

# **RULES & REGULATIONS**


**USEFUL STUDENT INFORMATION  
MORE ABOUT what students should know...**



**UNIVERSITY of GUYANA**

***2017-2018 Academic Year***

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 **University of Guyana** 2016

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## **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 for students.
3. The Students Welfare Division should be contacted/ consulted on non-academic student matters.

## **MISCONDUCT**

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

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

## **ACADEMIC MISCONDUCT**

Academic Misconduct includes, but is not limited to, plagiarism, collusion, complicity, cheating and fraud. Academic misconduct is taken to be deliberate when a person has had the opportunity to gain an understanding of the practice of academic integrity before the misconduct has occurred, but may be inadvertent when the person does not have an understanding of the practice of academic integrity.

**Plagiarism** is using the words, ideas, data, illustrative material, statements or work of others without due acknowledgement, deliberately or inadvertently, and proclaiming it or allowing it to be considered as one's own for academic or other purposes.

**Collusion** is a type of plagiarism that includes, but is not limited to presenting the product of unauthorised collaboration to an examiner as independent work. Collusion also occurs when a person knowingly allows his or her work to be copied and passed off as the work of another person.

**Complicity** is assisting or attempting to assist another student in an act of academic dishonesty.

**Cheating** is the use of improper means or subterfuge to gain credit or advantage. Forms of cheating include the use, attempted use, or possession of material in an unauthorised form in any examination or other academic exercise submitted for evaluation; misrepresentation of academic or extracurricular credentials; and deceitful performance on examinations. It is also cheating to submit the same work for credit in more than one course, except as authorised in advance by the lecturers. Cheating also includes, copying from another student; sitting an examination for another student; and presenting a false reference list or bibliography.

**Fraud** is a form of cheating that includes, but is not limited to the fabrication of data, and falsifying collected data from systematic enquiry and research investigations.

## SCHEDULE OF PENALTIES

No.	Offence	Penalty
1	<ul style="list-style-type: none"> <li>• Possession of material not relevant to course.</li> <li>• Complicity in misconduct</li> </ul>	Warning/Reprimand
2	<ul style="list-style-type: none"> <li>• Possession of material relevant to course.</li> </ul>	The student gets 'FXQ' ( <b>Failed due to Examination Query</b> ) in the course(s) and the student is allowed to repeat the course at the next opportunity.
3	<ul style="list-style-type: none"> <li>• Multiple offenders (more than one offence in the session (semester).</li> <li>• Repeat offender (was previously found guilty, had 'FQ' in course but was not suspended).</li> <li>• Falsification or fabrication of data</li> </ul>	The student gets 'FXQ' ( <b>Failed due to Examination Query</b> ) in the course(s) and suspension for one academic year.
4	<ul style="list-style-type: none"> <li>• Unauthorised possession of library material or possession of material NOT properly issued.</li> <li>• Mutilation of library books</li> </ul>	The student is charged the full cost of replacement and suspension for one academic year.
5	<ul style="list-style-type: none"> <li>• Repeat offender (was previously found guilty and was suspended)</li> </ul>	The student is expelled from the University and may reapply only after 5 years have elapsed from the date of expulsion.

*It is recognised that the Schedule of Penalties has been formulated for offences where the perpetrators have appeared before the Disciplinary Committee. Therefore, it will not cover the gamut of possible misconduct by students. The Disciplinary Committee will therefore institute a level of penalty concomitant with the severity of new misconducts.*

Confidentiality is a vital element of all processes related to academic misconduct, as an accusation may result in disruption or failure of student studies, in that person being unable to practice their profession or with serious consequences for an individual's reputation and employment prospects. Therefore, confidentiality is essential in any matters relating to a suspicion of academic misconduct.



## PRESCRIBED PERIOD FOR COMPLETION OF PROGRAMMES

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

### Programme

- Masters
- 4 Year Bachelors
- 2 Year Diplomas/ Associate Degree/Certificates

### Period

- Seven years, two for the completion of courses and five for the completion of the thesis
- Eight years
- Six years

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

## CHANGE OF PROGRAMME

Students will be allowed to change their programme of study in the first year of enrolment, provided that they meet the entry requirement for the programme to which they are seeking a transfer; there is available space; they pay any requisite fee; and adhere to the change of registration deadline. Change of Registration does not apply for entry into Law, Dentistry & Medicine, which are direct-entry programmes.

## COURSE CONDUCT

1. At the commencement of each course the Lecturer must 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. Lecturers and Heads of Departments may download the class lists 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 may 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 contributes 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) *The courses outline may state 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.

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<sup>4)</sup> *The Department may determine the form of this copy i.e. soft or hard.*

## 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:  
Students, who were absent from a test, may be granted a make-up test, provided that:
  - The test is approved and scheduled by the relevant department;
  - An approved fee is paid in advance to the Bursary; the current fee is G\$1500.
  - The test is administered in the said semester with the original test;
  - The test is preferably held before any subsequent test in the said course; and
  - The lecturer, who is required to set, administer and mark the test, is paid a predetermined amount for the setting of the test, regardless of the number of students who write the test.

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

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

## EXAMINATIONS

Only students in possession of their student identification cards and examination passes should 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>7</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.

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7) *Laboratory work/assessment comprise 50% or more of the total marks in the course*

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.

5. **Re-sit Examinations**

This is defined as an examination that was done , when the course was previously failed, in the same academic year.

Scripts are marked out of 100% since there is no course work component for such examinations. The highest allowable grade is “C”.

- Only final year students are allowed to write re-sit 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 re-sit examinations per year, except where specifically allowed by the Faculty regulations.
- The fees for make-up examinations DO NOT apply to re-sit examinations

6. **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

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.

## 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. **Supplemental Examination**

This is defined as a final examination previously missed.

Supplementals 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 Supplemental examination, provided that the Supplemental 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) Supplementals in any academic year. The symbol 'RS' is used to indicate that a Supplemental examination is to be done.

To facilitate Supplementals, the examiner should set and submit two different questions papers when submitting the final examination paper and that the Department would decide which would be the original and which would be for the Supplemental examination.

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.
- Grade F is not counted i.e. the divisor shall be the total credits for the number of passed courses.
- Exemptions are not counted in the computation.
- Calculation is to one decimal place. However, decimals are **NOT** rounded off.
- The first passing grade in a given course 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 or no more than one attempt at an upgrade.
- **Pass with Credit:** 2.7 to <3.4 with no more than (2) fail grades or no more than two attempts at an upgrade.
- **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

### “Prescribed Time” in relation to Pass with Distinction

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

*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.*

## 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 Final Examination Marks

Students may initiate the review of their final 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.

## STUDENT ASSESSMENT of COURSE

In each semester students will be required to assess the teaching of each course. All students are expected to participate in the course assessments that are done in the 12<sup>th</sup> to 13<sup>th</sup> week of lectures. Students should complete the form individually. Students ought not to indicate their names/USI on the form or any other information than required on the form.

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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.*

The Administrative Officer will oversee the assessment process in each Faculty. 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.

### RULES on UPGRADING and PROGRESSION

#### Definitions of Key Terms

**Upgrading:** Replacing a lower, passing grade for a course with a higher passing grade earned through an upgrading attempt.

**Reduced Course Load:** A total number of courses that a student has registered for that is:

- (i) Lower than the total number of courses in the relevant year of the regular yearly schedule for a particular study programme
- or
- (ii) Lower than the total number of courses carried by the student in the last academic year.

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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.*

**Critical GPA.** Minimum cumulative GPA at which the student can attain a final GPA of 2.0 after completion of all credits if, from remaining credits, the student obtains additional total points equivalent to a combination of a C-grade on 75% of remaining credits and a B-grade on 25 % of remaining credits without any upgrading.

**General Considerations/Assumptions**

1. Rules governing progression are applicable and enforced. In particular, students will not be allowed to register for courses that straddle more than two consecutive years of the regular programme of study.
2. Rules governing failures are applicable and enforced.
3. Degree students have a maximum eight-year period to complete a study programme.
4. Upgrading is not permissible after a student has graduated.
5. Grades obtained from upgrading efforts only replace lower grades. The grade for a course is not changed if a better grade is not obtained at an upgrading attempt.

**GENERAL RULES GOVERNING UPGRADING**

**Rule 1:** *Courses for which upgrades will be allowed would, as a matter of priority, be from among the core or required courses with D-grade in the student's profile.*

**Rule 2:** *A student may not do more than two upgrade attempts at the same course.*

**Rule 3:** *Grade changes from upgrading are permanent and are used in calculating final overall GPA.*

**Rule 4:** *After having passed a course, any subsequent registration for that course that results in a final grade being awarded, will be counted as an upgrade attempt by the student.*

**Rule 5:** *Upgrading opportunities are privileges and not rights. Registration for upgrading is subject to availability of space and facilities for the respective course. Regular students taking the course for the first time will have preference over upgrading students.*

**Rule 6:** *Students can be recommended for upgrades whenever the current GPA is below the calculated critical GPA.*

### **SPECIFIC RULES FOR UPGRADING**

#### **Upgrading to Achieve a Passing Overall GPA of 2.0 at End of Programme:**

**Rule 7:** *A student whose current GPA is below the critical GPA may be asked to do*

(i) *Courses for upgrades only.*

*or*

(ii) *A reduced course load, inclusive of any failed course(s)*

*or*

(iii) *A combination of (i) and (ii) above.*

#### **Upgrading for a Change in Classification:**

##### **a. Upgrading to Achieve a Pass with Credit:**

#### **Rule 8:**

*With the required GPA, the Pass with Credit is conditional on:*

1. *The student has no attempt at upgrade and no more than two F-grades*

*or*

2. *The student has no more than one upgrade attempt and no more than one F grade.*

*or*

3. *The student has no F-grade and no more than two upgrade attempts.*

##### **b. Upgrading to Achieve a Pass with Distinction:**

**Rule 9:**

*With the required GPA in the prescribed time, the Pass with Distinction is conditional on:*

- 1. The student has no attempt at upgrade and no more than one F-grade  
or*
- 2. The student has no F-grade and no more than one attempt at upgrading a course.*

**Upgrading to Achieve a GPA of 2.7 or GPA of 3.0:****Rule 10:**

*A final- year student in good academic standing (GPA not below critical threshold) may seek to upgrade courses as an open option.*

**Upgrading Option for A Student Who is Eligible to Graduate**

Students who have completed all required credits for a study programme with an overall GPA of 2.0 or better and are, therefore, eligible to graduate may wish to improve their final GPA.

**Rule 11:**

*A student who has completed all required credits for a study programme and is eligible to graduate may, with timely application to the University, delay or postpone graduation for the purpose of attempting upgrade.*

**Re-sit examination as upgrading attempt.****Rule 12:**

*A student who has passed a course may take a resit exam of that course as an upgrade effort with grading policies being the same as per a normal examination, and shall pay a fee that is 200 % the fee that is applicable for eligible students taking resit examinations for other reasons.*

## **Rules on Progression**

### **Rule 13:**

*A student who, at the end of an academic year, has a cumulative GPA that is below the critical GPA will be required to take in the following year*

- (i) Courses for upgrades plus any failed courses only.*
- or*
- (ii) Reduced course load of new courses*
- or*
- (iii) A combination of (i) and (ii) above.*

*(This rule applies for cases where the below-critical GPA is not occurring for consecutive academic years).*

### **Rule 14:**

*A student with cumulative GPA below the critical GPA for two or more consecutive years will be allowed to register only for upgrades and failed courses.*

### **Other Recommendations (associated with upgrades):**

- a. **Academic Advisement/ Counselling:** Departments should advise students who have poor academic records. Such advisement should be done at least once a semester in order for the student to benefit from it. It is recommended that each student be assigned an academic advisor (from among academic staff) who will be tasked with monitoring the student's academic performance and provide appropriate guidance and counseling as necessary.
- b. Timely submission of mark sheets is essential for advising students and for the upgrading regulations to be properly applied.



- c. Recommendations for upgrading will be closely associated with rules for failures and should be linked with recommendations for progression from one programme year to the next (i.e. students may be required to take reduced load, repeat failed courses only, etc.).

## **INSURANCE**

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

## **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 sessions should have  $\leq 20$  students<sup>11</sup>.

6. Tutorial sessions 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.

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*11) 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*

*12) Similar conditions as for laboratory groups apply.*

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

## APPENDIX1

### 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...

**DEFINITION OF KEY TESTING TERMS (cont'd)**

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.

**DEFINITION OF KEY TESTING TERMS (cont'd)**

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.

**DEFINITION OF KEY TESTING TERMS (cont'd)**

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.

## 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 (upgrade required)!!	

## 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 course outline are:-

- Intimidation, noisy or harassing behavior
- 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.



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