc with writing are also not allowed. Cell phones and other unapproved electronic device should be turned off.
- Students found in possession of unauthorised material subsequent to the start of the examination will be subjected to disciplinary action in accordance with the University's Amended Statute 25 – Discipline.
- All unused and used examination booklets and other materials must be returned to the invigilator before leaving the exam-room.
- Once a student has submitted his/her answer booklet, he/she will not be re-admitted to the exam-room.
- Misconduct during an exam may result in suspension/expulsion from the University.

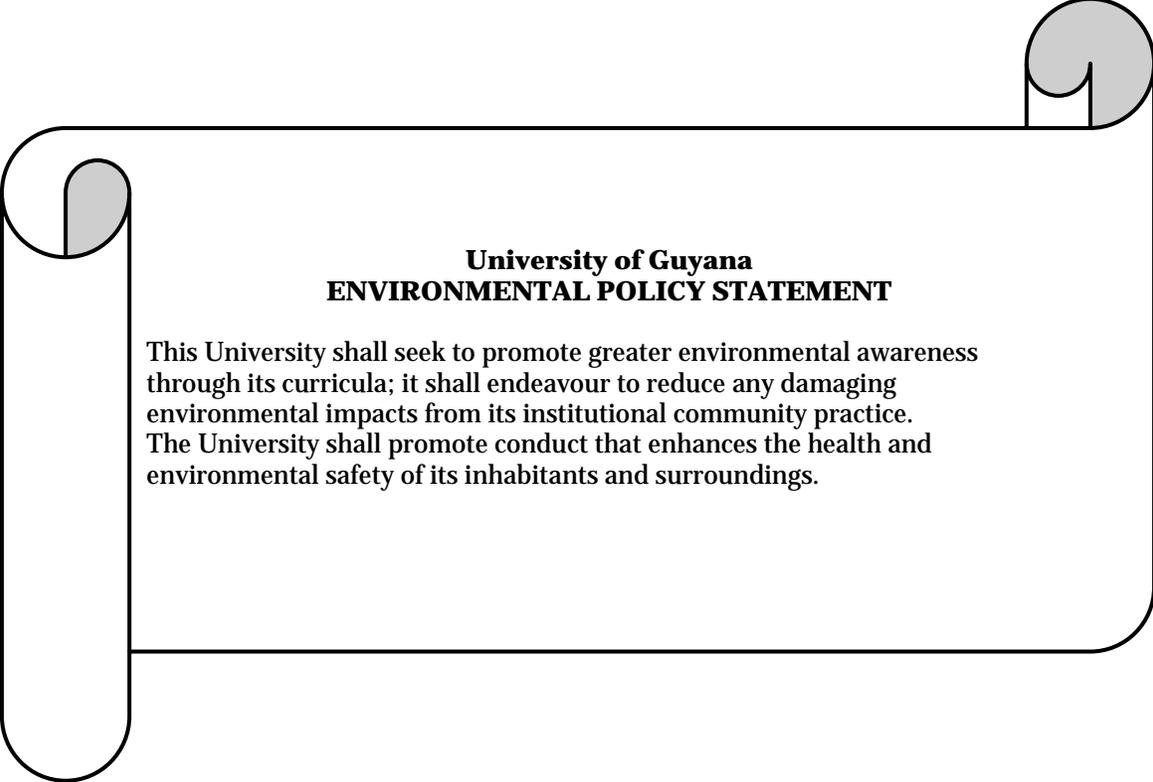
University of Guyana ENVIRONMENTAL CODE

All persons (students, employees, visitors, etc.) shall avoid:

- Physical abuse of the campus environment and surroundings;
- Conduct that threatens the aesthetically pleasant campus estate;
- Conduct that endangers the health and environmental safety of any person on campus;
- Habits that undermine the health of campus sanitation including littering, spitting, urinating, indoor smoking and other such practices in places not designated as such;
- Eating in classroom and laboratory;
- Careless disposal of any waste matter anywhere on campus.

NOTE THAT THE UNIVERSITY IS A SILENT ZONE. THE USE OF HORNS AND LOUD MUSIC IS PROHIBITED.

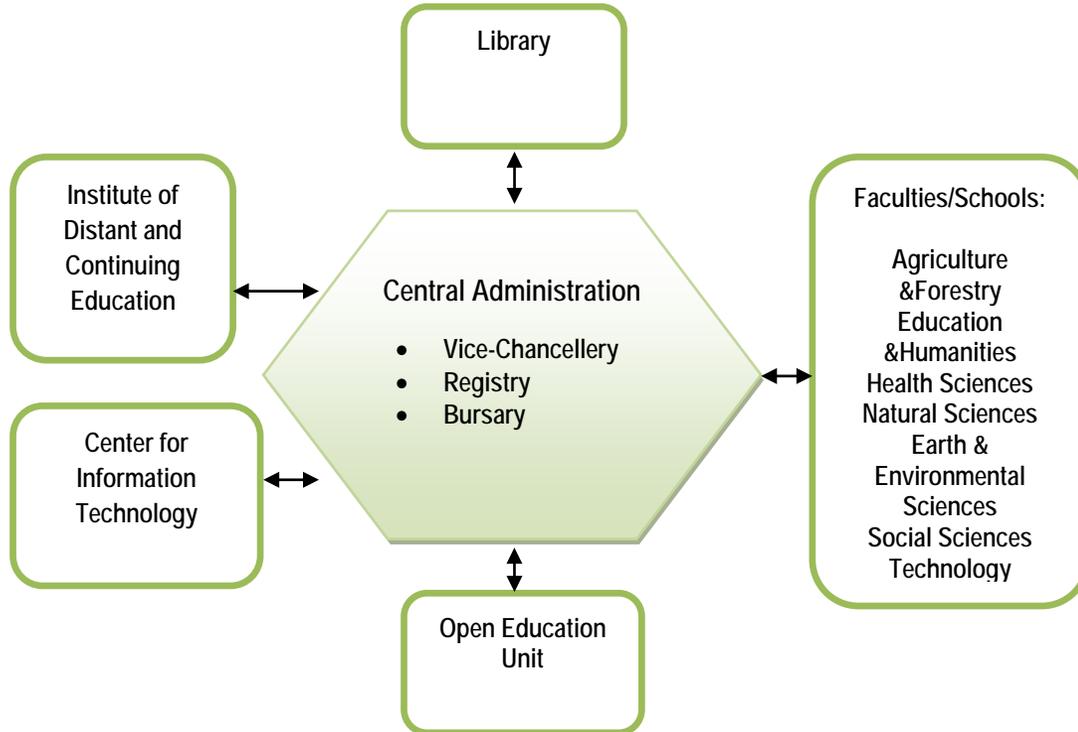
THE SPEED LIMIT IS 15 mph (24 km/hr).



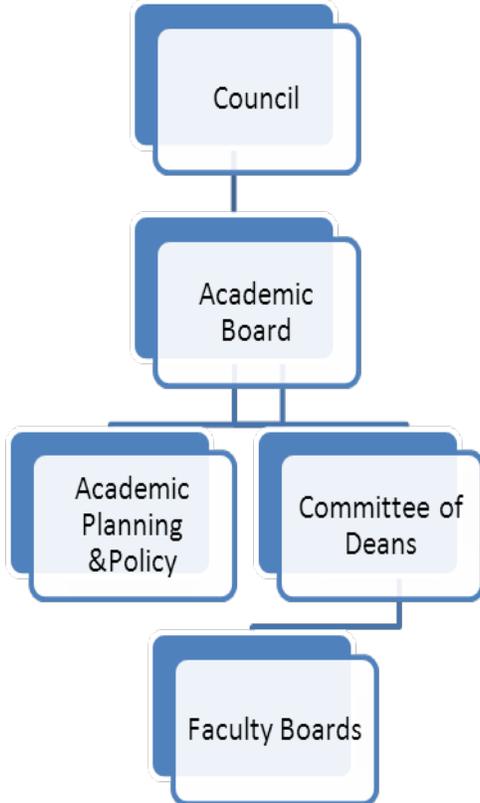
University of Guyana
ENVIRONMENTAL POLICY STATEMENT

This University shall seek to promote greater environmental awareness through its curricula; it shall endeavour to reduce any damaging environmental impacts from its institutional community practice. The University shall promote conduct that enhances the health and environmental safety of its inhabitants and surroundings.

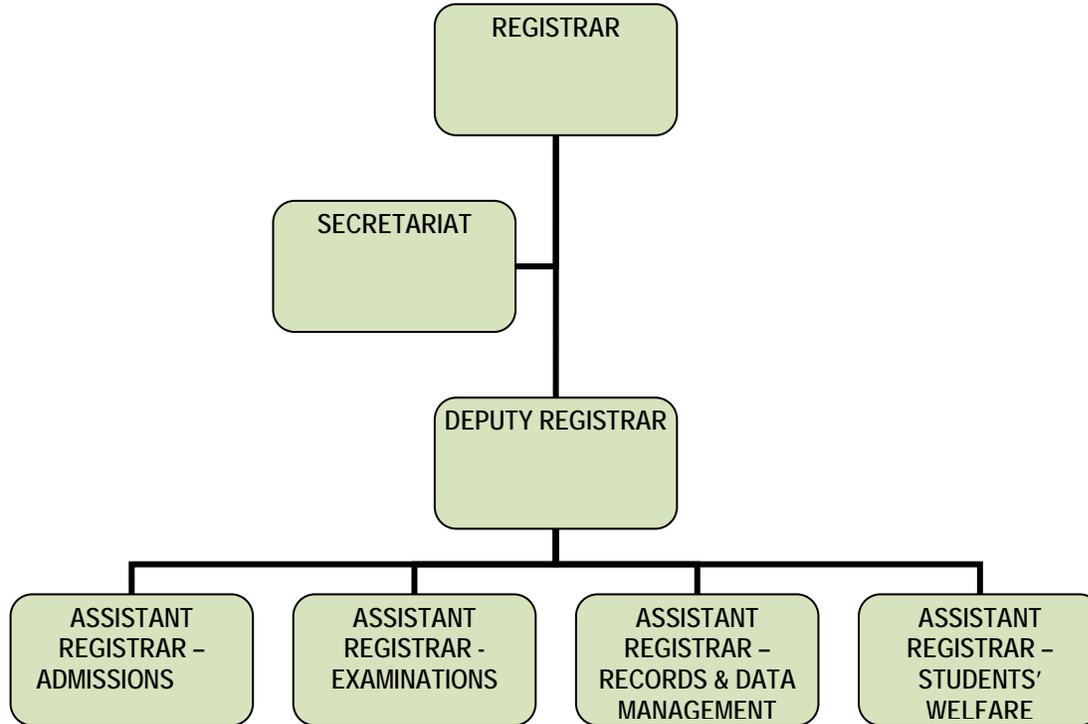
MAIN UNITS OF THE UNIVERSITY



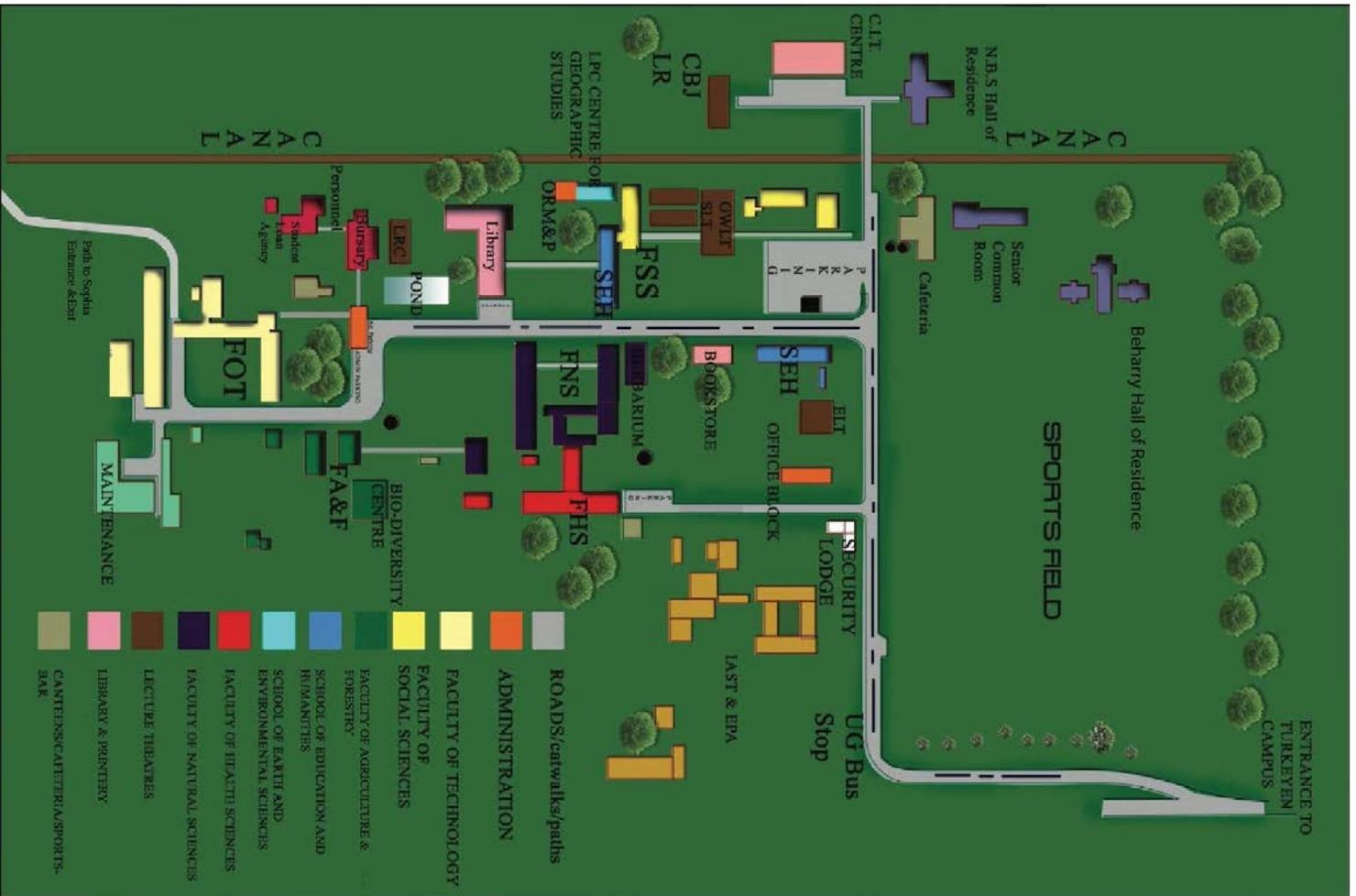
UNIVERSITY'S DECISION MAKING BODIES



STRUCTURE OF THE REGISTRY



MAP OF CAMPUS



For more information please contact:

Dr Theodosius Velloza

Deputy Registrar

Tel#: 222-4184

Email: depreg@uog.edu.gy