

# University College of the Cayman Islands



## 2007 - 2008 CATALOGUE

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### EXECUTIVE TRAINING

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### **EXPLORING-LEARNING-ENERGIZING**

*It is the policy of the University College of the Cayman Islands to provide equal educational opportunities for all persons irrespective of age, sex, race, colour, nationality, religion or physical handicap. "We will admit all students with the potential and passion to learn. We will challenge students intellectually and prepare them for life in the global market place".*

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# **Academic Calendar**

## **2007 - 2008**

<i>May 07</i>	25	Applications accepted for admission to all Bachelor degree (B. Sc.) , Associate degree and Certificate programmes (for entry in Fall 2007)
<i>June</i>	18-22	Early registration and advising for Fall semester for B. Sc. & Associate degrees students
<i>August</i>	20	Academic Year Begins - Lecturers
	23-24	Faculty/Staff Development Days
	27-31	Registration and advising for new and continuing students in the B. Sc., Associate degree and Certificate Programmes
	24	Orientation for new B.Sc., Associate degree and Certificate students
		<u><i>Fall Semester 2007</i></u>
<i>September</i>	3	All classes begin: B. Sc. degree, Associate degree, Certificate Programme, Professional Programme and Continuing Education courses
	7	Last date to add or drop Bachelor & Associate degrees courses
	24	Registration begins for second rotation of Continuing Education 7-week courses
<i>October</i>	15-24	Mid-semester Examinations – all programmes
	25-26	Mid-Semester Break
	29	7-week courses (second set) begin
<i>November</i>	5	Early Registration and advising for Spring semester for continuing B.Sc. and Associate degree students
	9	Last date to withdraw from B.Sc., Associate degree courses without grade penalty
	12	Remembrance Day – Public Holiday
	16	Last day to withdraw from BSc, Associate Degree courses without grade penalty

<b><i>December</i></b>	3	Registration begins for Spring Semester for Professional Studies and Continuing Education courses
	7	Last day of classes for all programmes – Fall semester 2007
	10-14	Final Examinations – all programmes
	17	Examination Moderation
	19	Grade reports for B.Sc., Associate degree, Certificate Programmes and Professional Programmes available at Reception – Fall Semester
	21	University College closes for Christmas break
<b><i>January 08</i></b>	2	University College reopens.
	4	Staff Meeting 10.00 am
	4	Registration and advising for new and continuing students in the B.Sc. and Associate degree programme
		<u><i>Spring Semester 2008</i></u>
	7	All classes begin: B.Sc., Associate Degree, Certificate Programme, Professional Programme
	7	7-week/14-week Continuing Education classes start
	11	Last date to add or drop B.Sc. or Associate degree courses
	18	UCLES June Examinations – Registration Deadline
	21	National Heroes Day – Public Holiday
	28	Registration begins for 7-week Continuing Education courses
<b><i>February</i></b>	6	Ash Wednesday
	7-8	Mid-semester break
	11-15	Mid-semester exams
	22	Last day to withdraw from Associate/Bachelor courses without grade penalty
<b><i>March</i></b>	3	Early registration and advising for Summer semester for continuing Associate degree students

	10	Registration begins for new Associate degree students
	21	Good Friday-Public Holiday
	24	Easter Monday-Public Holiday
<b><i>April</i></b>	14-18	End of Semester Examinations
	21	Moderation
	23	Grade Reports (all programmes)
		<u><i>Summer Semester 2008</i></u>
<b><i>May</i></b>	5	Registration and advising (all programmes)
	12	Classes begin (all programmes)
	16	Last Day for Add/Drop
<b><i>June</i></b>	Late-May to June	UCLES Examinations
	16-20	Early registration and advising for Fall semester for continuing Associate degree students
	TBA	QUEEN'S BIRTHDAY – Public Holiday
	23-27	Start-Teacher Training Intensive
<b><i>July</i></b>	2	Constitution Day – Public Holiday
	4	End-Teacher Training Intensive
	7	Examination Moderation
	9	Grade reports for Associate degree, Certificate Programmes and Professional Programmes available at Reception – Summer Semester
	10	Graduation
<b><i>August</i></b>	18	Academic Year Begins – Lecturers

# Board of Governors

Mr. Conor O'Dea	Chairman
Mr. Richard Hew	Deputy Chairman
Dr. Hassan Syed	President, U.C.C.I.
Ms. Deborah Drummond	Member
Ms. Sophia Harris	Member
Mr. Steve Hawley	Member
Mrs. Angela Martins, M.B.E. JP	Member
Ms. Susan Olde	Member
Mrs. Eileen Nervik	Member
Mr. Rohan Small	Member
Mr. Robert Geofroy	Secretary

# 1

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## **The University College**

### **History**

Government-sponsored tertiary education in the Cayman Islands began in 1975 when the Community College was established as a part-time institution. From 1976 to 1981 three other institutions - the Trade School, the Hotel School and the Marine School - were founded. These schools were located at different sites and were supervised either by the Ministry of Education or the Ministry of Tourism and Labour.

In 1985, the Government of the Cayman Islands decided to centralise the administration of all public post-secondary educational institutions on the islands. The Hotel Training School, the Marine & Trade Training School and the Secretarial/Business Studies Section of the Sixth Form of the Cayman Islands High School were amalgamated to form the Community College of the Cayman Islands.

In 1987, by an Act of the Legislative Assembly, the College was established as a semi-autonomous post-secondary educational institution.

In 2004, by an act of the Legislative Assembly, the name of the institution was changed from the Community College of the Cayman Islands to the University College of the Cayman Islands.

## **Mission**

UCCI is an institution of higher learning that contributes to the Caymanian society by advancing knowledge and developing creative graduates, and through its cultural, social, economic and environmental activities.

“We will admit all students with the potential and passion to learn. We will challenge students intellectually and prepare them for life in the global marketplace”.

UCCI’s purposes can be summarised in three words:

EXPLORING-LEARNING-ENERGISING

This is our new motto, our ‘Mantra’ for future development.

## **Our Vision**

- ◆ In developing this plan, the whole UCCI community will be consulted about the institution’s future. These are the characteristics that should come to define UCCI:
- ◆ A clear vision in which academic ambitions are the cornerstone of all planning
- ◆ Applied research initiatives, combining individual scholarship with focus, critical mass and thematic areas of activity
- ◆ A diverse, socially representative and able student population experiencing an education that is intellectually demanding and provides skills relevant to the global market place
- ◆ Internationally competitive and profiled
- ◆ Collaborative – locally, nationally and internationally

- ◆ A mutually supportive and equal working environment in which all staff feel their needs are recognised and their contribution valued and rewarded
- ◆ Staff who are united by shared values and common goals
- ◆ Co-operation with students to provide the best environment for their education and well-being
- ◆ Growth in all program areas including plans for postgraduate studies
- ◆ Increased financial independence
- ◆ Decision-making that is consultative, transparent, inclusive and well communicated
- ◆ An organisational structure that collocates decision-making, financial control, administration and accountability
- ◆ Acknowledged contributor economically, socially and culturally to the Cayman Islands and the Caribbean region.

## **Our values at UCCI**

Everything we do must be guided by these values:

### **Truth**

We seek truth, respect truth and try to impart it to others

### **Diversity**

We value diversity among our staff and students, and respect diverse points of view as part of our commitment to academic freedom

### **Innovation**

Our work must be new as well as true. We innovate in teaching as

well as in making new knowledge

### **Inspiration**

We inspire our students and help them transform their lives

### **Lifelong Learning**

We value learning for its own sake, not as a one-off investment but as a lifelong commitment

### **Partnership**

We are keen that our students, staff, community and partner organisations should work as a team

### **Service**

We have a duty to our students and to the Caymanian society to fulfil our mission and, in doing so, to make a positive impact on people's lives

### **Equity**

We believe that the opportunities UCCI offers its students and staff are precious and that access to them must be fair

### **Transparency**

We want to be open and accountable in our decision-making

### **Commitment**

We want our staff and students to feel committed to and satisfied in their work.

## **Goals**

- ◆ To provide high quality education in career, liberal arts and transfer programmes;
- ◆ To encourage the maximum development of student potentials;
- ◆ To develop the competence of undergraduate students in basic skills;
- ◆ To prepare students in career programmes to meet the standards and competencies required for employment;
- ◆ To foster social and political awareness and involvement in the community through academic programmes and extra-curricular activities;
- ◆ To respond to the varied educational needs of the local community through a broad range of continuing education, career training and community service programmes;
- ◆ To develop new educational programmes in response to the economic development needs of the community in collaboration with the Cayman Islands Government, the Chamber of Commerce, and other local associations;
- ◆ To provide a systematic process of review that assures the realisation of the mission and goals of the University College.

## **Governance**

Governance of the College, as stipulated in the Community College of the Cayman Islands Law, 1987, and its subsequent revisions is the responsibility of a Board of Governors and an Academic and Advisory Committee.

### **Board of Governors**

The Board of Governors, which consists of the President, the Financial Secretary or his nominee, a representative of the Minister of Education, four members selected from the bodies representing financial, industrial, commercial and other institutions, and two other

members, governs, manages and controls the University College. The Governor in Council appoints all members for a period of three years.

### **Council of Chairs**

The College is divided into six Departments for Administrative Purposes: Business Studies, Computer Science and Technologies, Education, Mathematics and Science, Social Sciences each headed by a Department Chair. The Council of Chairs, comprising the Department Chairs of each of the six Departments of the College, has responsibility for operational aspects of the functioning of the University College.

### **Administrative and Academic Committee (AAC)**

The Administrative and Academic Committee is the second statutory management body of the University College and, subject to the Board's approval, has responsibility for considering, approving, or submitting for approval by the Board, recommendations on all matters pertaining to the functioning of the University College.

The Administrative and Academic Committee comprises the President, the Department Chairs, two members of the Board of Governors, a faculty member elected by the instructional staff, a student representative elected by the student body, and senior member(s) of the academic or administrative staff, as approved by the Board of Governors.

### **Professional Advisory Committees**

In addition to the Board of Governors and the Administrative and Academic Committee, Professional Advisory Committees serve in an advisory capacity, to assist in the identification of training requirements, and to assess the effectiveness of training programmes offered at the University College. The Committees utilise the expertise available outside the University College for institutional and curriculum development, and for stimulating support, both moral and tangible, for the work of the University College.

The Department Chairs may appoint advisory sub-committees for each area of concentration offered by the department.

## **Organisation and Structure**

The University College is organised into six academic departments: Mathematics & Science, Business Studies, Computer Science and Technology, Social Science and Humanities, Education and Continuing Education. Each is administered by a Chair of Department who is appointed for two years with a maximum term of four years.

## **Campus and Facilities**

The University College campus is situated off Walkers Road, adjacent to the Truman Bodden Sports Complex, behind the John Gray High School. There are six buildings on the campus.

The **Layman Scott Technology Building** consists of a kitchen and workshops for Electrical Installations, Construction, Woodwork, Air-Conditioning and Plumbing.

The **Benson Ebanks Technical/Administration Building** has classrooms, a technical drawing workshop and electronics workshop on the first floor, and staff offices, the main administrative offices and Reception on the second floor.

The **Sybil McLaughlin Business Studies Building** houses the training facilities for hospitality studies, a computer laboratory and eight classrooms.

The **James Bodden General Studies Building** has classrooms on the first floor and laboratories for science and computing on the second floor.

The **Sam Basdeo University College Library** has a broad collection of books and other resource materials chosen to support courses offered by the University College.

The **Sir Vassell Johnson Multi-Purpose Hall** provides students with academic facilities, a computer facility with access to the Internet, sporting facilities and a canteen. It also serves as a venue for meetings and University College functions and as a hurricane shelter. A small rental fee is charged to the public for its usage.

## Campus Services

### Library

The **Sam Basdeo Library** is a centre of activity for study and research and the intellectual heart of the institution. Housing a collection of over 17,000 volumes of books, media, and periodicals, the Library provides students, staff, and Community Members with the latest in reference materials, historical and current information on Cayman, and access to the World Wide Web and professional reference services. The Library has particularly strong collections in the areas of business management, building trades, engineering, hospitality management, economics and financial services.

### Library Membership

Students enrolled in full-time and part-time programmes at the University College receive borrowing privileges at the Library through use of the Student ID, which also serves as a library card. Continuing Education students and others in the community may apply to become **Community Members**. This entitles the Member to full use of the Library's collection and facilities. Details on membership applications are available from the Librarian.

### Library Hours

The Library is staffed by a professional Librarian and Library Assistants from 8:00 am to 7:30 pm Mondays through Thursdays, and 8:00 am to 4:00 pm on Fridays during the academic term. When classes are not in session, the Library closes at 4:30 pm and is closed on public holidays and weekends. The library is closed during the Summer vacation.

These hours are subject to change depending on the University College schedule and student need.

### **Textbooks**

The University College provides books for sale for most courses offered in the full-time and part-time programmes. Books can be purchased during the regular hours of operation of the cashier's office. Book sales are conducted in the Book Store located downstairs from the reception area on the second floor of the Technical/Administration Building. Students who wish to obtain textbooks elsewhere are responsible for ensuring that the correct items are obtained. The University College will accept no responsibility for problems that may arise when textbooks are purchased from other sources.

### **Health Insurance**

All students, irrespective of nationality, will be required to assume responsibility to provide insurance coverage for medical, dental and optical treatment. Students are required to present proof of medical insurance before registering for courses.

### **Accommodation**

The University College does not provide on- or off-campus accommodation for students. Students are required to make their own arrangements for accommodation.

# 2

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## Admissions

Admission to the courses offered in the Executive Training Programme at the University College of the Cayman Islands is open to professionals legally resident in the Cayman Islands with a right to work. However, other persons may be admitted in special circumstances approved by the Board.

### Executive Training Programmes

Students desiring to enrol in one of the Executive Training programmes must possess both adequate and appropriate preparation in the area of study according to the requirements of the programme.

Admission into programmes is competitive, and in cases where places are limited, acceptance will be determined by the Director of the Executive Training and in some cases a personal interview may be required.

Some programmes have additional requirements for entry. Details of these requirements can be found in the catalogue in the respective programme outlines.

*NOTE: In all cases, students must have obtained an acceptable standard of literacy and numeracy before acceptance into a programme. Students who have deficiencies in these areas will be referred to the appropriate Continuing Education*

*courses and advised to apply to the Executive Training programmes after these deficiencies have been corrected.*

## **Immigration Requirements**

Applicants who are not Caymanian or holders of Caymanian status and who wish to enrol in classes offered at the University College must have immigration clearance, prior to attending the University College; students should apply at least three months before the semester begins, to the Immigration department for the grant of a student visa. This is the sole responsibility of the student. Please note that students will not be allowed to attend classes, without proper Immigration approval. Further information on immigration requirements can be obtained from The Immigration Department, P.O. Box 1098, Elgin Avenue in George Town. Tel. (345) 949-8344.

## Application Procedure

All enquiries should be forwarded to:

The Registrar (Professional)  
**University College of the Cayman Islands**  
168 Olympic Way, P.O. Box 702 GT  
Grand Cayman, Cayman Islands KY1-1107  
Tel: (345) 949-9580 x 201 • Fax: (345) 949-6781  
Email: [registrar@ucci.edu.ky](mailto:registrar@ucci.edu.ky)

Application forms may be picked up in person at the University College Reception during regular office hours or may be downloaded from the University College web site (<http://www.ucci.edu.ky>).

All applications must be returned to the University College with proof of nationality (copy of passport and/or birth certificate), a passport-size photo, full academic records (e.g. high school transcript and examination certificates) and the non-refundable application-processing fee (\$25.00). Applicants seeking admission, as Mature Students must provide evidence of relevant employment experience, as specified above.

Applications for admission are accepted for entry in Fall of each academic year.

# 3

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## **Fees**

Every person admitted into a course or programme leading to a Certificate, Diploma or other University College Award must pay tuition and other fees as outlined below. All tuition and fees are due the first day of each semester. The schedule of fees is subject to review from time to time.

### **Application Fee**

A non-refundable fee of \$25.00 is charged for processing applications for all full- and part-time programmes offered by the University College. This fee must be paid upon submission of the application. There is no application fee for courses offered through the Continuing Education Department, but payment in full is required when registering in those courses.

### **Student ID Fee**

Upon acceptance into a programme at the University College, each student will be required to pay a \$10.00 fee to receive a Student ID card before completing the registration process. The ID card also serves as a library card, providing the student with access to the University College Library, and will be used for entry in to examinations. *ID cards are not issued to students enrolled only in Continuing Education courses.*

## Tuition Fees

### Executive Training Programmes

CEMBA	\$ 1,000.00/course
CAT	
-Level 1	\$ 425/course
-Level 2	\$ 475/course
-Level 3	\$500/course
Diploma in Education	
- Caymanian/Qualified Residents	\$ 5,000.00
- non-Caymanian	\$ 6,000.00

*NOTE: Qualified Residents are persons legally resident and physically present in the Cayman Islands for at least ten consecutive years immediately prior to enrolment. Students will be required to present proof of their eligibility for fee assessment as a Qualified Resident at the time of registration.*

### Activity Fee

Each year during registration a student activity fee of \$20.00 is collected to fund a variety of services and activities for students.

### Special Fees

Challenge examination	\$ 75.00
Graduation	\$ 60.00
Make-up examination	\$ 50.00
Late Registration	\$ 30.00
Grade appeal	\$ 30.00
Miscellaneous Letters	\$ 10.00
Transcripts (first copy)	\$ 10.00
Course change (add, drop, change)	\$ 10.00
Student ID (replacement)	\$ 10.00

The University College reserves the right to refuse registration for further study to anyone in debt to the University College. No individual who is in debt to the University College shall be granted any University College award including Diplomas and Certificates, nor shall such individuals be issued transcripts.

## **Bounced Cheques**

The University College reserves the right to refuse registration and withhold services to any person whose cheque is not honoured by their bank. The charge for all such cheques will be \$ 40.00.

## **External Examination Fees**

Students are required to pay fees for all external examinations, as determined by the relevant Examining Board.

## **Refund Policy**

The University College will refund the entire tuition fee if the University College cancels a course or programme. Otherwise, refunds, when granted, will be no greater than the following schedule permits:

### **Full-time Certificate Programmes**

Before first scheduled class	95%
Withdrawal during first two weeks	75%
Withdrawal after 2 weeks	Nil

## **Financial Assistance**

Various assistance programmes are available to University College students. The following is a partial list of the scholarships, bursaries and student loans available.

## **Local Companies**

Many individual companies sponsor students or award scholarships.

## **Board of Governors Scholarship**

Each year, the University College Board of Governors awards a full scholarship to the most outstanding Caymanian academic student entering the full-time Associate degree programme.

## **C. I. Government Education Council Scholarships**

Caymanian students enrolled in Certificate, Associate degree or Bachelors degree programmes may be eligible for Government scholarships offered through the Education Council. For more information please contact the Secretary of Education Council, Education Department at (345) 945-1199.

## **C. I. D. B. Student Loan Scheme**

The Cayman Islands Development Bank (C. I. D. B.) offers loans to qualified Caymanians or Permanent Residents who are enrolled at the University College. Further information may be obtained by contacting the C. I. D. B. office at (345) 949-5277.

## **Tuition Payment Plan**

Qualified students may apply for a Tuition Payment Plan that allows them to spread tuition payments throughout the semester. In all cases, students are required to pay one third of total tuition costs upon enrolment. Payments must be completed prior to final examinations.

Please check with your employer before you register for courses, as some employers will sponsor further study whilst working. Any additional information required and all relevant forms can be obtained from the Reception Office at the University College.

# 4

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## **Student Regulations**

### **General Regulations**

#### **Behaviour**

Students are expected to behave in an exemplary manner at all times, in and out of the University College.

#### **Dress**

Dress must be neat and modest, and must conform to rules specified by the University College and the department in which the student is enrolled, as approved by the Academic and Administrative Committee.

#### **Disruption of Class**

Students must not indulge in noisy behaviour or act in any other way that is likely to disrupt a class in session.

#### **Fighting**

Students should not indulge in rowdy quarrels or in fights within the University College premises, while on work experience, or on the way to or from the University College.

**Offensive Weapons**

Students should not have in their possession any offensive weapons, i.e., any object made, adapted, or intended for the use of causing bodily injury.

**Alcohol**

Students should not consume or have in their possession for the consumption of, any alcoholic beverage on the University College premises or on the way to the University College.

**Drugs**

Students are reminded that the possession or consumption of prohibited drugs at any time is a criminal offence, and, apart from the legal consequences, may lead to expulsion from the University College.

**Smoking**

Smoking is prohibited inside all University College buildings.

**Attendance**

Students must maintain a 90% attendance record in each course. Absences must be explained in written communication to the lecturer as early as possible. Excuses for absence of three consecutive days or more must be supported by evidence acceptable to the University College, e.g., a medical certificate in case of illness, or a letter from a responsible relation or sponsor.

**Punctuality**

Classes begin promptly at the times indicated on timetables. Students must make every effort to be punctual for classes.

Arrival, five minutes, after the scheduled start time of a class will constitute as lateness (L). At the discretion of the class teacher, latecomers may be refused admission to a class session and/or marked absent (A); this absence will be included in the calculation of attendance.

## **Respect for Property**

Students should not deface, damage or otherwise abuse any property of the University College and no property should be removed without the necessary permission.

## **Observance of Rules**

Students shall observe all other rules, regulations or code of conduct issued by the University College from time to time.

*NOTE: In these Regulations, "University College buildings" refer to any building, or location where classes and/or activities, under the aegis of the University College are held. These rules are in place for the benefit of everyone, no exceptions are made.*

## **Cheating**

All forms of cheating are prohibited. Anyone who permits his/her work to be copied will be considered to be as guilty as the person who cheats. The penalty for cheating will be an automatic zero for the test or assignment in the case of the first offence. The penalty for subsequent offences will be suspension or expulsion.

## **Penalties**

A first offence of a relatively minor nature will normally incur a warning from a member of the lecturing staff or a department head.

Students found disrupting a class or engaging in grossly disrespectful behaviour may be asked to leave that particular class by the lecturer or department head for the duration of the class.

Infractions of a serious nature or repeated infractions shall be reported to the President. After examination of the report the President will hear the student's case and if punishment is justifiable, he may decide upon suspension of up to one week from University College and/or termination of tuition assistance, where applicable.

The Disciplinary Committee of the University College will determine more serious penalties such as long-term suspension and expulsion, or any body delegated for that purpose.

Students who are suspended or expelled will have the right of appeal within seven days to the Board of Governors.

A student who is expelled from the University College will not be allowed to register for any course or programme within one year of the date of expulsion.

# 5

## **Executive Training Programme Regulations**

### **Duration of Programmes**

The Executive Training programmes, offered by the University College, are designed for completion within two years of part-time study. However, in certain cases it may be possible to complete some programmes over a longer period of time.

### **Period of Candidacy**

Students are given a fixed period of time in which to satisfy the requirements for their programme of study after enrolment. The maximum period of candidacy for the programmes at the University College is four academic years. All requirements for the programmes must be completed within that time period.

### **Cancellation of Candidacy**

If a student does not complete all of the requirements of his/her programme within the allotted time, both the programme and the registration for that student will be cancelled.

In such cases, all grades accumulated in the programme may be cancelled and all records closed.

## Assessment of Grades

It is the policy of the University College of the Cayman Islands to provide continuous assessment of the student's performance rather than to rely solely on final examinations.

Performance is assessed at the end of each semester on the following basis:

<u>Grade</u>	<u>Description</u>	<u>Grade Point</u>
A	Outstanding	4.00
B+	Very Good	3.50
B	Good	3.25
B-	Above Average	3.00
C+	Satisfactory	2.50
C	Average	2.25
C-	Below Average	2.00
D	Unsatisfactory	1.00
F	Fail	0.00

A grade will be issued for each course at the end of each semester, and every student in a programme will receive a grade report. These grades will be posted to the student's permanent record and will form part of the official transcript.

### Grade Point Average (GPA)

The GPA or Grade Point Average is a weighted average of the course grades received and is used to determine graduation eligibility, honours, probation and suspension.

The G.P.A. is computed as follows:

1. Multiply the credit value of each course by the numerical value of the grade of the course e.g. B+ = 3.5.
2. Total the number of credits for all courses involved.
3. Divide the result of step 1 by the result of step 2.

Students must have a cumulative GPA of 2.0 in order to graduate from the University College.

## **Grade Appeal**

Every precaution is taken to ensure that all examinations and assignments are properly evaluated and that marginal or failed examination papers are re-read as a matter of course. Nevertheless, a student may appeal a final grade if he/she feels that an error was made in arriving at the grade.

To appeal a final grade, a student must submit a petition in writing to the Office of the Registrar within one week of receiving the grade report or within two weeks of the date the report was mailed.

A fee of \$30.00 will be charged for each grade appeal. External examiners will moderate all appeals.

## **Re-sit Examinations**

A student who passes more than half of the subjects in a programme will be allowed to make up deficiencies by re-sitting the final examination in each subject in which a grade of 'D' was awarded and/or repeating all failed subjects. Students will be allowed four years in which to make up all deficiencies.

## **Make-up/Alternative Examinations**

A student who misses all or part of an examination because of illness or death in the family must petition in writing for special consideration to sit an alternative examination.

The petition, with a medical certificate or a death certificate, should reach the Office of the Registrar within five days of the date of the missed examination.

If the petition is successful an 'I' signifying incomplete will be assigned for the course and the student will be allowed, without penalty, to sit an alternative examination. There will be no grade penalties for approved re-sits.

## **Course Repeats**

A student who fails half or more of the subjects in a programme must repeat the entire programme.

## **Incomplete Work**

Students who are prevented from completing the requirements of a course for reasons deemed sufficient by the University College will have the designation 'I' assigned for the course with a time period assigned for the completion of any outstanding requirements.

If all requirements for the course are not satisfied within the stipulated time, a grade of 'I' will be assigned and will be used in the computation of the GPA.

## **Academic Probation**

Students must make every effort to keep up with their work, complete assignments and maintain a satisfactory level of performance in all course work and periodic assessments. A student who is not performing satisfactorily will first be advised of his/her deficiencies and warned by the Chair of the Department that failure to improve may result in academic probation.

Any student who fails to achieve and maintain good academic standing, normally defined as a GPA of 1.75 or greater, or by not maintaining the competency skills requirement of the programme will be placed on probation. Probation is a warning that if, in a given semester or within a specified period, deficiencies are not rectified, the student may be required to withdraw from the University College.

The decision to place a student on probation or to ask a student to withdraw will be made by the Administrative and Academic Committee, or any body delegated for that purpose.

Students placed on probation will have the notation "Academic Probation" placed on their permanent records following the semester in which the probation action occurred.

A student who is asked to withdraw from the University College for academic reasons may be required to stay out of the University College for a period of up to one academic year. Students who are asked to withdraw will have the right to appeal within seven days to the Academic Advisory Committee.

## **Academic Records**

The student's academic record is confidential to the student and the University College and transcripts will only be released to others upon receipt of a signed request from the student or completion of a Transcript Request Form and the payment of the requisite fees.

## **Certification**

In internally assessed programmes, aggregate scores are used in conjunction with subject grades to determine whether a student satisfies the requirements for University College certification. Certificates are awarded in two categories:

Pass with Merit	GPA 3.5 or above
Pass	GPA 2.0 to 2.99

Irrespective of average, no certificate will be awarded to a student who fails a subject in the programme (receives a grade of 'F'). A student with a GPA of 2.0 or greater and no more than two grade 'D' will be considered to have satisfied the requirements of the programme for University College certification.

## **Graduation**

Students who expect to complete the requirements of their programmes at the end of the current semester must apply to graduate by the posted deadline. Students will be required to fill out the appropriate forms and pay the graduation fee (which includes

payment for the cap and gown). Students who fail to complete the application for graduation will not be allowed to participate in the graduation ceremony.

# 6

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## **Executive Training Programmes**

The University College offers a number of Executive Training programmes designed to allow persons employed in local industries to develop their professional skills. These programmes are normally offered on a part-time or day release basis.

Three Executive Training programmes are offered at the University College:

1. Diploma in Education
2. Certified Accounting Technician
3. Certificate in eMBA Studies

## **Certified Accounting Technician**

The CAT, which is bring run in conjunction with the Association of Chartered Certified Accountants, comprises a combination of exams and practical experience and is designed to equip persons with all the necessary technical skills and knowledge required to fulfill the accounting role to the technician level. It also provides the foundation to become a professional ACCA accountant. The CAT qualification is internationally recognized and highly regarded. It can lead to a challenging and rewarding career.

### **Structure**

The course is divided over two semesters (fall and spring) and students will only be certified once they complete the entire programme. During the fall, applicants will register for the Introductory and Intermediate level classes and in the spring the Advanced level classes will be offered.

### **Admission requirements**

There are no formal requirements and you will be expected to complete all three levels of Certified Accounting Technician examinations.

### **Courses**

#### ***Introductory Level (Level 1)***

Paper 1 Recording Financial Transactions

Paper 2 Information for Management Control

#### ***Intermediate Level (Level 2)***

Paper 3 Maintaining Financial Records

Paper 4 Accounting for Costs

#### ***Advanced Level (Level 3)***

Paper 5 Managing People and Systems

Paper 6 Drafting Financial statements

Paper 7 Planning, Control & Performance Mgmt.

**Two options from:**

Paper 8	Implementing Audit procedures
Paper 9	Preparing Taxation Computations
Paper 10	Managing Finances

**Schedule:**

The Introductory and Intermediate level classes will usually be offered in the fall and the Advanced Level in the spring. All classes will be offered on Tuesdays or Thursdays from 5:30-8:30p.m.

**Mandatory.**

Students must register on <http://www.accaglobal.com/join/cat/> in order to be eligible for the certification, there are also paper-based exams offered by the ACCA which participants must sit before they can receive certification.

**ACCA Fees\***

- Registration Fees £55
- Annual Subscription (payable from January 1, following date of registration) £55
- Examination fees payable before each exam:
- Introductory Level : £34 per paper
- Intermediate Level : £34 per paper
- Advanced Level : £39 per paper

\* Fees are subject to change

## **Certificate in eMBA**

The CEMBA programme is a joint offering between the University College of the Cayman Islands, (UCCI), and the Joseph L. Rotman School of Management of the University of Toronto. Graduates will receive an official Certificate in EMBA studies from the Rotman School of Management of the University of Toronto and UCCI.

### **Focus**

The certificate provides the essentials of an Executive level MBA education and is primarily geared for persons at the middle and senior management level in business and government.

### **Program structure**

The eight course programme will run over a period of one year and each course will last 2 days. The courses will run for the entire day over the weekends, on (Friday/Saturday) or, (Saturday/Sunday). All of the courses will be taught by professors from UCCI and the Rotman School of Management (University of Toronto). At the completion of the course there will be a graduation dinner and awarding of certificates from the Rotman School and UCCI.

### **Courses:**

- Leadership and Management
- Project Management and Business Improvement
- International Trade and Economics
- International Accounting and Finance
- International Marketing
- Strategic Human Resource Management
- Business Strategy
- Organization Governance

The courses will incorporate practical, results-oriented education and rigorous academic instruction.

**Costs:**

The course fee for each of the two day modules is CI\$1000 and that includes all course material and refreshments. The eight courses can be taken together towards the certificate, or as stand alone courses.

**Executive Training Centre**

The venue for the courses is our state of the art conference center, equipped with the latest audio-visual technology.

## Diploma in Education

The Postgraduate Diploma in Education allows students to gain a sound understanding of the key factors within educational theory, policy and practice. The program aims at encouraging qualified Caymanians to enter the noble realm of teaching.

The one year Diploma in Education also provides opportunities to focus on topics that are most relevant to a career in education – from teaching in the Cayman Islands, technology in the class room, evaluation in education to theories of learning and teaching. A research component is included.

To help you fit study around the other demands of your life, the Post Graduate Diploma is also being offered on a part time basis.

### **Background Information**

A Post Graduate Diploma in Education (UCCI) will be awarded in the Secondary and Primary Education in the professional areas approved by the President, Faculty and Board of Governors as prescribed and offered.

### **Admission requirements**

To be eligible for admission to the program, candidates must meet the following requirements:

- Must be a member of the teaching staff in a government or, private school
- Must be seeking a teaching certificate to move to the next level of their career
- \*Should have Bachelor's degree from an accredited institution
- Must show an interest in the area of teaching
- Have a desire and willingness to positively influence the lives of Caymanian and other students

\* Associate degree holders are eligible to apply with certain conditions. Please check with UCCI for details.

### **Courses**

- ED 400-Teaching in the Cayman Islands
- ED 430-Philosophy and Sociology of Education
- ED 420-Psychology of Education
- ED 440-Measurement and Evaluation
- ED 450-Literacy and Numeracy in the content area
- ED 460-Technology in the Classroom
- ED400-Teaching in the subject area (ED 400S=Secondary Education; ED400EP)

Students must complete three (3) 1/2 day sessions for the duration of the course (Special Education, Gifted and Counseling the student). The requirement will be waived if the student can show that they have completed a course in the area listed. The requirements must be satisfied for graduation.

# Course Descriptions

## **ED 400 Teaching in the Cayman Islands**

The course provides an overview of teaching in the Cayman Islands. Focus will be on the educational system of the Islands as the course will focus on the schools, students, past educational structure, future plans, and philosophy of Cayman education. This course will exploit strategies that may be used to enhance the teaching of students in the islands.

## **ED 400S Teaching in Secondary Education**

This course will comprehensively cover areas of classroom management and methods of teaching in the secondary school. Lesson planning, teaching methods, teaching practice, and portfolio development are integral parts of this course. The focus of this class is to help teachers use appropriate methods to disseminate knowledge in the classroom. Teaching in the secondary classroom will hinge on the philosophical premise of continuous improvement. Additionally, the course will embrace the use of technology, learner driven outcomes, and reflective processes to address pertinent areas in the teaching of specific subject areas.

## **ED 420 Psychology of Education**

The course examines the principles of psychology and how it can be applied to the teaching-learning process to enhance instructional strategies. Therefore it includes the study of developmental and learning theories, instructional approaches and learning environments.

## **ED 430 Philosophy and Sociology of Education**

This course explores the philosophical and sociological

underpinnings of education through and appreciation of the work of philosophers and their contributions. It enables participants to apply their knowledge to (1) develop their personal philosophy of education (2) analyze current issues in schools and (3) be reflective about the relationship between the role of education and the larger society that education helps to shape.

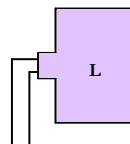
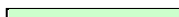
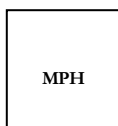
### **ED 440 Measurement and Evaluation.**

The purpose of the course is two-fold. It provides participants with an overview of the theoretical foundations of test and measurement and its application in education. It also exposes participants to various forms of assessments: strengths, limitation and applications in the classroom, as well as the link between assessment and educational objectives and best practices in measurement and evaluation.

### **ED 460 Technology in the Classroom**

The course in educational technology for teachers will focus on an understanding of the role and uses of information, communication and technology (ICT) in effectively teaching students. The implementation of technology as a means of supporting curriculum development is germane to this course. Additionally, the class will introduce the practical implementation of technology in the classroom. It will also reflect on the on-going change in the field of communication and will focus on relevant research and best practices used in the area of technology.

## **Campus Map**



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