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STUDENTS' HANDBOOK

Disclaimer

The Caribbean Maritime University Handbook is provided for the convenience of current students, prospective students and staff alike. It sets out the Caribbean Maritime University's regulations governing the programmes offered, policies and guidelines, description of programmes and courses offered on the Palisadoes Campus, the Montego Bay Campus (WJC), and any other campus offering the University's programmes. The current edition was finalized on **August 25, 2024**. A concerted effort was made to eliminate all errors, but students must check their respective Faculty offices and their department at the start of the semester and during the course of the academic year for updates as well as corrections to any error or omission that have come to light subsequent to the finalization of the Handbook. Students should always check with the latest Faculty Handbook when considering programme alternatives and for course offerings.

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President's Message

Welcome to the 2024/2025 academic year at Caribbean Maritime University! Whether you are joining us for the first time or returning to continue your journey, I am delighted to welcome you to our vibrant community. At the CMU, we are *#CreatedForYou* and committed to providing you with an enriching educational experience that prepares you for the dynamic world of maritime, shipping and logistics, engineering and beyond.



As you embark on this new academic year, I encourage you to take full advantage of the myriad of possibilities available to you. Firstly, let me boast about the exceptional educational opportunities – we are proud to have some of the best minds in the field lecturing here at the CMU. Learn from their expertise, ask questions, and immerse yourself in the wealth of knowledge they bring.

Secondly, our campus is home to numerous clubs and societies that cater to a wide range of interests, from academic and professional development to cultural and recreational activities. These organisations provide an excellent platform to develop leadership skills, forge lasting friendships, and create unforgettable memories.

In addition to our clubs and societies, the CMU offers a robust sports programme designed to keep you active and healthy while fostering teamwork and school spirit. Whether you are an avid athlete or looking to try something new, our sports teams await your participation.

Furthermore, the CMU is proud to offer a variety of scholarship opportunities to support your academic and personal growth. I strongly encourage you to explore these options and apply for the scholarships that align with your aspirations and achievements. Our dedicated staff is here to guide you through the process and ensure you have the resources you need to succeed.

Your time at the CMU is not just about academic achievements but also about personal development and making a positive impact. Engage with your peers, seek out new experiences, and challenge yourself to grow both inside and outside the classroom. Remember, the relationships you build and the skills you acquire here will serve you well beyond your university years.

Welcome once again to CMU. Let's make this academic year a remarkable chapter in your journey.

Prof. Andrew Spencer, PhD, CD, JP
University President

Message from the University Registrar

Welcome to the Caribbean Maritime University for the 2024/2025 academic year! It is my pleasure to extend a warm greeting to both our new students embarking on this exciting journey and our returning students continuing their academic pursuits.



As the University Registrar, I am here to ensure that your experience at CMU is smooth and fulfilling. My office is dedicated to providing you with the support and resources you need to navigate your academic journey successfully. From course registration and academic records to graduation requirements, we are here to assist you every step of the way.

At the CMU, we believe that a well-rounded university experience goes beyond the classroom. I encourage you to engage actively in the various clubs, societies, and sports activities available on campus.

These extracurricular opportunities are designed to enrich your university life, help you develop new skills, and create lasting relationships.

We understand that university life can sometimes be challenging, and you may encounter difficulties along the way. Please remember that my office is always open to you. If you face any issues or need guidance, do not hesitate to reach out. We are here to support you and ensure that your time at the CMU is as rewarding as possible.

In addition to academic support, I encourage you to explore the various scholarship opportunities available. Our team is here to help you find and apply for scholarships that can aid in your educational journey.

Your success is our priority, and we are committed to helping you achieve your goals. Embrace the opportunities, seek assistance when needed, and make the most of your time at CMU.

Again, welcome to the CMU. Let's work together to make this academic year exceptional.

Keisha Walker, BSc; PGD; MA
VP, Administration/University Registrar

Message from the President, Students' Union

I am honored to address you as the President of the CMU Students' Union and extend a warm welcome to both new and returning students. As you embark on your journey at the Caribbean Maritime University, the only Maritime University in the English-speaking Caribbean, I want to express my heartfelt commitment to ensuring that your university experience is enriching, empowering, and memorable.

The CMU Students' Union serves as the voice of the student body, advocating for your needs, concerns, and aspirations. We are here to support you throughout your time at CMU, champion your interests, and foster a vibrant and inclusive campus community.

Our primary goal is to enhance your student experience by providing a platform for student representation, promoting student well-being, and fostering a sense of belonging. We are committed to creating an environment that encourages academic success, personal growth, and engagement in extracurricular activities.



To achieve these objectives, the Students' Union works collaboratively with the various stakeholders (university administration, faculty, etc.) to address the challenges you may encounter and to create opportunities that facilitate your success.

The CMU Students' Handbook is an essential resource that outlines the policies, procedures, and resources available to you as members of our vibrant academic community. It serves as a guide to navigate your academic journey, understand your rights and responsibilities and access the vast array of support services and opportunities offered by the university. I encourage each and every one of you to familiarize yourself with the contents of this handbook.

On behalf of the CMU Students' Union, I wish you all the best for the upcoming academic year. May it be filled with growth, inspiration, and lifelong friendships.

Teresa White
Fourth Year Student, BSc. Customs Process Freight Forwarding and Migration President, CMU Students' Union (2024/2025)

The CMU Brand and Images

MISSION STATEMENT

Redefining maritime excellence through education, research, and innovation.

VISION STATEMENT

To become the university of choice for the development of industry-ready leaders for the maritime economy.

QUALITY POLICY

The Caribbean Maritime University is committed to delivering quality education and training services to our customers, while promoting competence, professionalism, and regard for safety and the environment.

UNIVERSITY COLOURS

The university has three official colours: burgundy, white and navy blue.



The CMU Crest

The Crest is one of the most identifiable elements of the CMU brand and one of the most important. It comprises specially selected elements that together embody the CMU. This University crest consists of: two dolphins, two corals, an anchor, a map of the Caribbean and a helm.

The Coral speaks to maritime significance and functionality. They also serve as a habitat for diverse species of fishes, which translates to the University's ability to act as habitat and safe haven by culturing tremendous amounts of students, having different backgrounds and diverse cultures.

The Dolphins: The dolphins symbolize the prosperity of the university. The university, was first established as a training institution in 1980 and has continued to prosper and grow into a university. They also speak to differentiation, intelligence and innovation

The ship's wheel/helm: represents direction and focus

The map of the Caribbean: Primary focus of service and human resource development

Anchor: symbolizes being grounded

The CMU Logo

The logo is the primary mark of identification of the University and is to be used on the letterhead, branded materials and majority of the University printed and electronically transmitted communications.

The logo is composed of three (3) parts; the bold letter C, M and U (in navy blue), the name of the institution – Caribbean Maritime University (in maroon) and an image of a ship with three impressions of waves underneath it. When using the logo, it must be represented exactly as shown. If any of the three parts are not present, the logo is incomplete.

The ship at the top of the 'M', symbolizes the specialized nature of the university, as a maritime university, and represents the constant mobility of the institution, as one that has continuously advanced over the years, and one that is always finding new and innovative ways to maintain its vision of being a maritime university of choice for global leaders. The ship also symbolises the university's vast connections with other international maritime entities, and other global universities.

The logo can be used in two colour formats:

- o In navy blue and maroon, on a lighter background, that will not clash with the colours of the logo.
- o In all white, where the background is too dark for the colours of the logo or colours might clash.
- o **The logo should not be represented in any other colour(s).**

The logo must be placed on the top left of the design, and other logo can be placed on the top right. There should be no objects or layers covering or obstructing the logo or parts of the logo.



University Anthem

Verse 1

Blue ocean our philosophy
Our ceiling is the sky
With God the captain of our ship
Our lives exemplify

Excellence through innovation
Globally certified
Unique, well trained and competent
With passion in our stride

Chorus:

The harbour is our backdrop,
The sky, the sea so blue
Ready for the world, we are CMU
Discipline, integrity, our value shining through
In harmony with earth and sea, we are CMU.

Verse 2

The Caribbean Maritime University
Creating women and men worthwhile
World citizens with global reach
Who go the extra mile.

Re-engineering industries
We'll row the nation's boat
From far and wide our partners come
In harmony we float.

Chorus:

The harbour is our backdrop,
The sky, the sea so blue
Ready for the world, we are CMU.
Discipline, integrity, our value shining through in harmony with
earth and sea, we are CMU.



Chapter 1: STRUCTURE OF THE UNIVERSITY



1.1 HISTORICAL OVERVIEW

The Caribbean Maritime University (CMU) is a tertiary institution specializing in Maritime education, applied research and training, for professional seafarers and associated industry personnel, covering land, sea and air. The University began as the Jamaica Maritime Training Institute (JMTI) as a joint project between the Jamaican and Norwegian Governments in September 1980 with the Ministry responsible for Transport having oversight responsibility. It later became a statutory body under the laws of Jamaica (JMI Act) on January 4, 1993 and was renamed the Jamaica Maritime Institute (JMI). A further strategic name change took place in 2001 to reflect the regional scope and dimension of the Institute's operations, hence the emergence of the Caribbean Maritime Institute (CMI). A further name change occurred on September 28, 2017, and the CMI became the CMU by an act of parliament. As a part of the transition process, on January 1, 2018, the oversight ministry was changed from the Ministry of Transport and Mining to the Ministry of Education, Youth, and Information.

Jamaica sits at the crossroads of international trade covering both sea and air. It is within 32 miles (51 km) of east to west and north to south trade routes, linking the Panama Canal, thus making Jamaica an ideal trans-shipment hub for global trade. Since the global re-cession in 2008, the traditional shipping industry has reinvented itself. Trans-shipment is now viewed as a cost to shipping lines which have now shifted their focus to create greater value for their customers. The tra-

ditional shipping industry is subsumed in the global supply chain which essentially is a network of trading partners. Logistics is the glue that holds them together. The Jamaican Government has adopted shipping and logistics as a key growth strategy which has been endorsed by Multilateral Agencies such as the International Monetary Fund (IMF), International Development Bank (IDB) and the World Bank. By virtue of this national strategic shift, the Caribbean Maritime University now plays a pivotal role in developing Jamaica's human capital in the areas of maritime, engineering, logistics, and allied industries. The University is now extending its reach into Science, Technology, Engineering and Mathematics (STEM) education and applied research.

1.2 GOVERNANCE

1.2.1 University Council

The Caribbean Maritime University Act, 2017, Article 7, establishes the Council of the Caribbean Maritime University. The Council has general control over the conduct of the affairs of the University. The Council is the ultimate authority on matters of governance.

However, the nature of the bicameral system requires much consultation between Council and the Academic Board.

1.2.2 Academic Board

The Academic Board, established under Article 8 of the Charter, is subject to the powers of the Council and the President, has responsibility for the academic affairs of the University, both in teaching and in research, and for regulation and superintendence of the education of the students of the University.

1.3 OPERATIONAL STRUCTURE

The University consists of several offices and departments that are responsible for the administrative operations of the University as follows:

- Office of the President
- Office of the Deputy President
- Office of Academic Affairs and Accreditation
- Office of Administration and University Registrar
- Office of the Treasury

- Office of Digital Transformation
- Office of Physical Planning and Facilities

1.4 FACULTIES, SCHOOLS AND CENTRES

In recognition of the diversity of the technical and academic competencies within the University and in the interest of good governance and accountability, the CMU is organized into several Faculties, Schools and Centres. The below academic units within the University have oversight for the teaching and learning process, while the centres and school support the academic endeavours of the faculties and/or serve as revenue generating and research centres for the university:

- Faculty of Engineering and Applied Technology (FEAT)
Festo Authorized Certified and Training (FACT) Centre (FESTO)
Centre for Digital Innovation and Advanced Manufacturing (CDIAM)
- Faculty of Marine and Nautical Studies (FMNS)
Maritime Training Centre (MTC)
- Faculty of Shipping and Logistics (FSL)
- School of Graduate Studies and Research (SGSR)

1.4.1 Faculty of Engineering and Applied Technology (FEAT)

Introduction

This faculty spearheads engineering-led research-based academic activities geared towards a culture of applied research. It focuses on multidisciplinary growth areas that are globally relevant such as biotechnology, alternative energy, robotics, mechatronics, industrial Automation, artificial intelligence, advanced manufacturing systems and advanced mobile platforms. Programmes offered by the faculty are accredited by the University Council of Jamaica (UCJ) and the Accreditation Service for International Schools, Colleges, and Universities (ASIC UK).

Programmes and Career Paths

Bachelor of Engineering in Industrial Systems

Bachelor of Engineering in Industrial Automation

Bachelor of Engineering in Mechatronics

Bachelor of Science in Marine Biotechnology

Bachelor of Science in Artificial Intelligence and Computer Systems

Bachelor of Engineering Degree in Industrial Systems

The intent of the programme is to develop in the individual candidate the knowledge, skills and attitudes necessary to function at the supervisory and management level within complex and rapidly changing engineering environment. This programme is designed to take advantage of computer-aided engineering tools to educate a multi-disciplinary engineer. Candidates are prepared as critical thinkers who are able to analyze and propose novel solutions to problems.

Bachelor of Engineering Degree in Mechatronics

The intent of the programme is to produce graduates in Mechatronic Engineering with sufficient academic background and demand-driven, practical know-how and experience who would be able to rise to the challenges of a developing economy. Mechatronic

Engineering is a synergy of mechanical, electrical, electronics and computer engineering. It introduces students to the fundamentals of Mechanics, Electrics, Electronics, and Computer Science and how these disciplines are combined to realize automated systems that will meet current and future requirements of the manufacturing environment.

Bachelor of Engineering Degree in Industrial Automation

Deals with the networking and control of complex processes and systems making them semi or fully automated. It focuses on designing, programming, implementing, simulating, evaluating, and testing automated systems in a global industrial context to realize engineering goals. This four-year bachelor's degree programme was developed to satisfy the needs of local and global industries. There is an increased demand for automation, instrumentation, and control engineers globally due to the restructuring and rapid growth in new technologies and industries, as such, industrial processes are becoming increasingly automated.

Bachelor of Science Degree in Artificial Intelligence and Computer Science

This four-year programme is designed to produce a cadre of graduates who are able to assess, design, evaluate and implement smart systems to control machinery and processes that affects our everyday life. Students will be introduced to the fundamentals of artificial Intelligence and machine learning through a rigorous approach. They will be exposed to the various technologies and techniques involve in the design of smart systems to include robots and internet of things (IOT) systems.

Bachelor of Science Degree in Marine Biotechnology

This four-year programme is designed to produce a cadre of graduates who can analyse and develop solutions to problems that are associated with the marine and related environment. The programme syllabi cover areas in marine biology and biotechnology as well as marine pollution and environmental protection. Students are also introduced to the practical areas of marine research.

Employment Opportunities

Bachelor of Engineering Degree in Industrial Systems

The graduates have opportunities of getting employment in a wide range of engineering industries both national and regional:

Public Utilities - Power generation, water distribution and hospitals
Manufacturing – industrial systems design and implementation, assembly lines design, controls of industrial systems, fabrication, etc
Process oriented organizations - Bauxite, cement, sugar, petrochemicals, etc.

Ancillary - Transport and shipping, agricultural and refrigeration
Commercial - Property management, tourism, printing.

Bachelor of Engineering Degree in Mechatronics

The graduates have opportunities of getting employment in a wide range of engineering-based concerns such as in production and manufacturing industries, i.e., pharmaceutical, cement, breweries, automotive, aviation, food and beverages, printing, textile, oil, and gas, etc. Some career opportunities include (but not limited to):

- Robotics engineer/technician.
- Control system design/troubleshooting engineer
- Electronics design engineer
- Mechanical design engineer
- Instrumentation engineer
- Software engineer

Bachelor of Engineering Degree in Industrial Automation

Graduates will be able to be employed as technologists working in a wide range of manufacturing, industrial, chemical, military, mineral process, and mining industries.

Potential job roles include engineering and management positions in the following areas of expertise:

- Process control, commissioning, and production management
- Plant, factory and building automation
- Programmable Logic Controllers (PLCs)
- Industrial design and consultation

- Operations, maintenance, field services and technical support
- Controls, instrumentation, and robotics
- Industrial project management and business development

Bachelor of Science Degree in Marine Biotechnology

The graduates have opportunities of getting employment in a wide range of industries both national and regional in research, development, and production. Some career opportunities include (but not limited to):

- Biotechnology specialist
- Aquatic scientist
- Research biologist
- Biomedical scientist
- Tissue culture specialist
- Agro-biotechnologist
- Ethnobotanist
- Microbiologist
- Biological technician

Bachelor of Science Degree in Artificial Intelligence and Computer Science

The graduates have opportunities of getting employment in a wide range of industries both national and regional. Some career opportunities include (but not limited to):

- Software analysts and developers
- Computer scientists and computer engineers
- Algorithm specialists
- Research scientists and engineering consultants
- Computer science and artificial intelligence researcher

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Dr. Keaton Logan
HoD, Applied Science

klogan@faculty.cmu.edu.jm

Mr. Lowell Thomas
HoD, Engineering

lthomas@faculty.cmu.edu.jm

Marshalee Foster
Faculty Administrator

mfoster@cmu.edu.jm

1.4.2 Faculty of Marine and Nautical Studies (FMNS)

Introduction

The programmes within this faculty provide training for persons wishing to develop a career in seafaring. Students enrolled in these programmes are trained in the rudiments and theory of nautical studies and are taught the fundamentals of navigation, cargo handling, safety, legislative requirements, marine engineering, electronics, and electrical principles from an operational level to management level. All programmes are developed in accordance with the requirements of the International Maritime Organization Convention on Standards of Training Certification and Watch-keeping for Seafarers, 1978 as amended. The programmes are approved and audited annually by the Maritime Authority of Jamaica (MAJ), which has responsibility for maritime affairs in Jamaica.

Students are required to serve a mandatory period of 12 months on board ships and also pass written and oral examinations before being certified by the MAJ as a deck or marine engineer officer.

There is a para-military component to the programmes which require students to participate in a two-week Indoctrination training which prepares the students for daily activities within the faculty. These include daily parade formation while paying honours to the Jamaican flag, general inspection, weekly physical training, and a monthly fitness assessment.

Programmes

- Bachelor of Engineering in Marine Engineering
- Bachelor of Science in Marine Transportation
- Master and Chief Mate
- Chief Engineer Officer and Second Engineer Officer

Career Paths

A Bachelor of Engineering in Marine Engineering degree will prepare you for an exciting career as one of the following:

- Marine Engineer Officer
- Electro-Technical Officer
- Marine Superintendent
- Marine Surveyor (engineering)

- Marine Engineering Instructor
- Chief Engineer Officer

A Bachelor of Science in Marine Transportation degree will prepare you for an exciting career as one of the following:

- Deck Officer
- Marine Superintendent
- Marine Surveyor (nautical)
- Ship's Captain
- Nautical Science Instructor
- Marine Pilot

Key Contacts

Captain Devron Newman
Faculty Dean dnewman@cmu.edu.jm

Mr. Kyle Shawn
HoD, Professional Training and Certification kshaw@cmu.edu.jm

Miss Kimone Clair
HoD, Marine Transportation kclair@faculty.cmu.edu.jm

Renee Soocka
Faculty Administrator rsoocka@cmu.edu.jm

General Email Address: fmns@cmu.edu.jm

1.4.3 Faculty of Shipping and Logistics (FSL)

Introduction

The programmes within this faculty provide training for persons wishing to pursue careers in the shipping, and logistics industry. Students enrolled in these programmes are provided with training in the plethora of careers related to the movement of goods and people. The rudiments and theories of the various subsets of the supply chain, transportation, shipping, port operations, customs processes, immigration, inventory management, to name a few, are all imparted from operational level to management level. related to the movement of goods and people. The rudiments and theories of the various subsets of the supply chain, transportation, shipping, port operations, customs processes, immigration, inventory management, to name a few, are all imparted from operational to management level.

As logistics management is an integral component of every organization, nationally and internationally there is a significant need for qualified and trained logisticians.

Four of the undergraduate programmes offered by the faculty - Port Management, International Shipping, Logistics and Supply Chain Management and Cruise Shipping and Marine Tourism - complements each other in that, during the first two years these degrees the focus is on the fundamentals common across the shipping, logistics. and supply chain arena. The last two years of these programme then focuses on the core principles of the specific discipline. Students in these programmes who are forced, for whatever reason to temporarily suspend their studies after successfully completing their first 2 years are able to exit, on request, with the Diploma in International Shipping and Logistics.

The fifth undergraduate degree, the BSc in Customs Process Freight Forwarding and Immigration, also complements the other programmes. This programme focuses on the theories, rules and practices related to border control and the cross-border movement of goods and people. These activities are integral to the logistics and the global supply chains. This programme is however a straight four-year programme of study with no provision for opting out after two years with an award.

Shipping, logistics, supply chain management, the cross-border movement of goods and people are all critical components of the globalized

world in which we live, and businesses operate. Opportunities therefore abound for qualified and skilled practitioners in these fields. The undergraduate programmes of the faculty are designed to prepare candidates to gain entry and middle-level employment in these sectors and progress rapidly through the supervisory and management hierarchy of these organizations.

Programmes

- Diploma in International Shipping and Logistics
- Bachelor of Science in Port Management
- Bachelor of Science in International Shipping
- Bachelor of Science in Logistics and Supply Chain Management
- Bachelor of Science in Cruise Shipping and Marine Tourism
- Bachelor of Science in Customs Processes, Freight Forwarding and Immigration

Career Paths

- | | |
|-----------------------------|--------------------------------|
| • Customs Clerk | • Traffic Coordinator |
| • Warehouse Clerk | • Logistics Coordinator |
| • Customs Broker Clerk | • Inventory Co-ordinator |
| • Logistics Clerk | • Stevedore Coordinator |
| • Ship Agency Clerk | • Freight Forwarder |
| • Boarding Agent | • Warehouse Supervisor |
| • Freight Forwarder | • Stevedore Supervisor |
| • Inventory Officer | • Transportation Manager |
| • Equipment Control Officer | • Operations Manager |
| • Import/Export Officer | • Supply Chain Manager |
| • Dispatch Officer | • Warehouse Operations Manager |
| • Vessel Planner | • Inventory Control Manager |
| • Yard Planner | • Procurement Manager |
| • Immigration Officer | • Purchasing Manager |
| • Customs Officer | |

The Centre for Security, Counter Terrorism and Non-Proliferation (CSCNTN) also falls under the **Faculty of Shipping and Logistics**. The Centre offers several programmes in security studies. These programmes are designed to meet current and future demands for security in both the Public and Private Security Environment.

Our programmes are diverse, and take into account cyber security, digi-

tal forensics, police sciences, forensic science, security administration, counter terrorism and international security matters. Our programmes are divided into three categories, graduate, postgraduate and undergraduate and are outlined below.

Programmes

- Master of Science in Security Administration and Management
- Master of Science in Security Studies
- Postgraduate Diploma in Counter Terrorism Management
- Bachelor of Science in Security Administration and Management
- Bachelor of Science in Cyber Security and Digital Forensics
- Bachelor of Science in Industrial Security Management
- Bachelor of Science in Police Sciences
- Bachelor of Science in Forensic Sciences

Programmes and Career Paths:

Selecting a career path is one of the most important decisions a student or a professional will make and should follow careful consideration. To assist you in this process, our programmes are designed with future careers in mind. We will provide you with possible areas of profession that you can pursue upon completion of your study.

Key Staff

Professor Delroy Chavers dchavers@faculty.cmu.edu.jm
Faculty Dean

Mr. Owen Ellington uellington@cmu.edu.jm
Deputy Dean

Mr. Assan Thompson athompson@cmu.edu.jm
HOD, Security, Counter-Terrorism, and Non-Proliferation

Florence Howe fhowe@faculty.cmu.edu.jm
HOD, Border Operations and Management —Port Royal Ext. 5602

Mrs. Kelleen Johnson-Davis kjohnson-davis@faculty.cmu.edu.jm
HOD, General Studies

PROGRAMME	CAREER PATHS
MSc. Security Administration and Management	Supervisors in the Police Force; Supervisors in the Army; Senior Police Detective; First Line Supervisors of Correctional Officers; Chief Executives; Security Manager; Loss Prevention Manager; Security Management Specialist; Transportation Security Manager; Criminal Investigators and Special Agent; VIP Security Provider; Security Consultant; Adjunct Lecturer
MSc. Security Studies	Strategic Level Managers in the Police force; Mid and Upper-Level Managers in the Army; Senior Level Security Analyst; Mid and Upper Level Managers in the Correctional Service; Chief Executives; Security Managers and Administrator; Security Management Specialists and Consultant; Criminal Investigators and Special Agent; Risk and Threat Assessment Specialist; Adjunct Lecturers in Security Studies
Postgraduate Diploma Counter Terrorism Management	Counterterrorism Analyst; Emergency Management Director; Intelligence Analyst; Security Administration Program Analyst
BSc. Security Administration and Management	Police Officer – Middle and Senior Ranks; Custom Agent; Immigration and Citizenship Agent; Ports Security Corps Personnel; Safety, Security and Loss Prevention Personnel (Private Security); Security Compliance Personnel; Security Risk Manager
BSc. Cyber Security and Digital Forensics	Security Administrator; Cyber Policy Analyst; Information Security Analyst; Cyber Security Professional; Software Developer
BSc. Industrial Security Management	Safety, Security and Loss Prevention Manager in the Private Security; Security Administrator; Security Consultant
BSc. Police Sciences	Police Supervisor; Police Managers; Police Officer – Middle and Senior Ranks; Criminal Investigator; Private Security Manager
BSc. Forensic Sciences	Analytical Chemist; Biomedical Scientist; Forensic Computer Analyst; Forensic Scientist; Police Detective; Scientific Laboratory Technician; Toxicologist; Supervisor and Manager of Forensic Investigations

Mr. Grantley Harrow gharrow@faculty.cmu.edu.jm
 HoD, Logistics and Supply Chain Management

Mrs. Myrna Ellis-Medina mellis@faculty.cmu.edu.jm
 HoD, International Shipping

Miss Yoland Morris ymorris@cmu.edu.jm
 General Email Address: fsl@cmu.edu.jm

1.4.6 School of Graduate Studies and Research

The School of Graduate Studies and Research spearheads research and development as an investment to ensure that higher level studies are undertaken in critical areas of shipping, logistics, maritime studies and related areas. The programmes seek to develop in candidates the knowledge, skills, and flexibility to participate in the global marketplace as agents of change and active contributors by equipping students with higher-order skills and abilities.

Key Contacts

Dr. Evette Johnson ejohnson@cmu.edu.jm
 Director of Graduate Studies

Miss Tina Griffiths tgriffiths@cmu.edu.jm
 Research Assistant

Further details regarding the various degree and certifications programmes offered through the university's faculties, centres and schools can be viewed at <http://cmu.edu.jm/academics/faculties-divisions/>.

1.5 CAMPUSES AND SATELLITE LOCATIONS

The Caribbean Maritime University has developed an island-wide and regional reach during its existence. To date, the university manages select programmes across multiple sites as follows:

Campuses

- Palisadoes Park, Kingston (Main Campus) (all programmes and short courses)
- Port Royal, Kingston (BSc. Programmes)

Satellite Locations

- Sam Sharpe Teachers' College, Montego Bay, St. James (Logistics and Industrial Systems)
- Moneague College, St. Ann (Logistics and Industrial Systems)



Chapter 2: Office of the University Registrar and the Treasury

2.1 OVERVIEW OF THE OFFICE OF STUDENT AFFAIRS

The Office of the Office of Student Affairs has overarching responsibility for students' out-of-classroom engagement and administration. The section provides quality professional administrative and logistical services that support and underpin a student's academic journey from acceptance to graduation to include students' co-curricular engagement and developmental activities.

The Office manages students' registration, hard-copy and computerized records, exams arrangements, academic support, and the student-related aspects of graduation. These include, but are not limited to, maintaining permanent academic records for current and former students; providing transcripts and enrolment information upon request; grade management including grade reports; dissemination of admission/examination information; graduation certification; transcript evaluation; and the production of student data and statistics for monitoring and statutory purposes. In short, the Registry maintains the integrity of the University's academic standards while continuously improving its processes to meet the needs of its stakeholders.

It is the nucleus of the university and the only authentic means of verifying the status of current, past, and future students.

2.1.1 DEPARTMENT OF RECRUITMENT AND ADMISSIONS

The Admissions and Recruitment Department is responsible for disseminating information to prospective students about the University and about the admission process. It is also responsible for attracting and recruiting the most ideal students for the University by employing cost-effective and timely approaches. Through the admissions and recruitment processes, the CMU is seeking to build a student body that matches what their programmes have to offer. The University wants individual students who are likely to be academically successful and show significant potential to become Global Leaders.

2.1.1.1 The Recruitment, Application and Acceptance Processes

The University recruitment process is an ongoing activity that peaks during the period of January to August each year. The University moves across the island and internationally to recruit qualified students for its myriad of programme offerings.

The application period for undergraduate programmes runs from December to June of each year. Applications for graduate study are accepted on a rolling basis.

2.1.1.1.1 Registration

Each student will be furnished with a registration package prior to the process, which outlines the registration procedures. The University reserves the right to prohibit registration or withdraw an individual from a programme for failing to meet registration conditions. The University reserves the right not to register an individual after the advertised closure of the official registration periods.

All applicants are expected to register at least one week prior to the commencement of their programmes of study. Registration after the prescribed period may be permitted at the discretion of the Registrar, however, this may attract a fee. The registration process is not considered complete until the following have been done:

- **All fees have been paid in full for the current semester or year;**
- **All matriculation requirements have been met, and all relevant supporting documents received by Admissions; and**
- **Proof of fee payments have been presented to the Office of the Treasury and signed confirmation issued to the student (copy of which is sent to the Records Office for the students' file).**

Students who have unpaid fee balances from a previous semester will not be permitted to register for a new semester until outstanding balances are cleared.

Students who have Make-Good status cannot register for full time programmes, but instead will be registered in a Resit/Repeat and/ or Modular stream.

Students who have been accepted into the university without the requisite qualifications in CSEC or GCE Mathematics or English Language, are required to register for the CMU approved equivalent upon registration for year one of your programme in the case of new students, and in the case of returning students, prior to registration for the next year of their programme. The equivalent course is not included in the tuition and must be paid for separately at the time of registration. Conditionally accepted students will remain in that status on the Student Registration System until the outstanding subject is cleared. Once completed, the status will be changed to full status.

Please note that payment of fees alone does not by itself constitute registration. UNREGISTERED INDIVIDUALS MUST NOT ATTEND CLASSES.

2.1.1.1.2 Registration Periods

The registration exercise is held three times for the academic year and all new and returning students, including those with make-good status (repeating or re-sitting courses) during the academic year, are required to register with the University during the following periods:

- August/September, during the weeks prior to the commencement of Semester I;
- January, during the weeks prior to the commencement of Semester II;
- May, during the weeks prior to the commencement of the Summer Session (Part-time students only).

2.1.1.1.3 Type of Registration Streams

Regular Stream

Each student is required to register each semester through the Student Registration System (SRS) using his/her CMU email address (*@stu.cmu.edu.jm) and password. At the beginning of each academic year, students will be required to attain academic clearance from their faculties before they are allowed to register for the first semester.

Repeat/Resit/Modular Stream

Students who are required to repeat an academic year, semester or assigned modules will have to receive academic clearance from their faculty every semester before being allowed to register.

2.1.1.1.4 Types of Matriculation Holds

Students may be prevented from registering or progressing based on any or more of the following holds in the SRS:

- Financial Hold:** an account that has an outstanding balance or in violation of financial arrangement will be placed in financial hold. This type of hold can only be removed by the Office of the Treasury.
- Registration Hold:** prevents a student who may not have received academic clearance or have other holds attached to his/ her from registering. This hold is removed once the requirements of the other holds are met.
- Matriculation Hold:** occurs when a conditionally accepted student has failed to clear the outstanding mandatory subject in the allotted timeframe and is barred from registering or progressing further without official consent. The Office of the University Registrar must be contacted to remove this hold.
- Academic Hold:** this is implemented each year and/ or each semester, in some cases, by the faculties prior to promotion to a new academic year.

- A. **Boarding Hold:** this hold is place if there is a balance on the student's account for outstanding boarding fees. The Offices of the Treasury and Student Affairs must be contacted to remove this hold.
- B. **Disciplinary Hold:** the hold is implemented due a disciplinary infraction and is applied on a case-by-case basis, per student. The Office of the University Registrar should be contacted to remove this hold.
- C. **Graduation Hold:** this is implemented where the student has not satisfied the requirements for graduation. The requirements may be academic, financial, or other pre-requisites that need to be fulfilled before the student can be officially cleared by the University.

2.1.1.2 Scholarships

The Scholarship Unit supports donors by providing students with information of available scholarships annually. It also provides administrative support for those who require the University to aid in the process of short-listing applicants for final review. The operational activities for scholarship are undertaken through the Office of the University Registrar. Scholarship applications managed by the CMU are reviewed by the Committee on Awards and Scholarships. This Committee reviews, oversees, recommends, and celebrates student success in their educational endeavours through awards and scholarships.

2.1.2 DEPARTMENT OF ASSESSMENT

The Assessment Department endeavours to deliver quality service to all of the University's stakeholders and supports the academic and administrative staff in a number of areas including the safeguarding and monitoring of the University's policies regarding examinations.

The services of the Department include the production of unofficial transcripts, entry and amendment of academic data, verification of final grades, student certification and the administration of examinations. It also provides guidance and support to other key functions of the Registry including graduation and certification.

The Certification Unit of the department provides assistance and support for current and former CMU students seeking one or more approved certifications through the University. The Unit is responsible for preparing awards for core programme and short or customized courses offered by the University through its Faculties and Centres. Core certificates are prepared at scheduled times during the year, while short courses are processed as necessary.

2.1.3 DEPARTMENT OF STUDENT SERVICES

The OSA seeks to foster a good relationship among students, the various faculties, and the University administration. Our efforts are focused on promoting student success by inspiring growth and development. We do this by ensuring that the academic welfare of our students is equally matched with several non-academic student services outlined below. The division is committed to putting students first. We seek to continuously exceed their expectations in the quality service that is delivered. With this focus at the pinnacle of all we do, we are driven by the theme: **"Our students...the heart of the CMU."**

Whether through sports, clubs and societies, placement and career services, mental wellness and faith support, the Student's Union, disciplinary unit, or alumni relations, the OSA seeks to empower all students to cultivate holistic development during their time at the CMU. In keeping with the university's mission to create global leaders, the heart of the

OSA is to help students dream more, do more and ultimately, be more. Here you will find the necessary information to ensure a smooth transition from first to final year.

2.1.3.1 Student Engagement & Involvement Unit (Formerly the Placement Services Unit (PSU))

In keeping with the mission of the University and the mandate of the Department of Student Affairs, the Unit seeks to enrich, develop, and enable students to become global leaders through the Industry Awareness Programme (IAP) and to be adequately prepared for full-time employment.

Our vision seeks to embrace diversification of the growing needs of industries and to continuously enrich the minds of our students to be adaptable to the growing demands of the economic forces within Jamaica and international markets.

2.1.3.1.1 Why is the IAP important?

The IAP is an excellent opportunity to observe, learn and actively participate in activities that is the industry best practices from professionals/experts.

Students will have a greater appreciation of theories learnt within their programme transformed into practical application. It also gives students the platform to show the value and skills they can offer and an opportunity to become an employee of that company.

The completion of the IAP is a requirement for graduation.

2.1.3.1.2 Services for Graduates

Our goal is to provide an opportunity for graduates' resumes to be emailed to companies for consideration for an available post. The CMU aligns itself with many industry partners who may provide jobs in maritime, logistics and allied industries that may benefit graduates.

Our services include:

- Reviewing your resume
- Revising, and where necessary, strengthening your resume
- Identifying jobs which suit your qualifications and skills
- Forwarding your resume to HR managers in various companies
- Sending you for job interviews
- Providing coaching and tips on acing the job interview

Once a student is successful after an interview a small non-refundable fee is charged. There is no guarantee that we will provide an opportunity for you to secure a job within the first few months after you graduate. However, we will continuously aim to circulate your resume to companies when the need arises.

Contact us:

Tel: 876-924-8150 ext. 4285 /4326.

Email: placementservices@cmu.edu.jm

2.1.3.2 Discipline Unit

As a para-military institution, the Caribbean Maritime University requires that its students operate with a high level of integrity and discipline which is managed and upheld by the Deans of Discipline, a divisional unit in the Office of Student Services. The Deans of Discipline ensure that students' and visitors' general deportment are in keeping with the dress code rules and regulations of the university. The grooming of hair, the wearing of all required uniform accessories, proper hygiene, professional appearance in and out of uniform whilst on campus, all fall within the scope of focus.

Additionally, the support, mentorship, and guidance of our students during their university life is an integral part of the Dean's Office. Hence, sessions, forums and meetings are scheduled for students and parents to voice concerns, make enquiries, or seek assistance in addressing school-related matters.

Other responsibilities of Deans of Discipline include:

- Student's attendance
- Adherence of student's dress code and overall code of conduct
- Daily monitoring of the University Campus and Students
- Liaison officer with internal stakeholders
- Student safety and security
- Emergency drills
- Investigation of student-related incidents
- Mediation for the resolution of student grievances

The Disciplinary team, along with other divisions of the Office of Student Affairs, works to foster leadership skills, maturity, and professionalism, as we mould our students into global Leaders.

Contact Us: 876-924-8150 Ext 4298

Email: discipline@cmu.edu.jm

2.1.3.3 Student Support Services (Formerly the Housing Clubs and Societies Unit)

Student Support Unit is charged with the responsibility of promoting students' social and emotional out of classroom engagements. This section coordinates the University's mentorship and peer support groups, manage the University's student housing, clubs and societies and welfare programmes to include:

- ◇ Earn and You Learn Programme
- ◇ [Special Student Meal Programme](#)
- ◇ PATH Tertiary Bursary Grant
- ◇ Health Insurance and Accident Plans

2.1.3.3.1 Student Housing

To apply for boarding, students must be pre-registered. After pre-registration, students will receive a login to their portal, thereafter, be guided by the following steps:

On the home page of the portal, students should select the ***Boarding Application Form***

Once the form has been completed, please be sure to click ***submit*** (if you do not ensure that the form has been submitted, the person validating will not be able to access the form).

Validation Process will begin after submission.

Acceptance/Denial is the final step of the application process.

(Student will receive a system-generated letter via the email address submitted on the form indicating any of the listed statuses: ***Accepted, Waiting or Not Accepted***).

2.1.3.3.2 Clubs and Societies

It is the hope that while students embark upon their academic journey, they will also take the time to participate in one or more of the many clubs and society offerings available at the University. There are several registered clubs. (see chapter on Student Life for more details). Students may also start a club and recruit members by completing a club application form and submitting relevant club proposal indicating the club's purpose, goals and target group.

2.1.3.3.3 Earn and Learn Programme

The Earn and Learn Programme allows students to work on campus and gain valuable work experience while earning a stipend. Each student is entitled to work twenty-five (25) hours per week at an hourly stipend. Applications open the first week of each semester.

2.1.3.3.4 Special Assistance Lunch Programme

The Special Assistance (Lunch) Programme assists needy students with meals each week. The application process for this

programme opens the first week of each semester. Application forms are available in the Office of Student Affairs.

2.1.3.3.5 Programme of Advancement Through Health and Education (PATH) Tertiary Bursary

The PATH tertiary bursary is offered through the Ministry of Labour and Social Security. Tertiary bursaries are available to assist PATH beneficiaries with the cost of pursuing bachelor's degree programmes in accredited tertiary institutions such as the CMU.

The bursaries are paid directly to participating institutions that manage the application process on behalf of PATH. The bursary

may be accessed each year of study on the condition that the student maintain a 2.5 Grade Point Average for the second through to the fourth year of study.

To apply, students should complete the relevant application form which can be obtained from the Office of Student Affairs or the respective parish offices of the Ministry of Labour and Social Security.

For information on scholarships and financial assistance, please contact the Office of the Registry or the Office of the Treasury at registry@cmu.edu.jm or bursary@cmu.edu.jm respectively.

2.1.3.4 Sports Unit

The Sports Unit prides itself on developing well-rounded students through their active involvement in academics as well as the various sporting activities which are offered at the University. Students' engagement in sports also affords the development of crucial social and life skills such as teamwork, discipline, responsibility, leadership, commitment, among many others. The unit aims to gradually improve in all sporting activities, with the goal of being ranked in the top three (3) at the intercollegiate level. The following sports offerings are available to students:

Football

Basketball

Netball

Swimming

Volleyball

Cheerleading

Rugby

Contact Us:

Tel: 876-924-8150 Ext. 4286

Email: sports@cmu.edu.jm

2.1.3.5 Disabilities Unit

This Unit seeks to promote student inclusion, equity and advocacy across the CMU campuses for individuals with special needs. Students with

disabilities/special needs are encouraged to register with Department of Student Services.

2.1.3.6 International Student Relations

With a vision of attracting and producing global leaders, the Caribbean Maritime University's student body includes a growing, diverse international student population. To ensure a smooth transition and to offer support and guidance, the Department of Student Services provides international student relations through the International Student Officer.

International students will be exposed to the local culture through visits to heritage sites and local attractions, as well as involvement in cultural activities. The International Student Officer will address and help the international students to resolve any queries, concerns, or difficulties that they may have during their student life at the university.

Immigration

Travel documents required – <http://www.pica.gov.jm/immigration/general-immigration-information/travel-documents-required-for-all-other-travellers/>

Extension of stay information – <http://www.pica.gov.jm/immigration/general-immigration-information/temporary-residence/>

Extension of stay form – <http://www.pica.gov.jm/media/2013/12/EXTENSION-FORM-A-REVISED-Octo-ber-06-2014.pdf>

Processing fees – <http://www.pica.gov.jm/immigration/+processing-fee/>

Other

Jamaica Tourist Board – <http://www.jtbonline.org/>

Jamaican Embassies and Consulates in foreign countries – <https://www.embassy-worldwide.com/country/jamaica/>

Foreign Embassies and Consulates in Jamaica – <https://www.embassy-worldwide.com/country/jamaica/>

Contact Us:

Tel: 876-924-8150 Ext. 4306

Email: internationalstudentrelations@cmu.edu.jm

2.1.3.7 Chaplaincy, Counselling Unit

The CMU Counselling Unit assists students to effectively deal with everyday stressors/challenges that may impact their campus life and academics. The counselling team seeks to empower clients to accomplish a healthy balance of their mental health, education, and career goals.

Clients are guaranteed that their counselling engagement will be professional and will be guided by ethical principles such as, confidentiality, privacy, open-mindedness, ambiguity tolerance, among others.

2.1.3.7.1 Services Offered

Individual counselling

Group counselling

Workshops/Topical talks

The Unit does not provide long-term intensive counselling and psychotherapy. Individuals who may require long term, ongoing counselling, such as those who have been diagnosed with a serious chronic psychiatric condition or appear to be a recurring high risk to themselves or others, may be referred to services externally for continued care.

2.1.3.7.2 Common reasons for counselling

The counselling service sees a wide range of problems; however, the listing below outlines some of the more common ones.

Stress Management

Social Skills Building

Low Self-Esteem

Interpersonal difficulties

Communication problems

College-related transition

Homesickness

Time Management

Depression

Anxiety

Grief and Loss

Anger Management / Conflict Management

Addictive behaviours (food, sex, alcohol, work)

Self-defeating behaviour

Abuse (physical, emotional, sexual)

All visits to the counsellor are confidential. The counsellor will not disclose any information shared in the session with any third parties unless provided with written permission from the client. Only disclosures that meet the requirement for legal reporting will be made.

For appointments:

Tel: 876-924-8150 ext. 4327

Email: counselling@cmu.edu.jm

Referrals may also be made through the University nurse, faculty members, and the Office of Student Affairs.

Location: Office of Student Affairs, CMU Main Campus, Palisadoes Park

Opening Hours: Monday – Friday 9-3pm (Special arrangements will be made for part-time students)

2.1.3.7.3 Employee and Student Assistance Programme

Students may also seek external resources provided through the Employee and Student Assistance Programme (ESAP) a directory of local counselling and chaplaincy providers curated by the counselling unit. For more information on this service, please contact the counselling unit.

2.1.3.8 Alumni Relations Unit

The Alumni Relations Unit seeks to create a strong link between the University and its graduates. This office is new in terms of its formal establishment and the efforts are managed by an Alumni Coordinator.

This unit is responsible for:

Building lifelong relationships with alumni in support of the University.

Facilitating two-way communication between the University and alumni.

Leveraging a powerful alumni voice on behalf of the University.
Maintain history and traditions and help secure a bright future for the University.

Contact Us:

Tel: 876-924-8150 Ext. 4001

Email: alumnirelations@cmu.edu.jm

2.2 UNIVERSITY SECRETARIAT

Statute V, 2 (2) of the Caribbean Maritime University Act, 2017 states that the University Registrar shall serve as the secretary of the Council, the Academic Board and to the Advisory Board of each faculty and of any Standing, Special and Advisory Committee established by the Council, the Academic Board and the Advisory Board of the faculties, respectively.

2.2.1 STUDENT RECORDS

The Office of the University Registrar (OUR) serves as the repository and custodians of all student records. The Student Records Office creates and maintains new and existing student files; keeps a register of student files; processes student requests such as status letters and academic statements; provides academic verification authenticating documents and awards issued by the University.

The CMU collects and holds personal information about all its students. The privacy of this information is an imperative part of the University's relationship with its students, and the University recognizes its responsibility to collect, manage, use, and disclose personal data in

adherence to legislative requirements, and in accordance with prevailing community expectations of best practices.

2.2.1.1 Use of Personal Information

Personal information will be used only for the purpose to which it is relevant. Where information has been obtained for a particular purpose, it will not be used for any other purpose, unless:

The individual concerned has consented to its use;

Use of the information is required by law; or

the University believes it is necessary to prevent or lessen a serious

and imminent threat to the life or health of the individual concerned or another person(s).

2.2.1.2 Disclosure of Personal Information

The OUR will not disclose personal information about students to people, bodies or agencies outside the University (including parents, spouses or other relatives of the student), or to staff who have no need of the information, unless:

- A. The student has given written permission for the University to disclose the information through the completion of the Release of Information form;
- B. The University has taken reasonable steps to inform the student that information of that kind is usually passed on to those persons, bodies or agencies;
- C. The University is required by law or funding bodies to disclose the information; or
- D. The University believes the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person(s).

2.2.1.3 Storage of Personal Information

Access to students' records of personal information will be given only to staff members who need the information in order to carry out their duties and responsibilities with respect to the personal and/or academic interests of students.

Staff members granted access to student records are presumed to be aware of and accept the responsibility for the confidentiality of such records. Where information is no longer needed for any legitimate purpose, it will be destroyed using a confidential disposal method.

2.2.1.4 Procedures for Providing Clients Access to Records

The University will take reasonable steps to allow individual students to view their personal information that the University holds about them, and where necessary, to update the information.

A student should make a written request to view his/ her file. This request should be submitted to the Records Department. Where viewing is permitted, this will be done in the presence of an authorized Registry official.

OFFICE OF THE TREASURY

2.3 OVERVIEW

The Office of the Treasury is responsible for directing, overseeing, and managing all banking relations, invested operating funds, and financial reporting for cash, and investments, while limiting risk to the University, ensuring timely debt service payments by providing liquidity for operations and maintenance of a healthy cash position; and directing the financial functions of the organization towards the achievement of its strategic objectives, ensuring through systems, policy development and implementation that the organization complies with existing policies, financial regulations and laws.

Opening Hours

The Office of the Treasury is available to students and other stakeholders through the Customer Service Department and the General Accounting Department between the following opening hours:

Cashiers

Monday through Friday 8-30 a.m. – 3:30 p.m.

General Treasury Office and Customer Service

Monday through Friday 8:15 – 4:15 p.m.

Discussions regarding finance must only be held with personnels of the Office of the Treasury.

2.3.1 REGISTRATION AND PAYMENT GUIDELINES

The following are the applicable regulations:

- A non-refundable commitment fee of \$10,000 is required for all new students (this amount will be added to the student's account after registration)
- Tuition fees for each academic year are due and payable in full before the start of the semester. However, students may opt to pay on a semester basis or utilize the University's approved payment plan. Full time students and final year Security Administration Management (SAM) fourth year who wish to pay on a semester basis must pay 50% of the annual fee plus full auxiliary fee before the start of semester 1, with the remaining 50% of tuition being paid by the beginning of semester 2. Part time students opting to pay on a semester basis must pay 1/3 of the annual tuition fee in semester 1 plus full auxiliary fees, 1/3 by the beginning of semester 2 and the final 1/3 at the commencement of semester 3.
- Students who are confirmed to receive financing from the Student's Loan Bureau (SLB) or is a recipient of a scholarship from a CMU recognized organization will have access to the University's facilities once the commitment fees and full auxiliary fees have been settled.
- Tuition fees for each academic year may be viewed on the CMU's website at <https://cmu.edu.jm/tuition-and-financial-information/>

2.3.2 Payment Plan (Graduate/Undergraduate)

To be eligible for a payment plan, students are required to settle their fees based on the payment plan schedule please see over layer:

Special notes to payment plan schedule:

All prior balances must have been settled in full for **returning students**.

All year 1 to 3 undergraduate Security Administration Management (SAM) students are required to follow the schedule for part time, whilst students in SAM year 4 are required to follow the schedule for the full-time students

A late payment fee of \$5,000 will be applied to student's account if they are not in line with the University's payment plan and will be levied as follows:

Mode of Attendance	Semester 1	Semester 2	Semester 3
Full Time	August 31, 2024 – 20% plus full auxiliary fees September 30, 2024 – 15% Mid-semester exams eligibility – Up to date with payment plan as of September 30, 2024 October 31, 2024 – 10% November 30, 2024 – 5%	December 31, 2024 – 20% January 31, 2025 – 15% February 28, 2025 – 10% March 31, 2025 – 5%	Not Applicable

Part time	August 31, 2024 – 10% plus full auxiliary fees	December 31, 2024 – 10%	May 31 st , 2025 – 10%
	September 30, 2024 – 10%	January 31, 2025 – 10%	June 30, 2025 – 10%
	Mid-semester exams eligibility – Up to date with payment plan as of September 30, 2024	February 28, 2025 – 10%	July 31 st , 2025, -10%
	October 31, 2024 – 10%	March 31, 2025 – 5%	
	November 30, 2024 – 5%		

Full time September 30, 2024, and January 31, 2025

Part time September 30, 2024, January 31, 2025, and June 30, 2025

2.3.3 Requirements to Register for Semester One 2024-2025

Returning students

- All prior year outstanding fees must be paid.
- Auxiliary fee for the academic year paid in full.
- Must be in line with the University's payment plan or evidence provided of an undertaking from the SLB or another recognized organization to clear the annual fee.

New Students

- Commitment fees paid in full for new students.
- Auxiliary fee for the academic year paid in full.
- Must be in line with the University's payment plan or evidence provided of an undertaking from the SLB or another recognized organization to clear the annual fee.

Requirements to Register for Semester Two 2024-2025

- All outstanding fees are cleared from semester one (1).
- Must be in line with the University's payment plan or provide an undertaking from an organization to clear outstanding fees.

2.3.4 Authorized Payment Channels

- Fees can be paid at any of the following authorized locations:
- Paymaster outlets island-wide or (<https://paymaster-online.com/>)
- Bill Express outlets island-wide or (<https://www.bill-expressonline.com/>)
- National Commercial Bank (NCB) bill payment online
- E-commerce through the student's Portal

- The University's Treasury Cashier (Weekdays between 8:30 am – 3:30)

2.3.5 Acceptable Payment Methods on Campus

Palisadoes Campus -Office of the Treasurer

- Manager's Cheque/Other Approved Cheque Payment Methods
- Debit Card
- Credit Card

Sam Sharp Campus

- Paymaster outlets island-wide or (<https://paymaster-online.com/>)
- Bill Express outlets island-wide or (<https://www.billexpressonline.com/>)
- National Commercial Bank (NCB) bill payment online
- E-commerce through the student's portal

2.3.6 Instructions to Students When Making Payments

- Include details of student's name and CMU identification number.
- Indicate the type of payment being made. (Examples tuition, boarding etc.).
- Email bank receipt/confirmation to the Treasury Department at accounts@cmu.edu.jm or drop off a copy to the cashier at the [CMU campus](#).
- Local/overseas wire transfer takes an average of up to five (5) working days or more depending on the point of origin of transfer.
- Any charges incurred during the transfer will be deducted from the original amount being sent and the remainder applied to the student's account.

- Payments through Paymaster Ltd. takes up to 2 business days to reflect on your account.

3) Banking Information

Banking Details for Local Transactions

National Commercial Bank

Account#: 24-164-316-6

Account Type: Chequing

Branch: New Kingston

Swift code: JNCBJMKX

DO NOT MAKE PAYMENTS AT THE ABM/ATM OR KIOSK. This mode of payment IS NOT accepted by the University.

United States Dollars (International)

Beneficiary Information:

Caribbean Maritime University

Palisadoes Park, P. O. Box 8081

CSO Kingston, Jamaica W. I

Beneficiary Bank:

CIBC Caribbean Bank

129 ½ Old Hope Road,

Kingston 6, Jamaica. W. I

Account #:11-241-32-64

Account Type: Savings

FCIB swift code FCIBJMKX

Intermediary Bank:

Wells Fargo Bank

Address: Flr 4, 11 Penn Plaza, New York, 10001, USA

ABA code: 026005092

Swift code: PNBUS3NNYC

Special notes to banking information:

- **DO NOT MAKE PAYMENTS AT THE ABM/ATM OR KIOSK.**
This mode of payment IS NOT accepted by the University.
- **DO NOT DEPOSIT/TRANSFER ANY MONEY TO WELLS FARGO BANK.**
- The CMU does not have a bank account with Wells Fargo Bank.
The bank is a clearing bank for the CIBC Caribbean.
- The CMU's bank /beneficiary account is with CIBC

2.3.7 Requirements for Eligibility to Participate in End of Semester Assessments

To complete assessments/examinations students must satisfy the following conditions:

Full Time

Requirements for Assessment in Semester One

- Students must be registered as indicated in Point 2.0 above.
- Student must be in line with the University's payment arrangements.

Requirements for Assessments in Semester Two

Students must be registered as indicated in Point 2 above.

100% of the annual fee must be paid by March 31, 2025, for full time students and part time students must be in line with the University's payment arrangement, or evidence provided of an undertaking from a recognized organization to clear the outstanding fees.

Requirements for Assessments in Semester Two

- Students must be registered as indicated in Point 2 above.
- 100% of the annual fee must be paid by March 31, 2025, for full time students and part time students must be in line with the University's payment arrangement, or evidence provided of an undertaking from a recognized organization to clear the outstanding fees.

Part Time

To complete assessments/examinations students must satisfy the following conditions:

Requirements for Assessment in Semester One

- Students must be registered as indicated in Point 2.0 above.
- Student must be in line with the University's payment arrangements.

Requirements for Assessments in Semester Two

- Students must be registered as indicated in Point 2 above.
- 100% of the annual fee must be paid by March 31, 2025, for full time students and part time students must be in line with the University's payment arrangement, or evidence provided of an undertaking from a recognized organization to clear the outstanding fees.

Requirements for Assessment in Semester Three

- Students must be registered as indicated in Point 2 above.
- 100% of the annual fee must be paid by July 31, 2025, for part time or be in line with the University's payment arrangement, or evidence provided of an undertaking from a recognized organization to clear the outstanding fees.

Students that require advice regarding their financial affairs are encouraged to contact the Office of the University Treasurer at accounts@cmu.edu.jm or at 876-924-8150/618-2408 or visit the main campus Monday to Friday between the hours of 8:15 a.m. and 4:15 p.m.

2.3.8 FINANCIAL INFORMATION

Fee Payment

Tuition and other fees are approved by the University's Council and its parent Ministry. The University reserves the right to make changes to both fees and the procedures for payment without prior notice. All fees, as per contract, are payable before registration unless otherwise authorized by the Office of the Treasury.

Breakdown of Fees

- Auxiliary fees including accidental death and dismemberment Insurance (applicable to all students); Medical Health Insurance (applicable to all students) and Student Union dues/Cadet Social Fund Dues; examination, library fees, computer/lab fees and workshop fees.
- Boarding, internet, and caution fees (for resident students only)

In addition, some programmes may have other prescribed fees for laboratory materials or special projects.

Available Tuition Financing Options

The Office of the Treasury helps students, and their families assess their ability to meet educational costs and provides information about other options available to finance their tuition expenses. Tuition financing assistance is available through several different options, including but not limited to the following:

- The Government of Jamaica Students' Loan Scheme (Students' Loan Bureau);
- Scholarships and Grants.
- Ministry of Education
- Commercial Banks, Credit Unions, and other lending institutions; and
- Payment Plan with the Caribbean Maritime University.

The staff of the Office of the Treasury are available year-round to provide guidance and support on tuition financing options. The Caribbean

Maritime University operates a very limited payment plan that allows eligible students to make their tuition payments in instalments.

Fee Payment by Scholarship/Sponsors

- Students who are recipients of a scholarship (full or part) or grant should submit a copy of letter from the donor to Scholarship Unit and the Treasury Department.
- If the sponsorship does not cover the tuition in full the student is responsible to make payment for the balance of the fees before registration process is completed.
- Students are responsible to liaise with the Treasury Department to ensure that payments are made by the donor.
- If payments are not made in the stipulated timeframe, students are responsible to cover the outstanding fees to continue at the University.

Fee Payment by Students Loan Bureau

- Students are required to pay the full auxiliary fees before registration.
- No prior year balance should be reflecting on account for returning students.
- Student must be at least at the 'Advance' status to be eligible for financial clearance in Semester one (1) and at the Disbursement status in semester two (2)

Fee Payment for Staff Members and Dependents of Staff Members

- Staff members or their dependents who require a waiver/scholarship must apply to the Office of Human Resources Department for such award.
- If staff or dependent is eligible, a written document (letter and bonding) must be submitted to the Office of the Treasury before financial clearance can be granted.

2.3.9 FEES REFUND GUIDELINES

Refund Payment Schedule Due to Withdrawal

Only students who have formally withdrawn from the University will be considered to have terminated their contract with the University. A student may cancel his/her enrolment contract at no penalty by notifying the Office of the Registry before the start of the course/programme.

The components of non-refundable fees are as follows:

- Non-refundable acceptance commitment fee - The fee is applied to the auxiliary and/or tuition fee. If a student withdraws this fee will not be refunded to the student.
- Auxiliary Fees are non-refundable except in the case as stated in the refund schedule guidelines.

The effective date of leave of absence or withdrawal is the date the petition is filed with the Office of the University Registrar or a future date, if so, requested in the student's letter. A student who formally withdraws from a programme or requests a leave of absence, receives a refund of tuition according to the following schedule:

Date of submission of request to the Office of the Registrar	Refund of Tuition
Less than 1 week after commencement of classes	100%
1 to 4 weeks after commencement of classes	90%
More than 4 weeks after commencement of classes	No refund

Refund Guidelines Schedule:

A student who is expelled or suspended will not be entitled to any refund of fee. The application for withdrawal form may be obtained from the University Registrar's Office. Students who take a leave of absence may pay a higher tuition rate upon return to the programme.

General Guidelines for Refunds

- If an overpayment occurs on a student's accounts, the student has the option to request a refund or allow the funds to roll-over to the next academic year.
- Refund applications are accepted at the end of each academic year so as to ensure that students have fully covered their financial obligations.
- Processing time for a refund is at least 20 working days, after approval.
- Failure to correctly complete the application form and/or submit

- All refunds will be made via electronic funds transfer (EFT). EFT forms can be collected from the Treasury Department along with the refund forms submit ALL the required documentation (including payment receipts); may result in a delay in processing the refund.
- Students will be advised via an email from the Billings and Collections Unit when their refund application is completed or rejected.
- All refunds will be made via cheque and can be collected from the Accounts Payables Unit in the Treasury Department.

Student Overpayment – Self Financed

- Self-financed refers to those students who would have made full payments of fees out of pocket by cash, debit/credit card or cheque.
- Students who have overpaid on their account due to self-financing may apply for a refund at the end of the academic year or roll over amounts to the next year academic year in the case of continuing students.

Refund for Sponsored Students/Scholarship recipients

- Students can only be refunded for the portion of paid out of pocket.
- In cases, where sponsors/donors overpay, a refund can only be paid to the student if the sponsor/donor gives written instructions to the University for the excess funds to be paid to the student.
- The completed application form is to be submitted along with copies of all receipts for funds paid out of pocket for the academic year (if applicable).

2.3.10 PAYMENT FOR REPEAT/REDO/MODULAR AND RESITS

- Students are not eligible for addition to the CRU for repeats/resit/modular courses if they have outstanding tuition fees.
- Where there are outstanding tuition fees, students must be on the University's authorized payment plan.
- Costs for these courses must be paid in full before being added to the CRU.
- Students who are at the CMU pursuing courses valuing more than 12 credits per semester are required to pay the full auxiliary fees.
- Students who are at the CMU pursuing courses valuing more than 12 credits per semester are required to pay the full auxiliary fees.



STUDENTS' RESPONSIBILITIES AND SUPPORT SERVICES

All students at the Caribbean Maritime University are entitled to fundamental rights. These rights outline the moral entitlement that all students possess while they carry out their academic journey. The university believes in equality in rights for all and therefore ask students to become familiar with these fundamental rights.

It is also important to note that all students have several duties and responsibilities to carry out to ensure a civil and productive environment.

3.1 STUDENTS' RIGHTS AND RESPONSIBILITIES

3.1.1 Fundamental rights:

- a. To learn in an environment where they are treated with equity, dignity and respect.
- b. To participate in activities at the University without harassment, intimidation or discrimination based on race, gender, sexual orientation, age, religion, family/marital status, disability or political affiliation.
- c. To privacy and confidentiality of personal information in accordance with applicable laws, subject to any court order or any other laws or regulations allowing for said information to be divulged;
- d. To freedom of expression, inquiry and peaceful assembly on campus.
- e. To receive respect for one's property.
- f. To fair procedures in proceedings involving students at the University; and
- g. To have access to established University procedures that govern due process for reporting and addressing any grievances, disputes, disciplinary offence or harassment.
- h. To submit grievances and expect recourse for these and any other offence.
- i. To be provided with access to adequate resources to support academic pursuits.
- j. To establish a student organization to promote the interests of students in accordance with Article 11 of the Charter of the Caribbean Maritime University.
- k. To fair academic assessments, free from bias or prejudice.

- l. To learn in an environment that promotes safety for all students.

3.1.2 Students responsibilities:

- a. Understand that this handbook is a legally binding agreement with the student upon enrollment in the university, committing them to uphold all required obligations.
- b. To raise issues, concerns or grievances that may impact the facilitation of your tertiary education via the appropriate medium and within a timely manner. Please see grievance / sexual harassment policy for more information. Add link.
- c. To maintain discipline and respect for self, others, and the university's regulations, when representing the university or wearing the uniform outside of the university.
- d. To be fully acquainted with, and abide by the relevant codes of conduct, academic integrity and other University policies, procedures and/or rules; including that of your programme of study (where applicable).
- e. To be engaged and/or participate in class activities;
- f. To refrain from the use of abusive or disrespectful language and inappropriate behaviour;
- g. To refrain from disrupting or interfering with University activities, programmes and student co-curricular activities;
- h. To refrain from behaviour that poses threat or harm to self or another's physical or mental well-being;
- i. To uphold an atmosphere of civility, honesty, equity and respect for others which values diversity amongst staff, students and visitors of the University;
- j. To ensure that you are well informed about the requirements of the course that is being undertaken;
- k. To attend classes regularly and on time;
- l. To meet stipulated academic and non-academic deadlines of the University (coursework, payment of tuition, registration for courses etc.);
- m. To respect the privacy of personal information of others and treat disciplinary outcomes as confidential;
- n. To respect the University's property and that of others;
- o. To respect the rights and welfare of the University's staff

and students;

- p. To complete and submit evaluations of lecturers; and
- q. To obey public national laws.
- r. To understand that this handbook is a legally binding agreement signed by the student upon enrolment in the university, committing them to uphold all required requirements.
- s. To raise issues, concerns or grievances that may impact the facilitation of your tertiary education via the appropriate medium and within a timely manner. Please see grievance / sexual harassment policy for more information. Add link.
- t. To maintain discipline and respect for self, others, and the university's regulations, when representing the university or wearing the uniform outside of the university.

3.2 DRESS CODE

3.2.1 Uniform

All students of the Caribbean Maritime University are required to wear the prescribed uniform. The CMU has a strict dress code that students must adhere to at all times unless explicitly authorized in writing by a university official, regardless of the purpose of their visit.

All full-time students must wear their uniform during any visit to the campus.

Students are required to be in uniform while classes are in session.

In cases where an exception is needed, students must obtain approval from the Manager of the Office of Student Services (OSS). Students from the Faculty of Marine and Nautical Studies must refer to the Cadet Internal Regulations re civilian dress.

Students' uniforms must be kept clean, free of damage and must be ironed at all times. Students must keep uniforms buttoned and zipped while ensuring that metallic devices such as insignia, belt buckles, and belt tips are free of scratches and corrosion and are in proper lustre. They are to also be properly affixed in the correct place on the uniform.

Part-time students are required to be professionally attired for every examination. No shorts are allowed on campus..

Students must keep shoes and boots cleaned. **ABSOLUTELY NO**

SNEAKERS ARE ALLOWED. Students will replace the epaulettes, insignia, and nameplates, when they become unserviceable or no longer conform to university standards.

3.2.2 Uniform Appearance and Fit

These rules and regulations outline how your uniform should look and fit (this includes authorized civilian attire), and apply both on and off campus:

General:

- All shirts (male/female) are to be tucked into pants/skirts at all times.
- Pants, skirts, and shirts must not be tightly worn.
- Male students are not permitted to wear earrings.
- Female students are allowed to wear a maximum of two (2) pairs of earrings, two in each earlobe. The second pair **MUST** be a stud or sleeper earring. There should be no other visible facial jewellery.
- Students' undergarments should not be visible.
- Mouth rings, nose rings, tongue rings, smileys, necklace, chains, bracelets, anklets are prohibited
- Hair length should not exceed the upper pelvic/waist
- Brightly coloured nails such as green, yellow, purple, orange etc. are prohibited

Males:

Pants should be fitted and worn with the lower edge of the waistband at the top of the hipbone, plus or minus ½ inch. The front crease of the trousers will reach the top of the instep, touching the top of the shoe at the shoelaces.

Pants should be fitted with an allowance of at least 1 inch on each sides.

Pants must be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The pants may have a slight break in the front.

Females:

All skirts **MUST** be at the centre of the knee or below the knee .

Pants should be fitted with an allowance of at least 1 inch on each side Mouth rings, nose rings, tongue rings, smileys, necklace, chains, bracelets, anklets are prohibited

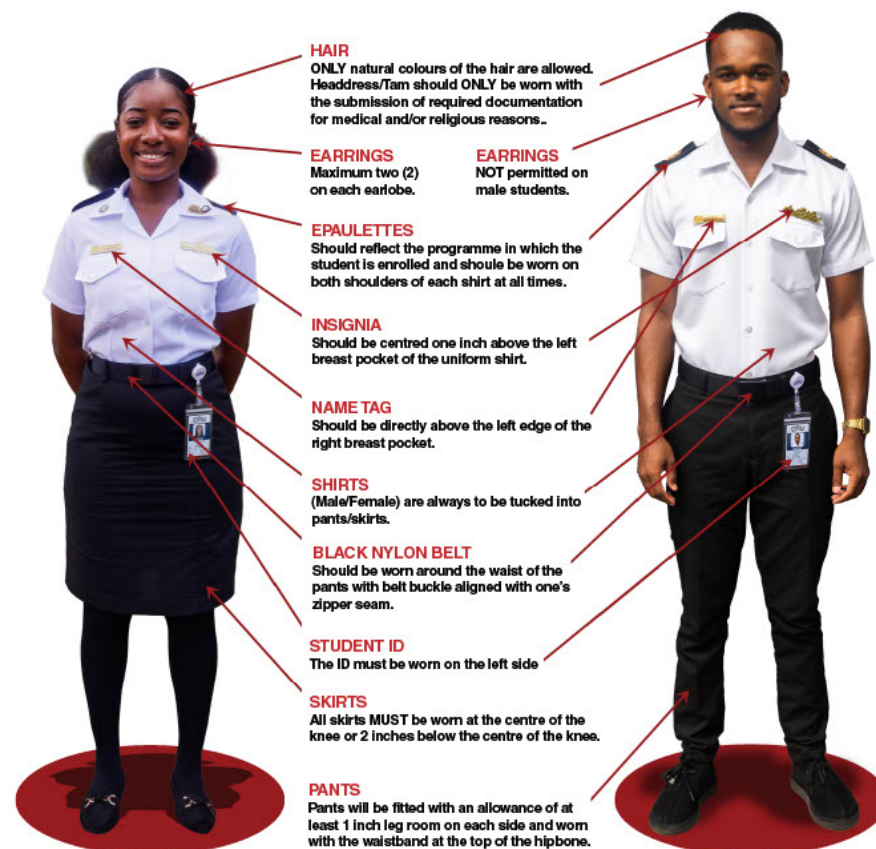
Hair length should not exceed the upper pelvic/waist

Brightly coloured nails such as green, yellow, purple, orange etc. are prohibited.



UNIFORM GUIDE

CMU has a dress code which students should always maintain, unless otherwise authorised in writing from a university official. These rules and regulations outline how students' uniform should look and fit and apply both on and off campus. All Caribbean Maritime University students should be properly attired in the correct school uniform, as follows:



The complete uniform attire entails the following:

White shirt
Black pants / skirt
Black nylon belt
Black shoes (**absolutely no sneakers**)

Plain black socks
Students must wear their epaulettes, name tags and insignia
Plain white undershirt
House shirts and club shirts must be worn **ONLY** on the days assigned

3.2.3 Programme Uniforms

Please see picture of required uniform attire on page 70. House shirts and club shirts must be worn on the days assigned for these by the Students' Union.

Bachelor of Engineering in Marine Engineering and Bachelor of Science in Marine Transportation:

- Please see Cadet Internal Regulations.

Uniform requirements for students in all other full-time programmes:

- White shirt
- Black trousers / skirt
- Black shoes
- Plain black Socks
- Epaulettes according to the programme of study
- Plain white undershirt
- Insignia
- Name Tag

Part-time students:

Part-time students are not required to wear uniform; however, the following items of clothing are prohibited:

- Mini-skirts;
- Shorts (e.g. cargo shorts, capris, etc.)
- Jeggings or tights
- Spaghetti straps and midriff blouses;
- Flip flops;
- Clothing through which undergarments are showing.
- Crocs

Dress code for workshops/labs

Students are required to wear personal protective equipment (PPE) as required. These are to be purchased by students.

NOTE:

All students are required to wear and visibly display their IDs while on campus. **Coveralls are not permitted in the Canteen, Administrative Offices, and the Library.**

3.2.4 General Hair Standards

The requirement for hair grooming standards is necessary to maintain uniformity within the student population. Some hairstyles are acceptable, as long as they are neat and conservative. It is not possible to address every acceptable hairstyle. However, students should be neatly groomed, modest and look professional.

CMU allows headdress associated with religious beliefs

The following are prohibited:

- Designs in the hair or on the scalp;
- Unnatural hair colours (e.g., purple, blue, pink, green, orange, bright (fire engine) red, bright blond, neon, etc.)
- Hair should not be falling in the face or around the ears or epaulette
- Male hair must not include any type of colouring
- Sideburns and beards should not be no longer than one inches

For males, the hair on top of the head should not be more than two inch from the scalp and **MUST** be neatly lined. Female students must also ensure that their hair is neatly groomed. Hair must not fall over the epaulettes or obscure the insignia/nametag. Any wigs, extensions, hairpieces, or weaves must comply with grooming policies. Hair -holding devices may be used only for securing the hair. Only black hair accessories are allowed.

Rastafarians

- Hair must be pulled to the back of the head and fastened

Loc/twist hair

- Hair must be neatly groomed at all times
- Locs and twist should always appear neat

- Hair must be pulled to the back of the head and fastened
- Hair not long enough to be fastened to the back of the head should not fall over the face or ears.

Cornrow

- Hair must be neatly groomed at all times
- Hair should be done neatly downward to the back of the head
- No hair should be falling on the face or ears

3.2.5 Cadets Hair Policy

Male Cadet Hair Grooming Standards:

- Sideburns no longer than in line with the outer corner of the eyes.
- Clean shaven always. No facial hair except an immaculately kept moustache.
- Moustache must not be kept beyond the lines of the upper lip.
- Hair height no more than 5mm above the scalp.
- No hair should be touching the collar at any time.
- No colours, parts or designs allowed.

Female Cadet Hair Grooming Standards:

- Hair should be worn all in one tightly wrapped bun, with hair accessories matching hair colour. Loose ends should be securely tucked into the bun. No hair should be touching the collar at any time.
- Short hair must be slicked away from the face and ears, no bangs, colour or designs. One straight part is allowed, in the centre or side of the hair.
- Bun should be no more than 4" x 4" in dimension extending no more than 3" out from the scalp. Hair should be raised no more than an inch above the scalp.

- No colored hair is allowed. Extensions or braids must be kept to a conservative length
- Undercuts are allowed neatly kept and without design.

NB: All cadets are expected to adhere to the Hair grooming specifications herein.

3.2.6 Makeup

Makeup must be moderate and as best as possible, match the natural skin tone of the wearer. Bright colours are not permitted for lipstick, eye makeup and blushes.

PLEASE NOTE THAT THREE (3) BREACHES OF THE DRESS CODE MAY RESULT IN EXPULSION FROM THE CARIBBEAN MARITIME UNIVERSITY.

3.3. Attendance Policy

The academic year consists of three semesters, which are fifteen (15) weeks each:

- Semester I – September to December;
- Semester II – January to April; and
- Summer Session - May to August.

Students should notify the Office of the University Registrar (OUR) and the Deans of the relevant faculties in advance of the start of a module/course, of any predictable or unavoidable absence to avoid having a penalty applied.

NB: Cadets are to refer to the Cadet Internal Regulations.

3.3.1 CONDITIONS FOR ENROLLMENT

- A. If a student decides to cancel his/her enrolment in a programme, the following will apply:
 - i. Cancellation must be made in writing to the OUR.
 - ii. The deposit/registration fee is not refundable.

- iii. Where a cancellation request is received after the commencement of the programme, any refund will be in keeping with the University's refund policy.
- B. If students change their programme of study during the term, no refund will be given, even if the new programme results in a lower fee.
- C. If the new programme attracts a higher fee, the student must pay the difference.
- D. Programmes and courses/modules offered by the university are based on the availability of resources. Therefore, the University reserves the right to cancel any course/module it considers to be non-viable.
- E. While start and end dates of programmes are not expected to change, the University reserves the right to alter dates of programmes/courses/modules or examinations. These changes will in no way affect the terms and conditions of a student's contract with the University and adequate notification will be given.
- F. All changes of contact information must be relayed to the Admissions Office in writing and supporting documentation sub-mitted.
- G. The University reserves the right to inform a student's sponsor) of the student's academic and/or attendance record.
- H. The University reserves the right to place a student arriving late for an intended course, into a course which commences at a later date.
- I. Students who arrive late for their intended course of study must pay the full fee for the programme or course.

3.3.3 CMU Email Address

At registration, each registered student is assigned a CMU email address and temporary password which is used to access his/her personal profile on the ERP Student Management System. Students are required to set up their email address using the following instructions to allow for contact with the university and assigned lecturers:

SUPPORT SERVICES

3.4 STUDENTS' HEALTH INSURANCE AND ACCIDENT DEATH AND DISMEMBERMENT (AD&D) COVERAGE

Mandatory health insurance and AD&D coverages are provided by the CMU for all students (full-time and part-time). This includes students who are already covered under an external health plan. Fees paid for health insurance and AD&D are non-refundable. These fees are included in the annual auxiliary fees.

Only registered students are eligible to receive health cards. It is the registration list that is used to generate health cards for students. The Office of Student Services will notify student when the cards are available for collection.

All students are required to be covered on the University's AD&D plan in the event of accident or death. Courses that require students to go on field trips require that students be covered, as organizations will not permit students to access their facilities if the University does not indemnify them of liability.

3.5. DRUG INFORMATION SERVICE (DIS)

Every student is required to complete a drug consent form. If a student is suspected of substance abuse, the University may request that drug testing be done. The University through its Nurse, and Counsellor, are equipped to counsel/refer students on drug-related issues. Pamphlets, textbooks and drug related journals and textbooks can be obtained from these offices for further information.

3.6. COMPUTER LAB

The University has five computer labs, four (including a Distance Learning Lab) are located at the Palisadoes Campus and one at the Port Royal Campus. At the Palisadoes Campus, one lab is located on the ground floor of Block A beside the Cafeteria

and the other two are located upstairs of Block A. The Distance Learning Lab is also located on the ground floor of Block A. Wi-Fi access is available to all students on campus. To access same, students should speak with a technical staff in the Office of Digital Transformation.

3.7 HEALTH AND WELLNESS SERVICES

The Health and Wellness Unit addresses health related issues of staff and students. Clients can be assured that they will receive confidential medical attention or referral for appropriate medical intervention. Each student is required to submit a completed medical form signed and stamped by a physician. This unit provides:

Nurses' Station;

First Aid services for students and staff;

Formal and informal educational support and counselling related to a healthy lifestyle is offered through seminars, health fairs and workshops; and

Family planning education.

Opening hours:

Mondays to Fridays, 8:15a.m. - 8:00p.m. (Palisadoes Campus)

Mondays to Fridays, 8:15a.m. - 4:15p.m. (Port Royal Campus)

Emergency Services

Persons with life threatening emergencies who visit the Health and Wellness Centre will receive supportive care and be transferred to an appropriate hospital or health centre.

Medical Report

CMU Health and Wellness Centre personnel do not write reports for students who have missed classes, labs or exams due to illness or injuries. However, students who seek or receive medical care may receive documentation of their visit upon request.

If the personnel within the Centre believes that limited physical activities or sick leave is needed, the student should receive those recommendations in writing from a medical doctor and submit this medical certificate to the Registry.

Students who become ill or see a physician outside of CMU are responsible for obtaining a medical certificate from that physician.

STAFF

The University employs three full-time registered nurses, a relief nurse for the evening sessions, an Emergency Medical Technician (EMT) and nursing assistant.

3.8 LIBRARY SERVICES

3.8.1 Main and branch libraries

The main library is located at the Palisadoes Park Campus in Kingston and there is a smaller library collection at the Port Royal Campus. CMU students and staff shares the library facility at the Sam Sharpe Teachers' College. The library staff at that College supervises the CMU library's collection. The collections at the off-site campuses support programmes that are delivered at these campuses. The library staff ensures that students at the off-site campuses have access to the library's resources and services similar to their counterparts at the main campus.

3.8.2 Library Collections

One of the core responsibilities of the library is to ensure that the informational needs of students, faculty and staff are met. This is achieved through the provision of relevant, suitable, and adequate supply of reading resources in the collections.

3.8.2.1 Print Resources

The library collections contain approximately 2,170 titles (books), multiple copies of each title (approximately, 8,779 in

total) are available to ensure that students can borrow whichever title they wish through **the overnight, reading room and 3-week loan arrangements**. The collection also includes scholarly journals, magazines, research papers written by past students, examination past papers. Some of these resources can only be used in the library.

3.8.2.2 Electronic resources (e-resources)

The library staff ensures that the main and off-site campuses have access to a wide collection of e-resources. These include inter-net, online databases, e-books, Jamaica Gleaner Online Archives, a Jamaican legal database. These e-resources can be accessed remotely.

3.8.2.3 E-books

Through the library consortia agreement with other academic libraries in Jamaica, users have access to ProQuest's e-book collection which provides content from 90,000 authoritative sources.

3.8.2.4 Databases

The library subscribes to four databases, two are multi-disciplinary in nature, these are EBSCO and Emerald, and two are shipping related (Lloyds List and Regs4ships). EBSCO and Emerald consist of scholarly articles, these are articles that were published in journals; Regs4ships consists of maritime related conventions and codes and Lloyds List consists of articles and information related to the ship-ping industry.

3.8.2.5 Online Newspaper Archive

Users have access to The Jamaica Gleaner Online Archives which contains more than 970,000 pages. The full-page newspapers which date back to 1834 are searchable by keyword and dates making it easy for users to quickly peruse historical news.

3.8.2.6 Government & Legal Documents

The library also provides its users with online access to Jamaica Government legislative documents such as reports, policy statements, regulations, statutes, and legal information such as Supreme and Privy

Council cases and court forms. This information comes in the form of the Zip Law Database which contains Jamaican legal in-formation.

3.8.3 Loan Period for books borrowed

Graduate and undergraduate students can borrow books from the Open Access Collection for three weeks. From the Reference Collection, graduates are allowed to borrow these books for two weeks; however, undergraduates can only get these books on an overnight loan or reading room use. Students pursuing the Security Administration and Management (SAM) programme can borrow books which are on overnight loan for a period of one week.

3.8.4 Library Staff

The library has a complement of eleven (11) full time staff members and one part time member who provides invaluable service at the Main and Port Royal Campuses. The staff works on a flexi-scheduled timetable.

3.8.5 Services provided by the Library

The library provides printing, photocopying and referral to other libraries services to users. Printing and photocopying services are provided at the main and off-site libraries. Referral to use other academic and special libraries are offered mostly at the Main and Port Royal Campuses. Photocopying service at the main campus is managed through a photocopy card which students purchase from the library. This photocopy card is unavailable to students at the off-site campuses, so they pay the library staff directly for their photocopying services. Photocopying of materials at the main and off-sites locations is done in accordance with the JAMCOPY guidelines for photocopying at higher education institutions in Jamaica. The entity monitors the photocopying of the library's re-sources based on the information submitted by the Librarian each semester. The CMU is currently pursuing the setting up of a Re-pro-graphics Centre at both Main and Port Royal (at a later date) campuses which will provide printing and photocopying services to its stakeholders. It is anticipated that these centres will certainly help to eliminate the long queues for printing and services offered on the campuses.

3.8.6 Computer Access

The library at the Main campus houses nine (9) computers in the Reading Room. These computers are used by students who want to access online databases, type assignments or to check emails. This limited number of computers does not impact the effectiveness of the services provided by the library since there are other computer rooms and laboratories on the main campus which faculty and students can use. There are five (5) computers that users can access in the library at the Port Royal Campus, these are also used for educational purposes, and in addition there is a computer laboratory that students can use when classes are not in session. Students and staff at the Western Campus have access to the computers in the libraries at that location.

3.8.7 Information Literacy Skills Session

Information literacy skills sessions are conducted by the library staff for all new students at the start of semester one of each academic year. The sessions usually begin in September and ends the first week of November. These sessions are mandatory and assist students to retrieve pertinent information on their own by

using the resources in the library. Sessions are sometimes held outside of the scheduled time should there be requests from faculty for this exposure. The handbook / document "Guide to the library" which contains information on the library's resources, services, rules and regulations and other pertinent information is sent to students via their class email.

3.8.8 APA Manual: Standard used for academic writing

To assist students in writing their papers, the Librarian sometimes conducts training sessions with students on how to cite sources, compile and arrange references, and format papers using the APA style, the writing style used by the institution. These training sessions, which are sometimes held for a duration of approximately two hours, are carried out in collaboration with lecturers.

3.8.9 Membership

All students (on the main and Port Royal campuses) must register with the library during the registration period at the start of the academic year. Registered students are entitled to use and borrow reading materials from the University's Library's collections. Students at the off-site campuses use the library's collection located on those campuses and must abide by the rules and regulations for those libraries. Members of the maritime and allied industries, as well as the general public are permitted to use the library for reference purposes.

3.8.10 Evaluation of Library Resources and Services

Various evaluation tools (surveys and suggestion boxes) are used by the library to assess the quality, adequacy and utilization of its information resources and services. Students are invited to place their comments in the Suggestion Boxes located in the libraries. The findings from these instruments and comments from the boxes are used by the library staff to improve resources and services offered; the findings are sent to the Quality Assurance Department, student class emails and placed on the library's notice board.

3.8.11 Opening Hours

The library schedules convenient opening hours to facilitate students, faculty and staff. Users can access the library resources and services before the official start and end of teaching hours Sunday to Saturday.

The opening hours are:

Main Campus

Monday – Thursday 7:45 a.m. – 8:00 p.m.

Fridays

Saturday – Sunday 8:30 a.m. – 4:30 p.m.

Port Royal Off-site Campus

Monday – Fridays 7:45 a.m. – 4:15 p.m.

Fridays 7:45 – 6:00pm

Western Campus

Monday – Thursday 7:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

Saturday 9:00 a.m. – 1:00 p.m.

3.9 ACCOMMODATIONS

The University provides boarding at its Admiralty Residence in Port Royal for its students. Boarding is facilitated through the Office of Student Affairs. All resident students must sign an agreement form with the University prior to occupancy. The application period for boarding is January – June each year. Persons living in rural Jamaica and overseas will be given preference for placement.

NB: All returning students desirous of returning on hall must reapply for residency each academic year. Additional-

ly, boarding fees are non-refundable (please consult housing agreement document for further information).

3.9.1 Dorm Leadership

The accommodation facility has two wardens directly assigned to oversee the affairs of resident students on hall. They also ensure that the rules and regulations for the dormitory are upheld. These individuals provide general supervision of all resident students and also monitor the overall cleanliness of the facility and its surroundings.

3.9.2 External Accommodation Assistance

Students who were unsuccessful in obtaining CMU accommodation may seek off-campus accommodation (an approved list is available in the Student Affairs Division, or you may request via email at housing@cmu.edu.jm).

3.9.3 Boarding Fees

Boarding fees are paid on an annual basis. Students should ensure that a copy of all payment receipts and vouchers are submitted to the Office of Student Affairs, as cross reference will be made with the University's Treasury Department. All resident students are required to pay a caution fee. If damages are done to the dormitory, this sum will be used to offset related expenses (please consult housing agreement document for further information). Students are also required to pay internet fees set by the University.

3.9.4 Resident Student Handbook

All resident students are furnished with a Resident Student Handbook which lists the regulations governing the halls, as well as other general information. In addition to this, Cadets must adhere to the regulations laid out in the Cadet Residential Regulations.



4.1 ACADEMIC TERMINOLOGIES, POLICIES AND PROCEDURES

4.1.1 ACADEMIC YEAR

The academic year of the University starts September and ends August of each calendar year. Classes for full time students are delivered over two semesters, Semester 1 and 2. Classes for part time students also delivered in Semester 1 and 2 along with a third session during the summer. These periods are typically scheduled as follows:

Semester I	September to December
Semester II	January to April
Summer Session	May to August

N.B.—Where the need arises, as a result of internal and external challenges, adjustments to these stated time periods may vary. Classes are normally scheduled Mondays to Fridays between the hours of 8:00 a.m. and 8:30 p.m. for full-time students and 5:30 p.m. to 8:30 p.m. for part-time students. Some programmes require students to attend classes on Saturdays and Sundays or extend up to 9:30 p.m. on occasion. In these instances, students will be given adequate notice to prepare for classes.

4.1.2 ACADEMIC JUDGEMENT

Academic judgement involves evaluating the body of a student's work, in order to make an overall judgment decision about that student's performance (and award an accurate grade that accurately reflects performance).

4.1.3 ADVANCED PLACEMENT

Applicants who have previously completed one or more years at the Caribbean Maritime Institute/University, or a programme at another approved educational institution, or a body of professional work, may be eligible for admission to a level higher than first year/semester (advanced standing) of a particular programme.

In order to determine eligibility for advanced placement, the official transcript from the institution where the work was completed (produced under seal) plus the course outlines for courses taken must

be available for review. This information will be evaluated by the Faculty. Any course that has been used for matriculation purposes shall not qualify for further exemptions.

Where the course of study already completed is comparable to the programme in question, advanced placement with credit may be granted.

Students admitted to undergraduate programmes with advanced standing must complete at least 50% of the programme credits as a registered student of the CMU, including 85% of the upper division programme credits, to receive a CMU award.

The qualification that may merit consideration for advanced placement:

Diploma, Associate Degree; Bachelor's or Master's degree in specific discipline

4.1.4 ASSOCIATE DEGREE

An Associate Degree is an award made upon successful completion of a programme of study or training at the post-secondary level, which requires no fewer than 60 credit hours of instruction and/or other academic requirements.

4.1.5 BACHELOR'S DEGREE

A Bachelor's Degree is an academic qualification or title awarded to, or conferred upon, a student by the University based on the successful completion of a minimum of 120 credit hours and/or other academic requirements.

4.1.6 CERTIFICATE

Certificates (for short and customized programmes) are awarded upon the successful completion of a programme of study or training, or an approved group of courses at the post-

secondary level, which requires no fewer than 30 credit hours of instruction and/or other academic requirement.

4.1.7 CORE COURSE

Core course are compulsory courses for students pursuing a particular programme of study.

4.1.8 COURSE EXEMPTION

Students entering the CMU from another approved educational institution may be granted course exemptions for undergraduate and postgraduate programmes. However, credits earned from other institutions are not transferable to CMU's programme/courses. Where applicable, the following rules and regulations will apply. Please note that exemptions are not granted for subjects used to matriculate into the University.

A completed request for course exemption form must be submitted to the Faculty Dean no later than two (2) weeks after the commencement of the course. The following should be carefully noted:

- a. The student must have satisfied the necessary prerequisites for the programme.
- b. The student must have passed the course with a grade C+ or higher.
- c. Individual courses will be evaluated for exemption. The credit value of the course and the details of the syllabus must be similar to those of the CMU for the course(s) for which exemption is sought.
- d. It will be the student's responsibility to provide an original certified transcript, course syllabi and all relevant information to assist in the determination of course equivalencies. In some cases, an inter-view may be required.

4.1.9 CREDIT COURSE/MODULE

A credit course is an approved university course for which credit may be earned. Credits are granted when a student achieves a grade within the University's grading scheme for a course approved as a credit course.

4.1.10 CREDIT HOURS

- One academic credit (or credit hour) is given for every 15 hours of lecture, tutorial or seminar instruction during a semester.
- Three (3) hours of laboratory/practical instruction are considered the equivalent of one lecture hour in counting credits earned in a laboratory or studio course.
- Courses that utilize alternate instructional delivery modes (For example - online), may require additional class/ student contact hours for credit hour assignments.

4.1.11 DEFERRAL OF PROGRAMME

A student recently admitted may apply for deferral of entry to that programme for no more than one academic year. The request for deferral must be received by the Office of the University Registrar no later than a month following the commencement of the programme. Students who fail to request deferral will still be required to pay the related fees.

4.1.12 DIPLOMA

A Diploma is an award made upon successful completion of a programme of study or training at the post-secondary level, which requires no fewer than 90 credit hours of instruction.

4.1.13 ELECTIVE

An elective is a course which allows students the option of choosing from a specified list of alternatives.

4.1.14 FULL-TIME STUDENT

A full-time student is one who is taking a minimum of 36 credits during an academic year.

4.1.15 GRADE REVIEW

A grade review is a reassessment of any part of the examination process that does not include academic judgement. Requests for grade review should be made in writing to the Office of the University Registrar.

4.1.16 INDUSTRIAL AWARENESS PROGRAMME (IAP)

The Industry Awareness Programme (IAP) is offered within each full-time programme. All enrolled full-time students must complete this element of their training. Students may access this course from the Student Management System. Only second to fourth year students are eligible to access this mandatory three credit course. It has no numeric value as students are awarded with a Pass or Fail grade by the supervisor of the available company. The duration of the IAP is six (6) weeks or 30 days of eight-hour work sessions. The option will also exist to have seminars with industry partners and lecturer interactions with organisations where students are placed

4.1.16.1 Required Documents

Log Book

Log book documents the summary tasks which you complete during your IAP and must be signed by your supervisor and stamped by the company.

Performance Evaluation Form

The performance evaluation form rates your attitude, aptitude, and performance during the IAP. Success in this course is therefore dependent on the performance scores you receive.

Indemnity Letter

A letter of indemnity is provided by CMU to all placement sites, detailing the insurance coverage of students during their period of engagement. If students have identified companies on their own, they should notify the PSU for an Indemnity letter. Requests may be granted once the Placement Unit confirms the suitability to the programme and have validated your registration status.

4.1.17 INTEGRATED GROUP PROJECT

Integrated Group projects may be given as part of a course instead of a mid-term examination. This piece of work is mandatory and may not be done individually, as the aim is to foster teamwork. Each respective lecturer has discretionary power on when papers are to be submitted. This is a project forming part of coursework requirements.

4.1.18 LEAVE OF ABSENCE

This is an approved interruption of a programme for a short period of time granted to a student in special circumstances. Students or their representative must apply in writing to the Office of the University Registrar for leave of absence. The period of interruption should not exceed one academic year.

Request for leave of absence on medical grounds must be accompanied by medical certification. Request for leave of absence based on work-related, financial and/or compassionate grounds are also considered by the University. Students wishing to resume their studies before the leave of absence expires may apply for readmission to the University.

Students who exceed the agreed period of leave and have not contacted the University will be deemed to have withdrawn from their programme of study. Leave of absence does not count against a student's maximum completion timeframe for the particular programme or class of award.

4.1.19 MAJOR RESEARCH PROJECT

This applies to students pursuing the Degree programmes, where a major component for the award of the Degree is a project. This project must be submitted in partial fulfilment of the requirement for the programme. This must also be submitted no later than one semester following the end of contact sessions, and in any case, prior to graduation.

It is the responsibility of the University to assign competent persons to direct and supervise students completing research projects. At the undergraduate degree level, students may be required to write a detailed report that summarizes the research project conducted as part of their academic pursuits. They may also be required to display/demonstrate aspects of this project.

Students should observe their faculty and/or lecturer's deadlines for submission of assignments/projects. Projects are the property of the University.

4.1.20 OCCASIONAL STUDENT

Students pursuing a programme not leading to a University award and not required to pass any regular entrance examination or fulfil any specific entry requirement. Such a student must satisfy the faculty concerned of his/her educational suitability to enter the course(s) pursued.

4.1.21 OPTION/SPECIALIZATION

A group of courses related to a major area of specialised study within a programme, frequently developing a common base.

Students may select specialization in Marine Engineering/Transportation Programmes, Shipping and Logistics Programmes etc.

4.1.22 PART-TIME STUDENT

Students taking fewer than 36 credit hours during an academic year, or fewer than 18 credits per semester.

4.1.23 PLAGIARISM

All submitted assignments including the research project, must reflect students' authentic intellectual effort. Plagiarism is a major form of academic misconduct and can be sanctioned by expulsion (See Cheating in Chapter 5).

4.1.24 PROGRAMME

A plan of study lasting over a specified period which leads to the award of a Degree, Diploma, Certificate, or other academic honours of the University.

4.1.25 PROGRESS REPORT (UNOFFICIAL TRANSCRIPT)

A progress report or unofficial transcript is a statement detailing a student's academic performance. Progress reports are accessible to students at any time via their student portal on the ERP Student Management System. Signed progress reports are available at a cost from the Office of the University Registrar.

4.1.26 RE-ADMISSION

Re-admission is the re-entry of a student who has withdrawn from a programme prior to successful completion of all the required courses within the allowable timeframe.

4.1.27 REINSTATEMENT

Reinstatement is the restoration of a student to his/her former academic relationship with the University by the Academic Board. Reinstatement

applies to students who were on leave of absence from the University.

For students who have been suspended/dismissed, reinstatement will be subject to the terms and conditions of their suspension. Students are required to request a reinstatement in writing from the Office of the University Registrar.

4.1.28 SEMESTER

A semester is a prescribed period of study, normally 15 weeks in duration, including teaching, revision and examination.

4.1.29 TRANSCRIPT

A transcript is an accumulated academic record which is an official document sent upon request to an approved third party at a cost. This request can be made after the student has completed at least one semester of a programme offered by the University.

No transcript will be prepared for students who are not in good financial or other standing (e.g., Library and examination clearance) with the University.

Students requiring a transcript are asked to apply and make payment before submitting request to the Office of the University Registrar for processing. The processing time is 14 business days. Each additional transcript will attract an additional fee.

4.1.30 TRANSFER

Transfer takes place where there is a change from one programme to another, from one campus of the University to another and in delivery modes (full time to part time or vice versa). All requests for transfers must be approved by the faculties before the request can be processed. Students are required to complete the assigned form, pay the assigned fee and submit

the request to the Office of the University Registrar for processing.

4.1.31 UPPER-LEVEL COURSES

These are courses comprising the area of specialization normally pursued in the third and final years of the programme of study.

4.1.32 WITHDRAWAL

4.1.32.1 Voluntary Withdrawal

Students may voluntarily withdraw from a programme at any point after they have completed their first semester. Permission to withdraw from a programme must be obtained from the Office of the University Registrar. Students seeking to withdraw are required to complete the Notice of Withdrawal form and seek the necessary signatories before submission to the Registry. The form must be signed off by the Dean of Faculty and the Treasury before the Registry signs off. In instances where ill-health is cited as the reason for withdrawal, the form must be signed by a medical doctor.

The form requests the student to give a possible return date and in the case of final year students, funding details where applicable. Withdrawals are required where students will be absent longer than one academic year. Students who have not registered for one academic year would be considered by the University as having withdrawn from the programme of study.

4.1.32.2 Academic Withdrawal

Where a student whose GPA for a given semester is less than 1.70, he or she shall be deemed to be performed unsatisfactorily and shall automatically be placed on academic probation. A student on academic probation whose GPA for the subsequent semester is less than 1.70 shall automatically be required to withdraw.

Students required to withdraw from the University for failing to complete their degree programme within the stipulated timeframe or for

poor performance may be readmitted after at least one year has elapsed since withdrawal.

Students required to withdraw may request a waiver in order to continue their study. Application for waiver of the requirement to withdraw or for readmission after the minimum period of one year will be considered on their own merit and will only succeed if the faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.

4.1.32.3 Readmission after Withdrawal

Students who had been required to withdraw from the University may be admitted to the Faculty or another Faculty after a minimum period of one year has elapsed since their withdrawal. Such students may be granted exemption from courses relevant to the new programme. The decision to award credit and exemption shall be made by the Dean.

4.2 GRANTING OF AWARDS

4.2.1 Course of Study

A course of study lasts over a specified period of time which leads to the award of a Degree, Diploma, Associate Degree or Certificate.

4.2.2 Normal or Prescribed Timeframe

The normal or prescribed timeframe is the stated duration of the programme, e.g., 4 years for a Bachelor's degree and two or three years for an Associate Degree depending on the mode of attendance.

4.2.3 Maximum Timeframe

The maximum permissible timeframe to complete a programme of study for the following awards are as follows:

Masters	prescribed timeframe plus 2 years
Bachelors	prescribed timeframe plus 3 years

Associate Degree (FT)	prescribed timeframe plus 2 years
Associate Degree (PT)	prescribed timeframe plus 3 years
Diploma	prescribed timeframe plus 2 years

The maximum timeframe does not include approved leave of absence or extenuating circumstances on the part of the student, e.g., accident, sickness, etc. where the University has been provided with the required evidentiary documents.

4.2.4 Evaluation

At least a 50% pass must be obtained as aggregate percentage score and the final grade determined as follows:

Coursework	50%
End of Semester Assessment	50%

For some programmes, BSc. Marine Transportation and BEng. Marine Engineering, the pass mark for some courses is 60%. The prescribed requirement for each programme is delineated in the faculty brochures.

4.3 GRADING SYSTEM

The University's official grading system and relevant letter grades are illustrated in the table below.

PERFORMANCE DESCRIPTION	LETTER GRADE	MARKS (%)	GRADE POINTS
	A+	90-100	4.00
	A	89-85	3.80
	A-	80-84	3.70 EXCELLENT
	B+	75-79	3.33
	B	70-74	3.00
	B-	65-70	2.67 GOOD
	C+	60-64	2.33
	C	55-59	2.00
	C-	50-54	1.67 PASS
FAIL (RESIT)	D+	45-49	1.30
FAIL (RESIT)	D	40-44	1.00
FAIL (REPEAT COURSE)	F	0-39	0.00
INCOMPLETE	I		
ABSENT	AB		
SATISFACTORY	*S		
UNSATISFACTORY	*U		

The grade scheme is applicable to new students admitted to the CMU for academic year 2023/2024. Previously admitted students are governed by the grade scheme in the 2020-2021 Students' Handbook and previous editions.

Please note:

Incomplete: An incomplete grade is a placeholder for an outstanding final assessment for which prior written approval was granted.

Absent: Non-submission of any piece of coursework or final exam without approval.

Satisfactory: Applies to courses that do not carry a grade point. Indicates that all course requirements were completed successfully.

Unsatisfactory: Applies to courses that do not carry a grade point. Indicates that all course requirements were not completed successfully. Students must repeat the course to complete the requirements.

*Courses graded as S/U will not contribute to your grade point average. However, they will affect your eligibility for graduation and class of award.

N.B: This grade scheme does not apply to students in the Marine and Professional Studies School prior to A/Y 2014/15.

4.3.1 Calculation of GPA

The Weighted Grade Point Average (W. GPA) is the sum of the product of the grade point and credit for each course taken, divided by the total number of credits attempted (see example below). Previously failed course grades will therefore be used in the computation of the final weighted GPA.

Course Grade	Grade Points	Course Credits
A	4	3
B	3	3
C	2	2
D	1	4
Total Credits		12

$$\text{W. GPA} = \frac{(4 \times 3) + (3 \times 3) + (2 \times 2) + (1 \times 4)}{3+3+2+4} = \frac{29}{12} = 2.42$$

The **Cumulative GPA** is the average of the grade point earned at the end of a programme.

4.3.2 Academic Probation

All failure counts. A failed course (a grade of D+ and below) will affect your GPA negatively as it will be included in all calculations of your Grade Point Average and will be a part of your permanent record.

When the cumulative falls below 1.70, the student will be placed on academic probation. Students will receive the actual grade earned in a re-sit or redo and will not be limited to a minimum pass in their second or third attempts at a course.

4.3.3 Grading Procedure

The final result for each course is expressed as a grade and grade point.

A student's overall academic performance will be determined by the sum of the grade point earned (credit $\times$ grade point) for each course divided by the number of credits taken.

A student who misses any in-course assessment (coursework) should communicate with the course lecturer to have issues re-solved prior to

the end of the semester and the posting of final grades. If the matter remains unresolved up to the commencement of the end of semester examination period it should be brought to the attention of the Head of Department (HOD) or Dean.

A course is considered passed if the final result is C- and above. However, some courses may have a higher passing grade to meet professional requirements.

The final grade will be the average of the overall coursework and the final assessment.

4.3.4 Student Academic Progression

The regulations governing students' (FT/PT) academic progress and the requirements for promotion are outlined below:

Promote

Student has passed all courses.

Promote and Trail

- a. First year students trailing up to 4 courses (FT) or 3 courses (PT) at the end of the academic year **will be eligible for promotion** to second year. **Note that students will not be allowed to register for modules where they have failed an applicable pre-requisite course.**
- b. Second year students trailing up to **four courses will be eligible for promotion to the third year. Note that students will not be allowed to register for modules where they have failed an applicable pre-requisite course.** Second year PT Engineering students can be promoted to third year while trailing up to 3 courses.
- c. Third year students can be promoted to fourth year while trailing up to 4 third year courses. **Note that students will not be allowed to register for modules where they have failed an applicable pre-requisite course.** Third year PT Engineering students can be promoted to fourth year while trailing up to 2 third year courses.

- d. Fourth year PT Engineering students can be promoted to fifth year while trailing up to 3 fourth year courses. Promotion will not be given to final year (year 4) with subjects outstanding for second year.

Repeat Semester

Full time students with five (5) or more failing courses and Part time students with 4 or more failing courses at the end of any academic year will be assessed on a case-by-case basis. If most of the courses failed are being delivered in the first semester the student will be required to complete those courses. If most of the courses are being delivered in the second semester then a discussion will be initiated between the Faculty, the Registry and the Treasury to agree on the approach to be taken.

Make Good

Final year students with only one module outstanding which is from their last semester of study (Year 4, semester 2) to fully complete their programme of study may be given the opportunity to make good. The outstanding module, however, cannot be a core course for the programme. Make good actions may include, but are not limited to, re-sitting an exam, completing an alternative assessment project, sitting an oral examination conducted by a panel of lecturers and/or any other action permitted by the dean of faculty.

Withdrawal

Students wishing to withdraw or to suspend a programme of study should complete the requisite form and submit same for approval by the Registrar. The maximum allowable time for official withdrawal from a programme is three years?

Expired

Students who matriculate to the university have seven years to complete their programme of study. Students who fail to meet their requirements for an award within the seven years specified timeframe will be required to re-apply to the programme.

*Trailing courses are courses that a student has failed and must resit/ repeat.

**The Faculty Board in consultation with the Deans, can make decisions on a case-by-case basis for students who provide documented evidence of extenuating circumstances.

4.4. CLASSES OF ACADEMIC AWARDS

To obtain an award, all courses satisfying the conditions stipulated in the programme must be successfully completed. The regulations governing the classes of awards will apply only to new students and beyond and shall be implemented as follows:

4.4.1 Bachelor's Degree

First Class Honours

- a. A minimum GPA of 3.45.
- b. Course of study completed within the **prescribed** timeframe.
- c. The President's Pin will be awarded to the students who achieve a cumulative GPA of 3.75 or more.

Upper Second-Class Honours

- a. A minimum GPA of 3.05
- b. Course of study completed within the **maximum** timeframe.

Lower Second-Class Honours

- a. A minimum GPA of 2.67.
- b. Course of study completed within the **maximum** timeframe.

Pass

- a. A minimum GPA of 1.70.
- b. Course of study completed within the **maximum** timeframe.

4.4.3 Associate Degree

With Merit

- a. Minimum cumulative GPA of 3.05.
- b. Course of study completed within the prescribed timeframe.

Pass

- a. A minimum GPA of 1.70.
- b. Course of study completed within the maximum timeframe.

4.5 GRADUATION REQUIREMENT (AWARDS)

Master, Bachelor, Diploma, Associate Degree, and Certificate students cannot graduate and/or participate in a graduation ceremony unless they have fulfilled all degree requirements, adhered to the maximum timeframe allowable for the award, cleared all financial obligations to the University, and have received an official invitation to graduate from the Office of the University Registrar.

Each student who fulfils the requirements for completion of a programme of study is eligible for formal conferral of an award by the University Council.

Eligible candidates must apply for graduation at the start of their final semester. The application allows the University to assess your eligibility for graduation.

A student cannot be awarded unless he/she satisfies the minimum timeframe requirement for the degree unless otherwise approved by Council.

Degree awards shall be conferred in absentia for eligible students/graduands who elect to be absent from the official graduation ceremony.

All degrees, including aegrotat and posthumous degrees, must be authorized by the Academic Board and approved by the University Council.

No student will be permitted to participate in the graduation ceremony or listed in the graduation programme until they have successfully completed all the requirements for the award of the degree and have been formally certified by the University.

4.6 STUDENT AWARDS

4.6.1 Most Involved / Most All - Round Student:

- Involvement in the Students' Union or two other clubs
- Adherence to CMU's rules and regulations
- Participation in CMU's sporting activities
- Involvement in at least two major CMU activities (e.g., Graduation, Orientation, Maritime Awareness Week etc.)
- G.P.A of at least 2.7

4.6.2 Most involved in Sports (Male and Female Award):

- Involvement in at least three organized sporting activities of the CMU
- Seeks to support, motivate and unite players on team.
- Good sportsmanship and general good behaviour in competitions
- Adherence to CMU's rules and regulations

4.6.3 Outstanding academic achievement in year group:

Student should have attained the highest G.P.A. in programme year group.

4.6.4 Highest Academic Average:

Student should have attained the highest G.P.A among all programme year groups.

4.6.5 Awards for Research Excellence (Social and Applied Research):

- Innovative thinking and excellence in research
- Potential for solving significant problems
- Work proposals for ongoing research/projects
- Top voted received by peers and supervisors

4.6.6 President's Honour Roll:

Students who earned at least a 3.7 grade point average in all coursework.

4.6.7 Dean's Honour Roll:

Students who earned between a 3.4 and a 3.69 grade point average in all coursework

4.6.8 Outstanding Community Service Award:

Recipients of this award would have consistently volunteered their services to the CMU and other communities. The incumbent must have also given quality service without the receiving any monetary or personal gains from their involvement.

4.6.9 Registrar's Leadership Award

This award is given to students who show exceptional leadership skills in roles outside the regular classroom curriculum. The individual is selected by the University Registrar.

4.6.10 Most Discipline Student

The recipient of this award would have attained the following:

- Maintained the rules and regulations of the University.
- No record of disciplinary infringement
- Well respected among staff and peers alike
- Maintains CMU dress code.
- Exemplary behaviour both on and off campus

4.6.11 Outstanding Performance in the Creative Arts

This individual would have attained the following in the year of the award:

- Be a member of the University's creative arts group/club
- Achieve the minimum of a bronze in at least two creative expression competitions
- Adheres to the regulations of the University
- Exhibits good team spirit

4.6.12 Special Recognition for Gallantry Service to the CMU (where applicable)

This recipient exhibits conspicuous bravery or some act of daring or pre-eminent act of valour or self-sacrifice otherwise than in the face of a life-threatening situation or eminent danger.



OFFICIAL EXAMINATIONS

The Official Examinations are scheduled as follows:

Final Examinations

Semester 1	December/January
Semester 2	April/May
Semester 3	August

Resit/Supplemental Examination

Yearly August

The University hosts one re-sit/supplemental session per academic year. Students will, however, be able to sit these examinations during the regular examination periods.

5.2 EXAMINATION TIMETABLE/SCHEDULE

The dates of all examinations other than Coursework Examinations shall be determined by the Registrar.

The Examination Timetable in respect of written end-of-semester examinations shall be published at least one month before the series of examinations begin or two weeks in the case of Resit/ Supplemental examinations. Examination Timetables are posted each semester and/or each examination period on the University's website at https://srs.cmu.edu.jm/web_student_information/student_timetable/.

Any changes in dates after publication shall be posted on the CMU's website and other media sites. Students are responsible for ensuring that they are present at each examination. Candidates will not be informed individually of such changes. In no circumstance will any such change be made later than one week prior to the commencement of the series of examinations.

5.3 TYPE OF EXAMINATIONS

The Caribbean Maritime University conducts the following examinations in relation to its offering of Master's Degrees, First Degrees, Associate Degrees, Diplomas and Certificates:

- End of Semester
- Mid Term/Coursework
- Re-sit
- Supplemental
- Special
- Oral (for finalizing candidates only)
- Repeat

5.3.1 Re-sit examination

A re-sit examination may be permitted by the Registrar on the advice of the Dean/Head of Department when a student obtains an overall grade of 40-49% or D/D+ in a module/course. Students must complete their re-sit by the end of the academic year in which the examination was failed. A student who fails a re-sit will be required to repeat the course at the next sitting.

The grade awarded will be recorded on the student's academic record, as each grade including fails count toward the final GPA. This requirement is applicable to all students effective immediately and supersedes the previous precedence of awarding only a pass (50) or C.

Each student will be eligible for three (3) attempts to successfully complete each course, i.e., the first initial sitting plus two. The student who fails the three attempts will be put on academic probation. The student will not progress to the next academic year but will carry a reduced workload of non-core courses while carrying the course in which they need to make good.

Consideration for a fourth attempt will be at the discretion of Faculty Deans.

If a student registers for a re-sit examination and is absent from it, a failing grade will be awarded, save and except where the student has established mitigating circumstances.

A student is allowed to sit a maximum of four re-sits per session. Consideration to exceed this amount within a session may be allowed only in exceptional cases. Approval for these resit examinations should be given by the Faculty Deans.

5.3.2 Supplemental Examination

A Supplemental Examination may be permitted by the Registrar acting on the recommendation of the Dean/Head of Department. Such an examination may be offered where extenuating circumstances beyond the control of the student affect his/her performance and/or attendance at an examination and shall be held within the dates of the relevant series of examinations as determined by the Registrar. In such circumstances, the candidate shall be awarded the grade which he/she has achieved. A Supplemental Examination must be cleared at the next available sitting.

5.3.3 Special examination (Done outside of the Final Examination/ Resit/Supplemental cycle)

A Special Examination may be granted only in exceptional circumstances such as grave or chronic illness or compassionate reasons, for example a sudden death in the immediate family of the candidate. This type of examination is normally made available to final year students only.

5.3.4 Oral Examination (for final year candidates only)

The relevant Board of Examiners may recommend that an Oral examination be offered to a final year candidate who has failed not more than two (2) courses and whose marks for those courses are within five (5) marks of the pass mark i.e., 45 – 49. The grade awarded in

such circumstance shall be no greater than a C- or 50%.

If an Oral Examination is granted, the student may choose to decline the offer and opt for a Re-sit instead.

The Oral Examination shall be held as soon as possible after the original examination. The student must contact the Registrar and Head of the relevant Department/Dean concerned immediately so that arrangements may be made for the Oral.

The Oral Examination shall concern the course as a whole, and not be restricted to the questions set in the examination which the student did. The Chief Examiner and at least one other Examiner shall be present at an Oral Examination.

If the student fails the Oral, he/she will not have a right of appeal or review by the Board of Examiners.

A student shall be allowed only ONE Oral Examination for any ONE Course.

5.3.5 Repeat Course

A student who obtains an overall grade of “F” in a module/course, i.e., 0-39 marks, shall be required to re-register for the course; pay the appropriate fee; submit coursework and sit the examination.

This should be done prior to starting the module. Students must repeat the course at the next available offering.

Each student will be eligible for three (3) attempts to successfully complete each course, i.e., the first initial sitting plus two. A re-sit examination may be done at the next sitting if the grade received for the repeat exam falls within the range for a resit examination. The student who fails the three attempts will be put on academic probation. The student will not progress to

the next academic year but will carry a reduced workload of non-core courses while carrying the course in which they need to make good.

Consideration for a fourth attempt will be at the discretion of Faculty Deans.

If a student registers for a repeat examination and is absent from it, a failing grade will be awarded, save and except where the student has established mitigating circumstances.

In such circumstance, the grade obtained for the course shall be reflected on the candidate's transcript. All the grades obtained for this course will be reflected in the cumulative GPA.

5.4 EXCEPTION REGISTRATION

All examinations, except for regular examination, must be applied for through the Student Registration System using Exception Registration. Resit, supplemental, repeat and modular examinations are accessible via this medium. Unlike regular examination, if these applicable courses are not selected via this method, they will not be reflected on the examination card. Repeat and modular students are required to apply for their subjects at the start of the semester, while re-sit students may apply for courses during the grace period leading up to final examinations or earlier.

5.5 REGISTRATION FOR A COURSE

Registration for a course means registration for the examination of that course.

Any student who, having registered for a course and fails to take the examination shall be deemed to have failed the examination unless the Registrar on the recommendation of the Dean/Head of Department shall approve otherwise.

5.6 COURSE WORK ASSESSMENT

The final course grade consists of both course work and final assessment grade. Students shall be advised by the relevant lecturer or Dean/Head of Department of the dates for submission or conduct of course-work exercises which count towards the final assessment, at least two weeks in advance of the dates on which such exercises should be submitted or conducted.

5.7 ACCESS TO EXAMINATION

No candidate shall be admitted to an examination unless:

- I. the candidate has satisfied all the requirements and passed all the pre-requisite courses/qualifying examinations prescribed in the Programme brochure.
- II. The candidate has been exempted from any such requirements by the relevant Dean or the Head of Department. (For example, a student with CAPE (CXC) Mathematics with Grade I, may be exempt from Year 1 Mathematics.
- III. Students may apply to the Dean or Head of Department for exemptions. Such application must be submitted no later than two weeks after the start of the programme.

5.8 ABSENCE FROM EXAMINATION

- a. Students who, without a valid reason, are absent from any examination of a course for which they are registered, shall receive a failing grade. Such students will have to register and pay the appropriate fee for the course in the ensuing academic year.
- b. Any candidate who has been absent from the CMU for a prolonged period during the teaching of a particular course for any reason other than illness or whose attendance at prescribed lectures, classes, or practical classes has been unsatisfactory or who has failed to submit essays or other exercises set by his/her lecturer, may be debarred by the relevant Dean or Head of Department from taking any CMU examinations. The written procedures to be used shall be prescribed by the Dean in consultation with the Heads of Department and approved by the relevant Faculty Board.

- c. If the performance of a candidate in any part of any examination is likely to be affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Registrar or other University Officer (e.g., Dean, Guidance Counsellor, etc.). If the candidate decides to report such circumstances, this report should be made within five working days.

The Registrar shall pass on the information in (b) and (c) above to the Dean/Head of Department and relevant Examiners to assist them in their duties related to marking of scripts and determination of grades.

5.8.1 Absence due to Illness

In cases of illness, the candidate shall submit to the Registrar a medical certificate as proof of illness, signed by a Medical Practitioner. The candidate shall send the medical certificate within five working days from the date of the examination in which his/ her performance was affected. A certificate received after this period will be considered only in exceptional circumstances. Once the medical certificate is submitted and verified, a Letter grade of "FM" will be used as a place holder until the supplemental examination has been completed.

The Examiners shall not take cognizance of illness or other circumstances which have not been referred to them by the Registrar.

In cases of illness, if a candidate submits a Medical Certificate, but nevertheless chooses to write the examination, he/she may not appeal the results on the grounds of illness.

5.8.2 Other Types of Absences

A candidate may apply to the Registrar for permission to be absent from a scheduled examination if he/she has been selected to repre-

sent his/her country at a national or international event, or due to work commitments. In such cases, documentary evidence must be submitted to the Registrar when applying for permission. The approved candidate shall be permitted to sit the examination at the next available sitting as determined by the Registrar. If such candidate has completed all other requirements for the course, he/she shall be allowed to write a supplemental examination.

5.9 FORMS OF EXAMINATIONS

All examinations shall be conducted by means of any one or more of the following:

- Written examinations
- Oral Examinations (including presentations)
- Practical Examinations
- Coursework (which shall include written in-course tests)
- Practical work, dissertations, essays, projects, studies, and other forms of coursework as approved by the faculties/centres.

Where it is intended that an oral examination shall form the whole or part of an examination, the students should be so advised at the beginning of the Semester by the Faculty.

In every case, the Examiners shall be at liberty to put oral questions to any candidate.

No oral examination shall be aborted until half-an-hour after the starting time. At each oral examination, there shall be at least two Examiners. The Examiners shall be in attendance during the first half-an-hour or until the examination is concluded whichever is the later. None of these Examiners shall chair an oral examination.

In the case of In-Course Tests, Written and Practical Examinations, every script shall bear the candidate's Identification number but not his/her name. In the case where an electronic storage device is

used, only the candidate's student Identification number but not his/her name shall be written.

The place at which a written end-of-semester examination shall be held shall be determined by the Registrar. The place at which other examinations or In-course tests shall be held shall be determined by the Dean/Head of the Department concerned.

All examination results and Pass Lists shall be provisional until approved by the Academic Board on the recommendation of the Dean/Head of Department of the relevant Faculty/Centre and the Registrar.

5.10 EXAM COMPLAINT

Any formal complaint which a candidate may make in connection with his/her examination must be referred to the Registrar.

5.11 SPECIAL ARRANGEMENTS FOR PERSONS WITH DISABILITIES

Any candidate who, for reason of permanent or temporary incapacity desires special arrangements during examinations should apply to the Office of the University Registrar within five (5) working days of the Final Examination. The arrangements desired should be specified and the Registrar may require a Medical Certificate as proof of such incapacity. The Registrar shall inform and consult with the Dean/Head of Department and the Examiners of the circumstances under which the examination should be conducted.

Any amanuensis assistance provided to candidates with disabilities shall first be approved by the Registrar. Normally the CMU will defray the additional cost involved.

Any candidate with a disability which may inhibit the completion of an examination in the normal time may apply for extra time, whether for a mid-semester or final examination. A Med-

ical Certificate may be required by the Registrar as proof of such disability. Extra time may be granted on the authority of the Office of the University Registrar. The quantum of such extra time shall be similarly determined but shall not exceed thirty minutes.

5.12 EXAMINATION CARD

An examination card serves as the examination receipt for each student done by a student. The card shows the name and course code of all the courses pursued during the semester, the time and date of each examination and the type of examination (Regular, Redo, Resit, Supplemental, or Modular). Security features are embedded in the card to prevent replication outside of the system.

Registered students can access their examination card from the Student Registration System (SRS) once all financial obligation for the semester is met. The SRS allows the student to print the card more than once in the event of misplacement. The card must be signed by an invigilator on the submission of a final assessment, i.e., exam, presentation, or project.

5.13 ENTRY TO EXAMINATION ROOM

A valid CMU identification must be presented for entry into an examination room. Full time students must also be appropriately attired in uniform to gain entry.

In the absence of a CMU identification card, a student who is pursuing less than three (3) examinations may be allowed to sit examinations using any government issued identification once permission is sought in advance from the Office of the University Registrar.

5.14 EXAMINATION CLASHES

An examination clash occurs when a student has two (2) or more examinations scheduled for the same day and time. Students have ten (10) working days from the date the examination timetable is published on the CMU website to report examination clashes. It is the stu-

dent's responsibility to check their examination timetable and examination card carefully to ensure that there are no exam clashes.

5.14.1 Reporting an Examination Clash

If clashes are detected, students should complete the Examination Clash Form and submit it to the Office of the University Registrar as soon as possible, within the ten (10) working days of the publication date.

5.14.2 More than Two Examinations Scheduled in a Day

Students are not permitted to sit more than two (2) examinations in a day. If you have three (3) or more examinations scheduled in a day, then special arrangements will be made for you to sit one of the examinations on another day. The examination will be scheduled for the next day if possible, or the next date when you only have one examination scheduled in a day.

5.14.3 Quarantine

Students with examination clashes are typically placed under quarantine. Quarantined students are placed under the supervision of an invigilator and will be kept in isolation between the sitting of each exam. During this time the following rules must be adhered to:

- On the morning of the examination, the student must report to the Examination Centre at 8:30AM at which time they will be assigned an invigilator.
- Students are not allowed to disclose any information about the examination they have written in that day.
- Students are not allowed to use any electronic devices including mobile phones, computers, and tablets whether or not they have internet access. Students are however allowed to use printed/ written notes and textbooks during their downtime.
- Students are not allowed to leave the examination room and therefore students must take along lunch/snack.
- Students are not allowed to leave the examination room temporarily without the supervision of an invigilator.

- Students are not allowed to exit quarantine conditions unless authorized by the assigned Invigilator.

If the student breaches any of the following rules above while they are in quarantine, they will forfeit the right to sit the second examination and as a penalty will receive a zero (0) grade for the examination. The student will be required to redo the course, or at the discretion of the Registrar, re-sit the course at an additional cost. Failure to comply to the quarantine conditions will be treated as an examination breach and the student will be referred to the Disciplinary Committee. The Examination Clash form is available on the University's website.

5.15 COURSE-LECTURER EVALUATION

Course-Lecturer Evaluation are issued electronically to students via the Student Registration System at least three (3) weeks before the start of semester examinations. This anonymous online evaluation seeks to get the students' feedback on the courses taught during the semester with the aim of improving the teaching and learning process.

5.16 INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION

- 1) It is the responsibility of each candidate to ascertain the dates, times and venues of the examination(s) for which he/she is registered.
- 2) The examination timetable for all written and practical examinations shall be posted on the Student Management System, the CMU Website, and other Media sites at least one month in advance of end of Semester examinations; or in the case of Re-Sit/ Supplemental Examinations, at least two weeks in advance of the start of the examination session. Any changes in dates and/or times shall be brought to the attention of candidates by means of additional notices. Barring unforeseeable circumstances, no changes will be made later than one week prior to the commencement of the series of examinations.
- 3) Students who identify clashes in their examination schedule must report this to the Registrar or assigned designate within five (5) working days of the date on which the timetable was published in order to have the matter resolved.

- 4) Candidates are obligated to track their examination timetable to the date of examination. Candidates who are absent from an examination owing to mis-reading the timetable shall be liable to the normal penalties for absence from an examination and will have to await the next officially scheduled sitting to take the examination. The penalties shall include being given an "F" grade.
- 5) Candidates shall print their examination cards by the stated deadline before the commencement of each series of end-of-semester examinations, or re-sit/supplemental examinations.
- 6) Any candidate who fails to comply with Regulation 91 above shall be liable to pay the prescribed late fee.
- 7) Candidates should be at the Examination Room thirty (30) minutes before the advertised time of any examination.
- 8) Candidates are required, on the direction of the Chief Invigilator, to enter the Examination Room no later than fifteen minutes before the scheduled start of the examination to enable the examination to begin on time.
- 9) Candidates arriving late shall not be allowed extra time. A candidate arriving more than fifteen minutes late may be admitted to the Examination Room but his/her written or practical work will be accepted for marking only if he/she can satisfy the Registrar that he/she has a valid reason for being late. In exceptional circumstances, a candidate may be admitted up to half-an-hour after the scheduled start of the examination. In such cases the same rule and procedure outlined herein shall apply.
- 10) Candidates shall form a single queue to enter the Examination Room and must show the Invigilator(s) at the entrance their valid Caribbean Maritime University Identification Card and their Examination Card. If a Candidate does not have a CMU

Identification Card or his/her Examination Card, the Chief Invigilator shall send him/her to the Registrar for a temporary ID or Examination Card Pass. In both cases, the candidate will be advised that there is a monetary penalty which must be paid before his/her results are released.

- 11) While in the Examination Room, candidates are always required to comply with the instructions of the Chief Invigilator and/or Assistant Invigilators. Failure to comply may result in the candidate being disqualified from the examination. Disorderly behaviour may result in the candidate being expelled from the Examination Room. In such cases the Chief Invigilator shall write a report to the Registrar.
- 12) Candidates may be permitted by the Chief Invigilator to leave the Examination Room during the course of an examination provided that an-hour has elapsed from the start of the examination and there is more than half-an-hour left before the completion of the examination.
- 13) Candidates who leave the Examination Room shall not be readmitted unless throughout the period of their absence they have been continuously under the supervision of an Invigilator.
- 14) Candidates are required to supply themselves with pens, pencils, rulers, erasers, and geometrical instruments, which shall be taken into the Examination room in a clear plastic bag. Geometry instruments must be removed from their containers.
- 15) Except as specifically permitted by their Faculty/ Department and stated in the rubric of the question paper, no books, paper, folders, clipboards, pencil cases, printed or written document or pictures, or any unauthorized aid or equipment including cellular telephones, pagers, electronic calculators and handheld computers, computerized wrist-watches, alarm watches, earphones, or any electronic or communication devices may be taken into or be received in an Examination Room by any candidate. Candidates are required to deposit all unauthorized material including bags and briefcases, at the place provided

for this purpose before entering the Examination Room. Where a candidate fails to comply with this regulation, a report shall be made to the Registrar who shall arrange for an inquiry to be conducted.

- 16) Unless otherwise permitted, all examinations shall be written in permanent blue or black ink. All writing must be clear and legible. Failure to comply may result in an unmarked paper and a zero will be assigned as the final grade.
- 17) Candidates may be required for computer-based examinations to bring laptops into an Examination Room as permitted by the relevant Department and these shall be subjected to the necessary security precautions. Only silent, cordless laptops may be used.
- 18) Candidates who are writing examinations under special conditions, e.g., an approved medical condition, may be permitted by the relevant Dean/Head of Department to use special aids in the Examination Room.
- 19) Candidates shall not smoke, eat or drink (except water) in an examination.
- 20) Candidates are permitted to bring a small unlabelled bottle of plain water into the examination room, but the bottle must be placed under his/her desk.
- 21) Candidates shall write their identification numbers and not their names using permanent ink distinctly at the top of the cover of every answer book and/or separate sheet of paper which is handed in. Candidates shall not write their names anywhere on the answer book or supplementary book.
- 22) Candidates must display their Identification cards and their Examination Cards in a prominent position on their desks. Candidates shall not be allowed to write an examination without a valid CMU Identification Card.

- 23) Each candidate shall be required to sign the Attendance Register which bears his/her name and identification number. This activity must be carried out by the Assistant Invigilators as directed by the Chief Invigilator during the first half-an-hour of an examination.
- 24) The use of scrap paper is not permitted. All rough work must be done in the answer book or in supplementary answer books which must be submitted to the Chief Invigilator together with the main answer book.
- 25) A candidate shall not break, tear, soil or otherwise deface or mutilate any CMU property other than the question paper (where applicable) provided for his/her use in the Examination Room.
- 26) A candidate shall not write anything on the Examination Card.
- 27) A candidate shall not remove from the Examination Room any material supplied.
- 28) Candidates who are permitted to permanently leave before the end of the examination period must not leave scripts or other examination exercises or material on their desks but must hand them in to the Chief Invigilator or an Assistant Invigilator.
- 29) Candidates shall not begin to write until permission is given by the Chief Invigilator at the scheduled time. There shall be no writing whatsoever prior to that permission except where the Chief Invigilator gives permission ahead of the start of the examination for the candidates to fill in the data required on the cover of the answer book and any such writing shall be restricted only to that.
- 30) At the end of the time allocated all candidates shall stop writing and/ or making any amendments when instructed to do so by the Chief Invigilator and shall gather their answer books together in

order. They shall not leave their desks until an Invigilator has collected their scripts and/or examination exercises.

- 31) Assistant Invigilators shall collect each candidate's answer script and sign his/her Examination Card at the appropriate place as evidence that the candidate handed in a script for that particular examination. Candidates must keep their Examination Cards in a secure place.
- 32) Where an alleged infringement of Regulations 10, 13, 18, 20, 23-30 is in question, the Registrar may at his/her discretion offer the candidate the option of paying a fixed fine to be determined by the Registrar, instead of referring the alleged infringement to a Committee comprising the Head of the relevant Department, the relevant Examiner(s), the President of the Student Council or a student nominated by the President of the Student Council. If the candidate declines this option, the Registrar shall refer the allegation to the Committee on Examinations. Whatever action is taken, a report shall be placed on the student's file.
- 33) A student shall not buy, sell, steal, transport or solicit in part or in whole the contents of an examination or other assignment.
- 34) Candidates shall not engage in any form of communication in the Examination Room with other candidates once in the Examination Room.
- 35) Candidates shall not solicit any Invigilators for answers, including word definitions.
- 36) A student shall not exchange places with another person for the purpose of taking an examination or completing an assignment. A student who arranges for another person to write an examination on his/her behalf, as well as the person who undertakes to write the examination, will be subject to disciplinary action which could lead to suspension or expulsion from the Caribbean Maritime University.

37) A student shall not fabricate information for any report or other academic exercise.

- 38) A candidate must not directly or indirectly give assistance to any other candidate or permit any other candidate to copy from or otherwise use his/her papers.
- 39) A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's papers.
- 40) Any writing or drawings or other work found with a candidate during an examination other than in his/her answer book or supplementary answer book shall be regarded as an attempt to cheat.

5.17 CHEATING

Cheating is a major offence. Cheating is any attempt to benefit oneself or another by deceit or fraud. Any candidate who fails to comply with Points 38-40 above and the issue of Plagiarism below may be regarded as attempting to cheat and if so, an inquiry shall be conducted.

Plagiarism

Plagiarism is a form of cheating. Plagiarism is using the words or ideas of others and presenting them as your own. Such activity represents a form of fraud. It can take many forms, from deliberately seeking academic advantage by replicating the work of others, to accidentally copying from a source without acknowledgement.

Plagiarism is the unauthorized and/or unacknowledged use of another person's intellectual efforts and creations however recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal

attribution of such source (s), using the Conventions for attributions or citing used by the Caribbean Maritime University (i.e., the APA Format – 7th Edition).

Students must give written credit and acknowledgement to the sources of thoughts, ideas, and/or words quoted directly, paraphrased or used with reference to a general idea. In cases where words are used which were written by someone else the student must enclose the cited portion with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).

Course requirements are expected to be fulfilled through original work for each course. Consequently, a student shall not use for credit the same material in a term paper, book report, project or class assignment which was written for credit in another class without the knowledge and permission of the Lecturer (See Caribbean Maritime University's Plagiarism and Policy Procedures).

If any candidate is suspected of cheating or attempting to cheat the circumstances shall be reported in writing to the Registrar. The Registrar shall refer the matter to the Dean of Discipline Committee on Examinations and shall invite the candidate for an interview and shall conduct an investigation. If the candidate is found guilty of cheating or attempting to cheat, the Committee shall disqualify the candidate from the examination in the course concerned and may also disqualify him/her from all examinations taken in that examination session and may also disqualify him/her from all further examination of the CMU, for any period of time and may impose a fine to be determined by the Registrar. If the candidate fails to attend and does not offer a satisfactory excuse prior to the hearing the committee may hear the case in the candidate's absence.

When investigating allegations of cheating the quorum of the Disciplinary Committee shall include the Registrar, the Dean/ Head of the relevant Department, the President of the Students

Council or in his/her absence a student nominated by the President of the Students Council and one experienced member of the teaching staff. The Registrar or his/her representative shall be the Secretary to the Committee (See 5.2 under Code of Conduct).

Appeals against decisions of the committee shall be received by the Registrar within two weeks of the date on which the decision is communicated to the student. Such appeals shall be heard by an Appeals Committee. The Appeals Committee may uphold or re-verse the decision and may vary the penalty in either direction within the limits prescribed in the Examination Regulation. The decisions of the Appeals Committee shall be final.

5.18 OFFICIAL NOTIFICATION OF EXAMINATION RESULTS

Examination results are officially posted on the Student Registration System at the end of each semester and students are able to print unofficial transcripts from the system. Official transcripts must be requested by the student from the Office of the University Registrar (a cost is attached) for any formal documentation required of their academic performance by external entities, i.e.— funders, prospective employers, etc.

5.19 REVIEW OF EXAMINATION RESULTS

5.19.1 A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the Registrar. Such report must be made within two weeks of publication of results, and in the case of the Supplemental or Re-sit examinations within five working days of the publication of results.

5.19.2 The Registrar shall forward the student's request to the Dean of the Faculty concerned. The student may request:

To go through his/her failed script with the Examiner;

To have his/her script(s) remarked.

5.19.4 In carrying out the process of going through examination scripts with students who have failed courses, the Examiner must disclose the marks/grades.

5.19.5 The process of going through the script should include failed answers in multiple choice examinations.

5.19.6 A student who wishes to have his/her script re-marked must pay a fee to be determined by the Registrar to have his/her script re-marked by a new and independent Examiner.

5.19.7 Where re-marking of a script (under 5.19.6) results in a higher mark than that previously recorded, the fee shall be refunded provided that the increased mark results in a change of grade.

5.19.8 Where a re-marking is requested, the Registrar shall request the Head of the Department concerned or, in his/her absence the Dean, to select a new and independent Examiner. Such person shall be appointed by the Registrar to re-mark the script. The appointment shall be made within one week of the date on which the request is made. Where the Registrar deems it necessary, more than one Examiner may be nominated and appointed. Such recourse shall not normally be used except where a team of Examiners has already been involved in the initial examination of the candidate.

5.19.9 Where the Head of the Department is an Examiner, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of the Department are examiners, the Registrar shall make the selection after such consultation, as he/she considers appropriate.

5.19.10 The new examiner(s) no later than 10 working days after receiving the script(s) shall return the remarked script(s) with a written report and where applicable, signed mark sheet/grade sheet to the Registrar.

5.19.11 Re-marking shall not apply to a single piece of coursework which counts for less than 50% of the total mark for the course.

5.19.12 The Registrar shall inform the candidate of the result of the re-marking.

5.19.13 The Dean, if necessary, shall issue an amended Pass List for submission to the Academic Board.

5.19.14. The Registrar shall make an annual statistical report to the Deputy President for submission to the Academic Board on cases where scripts have been re-marked.



The Students' Code of Conduct aims to encourage respect, integrity and good behaviour among students of the University. It is also intended to uphold the name and reputation of the University by maintaining order, discipline, safety and security. The Code of Students' Conduct will also ensure integrity of the academic processes and assure the quality of the assessment carried out by the University. Any conduct of a student which contravenes this code and/or negatively impacts the University may be regarded as misconduct and subject to disciplinary measures. The general supervision and control of student discipline at the University vests with the Registrar and is administered in accordance with this code of conduct and any associated disciplinary rules of the University. The code should be read broadly and is not designed to define misconduct in exhaustive terms.

6.1 MISCONDUCT

Misconduct is conduct or behaviour that is deemed inappropriate by the University. It is separated into three (3) categories: minor, major, and gross misconduct.

6.1.1 Minor Misconduct

Minor misconducts include, but is not limited to, the following:

- a. Non-compliance or observance with the university dress code.
- b. Non-compliance or observance with the university traffic regulations.
- c. Intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the University;
- d. Intentionally or negligently misuses, damages, defaces, destroys or alienates, or without authorization, uses any building, and/or removes furniture, equipment, electronic equipment, vehicle, notes, documents or any other thing owned or controlled by the University or by any employee of the University, or by any registered student of the University for purposes other than official University business;

- e. Refuses or fails to comply with a lawful instruction or request of an employee of the University authorized to give such instruction or make such request, or acts contrary to such instruction or request;
- f. Intentionally or negligently mismanages and/or misappropriates funds of the University;
- g. Uses abusive or offensive language when engaging with university employees and pairs during official university business ignoring common courtesy and etiquette, or during a meeting, classroom, conference, or any gathering organized by or whilst representing the University.
- h. Disruption of legitimate University activities by; playing unauthorized music, horse playing and/or any other means of disruption thereof.

6.1.2 Major Misconduct

Major misconducts include, but not limited to, the following:

- a. Commits any statutory or common law crime on or off the premises of the University while wearing the school uniform and/or representing the university;
- b. Commits an indecent act on or off the university premises while wearing the uniform and/or representing the university;
- c. Introduces a dangerous drug (as outlined in Dangerous Drugs Act) onto the premises of the University, or is found to be in possession of such illegal substance or is under the influence of such substance whilst on the premises of the University;
- d. Without proper authorization:
 - i. Brings or allows onto or stores on the premises of the University a firearm and/or other dangerous weapon.
 - ii. Fuel that cannot reasonably be shown to be required for the operation of a motor vehicle or any explosive device to be brought onto or stored on the premises of the university;
- e. Uses confidential information without authorization;

- f. Acts in a discriminatory manner towards any person on or off the university premises while wearing the uniform and/or representing the university;
- g. Falsification of report, record, or any other document;
- h. Unlawfully expresses, publishes or disseminates in speech, writing, print or other medium on the premises of the University any views, beliefs or ideology which would infringe upon the dignity or other human rights of any student or groups of students, or any employee of the University, or person invited by the University as a guest of the University;
- i. Without the written permission of the President or his duly appointed representative, uses the name of the University, or uses or displays the logo and/or the crest of the University;
- j. Convenes an assembly on the premises of the University without obtaining the prior approval of the President (or the person duly authorized by him/her), or attends a gathering prohibited by the President;
- k. Knowingly makes a false statement about the University or otherwise intentionally provides materially false information to anyone in or outside of the University about the University, its staff, students or visitors;
- l. Making a false declaration to obtain a benefit or to prejudice the University or prejudice or benefit another student;
- m. Intimidates students with the intent to compel another person within the University to act or not to act against the will of that student;
- n. Accepts or offers a bribe to students, employees or any other official of the University;
- o. Reproduces or transmits in any form or manner, whether electronically or mechanically (including photocopying and faxing), any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorized in accordance with the Copyright Act, and unless the copyright owner's permission for the reproduction or transmission is obtained;

- p. Contravenes the provisions of the rules of the University as it relates to plagiarism;
- q. Neglects or refuses to return library material borrowed from the University library;
- r. Collects money or offers goods for sale or advertises goods on the premises of the University without the permission of the President (or a person duly authorized by him/her);
- s. Any proven acts of cybercrimes, cyberstalking and/or cyberbullying
- t. Behaves in any way that leads or may lead to the consequences described below, if such consequences were or should reasonably have been foreseen at the time when such behaviour occurred. Such behaviour includes conduct by which:
 - i. Impairs the good name and reputation of the University,
 - ii. Prejudices or imperils the maintenance of order, discipline and security at the University,

Prejudices or imperils the process of tuition, research and administration and general University activities.

6.1.3 Misconduct in Examinations

For purposes of this rule 'examination' includes all assessments of a student's performance organised and/or conducted in the name of the University. Further for purposes of this rule, 'cheating' includes:

- the possession of any unauthorized notes and/or aid(s) in the examination venue after the first answer book or question paper is made available to students;
- the use or attempt to use during an examination, writing paper not supplied by the University, any note or aid(s) or electronic devices for the purpose of assisting in the examination;
- the communication or attempted communication of any information relating to an examination with any other candidate whilst the examination is in progress;
- the removal or attempted removal from an examination room of any examination book or writing paper supplied

by the University for the purposes of answering an examination;

- the use of a false name, identity number or student number in an examination;
- the submission for examination as own work any matter that has been copied, reproduced, or extracted in whole or in part from the work of another student or some other person, or which is substantially the same in whole or in part as the work of another student;
- intentionally or negligently assisting another student to cheat as defined herein; and
- the commission of any other fraudulent or dishonest practice whereby a student, whilst being examined by the University, seeks to mislead or deceive the examiner, the invigilator or the examination officer.

6.1.4 Gross Misconduct

Gross misconduct shall include, but not limited to, the following:

- a. Any form of bullying and/or personal harassment that includes physical distress, cyberbullying, cyberstalking, etc.
- b. Any proven sexual misconduct. Sexually or otherwise harasses any person as defined in the Sexual Harassment Policy (students, visitor and/or employees) whilst on the University premises.
- c. Persistent commission of misconducts classified as major misconducts.
- d. Intentionally or negligently tenders or presents to any employee of the University any document which he or she knows or ought reasonably to know to be false or a forgery and which causes or has the potential to cause prejudice to the administrative, financial or academic interests of the University.
- e. Intentionally causing malicious damage to the university property of an employee of the university or fellow student.

- f. Physical assault, fighting or battery of an individual on the university premises.
- g. Stealing University property.
- h. Provoking or inciting students to riot or to behave in a disorderly manner.
- i. Unauthorized use or disclosure of confidential information.
- j. Unauthorized possession of firearm or any lethal weapon or instrument on the University's property.
- k. Discharge of a firearm on the University's property.
- l. Making a duplicate key for any building in the University
- m. Committing a criminal offence.
- n. Unauthorized access to records and databases of the university or of any member of staff.
- o. Impersonation or unauthorized possession of identification card
- p. Non-compliance with punishment made under Disciplinary Committee.
- q. Use of any objects (stones, knife, gun, heavy object) as a weapon against another person and/or self on or off the University's premises (repeat Offence).

6.2 DISCIPLINARY COMMITTEE

The Disciplinary Committee is responsible for monitoring the general conduct of students. Decisions are taken by a simple majority and the appropriate officers shall have jurisdiction to investigate and administer appropriate sanctions.

6.2.1 Composition

- 6.2.1.1. The Director of Student Affairs or his/her designate (Chairperson)
- 6.2.1.2 University Registrar or nominated Deputy Registrar.
- 6.2.1.3. Two Faculty Deans, or their designates, inclusive of the faculty in which the student is registered.

- 6.2.1.4. The Dean of Discipline One (1) Representative from the Academic Board, nominated by the Academic Board One (1) Representative from the Student's Union, nominated by the Student's Union.

6.2.2. Term in Office

The term of office of the members is one (1) academic year.

6.2.3. Quorum

Five (5) members of the Disciplinary Committee constitute a quorum.

6.2.4 Absence of Disciplinary Committee Members

If at any stage during the sitting of the Disciplinary Committee, a member of the Committee is no longer able to participate in the proceedings or is absent for any reason, the hearing will continue, provided that the Committee is properly constituted and quorate.

In all other cases, the hearing should be terminated and will commence de novo (a new).

6.3 DISCIPLINARY PROCEEDINGS

6.3.1 Notification of Misconduct

A student will not be formally charged with misconduct until a written and signed statement containing an accusation, complaint or allegation made against the student has been submitted to the Director of Student Affairs or a person authorized by him/her to receive such complaint. Nothing contained herein will prevent the Director of Student Affairs from laying a complaint of misconduct against a student in his/her own right.

6.3.2 Preliminary Investigation

The person bringing the complaint, accusation, allegation against the student must submit a written Report. The student

must be in-formed of the charges and asked to submit a written report of his account of the events (within a set time) The Director of Student Affairs shall appoint one or more persons to conduct a preliminary investigation into an accusation, complaint or allegation brought to his/her attention. The Director of Student Affairs may, at his/her discretion, conduct the investigation him/herself. Such person(s)

so appointed must submit a written report to the Director of Student Affairs. The report will indicate if the misconduct is gross, major or minor. The person(s) appointed to conduct the preliminary investigation may consult with or obtain information from any person, including the student against whom the accusation, complaint or allegation has been made.

6.4 REFERRAL TO THE DISCIPLINARY COMMITTEE

If the Director of Student Affairs is of the opinion that there is a prima facie case and that there are reasonable grounds for a charge of misconduct and that the misconduct is of a serious nature (gross or major), he/she shall draft a written charge or shall have such charge drawn up to be heard by the Disciplinary Committee.

If the Director of Student Affairs is of the opinion that an alleged misconduct of a student constitutes a minor contravention of the Code of Conduct, the Director of Student Affairs may exercise his/ her discretion to decide what further steps should be taken in response to the alleged misconduct.

6.5 NOTICE TO THE ACCUSED STUDENT

When proceedings against a student are instituted the Director of Student Affairs or his/her designate will give the student concerned not less than ten (10) calendar days' notice in writing of the date, time and place of the hearing by the Disciplinary Committee.

The Notice under this rule will inform the student:

- That proceedings under the Students' Code of Conduct are to be instituted against him/her and that a copy of the Code is available for inspection in the Office of the Registrar or the Office of Student Affairs, of the Rule.
- that the student is alleged to have breached and/or the act (s) of misconduct that the student is alleged to have committed.

The Notice must set out the charge with sufficient particularity to enable the student to prepare for his/her defence, of his/her right to answer the charge in writing at least four (4) calendar days before the hearing, of his/her right to attend the hearing to present his/her case, or to be represented at the hearing by another student, member of the Students' Union or an employee of the University and of his/her right, if he/she is a minor, to be assisted by his/ her parent or guardian or, at the discretion of the Disciplinary Committee, to be assisted by any other person appointed by such parent or guardian, provided that nothing contained in this Rule renders the conduct of the Disciplinary Committee void if the student, is not so assisted or choose to not be so assisted, on the date set for the hearing.

6.6 SERVICE OF NOTICE

Service of any written notice and the furnishing of particulars in terms of this Code will be by personal service to the student whilst on the campus of the University.

In the event that at least three (3) attempts, within the first two (2) days of the date of the notice, have failed, service shall be by pre-paid, registered post to the address provided either on the most recent application form completed by the student for the purpose of registration or on any later written notice submitted by the student to the University of a change of address.

In the case of such service the student will be deemed to have received the Notice and particulars within five (5) calendar days of the date of posting thereof.

6.7 SUSPENSION

No student shall be suspended from the University before a hearing is held.

6.8 STUDENT'S ABSENCE FROM HEARING

If a student charged with misconduct does not attend his/her disciplinary hearing, such hearing proceeds in his/her absence and the proceedings of the Disciplinary Committee are not invalid as a result thereof. The Disciplinary Committee may, in its discretion, proceed with the hearing in the absence of the student.

6.9 RECUSAL FROM PROCEEDINGS

A member of the Disciplinary Committee who has laid a complaint of misconduct must recuse him/herself from the proceedings of the Disciplinary Committee which has been constituted for the purpose of adjudicating a charge emanating from the complaint.

6.10 OBSTRUCTION OF PROCEEDINGS

If a student charged with misconduct interferes with or obstructs any proceedings of the Disciplinary Committee or refuses to carry out an instruction of the Chairperson of such Committee, such student may be ordered by the Chairperson to withdraw from the proceedings, which may then continue in his/her absence.

6.11 RECORD OF PROCEEDINGS

The Director of Student Affairs shall appoint the initiator to present the case for the University. The Director of Student Affairs shall also appoint a person to record, by means of recording or in writing, the proceedings of the Disciplinary Committee and all the evidence tendered. Such a person shall not be a member of the Committee, nor shall they be entitled to take part in the proceedings.

6.12 DECISIONS OF THE DISCIPLINARY COMMITTEE

At the conclusion of the evidence, the Disciplinary Committee shall decide, in light of all the evidence led, whether the student is guilty of the misconduct, as charged. A finding of guilty will only be returned if: the misconduct charged has, in the opinion of the Committee, been proved on a balance of probabilities; or the student has freely and voluntarily admitted guilt and the Committee is satisfied that there is evidence from the accused or from another source to substantiate the admission. Should the Committee not be satisfied with the evidence presented, it may of its own accord call for further evidence to be led in respect of the charge.

When considering an appropriate sanction, the Disciplinary Committee shall take account of all mitigating and aggravating factors presented during the hearing. Further, when considering the appropriateness of the disciplinary measures to be imposed, the Disciplinary Committee shall ensure that such disciplinary measures are, as far as possible, appropriate to and commensurate with the nature and gravity of the misconduct of which the student has been found guilty. And still further, it is noted that the Disciplinary Committee is also bound by the rules of administrative law and natural justice and the principles of precedent. After finding a student guilty of misconduct, the Disciplinary Committee may impose one or more of the following sanctions:

If the Committee does not find the student guilty, the student shall be acquitted of the charge. The decision of the Disciplinary Committee shall be determined by a majority vote of the members present. In the event of an equality of votes, the Chairperson of the Disciplinary Committee shall have a casting vote in addition to

6.13 IMPLEMENTATION OF FINDINGS

If the Disciplinary Committee finds an accused student guilty, the student shall be notified in writing of the finding and the sanction(s) imposed by the Disciplinary Committee. In the Notice, the student shall be further informed of his/her right to appeal against the finding(s) and/or the sanction(s) imposed and that the finding will be a part of their permanent record, and that the finding, if confirmed by the Disciplinary Appeals Committee, will form part of his/her permanent record; not guilty, the student shall be notified in writing of the finding of the Disciplinary Committee.

If the student is a minor, no disciplinary measure(s) shall be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged misconduct and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the Disciplinary Committee in person. A student who has been found guilty of misconduct may, within fourteen (14) calendar days of being informed of the finding of the Disciplinary Committee, appeal to the Disciplinary Appeals Committee in writing by lodging a written Notice of Appeal, detailing the grounds for his/her appeal, with the Registrar, provided that a student who has been found guilty of misconduct after having pleaded guilty to the charge against him/her has no right of appeal against such finding, but may still appeal against the sanction.

6.14 SANCTIONS

- a written reprimand and/or warning; denial of the opportunity to enrol as a student at the University;
- payment of compensation or requiring the accused student to repair the damage caused by his/her misconduct;
- denial of the opportunity to register for a particular study module or course offered by the University;
- annulment of examination results and/or withdrawal of a credit(s) obtained in a study modules and/or courses;
- confirmation of the temporary suspension of a student, and/or the suspension of the student for a specified period or further

period subject to any condition(s) which the Disciplinary Committee deems reasonable;

- denial of the opportunity to register or enrol again as a student at the University for a specified period;
- revocation of a degree, diploma or other qualification obtained from the University in an improper manner;
- any other appropriate sanction(s) which the Disciplinary Committee deems suitable in the particular circumstances.

A student against whom a guilty sanction is imposed and confirmed, in the case of an appeal, according to the terms of this Code, forfeits any claim for repayment, reduction or remission of moneys paid or payable to the University.

6.14.1 Classification of Sanctions

The University, through the Disciplinary Committee, shall have the right to classify sanctions.

6.14.1.1 Sanctions for Minor Misconduct

The University reserves the right to sanction minor misconducts by one or a combination, but not limited to the following:

- a) Oral reprimand.
- b) Written warning.
- c) Fine not exceeding \$5,000.00. The Disciplinary Committee will in all cases shall the time within which a fine shall be paid and the appropriate penalty to be imposed in a case where the fine is not paid within the period specified by the Disciplinary Committee.
- d) Community Service not exceeding 40 hours. Students on community service will be required to be attired in a vest designated for this purpose.
- e) Referral for counselling.
- f) Exclusion from designated areas and/or activities of the University.
- g) Order/Instruction to write letter of apology.
- h) Withdrawal from University's representation or Students' Union representation.
- i) Reimbursement for damages to person and/or property, inclusive of an administrative fee.

6.14.1.2 Sanctions for Major Misconduct

The University reserves the right to sanction major misconducts by one or a combination, but not limited to the following:

- a) Fine not exceeding \$20,000.00.
- b) Community service not exceeding 200 hours.
- c) Referral for counselling.

- d) Suspension not less than one year and not exceeding one year from the University.
- e) Binding student over to good behaviour.
- f) Order/Instruction to write and publish letter of apology.
- g) Withdrawal from University/Student Union representation.
- h) Expulsion from the University.
- i) Reimbursement for damages to persons and/or property, inclusive of an administrative fee.

6.14.1.3 Sanctions for Gross Misconduct

The University reserves the right to sanction gross misconduct by one or a combination, but not limited to the following:

- a) Revocation of University's Certification.
- b) Suspension not less than one year and not exceeding three years from the University.
- c) Expulsion.
- d) Reimbursement for damages to persons and/or property, inclusive of an administrative fee.

6.15 APPEALS

The Disciplinary Appeals Committee (DAC) is an adhoc Committee that shall hear all appeals in respect of findings of the Disciplinary Committee.

6.15.1 Functions and Powers of the DAC

The DAC is responsible for the hearing of appeals in respect of the decisions of the Disciplinary Committee whether based on

factual findings, matters relating to procedure and/or the sanctions imposed. The DAC has the powers to review, reverse, nullify or replace decisions of the Disciplinary Committee in all respects, and can also order those hearings be held de novo.

6.15.2 Composition of the DAC

The DAC shall be comprised of the following members:

- President (Chairperson)
- Vice President, Legal & International Affairs or Representative from the Office of Legal & International Affairs
- A Representative from the Faculty in which the student is registered, other than the Dean or the designate that participated in the disciplinary hearing, nominated by the Vice President, Academic and Student Affairs.
- A nominated representative from at least one Faculty other than the faculty in which the student is registered.
- Representative of the Academic Board, nominated by the Academic Board.
- Registrar or nominated Deputy Registrar.

6.15.3 Terms

The DAC is an adhoc committee:

- No member of the Disciplinary Committee may participate on the DAC.
- The Students' Union may nominate one student, with observer status, to attend a DAC meeting.
- Three (3) members of the DAC shall constitute a quorum.

6.15.4 Procedures

a) Upon receipt of a Notice of Appeal, a copy of such Notice shall be forwarded to the Chairperson of the Disciplinary Committee which adjudicated the charge, whereupon the Disciplinary Committee, where necessary, should within seven (7) calendar days, compile a reply to the grounds for appeal and submit it to the Chairperson of the DAC.

b) When an appeal is lodged against a decision of the Disciplinary

Committee, the enforcement of any disciplinary measure imposed by the Disciplinary Committee shall be deferred by either the Disciplinary Committee or the Registrar, pending the out-come of the appeal.

c) An appeal will be heard solely on the grounds of the record of the proceedings of the Disciplinary Committee, together with any document(s) and exhibit(s) submitted during the Disciplinary Committee hearing, save where the appeal is based on a material irregularity that is alleged to have occurred in the course of the proceedings but does not appear as such from the record.

d) For the purposes of an appeal, the appellant or the person assisting him/her or any other person allowed by the DAC may make written or, with the permission of the DAC, verbal representations to the DAC.

e) After considering an appeal the DAC may: dismiss the appeal and uphold the decision of the Disciplinary Committee in its entirety or in part, allow the appeal and set aside the decision of the Disciplinary Committee in its entirety or in part, amend the decision of the Disciplinary Committee.

f) Prior to reaching a final decision concerning the appeal, the DAC may refer any question pertaining to the hearing of the Disciplinary Committee back to the Disciplinary Committee concerned and order that a report be submitted.

There is no further forum for appeal within the University structures after the DAC.

6.15.5 Reporting and Disclosure of Findings

If a student in respect of whom the Disciplinary Committee has imposed a sanction fails to exercise his/her right of appeal, the Disciplinary Committee shall submit a written report on the matter to the Academic Committee of the Academic Board. If a student in respect of whom the Disciplinary Committee has imposed a sanction exercises his/her right of appeal, the DAC will submit a written re-port on the matter to the Academic Committee of the Academic Board after disposing of the appeal and, if it deems necessary, to Council for its information.

6.15.6 Safekeeping of the Record of Proceedings

All documents and recordings, pertaining to a disciplinary matter, will be kept in safe custody by the Registrar. A student is, however, entitled to receive copies of such documents and transcription of recordings at his/her own expense. Such documents and transcription of recordings will be held by the University for a period of three (3) years after a matter has been finalized.

N.B. The items that are contained in the table is a summary of some of the possible breaches.

Minor Misconduct (See section 6.1.1)	Major Misconduct (See section 6.1.2)	Gross Misconduct (See section 6.1.4)
- Improperly Groom Hair - Tight Pants or skirt - Unauthorized wearing of head dress. - Nose Ring - Improperly attired. - Incorrect skirt (mini, skirt) - Necklace - Excessive Earrings - Tongue Ring - Excessive Make up (see section 3.2.5) - Wearing any natural colour Approved: (Black, Gray, Ginger, Blonde, Marron Red) - Failure to comply or stop when instructed. - Sneakers - Shorts (cargo shorts, capris, etc) - Wearing any Stocking other than Black (female) - Wearing any Stocking other than Black socks (male) - Plain Sweater allowed (Black, Gray, Navy Blue, and White) - Concealment <u>Part Time:</u> - Miniskirts. - Shorts (e.g., cargo shorts, capris, etc.) - Jeggings or tights - spaghetti straps and midriff blouses. - flip flops or Crocs - clothing through which undergarments are showing. <u>Exam Purposes Part Time:</u> - Formal attire or Semi-Formal <u>Faculty of Marine and Nautical</u> (Please see internal Regulation)	- Three (3) persistent breaches may result in Expulsion. - Commits any act that go against the law of the land while wearing the uniform or on the university premises. - Any Examination breaches. (Please see 6.1.3) - Discrimination - False statement about the university - Bring Fuel on Campus without authorization. - Falsification reports any documents. - Use of University logo Without Written Permission - To intimidates student with intent to compel another person within the university. - Accept or Bribe students. - To impairs the good name of the University. - Prejudices or imperils the maintenance of order, discipline, and security of the university. - Neglect or refuse to return Library materials.	- Stealing - Fighting - Gambling - Non-Compliance with punishment made by DC. Harassment (verbal, Physical and Emotional) example: - Cyberbullying - Sexual Harassment - Power Harassment - Personal Harassment - Workplace harassment - Phycological - Behave in a disorderly manner. - Use of Weapon against Another - Impersonation - Unauthorized use or Disclosure of confidential information - Forgery of Documents - Unauthorised access to university property

Chapter
7

STUDENT GOVERNMENT

7.1 CMU STUDENTS' UNION

Student government is a vital aspect of every institution as such; Caribbean Maritime University has a democratic student body that represents the student population. CMU's Students' Union (SU) is a member of the Jamaica Union of Tertiary Students (JUTS). CMU, JUTS, and CMU's Student Union are responsible for the efficient management of all aspects of students' academic and social development. The SU also acts as a mediator between the students and administration/faculty. SU promotes students' welfare through its specialized committees that seek to address students' concerns.

7.1.1 Students' Union Mission

The Union's Mission is to:

- Act in matters of education, welfare and publicity on behalf of the student body.
- Coordinate actions of Council Sub-Committees.
- Appoint Student representatives to CMU's Committees and Working groups as requested by the Management.
- Encourage and assist affiliated Clubs, Societies and Sports Team
- Disseminate information about the affairs of the Student Council to students.
- Preparation and review of strategic plan.
- Prepare an annual budget.
- Play a part in regulating the standard of discipline among students.
- Appoint ad hoc advisory committees as necessary.
- Meet monthly.
- Plan in conjunction with the Administration, the Orientation exercise for new students in September.

Assist in the Election process of new Students' Union Officers.

7.1.2 Leadership Behaviour Requirements for Executive Members

- Giving and asking for instructions, ideas, opinions.
- Clarifying, synthesizing, and giving examples.
- Periodically summarizing what has taken place and the major points discussed at meetings.
- Encouraging and supporting participation by all students.
- Evaluating the effectiveness of the union and diagnosing difficulties in the Students' Union's functioning.
- Giving direction to discussions
- Energizing discussions
- Helping the communication skills of each member of the executive body and student body (at group meetings and in group activities)
- Helping the 'receiving' skills of the members of the executive and student body
- Being an active listener
- Respect the opinion of others, handle conflicts and controversies and assisting others to do the same
- Beginning, ending, and keeping on time meetings of the group or any other forum

7.1.3 Students' Union Composition

President

- Shall be the official representative of the Student Body, voicing any concerns raised by the students.
- Shall preside over all meetings of the Students' Council General Meetings.

- Shall convene and preside over the Executive Meetings.
- Shall be ex-officio member of all council sub-committee.
- Should the President become temporarily incapacitated, the Vice-Presidents shall assume all responsibilities until such time as the President can return to office.
- Shall deal with all matters concerning revision, interpretation, and enforcement of the Constitution.
- Shall see that the Constitution of any organizations sponsored by the council shall be in agreement with the Constitution of the Students' Council.
- Shall see that all business of the council be conducted according to the Students' Council Rules of Procedure.
- Shall initiate new activities deemed beneficial to the Student Body.
- Shall represent the Student Body to the administration.
- Shall take the initiative in aiding in the tasks of all other executive members, Chair of your SA Union, represents your interests on CMU committees and is available to assist you with matters of interest and concern.
- Represents students to external bodies (e.g., the community).

Vice President (Education)

- Addresses issues such as time-tabling clashes, quality of teaching, assessment, and grievances.

Vice President (Activities)

- Activities and extra-curricular activities on campus such as heritage week cultural show, walkathons, etc. and clubs and societies which are affiliated with the SA.

Treasurer

- Oversees the financial accountability of the Students' Union and its affiliated clubs and societies.
- Shall prepare and present an annual financial budget.
- Shall in addition prepare a quarterly budget and statement of account.
- Shall make all disbursements by cheque where possible.
- Shall make cash disbursements under special circumstances.
- Shall head the Council's fundraising committee.
- Shall prepare and present a report of each fundraising activity two weeks after such activity.

Assistant Treasurer

- Assists Treasurer in carrying out functions.

Secretary

- Shall prepare and present minutes to Council at least one week in advance of the next regular meeting.
- Shall record the minutes of all Directorate meetings.
- Shall prepare, send and be responsible for all correspondence related to Student Council activities and present the necessary correspondence to the Council.
- Shall be responsible for keeping all attendance records of

Council meetings.

- Shall maintain an up-to-date copy of the Student's Council constitution in a typewritten form.
- Shall take the initiative in aiding other members of the Directorate in their tasks.

Assistant Secretary

- Assists Secretary in carrying out functions

Part-Time/External Officer

- Represents students who are studying externally/part-time, i.e., on the Montego Bay campus and any other campus.
- Assist in providing support and relevant information to these individuals.

International Officer

- Represents international students' issues and concerns. Also seeks to foster interaction and cultural integration of this specialized group.

Public Relations Officer

- Serves as the editor of the student newsletter or any publication.
- Shall be responsible for the promotion and dissemination of information to the CMU student body, Management, and staff, and to external personnel e.g., other schools, clubs, etc. (including visiting these external campuses, organization in order to disseminate information)
- Shall be available for media appearances and briefings.

Assistant Public Relations Officer

Assists PRO in carrying out functions.

Sports Officer (Male/Female)

General sporting activities on/off campus.

Welfare Officer

- Addresses general welfare issues of all students. Responsible for the dissemination of special Union
- Bursaries and assistance.

Residential Representative

Represents Residential students on the Students' Union.

STUDENT LIFE

7.2 EXTRA- AND CO-CURRICULAR ACTIVITIES

The Caribbean Maritime University seeks to enrich its students holistically by supporting not only their academic progress but also their involvement in extra- and co-curricular activities. These co-curricular activities range from leadership involvement, community building, volunteerism, artistic expressions to sporting endeavours, among others.

7.2.1 Clubs and societies at the CMU:

- Fencing Club
- TrueTorial Club
- CMU Rotaract Club
- Tourism Action Club
- CMU Universities' and Colleges' Christian Fellowship (UCCF)
- University, Colleges Apostolic Ministry (UCAM)
- Environmental Sustainability Club
- CMU Circle K International Club
- Society of Industrial Engineers
- CMU Marketing Club
- The Youth Volunteerism Initiative
- CMU Leads
- Literary Arts and Debating Society
- The League of Maritime Leaders (Generation 2000)
- Peer Influencing Peer Programme
- Men of Vision Association (MOVA)
- CMU Chess Mates

- CMU Red Cross
- CMU Mandarin club
- French Club
- Robotics Club
- Kingston College Old Boys Association
- CMU Optimist Club
- Society of Automotive Engineers
- Speech and Drama Club

7.2.2 Other Activities:

- Mr and Miss CMU
- Sports Day
- Heritage Week Celebration
- Crazy Dress day
- Domino competition
- Semester parties

7.3 COMMUNITY STANDARDS

All students are expected to observe the University's regulations, policies, procedures, and rules. Non-compliance with these policies or regulations may result in disciplinary action. It is the responsibility of all students to discourage other persons from violating these standards and to report any violation of community standards to the relevant personnel.

7.4 CAMPUS SECURITY AND SAFETY

Students are encouraged to be vigilant and observant as it concerns their personal safety and security. Personal property remains the sole responsibility of the owner and as such the university shall not be liable for any loss, theft, or damage to said property.

7.4.1 Student Identification/Class Cards

All students are expected to visibly display their identification cards while on campus as this is a part of the uniform. Security checks conducted on campus may require students to present and/or tender their identification card for inspection on demand by the Safety Officer, security personnel, or other members of staff.

7.4.2 Vehicle Inspections

All vehicles entering or exiting the campus are subject to search. CMU's control system requires that the license plate number of all vehicles entering and leaving the premises be recorded.

7.4.3 Parking

Designated parking spaces are reserved for Senior Management. Otherwise, parking is open to students and staff on a first come, first served basis. All vehicles are to be parked face out.

7.4.4 Personal Safety

Students are encouraged to be especially cautious when walking alone on the road from the main roadway to the entrance of the University. Students are also encouraged to always travel in groups and not travel alone. Students are also cautioned to be careful while walking alone on campus at nights. If students are concerned about or are fearful for their personal safety or security while on campus, a report should be made to the Dean of Discipline or security personnel immediately. Any suspicious activity in or around the campus should also be reported immediately to the relevant security personnel at extension 4236.

7.5 PERSONAL RESPONSIBILITY/SAFETY

7.5.1 Alcohol Consumption

The use of alcohol on campus is prohibited except in circumstances where a written request is made by a student group/club or society for an authorized function and written permission by the relevant officer has been granted. In these instances, students are encouraged to drink responsibly. At these special functions, any student deemed to be intoxicated shall not be admitted.

Under no circumstances may an individual under the legal drinking age (18 years) consume alcohol on any campus of the CMU.

7.5.2 Illegal Drugs/Substances

CMU has a zero-tolerance stance on the use of illegal drugs/substances. Students found in breach shall be disciplined in accordance with section 5.2.2 of the Students Handbook.

For this reason, the following activities will result in disciplinary hearing:

- Reasonable suspicion regarding use, possession, or sale of illegal drugs.
- Any of the above activities by guests of any students.

7.5.3 Fire Safety Precautions

The following are rules and regulations which students should follow as precautions to an emergency or fire:

- Know exit points from all buildings. Fire evacuation plans are located in various areas on campus. Notify the Office of the Occupational Health and Safety Unit if this plan is missing. This plan should not be covered or removed.

- Do not obstruct doors, passages or walkways since it could mean the difference between life and death for someone escaping a fire. Never leave personal belongings or trash in passages or walkways.
- Do not tamper with fire alarms, fire extinguishers or smoke detectors. This is a serious crime. Misuse of any fire safety equipment will result in disciplinary action and a fine to be determined by the Disciplinary Committee.
- In the event of an alarm, all students must evacuate the building through the nearest exit as quickly as possible. Once out-side, move away from the building. Failure to comply with an alarm will result in disciplinary action.
- Do not return to the building until the Safety Officer or Marshall has indicated it is safe to do so.

REMINDER: The lives of community members and your own life depend on the operation of fire safety equipment. Do not, under any circumstance, tamper with smoke or heat detectors, sprinklers, fire extinguishers, fire hoses, or any alarm system. Students found tampering with such equipment can be subjected to fines, disciplinary action, and criminal prosecution.

7.6 GENERAL CONDUCT/REQUIREMENTS

7.6.1 Bulletin/Notice Boards

Students are expected to regularly read the contents of bulletin/ notice boards on campus. Students wishing to post announcements on the official notice boards must obtain approval from the Office of the University Registrar. Circulation of unapproved material is prohibited.

7.6.2. Parties/Fetes/Other Student Functions/Activities Permission is to be sought from the Office of Student Affairs for the

hosting of all student-related functions/activities. Students are to submit a written request with a detailed project proposal. This is to be submitted to the office at least two weeks in advance of the proposed event. Where permission is granted, all functions should end by 12:00 midnight (unless otherwise permitted).

Kindly note that the Office of Student Affairs will outline the criteria/stipulations for hosting such functions.

7.6.3 Damages to the University's Property

Damage to or destruction of the University's property is prohibited. Students held liable will be disciplined.

7.6.4 Disorderly Assembly

7.6.4.1 Any action that disrupts the normal operation of the CMU will be deemed as disorderly assembly. As such, individuals and groups are advised against this, as it may be considered a minor offence. Disorderly assembly is defined as:

- any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or their real or personal property; and/or.
- any behaviour by an individual or group that disrupts the peace or interferes with the normal operation of the university or university-sponsored activities.

7.6.4.2 Organizations/students may not act in a manner that disturbs the academic pursuits or that infringes on the privacy, rights, health, or safety of the CMU community, or in any manner that is inconsistent with the goals and values that are integral to the welfare of the CMU community.

7.6.4.3 Organizations/students may not harass others. Harassment includes, but is not limited to, threats, intimidation, ver-

bal abuse, bullying, nuisance by whatever means of communication.

7.6.4.4 Obscene or indecent conduct is prohibited.

7.6.4.5 Organizations/students must comply with the directives of CMU officials acting in the performance of their duties.

7.6.4.6 Tampering with elections is prohibited.

7.6.5 Educational Related Trips

Any CMU approved trip must have a University Official present.

These must go through the relevant approval process.

7.7 OFF-CAMPUS FACILITIES

7.7.1 Public Library

A branch of the Jamaica Library Service is located in the Harbour View community.

7.7.2 Other Facilities within the Harbour View area:

- Supermarket
- Meat Shop
- Wholesale Shop
- Auto Shop
- Police Station
- Barber

- Variety Stores
- Restaurants—Tastee's, KFC, Rounneys, Devon House
- Digicel Outlet (For Telephones & Accessories)
- Gas Cylinder Outlet
- Internet Cafe and Stationery Store
- Churches
- Optician and eyewear store
- Wholesale household chemicals store
- Nurseries
- Hair Dressing Salons
- Water Refill Station

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