UNIVERSITY of GUYANA

GUIDE FOR ACADEMIC STAFF

University of Guyana 2022/2023

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Office of the Registrar

How to use this Guide

- The Regulations of each Faculty and School are supplementary to the General University Regulations set out in the University Bulletin.

- This Guide is separate from the University Regulations. However, there may be occasional repeat of information contained in the Regulations.

- The Handbook for the Guidance of Academic & Administrative Staff (Bluebook) should be consulted for further details.

- The Regulations and Operations Manual to guide the University of Guyana's summer period should be consulted with respect to the offering of courses and programmes during the summer session.

- Academic staff are also advised to be familiar with the Policy and Manual for New Lecturers, and the Academic Advising Handbook and Training Manual. [1]

- Staff members are advised to be familiar with the University Acts and Statutes, Code of Conduct for Staff and the Code of Conduct for Students.

- The programmes offered in each Faculty/ School, along with their credits to graduate, are shown in Appendix I.

- The Students' Welfare Division, Registry should be contacted/ consulted on non-academic student matters e.g. issuance of letters of studentship.

- The Personnel Division should be contacted/ consulted on staff matters e.g. information on earned study/ sabbatical leave (Conditions of Service -Whitebook).

University of Guyana
Turkeyen Campus Map
(Revised: September 2022)
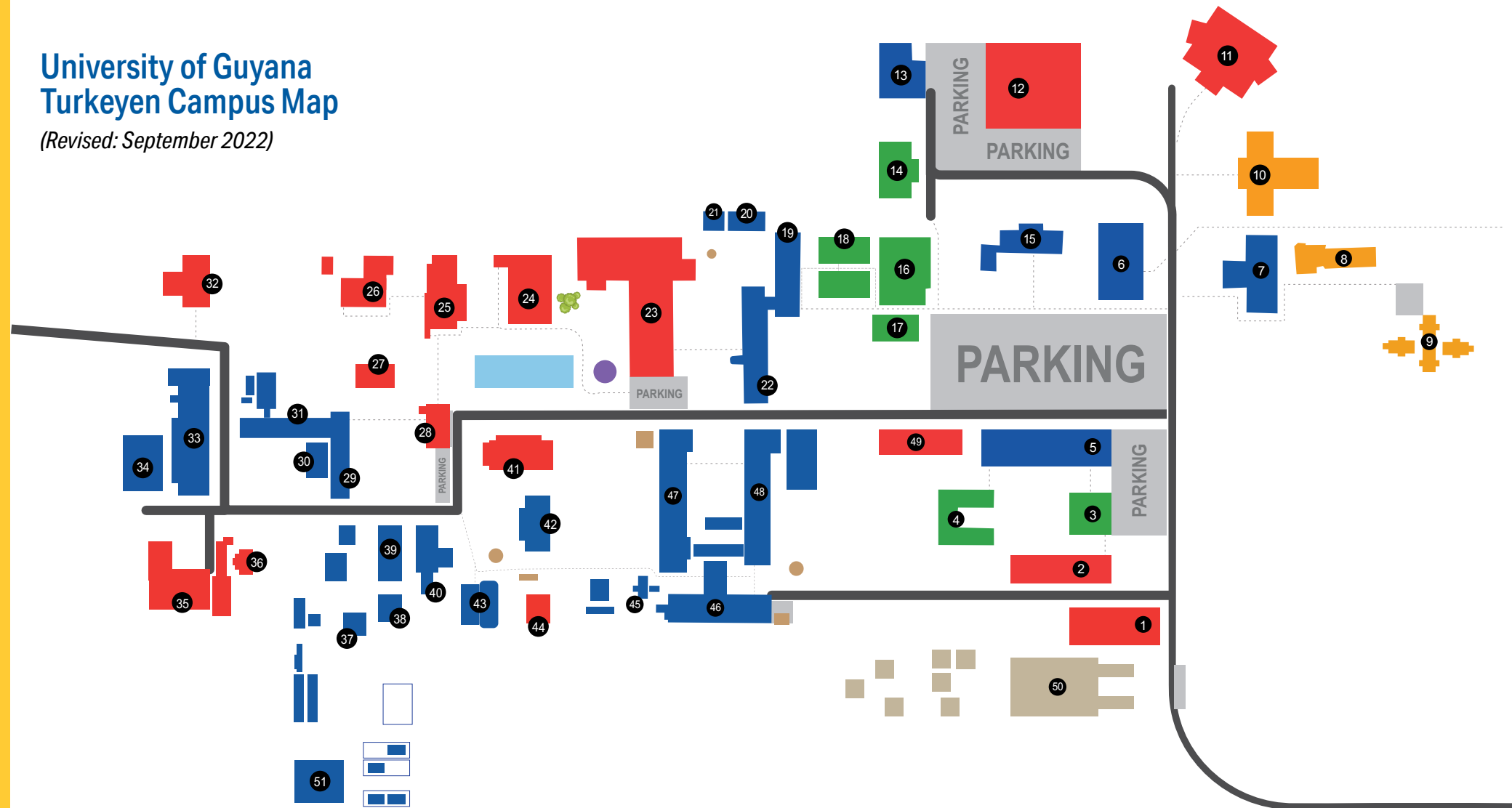
MAP KEY

- 🟥 Administrative Buildings
- 🟦 Academic Buildings
- 🟧 Residence Halls
- 🟩 Lecture Theatres and Rooms

- PARKING Parking
- 🟣 Monument
- 🟦 Lily pond
- 🟩 Peace Garden

- └─ Main Road
- ····· Catwalk/Paths

Numerical Index to Buildings

1. Campus Safety and Security
   Occupational Health and Safety, and Security Administration
2. Faculty of Education and Humanities
3. Education Lecture Theatre (ELT)
4. Faculty of Education and Humanities Multi-Purpose Buildings
5. Faculty of Education and Humanities Confucius Institute
6. Law Department
7. Jay and Sylvia Sobhraj Building
   Campus Store
   College of Behavioural Research and Sciences (CoBRES)
   Medical Centre
8. Senior Common Room
9. Beharry Hall of Residence
10. New Building Society (NBS) Hall of Residence
11. Finance Management and Human Resources
12. Centre for Information Technology (CIT)
   Tactical Online Services (TOS)
   Centre of Excellence for Teaching and Learning (CoETaL)
13. School of Entrepreneurship and Business Innovation (SEBI)
14. Cheddi Bharrat Jagan (CBJ) Lecture Theatre
15. Centre for Communications Studies (CCS) (Former Classroom)
16. George Walcott Lecture Theatre (GWLT)
17. Small Lecture Theatre (SLT)
18. Faculty of Social Sciences Multi-Purpose Buildings
19. Faculty of Social Sciences
20. Faculty of Earth and Environmental Science

21. Faculty of Earth and Environmental Science
22. Faculty of Education and Humanities
23. Library
24. The Vice-Chancellery
   Offices of the Deputy Vice-Chancellors
25. Bursary
26. The Personnel Division
27. Staff Centre & Custodian Accommodation
28. The Vice-Chancellor's Office
   Philanthropy, Alumni & Civic Engagement (PACE)
   Centre for Communication Studies (CCS)
29. National Data Management Authority (NDMA)
30. National Data Management Authority (NDMA)
31. Faculty of Engineering and Technology
32. Students' Society Complex
33. Faculty of Engineering and Technology Labs
34. Faculty of Engineering and Technology Mechanical Workshop
35. Facilities Maintenance Division
36. Facilities Management Workshop
37. Storage Shed
38. Gasifier Shed
39. Faculty of Agriculture & Forestry
40. Faculty of Agriculture & Forestry
41. Registry
42. The Hogben Drayton Maths and Science Centre
43. The Centre for Study of Biological Diversity (CSBD)
44. Student Loan Agency

45. Natural Sciences Annex
46. College of Medical Sciences (CMS)
   Optometry Building
47. Faculty of Natural Sciences (Computer Science, Biology and Chemistry Departments)
48. Faculty of Natural Sciences Administrative Office
49. Faculty of Education and Humanities Language Centre
50. Institute of Applied Sciences and Technology (IAST)
51. Faculty of Education and Humanities

Table of Contents

I. Students' Record Management System (SRMS)

The Students' Records Management System (SRMS) is a key tool for managing most if not all student records. This database-driven web application was developed in-house by the Software Services & Educational Technology Applications[2] (SSETA), a unit of Tactical Online Services (TOS) using Open Source technologies/ software.

It was launched in April 2009, and its uses include:

- submission and processing of applications;
- generation of acknowledgement letters;
- submission and processing of registration and all registration related matters, e.g. leave of absence, transfer, exemption and withdrawals;
- generation of letters of acceptance and registration invoices;
- production of class lists;
- preparation and submission of marksheets;
- generation of student profiles and spread sheets (broadsheets) with grades etc.;
- application to the Halls of Residence; and
- application for transcripts, co-curricular transcripts and replacement certificates.

Lecturers and academic administrators are therefore encouraged to acquaint themselves with, and to make use of, this tool to record and monitor their students' performance (e.g. failures, GPA, duration of study), from admission to graduation.

In addition, the Assistant Registrar, (R&DM) can be contacted to dispatch emails en masse to registered students in a particular course, programme, department, faculty, or to the entire student population.

The SRMS is also linked to the Electronic Student Assessment (ESA) of Courses thus eliminating the use of paper assessment. Only fully registered students are allowed to access their online course(s) evaluation.

The SRMS is also linked to the Human Resource Management and Information System (HRMIS).

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2   Previously named the Department of Software Services.

II. Lectures/Laboratories/ Practicals/Field Trips

The Head of Department will assign the courses to be taught by each lecturer.

Lecturers are expected to:-

a. Uplift course outline(s) for the course(s) they are assigned to teach from the Administrative Officer.

b. Submit course outlines to the Examination Division by the end of week one of each semester.

c. Organise **all** their lectures/labs/practicals/field trips/seminar presentations. They should liaise with the Senior Technician in connection with labs/ practicals/field trips. In particular, all orders for lab materials should be made to him/her at least two weeks in advance.

d. Submit hand-outs and other teaching-aid materials for typing, photocopying, etc. and a listing of materials required for labs to the Administrative Officer at least two (2) weeks ahead of the date such materials would be needed. However, with the increased accessibility to computers, lecturers will be expected to prepare most/all of their teaching materials.

e. Submit off-campus training programme (where applicable) to the Administrative Officer **within TWO (2) WEEKS** of starting a course.

III. Cross-Departmental Teaching[3]

It arises from time to time that a Department *(a requesting Department)* may want a staff member to teach a course or courses or part of a course outside of his or her home department. When such a circumstance arises, the requesting department should communicate with the Head of the home Department requesting agreement for the identified staff member to assume the additional teaching responsibilities.

The obligation is both one of courtesy and one of necessity to ensure that the primary responsibilities of the staff member in question will not be adversely affected by the additional responsibilities. Where disagreements result from the exchanges, the matter should be resolved by reference to the Deans of the relevant Faculties.

Deans and Heads of Departments are urged to consider the best interest of the University and its students in making their decisions.

IV. Guest Lecturers [4]

The lecturer for a course may arrange for guest lecturers. Guest lecturers should first be approved by the Vice-Chancellor. A brief curriculum vitae together with the lecture topic(s) should be submitted to the Vice-Chancellor. Guest lecturers are paid at an approved rate and are also paid a travelling allowance.

V. Part-Time Lecturers

The Head of Department in conjunction with the Dean will arrange for part-time lecturers to teach. A brief curriculum vitae of each part-time staff member must be submitted to the Vice-Chancellor for approval before the lecturer commences teaching.

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3   Memorandum from the Vice-Chancellor dated October 7, 2010
4   Approved by Council of February 4, 1980. Memorandum from Vice-Chancellor to Deans etc. dated February 21, 1980. Memoranda from the Personnel Officer to Deans dated July 2, 1993 and April 27, 2000.

Part-time staff are allowed a maximum of ten (10) contact hours per week. The payment regime for part-time staff to teach is given in Appendix II. A travelling allowance (per visit to Campus for lectures, for conducting tutorials/practicals/laboratory demonstration and for invigilating Annual Examinations) is also paid. The University shall **NOT** pay for more than one such visit per day.

VI. Academic Materials Allowance[5]

An allowance of US$400[6] is to be used for the purchase of books, subscription to journals, membership of professional societies, other teaching and research aids and management tools such as multi-media software and hardware, and Information Technology equipment and services.[7]

UA staff members shall forward their reimbursement claims directly to the Bursary.[8]

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5   Submission of claims should be done before the end of the Fiscal Year (July 31).
6   Approved (at US$300) by Academic Board of February 12, 2008; increased to US$400 in 2019/2020.
7   Conversion of Book Allowance to Academic Materials Allowance was approved by F&GPC on June 23, 2010.
8   Memorandum from the Registrar to the Bursar dated December 19, 2011.

VII. Absence from Campus

Permission must be sought and obtained from the Vice-Chancellor or her/his delegate[9] if lecturers will be away from campus for protracted periods (locally) or for any length of time to be spent overseas. The appropriate VC1 or VC2 form should be completed and submitted electronically.[10] However, leave applications (VC1 or VC2) for the following officers must be sent by the applicant to the Vice-Chancellor for approval: Deputy Vice-Chancellor (s), Registrar, Deputy Registrar, Bursar, Personnel Officer, Deans, Directors, University Librarian and Public Relations Officer.[11]

Staff members must report their resumption of duty to the Personnel Division (through their respective Heads of Department) **promptly** after a period of absence based on:[12]

- approved leave of any kind
- permission to be absent from Campus (VC 1 form) - absence during the teaching and examination periods of either semester
- notification of absence from Campus (VC 2 form)- absence between semester breaks i.e. between semesters 1 & 2 and, Preliminary Board of Examiners and start of new Academic Year.

N.B: Except in special cases, staff members would not be permitted to leave the country towards the end of the final examinations until after the Faculty Board meets as a Preliminary Board of Examiners.

The submission of the VC1/2 form to the Vice-Chancellor (accompanied by supporting documentation, where applicable) must be done **at least one (1) week before the start of the proposed absence and prior approval of the request to be absent from Campus must be obtained from the Vice-Chancellor.**

To satisfy the above requirements, it is advisable to submit forms in adequate time to allow for processing at the Faculty and Registry levels. The non-compliance with the above may result in payment of salary being adversely affected.

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9   From May 2013, the Vice-Chancellor has delegated his authority to the DVC (for requests exceeding one week) and the relevant Dean (for requests one week or less). In all instances the approval is on behalf of the Vice-Chancellor. (Memorandum from Registrar to Academic Staff dated May 3, 2013).
10 Memorandum from the Personnel Officer to all UA Staff Members dated November 14, 2014
11   Memorandum dated September 8, 2014 from the Vice-Chancellor to Senior Administrators.
12   Memorandum from the Registrar to all Academic Staff dated September 5, 1991.

VIII. Course Conduct

a. At the commencement of each course the Lecturer will/must give each student a course outline which details the course objectives, content, method of assessment and recommended texts.[13] Some lecturers may find it useful to include behavioural norms [14] (see also Appendix XII).

b. The class lists are accessible to the lecturer, Administrative Officer and the Head of Department for download from the Students Record Management System (SRMS). The list is updated the moment a registration has been approved by the Assistant Registrar-Admissions.

    The class list is the official University record of bona fide students who are entitled to be in that particular class. Lecturers may disallow students whose names are not on the list from attending their classes. These students should be directed to the Admissions Division, Registry.

c. Continuous assessment should only be done in those courses where this method of assessment has been approved by the Academic Board.[15]

d. Lecturers are expected to provide timely and continuous feedback to students about their coursework grades and performance in class.

e. If a student is absent from assessment(s) which contribute to more than 50% of the Course Grade without communicating the reasons to the Assistant Dean of the Faculty, before the date of the Faculty Board's meeting as a Board of Examiners, the student will be deemed withdrawn from the course [16].

f. Students who are absent from more than 25% of classes including Off-Campus Training may not be permitted to write the final examinations [17].

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13 The course outline may also state your office hours, and the exact or proposed dates for tests and assignments.
14 See Code of Conduct for Students
15 Approved at Academic Board of May 13, 2008.
16 Approved at Academic Board of June 17, 1975.
17 Enforcement of this rule is the prerogative of the lecturer.

IX. Course Assignments[18]

In continuously assessed courses, students should submit two copies of each completed assignment. One marked copy is returned to the student while the other[19] is kept for the Departmental record in the event of appeals etc.

X. Course Work

Students must use only their examination numbers to identify their examination scripts [20].

- Coursework Marks: This usually comprises 40% or 50% of the total marks for a course except in cases of continuous assessment. Lecturers are required to submit coursework marks to the Examinations Division before the final examination is written.

- Review of Coursework Marks: In continuously assessed courses, students may initiate the review of their coursework marks. Applications for review of coursework marks shall be made in writing by the student to the Assistant Registrar (Examinations) not later than one week after the date on which the marks for the particular segment of the coursework were released. These applications should state the reasons for the request and the name of a nominee[21] from among the academic community (Optional).

- A fee of $5,000 will be charged for each make-up test[22], for those persons who were absent on the date of an examination (*see K ii.a below*).

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18 Approved at Academic Board of May 13, 2008
19 The Department may determine the form of this copy i.e. soft or hard.
20 Approved by Academic Board of April 10, 2001.
21 The nominee is the student's representative to ensure the review process is conducted fairly in accordance with established procedures.
22 First approved by Academic Board of April 10, 2001. Current fee approved at an Extraordinary meeting of the F&GPC on June 1, 2017

XI. Examinations

A. QUESTION PAPER

Camera-ready question papers must be submitted to the Examinations Division by the end of week 7 of each semester[23]. This Division is responsible for the receipt, photocopying and packaging of all examination materials[24].

Heads of Department are requested to transmit this information to each of their lecturers and to ensure that examination question papers are submitted to the Examinations by the deadline.

Lecturers are requested to submit two (2) sets of examination question papers, one (1) set for the semester examination and the other set for the **Supplemental**[25]. In addition, all lecturers who teach final year courses are requested to submit examination question papers for **Re-sit examinations**[26].

Please note that the Registry will not be entertaining those lecturers, who for reasons best known to themselves, have habitually submitted their examination question papers for reproduction on the eve or day of the examination. The Registry will also not receive, or commit to its records, results for final examinations if the question papers were not reproduced by and in the Registry[27].

B. MARKING SCHEME

A detailed scheme[28], and solution sheets where applicable, for each set of questions must be prepared at the time of preparation of the examination questions.

Lecturers will be expected to adhere to such marking scheme at all times. This will ensure consistency in marking and enhance professionalism. Lecturers may choose to type their own question papers or submit these to the Administrative Officer for typing. They are also responsible for proof-reading the typed question paper (see Appendix III for some key testing terms).

C. EXAMINATION REVIEW/ QUALITY ASSURANCES[29]

The lecturer prepares the examination question paper and submits same to the Internal Examiner (Second Marker) who must review and signs the question paper. This ensures clarity of all question papers and that all examinations are of the requisite standard.

D. LABORATORY EXAMINATIONS

It is recommended that a laboratory examination be held for each course that is lab based[30].

E. SIMULTANEOUS EXAMINATIONS

Where courses are taught at both campuses there will be one final examination done simultaneously. Lecturers are therefore expected to communicate and coordinate their teaching to ensure compliance with this requirement.

F. TIME-TABLING OF EXAMINATION

Timetabling of final examinations is a Registry function. The Assistant Registrar (Examinations), together with the Assistant Deans, fix the date, place and time of all final examinations.

Examinations should only be postponed with the permission of the Vice-Chancellor. However, the Vice-Chancellor has devolved this function to the Registrar. Thus, the Registrar's approval is needed to effect any change from that which was fixed.

G. INVIGILATION

Each lecturer is the Chief Invigilator for his/her course(s) and should open the examination package and also be present for the duration of the examination. If the lecturer is absent another lecturer shall perform the duty of Chief Invigilator.

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23 Memorandum from DVC to Registrar dated October 22, 2002 (as recommended by the Committee of Deans at the request of the Academic Board).

24 Memorandum from the AR-Exams to Heads of Departments dated October 23, 2013.

25 Defined as the sitting of a final examination previously missed (Switch in nomenclature between re-sit and supplemental was approved at the Academic Board of January 28, 2014).

26 Defined as the sitting of an examination for a course that was previously done and failed, in the same academic year.

27 Memorandum from the AR-Exams to Heads of Departments dated March 30, 2015.

28 To be submitted to the Assistant Registrar (Examinations) either at the time of submission of the examination question papers or with the examination results.

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29 Memorandum from the AR-Exams to Heads of Departments dated October 23, 2013

30 Laboratory work/ assessment comprise 50% or more of the total marks in these courses.

When simultaneous examinations are set by the same lecturer, that lecturer should be available at one of the campuses and accessible by telephone to address queries that may arise during the examinations.

Only students with valid student identification cards and examination passes should be allowed to write the examination. When requested, the Examination Division of the Registry will endeavour to provide invigilators for all written examinations where the class size is greater than thirty (30).

H. MARKING OF SCRIPTS

Scripts must be uplifted and marked upon the completion of all examinations, and marksheets and scripts returned to the Examinations Division within the prescribed time (see Appendix V). For continuously assessed courses, marksheets and scripts are also returned to the Administrative Officer within the prescribed time after the completion of the examination.

Each student recorded on the mark sheet must be accounted for e.g. either total marks, withdrawn, leave of absence or incomplete 'I' grade.

NOTE:

a. Re-sit Examinations: Scripts are marked out of 100% since there is no course work component for such examinations. The highest allowable grade is "C".

b. Only final year students are allowed to write re-sit examinations. There are exceptions in the Law, Dentistry, Medicine and Associate degree in Industrial Engineering programmes, or any other programme that is specifically identified in the respective Faculty Regulations.

c. No student is allowed to write more than two (2) re-sit examinations per year.

d. Re-sit examinations must be taken in the same academic year when the course was failed.

e. The fee for make-up tests and supplemental examinations (see 10c below) varies from that for re-sit examinations (see 10d) below.

I. SUBMISSION OF MARKED SCRIPTS

Marksheets can be downloaded repeatedly from the Students Record Management System (SRMS), updated and stored. At the end of the course the completed marksheet is then uploaded. Alternatively, lecturers can prepare their own marksheets for submission. Marksheets should be signed by the lecturer and presented to the Head of Department for his/her signature. Marked scripts and the consolidated marksheets are then returned to the Examinations Division within the prescribed time of the date of the examination. The consolidated marksheet (Appendix VII) includes the coursework marks together with the examination marks.

J. GRADING SCHEME

Grading scheme may vary according to Faculty, Department or Programme (see Appendix XV). However, the final course grades are:

A - Distinction
B - Good
C - Satisfactory
D - Minimal Pass
F - Fail

Some Faculties, Departments or Programmes may require students to pass both course work and final examination to pass a course (see the respective Faculty Regulations).

Courses for which exemptions have been granted will be indicated by 'Ex' in place of a letter grade.

K. PAYMENTS FOR EXAMINATION SERVICES

i. *Marking of Long Papers*
A part-time lecturer is paid for marking long papers if it was stated that the long paper is given in lieu of a written examination. If, however, a long paper is part of coursework requirements (as should be mentioned in the Course Outline given to each student at the beginning of each academic year) then the lecturer is not paid for this (from the Examinations Division).

ii. *Invigilation*
A part-time lecturer is paid to invigilate his examination. A travel allowance is also paid to cover his/ her trip to Campus.
a. A fee of $5,000[31] will be charged for each supplemental examination and make-up test[32], for those persons who were absent on the date of an examination (see "vi" below).

b. A fee of $6,000 will be charged for each re-sit examination (this fee is doubled if the re-sit is for upgrade).

iii. *Trips to Campus*
The Examination Division requires a part-time lecturer to make trips to the Division for the following reasons:

- To bring examination question papers.
- To read the comments of the External Examiner, if there are changes recommended.
- To proof-read the examination questions.
- To collect examination scripts.
- To return examination scripts.

Claims for these and other payments are to be **approved by the Head of Department.**

vi. *Re-scheduled Examinations*
Lecturers shall be paid 60% and Administration 40% of the amount accruing from re-scheduled examination fees (see "(ii) a." above). Re-scheduled examinations are as a result of students having to attend court, perform jury duties, and the death of a relative, or illness.

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31 Approved at an Extraordinary meeting of the F&GPC on June 1, 2017.
32 The allocation is 85% to the lecturer and 15% to the administration (Bursary, April 18, 2012).

L. ILLNESS

Students must submit to the Assistant Dean a medical certificate from a medical practitioner approved by the University for all examinations/laboratories/field trips etc. missed during a course. No student shall submit more than two (2) medical certificates to be excused from tests or examinations per semester[33].

M. GRADE POINT AVERAGE (GPA)

- GPA = (Product of Credits and Grade Point)/ Sum of Credits.
- Number equivalent of letter grade:
  A = 4, B = 3, C = 2, D = 1.
- Grade F is not counted i.e. the divisor shall be the total credits for the number of *passed* courses.
- Exemptions are not counted in the computation.
- Calculation is to one decimal place. However, the decimal is rounded down.
- The first passing grade in a given course is used in the computation of GPA, except where an upgrade is done to meet the *minimum* GPA requirement to graduate.

The categories of passes with their required GPA are:
Pass with Distinction:
3.4 to 4.0 with no more than one (1) fail grade

Pass with Credit:
2.7 to <3.4 with no more than (2) fail grades

Pass:
2.0 to <2.7

(see Appendix VIII for computation of the GPA).

For the classification of passes and computation of GPA the Faculty of Natural Sciences[34] has major courses and other courses.

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33 Approved at Academic Board of April 10, 2001. Exceptional circumstances can be approved at the Departmental level.
34 Distinction is attained by: a GPA of not less than 3.4 in designated/prescribed courses and also a GPA of not less than 2.5 in the other courses. Or a GPA of not less than 3.4 in designated/prescribed courses and also a GPA of not less than 3.0 in all of the courses.

N. BOARD OF EXAMINERS

These important and necessary meetings resolve and account for: [35]

- Grades for all students for all registered courses
- Profiles (GPA) for each student
- Unsubmitted final grades
- Students who were absent from examinations
- Students "deemed withdrawn"
- Students granted leave of absence or who have officially withdrawn

Every registered student and all courses offered must be accounted for at these meetings. The Board approves which students will repeat failed courses only, failed courses plus reduced load, failed course(s) plus full load, upgrade(s) etc. The list of students deemed withdrawn is then forwarded to Academic Board.

Uniform wording to be used by Faculties (Board of Examiners) re-recommendations on failure: [36]

Recommendations on Failures
Vocabulary

>   **PROCEED** means to go on to next year's course(s)
>   **REVIEW** means checking on students' progress in course(s) before the end of the first semester.
>   **CARRY** means repeating failed course along with succeeding years programme

IF 1 course is failed:

- a) i)   Proceed and carry failed course
-    ii) Proceed and carry failed course, performance to be Reviewed
- b) Repeat failed course as part of a full load
- c) Repeat failed course only
- d) i)   Do Course X only, as a Special Repeat
-    ii) Special Repeat of Course X plus Y courses; performance to be Reviewed
- e) i)   Repeat failed course as part of a reduced load of Y courses; performance to be Reviewed
-    ii) Repeat failed course as part of a reduced load of Y courses.

IF 2 or more courses are failed:

- a) Repeat failed courses only
- b) Repeat failed courses and do X other(s)
- c) Do a reduced load of Y courses
- d) Repeat failed courses as part of a reduced load of Y courses
- e) Repeat failed courses; do course Z and one (or two) other(s)
- f) Repeat failed courses; do course Z and complete minor

When recommendations on failures are being put forward, the regulations being applied should be written against each recommendation. Faculties are urged to follow the spirit of the Decision Making Process at UG i.e. Decisions on routine matters in the day-to-day administration of the University and in the implementation of policy are made by the appropriate Officers of the University. Other decisions are made through a process of collective reasoning by various Boards and Committees[37].

O. PUBLICATION OF RESULTS

Course marks, showing detailed breakdown should be submitted to the Administrative Officer, through the Head of Department, not more than two weeks after the final assessment for the course has been completed.

All lecturers are expected to upload their coursework marks to the SRMS via the marksheet interface Examination results in each course will be published on-line as soon as they have been approved by the Faculty Board meeting as a Preliminary Board of Examiners. Lecturers are requested to desist from posting grades before this meeting. (However, a lecturer may indicate to a student whether he/she has passed or failed).

P. REVIEW OF FINAL EXAMINATION MARKS

Students may initiate the review of their final examination marks. Applications for review of final examination shall be made in writing by the student to the Assistant Registrar (Examinations) not later than two weeks after the date of publication of examination results. These applications should state the reasons for the request and the name of a nominee from among the academic community (Optional).

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35 Memorandum from the DVC to Deans etc. dated February 21, 2006.
36 Approved at Academic Board of May 22, 1986.

37 Extracted from the Handbook for the Guidance of Academic and Administrative Staff (1977), and the Handbook for the Guidance of UB and Supervisory Staff (2006).

XII. Exemptions

Exemption is not required when a student has changed his/her registration. The credits are transferred to the new programme for the applicable course(s). Any other course(s) are treated as additional courses and will not be used towards the computation of the GPA for the student's current programme.

XIII. Student Assessment of Courses

In each semester students will be required to assess the teaching of each course. From the thirteenth (13th) week of lectures, lecturers will be expected to inform the students to complete the online assessment at http://uog.edu.gy/esa2/?q=login/user. Administrative Officers are also advised to post notices on the notice boards to a similar effect. Students will also be notified via the SRMS.

Only fully registered (approved by Assistant Registrar, Admissions) students are allowed to access the instrument. Students must input their registration number to access the form for each course. Anonymity is assured once the evaluation is submitted.

XIV. Certification by the University of Programmes Organised by other Institutions [38]

In keeping with the University's regulations, persons applying for certification of external programmes (for affiliation) 'shall address the request to the Registrar'.

38 Memorandum from the Registrar to Deans dated July 20, 2012.

This is no formality, since it is the Office of the Registrar that will facilitate the verification of the documentation to ensure that what is taken to the committees for consideration are the required documents. Without any prejudice to collaboration between a unit of the University and an applicant, the request will be processed through the following stages:

1. Submission to the Registrar for the determination of the completeness of the submission or facilitation of completeness.
2. Internal administrative determination of the University's capability and disposition with regard to the affiliation of the programme.
3. Presentation of the documentation to the Academic Policy and Planning and Academic Board for scrutiny and /or certification; and approval respectively.
4. Notification, to the applicant, of the status of the application.

All staff members are requested to cooperate in the adherence to the aforementioned.

XX. Summer Courses

At this time, the University does not guarantee that summer courses will be offered. Students are allowed to take a maximum of three (3)[39] summer courses per year (see Appendix XI). Students should be advised to plan their programme as if no summer course will be offered. Summer courses should have between 10 to 40 students[40]; deviations must be approved by the Vice-Chancellor.

A Coordinator is appointed in each Faculty/School to oversee the summer programme. Payment to Coordinators and lecturers is based on the approved revised payment structure[41]. After the payment of lecturers and Coordinators, the remaining course fee is split evenly between the Administration and the Faculty[42].

39 Approved by the Academic Board of August 10, 2021
40 Departments are not compelled to offer a summer course even if the required number of students have indicated an interest in doing the course.
41 Last emolument matrix was approved on June 16, 2016 by the VC(ag).
42 Prior to the dissolution of the School of Professional Development it was Administration – 33%; SPD – 33% and Faculty – 34%.

XXI. Insurance

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

XXII. Research

All lecturers are required to do research since this is a vital component for promotion, quality assurance and the continued renewal of contract. Lecturers are allowed two half-days per week during the semester to carry out research work.

The "August Holidays" is a period when lecturers are also expected to do research. It is not a period of vacation and lecturers who are not on leave would be expected to be at work.

XXIII. Public Service and Consultancy

The Appointments Committee at its meeting of March 21, 2006 approved the definition and application for 'Public Service' and 'Consultancy'. Additional information on agreement reached in 1992 on 'Consultancy' was also noted by the Appointments Committee.

A. PUBLIC SERVICE

All academic staff of the University are expected to engage in teaching, research and public service. Public Service is defined as activities performed to benefit the community outside of the University, to wit, the nation, sectors of the society, the region. This service may not be directly related to one's professional discipline, but utilizes the special skills and aptitudes of the individual.

Although not an essential requirement, it is encouraged and recommended and adds a positive effect to the image of the University. Such service is normally, though not exclusively, unpaid. Staff members performing Public Service may offer it as a part of their overall profile when seeking promotion and when being evaluated at Annual Staff Review. However, it is not a criterion taken into consideration at the junior levels (e.g. Assistant Lecturer, Lecturer I) and carried weight at the higher ranks.

When Public Service is applied as a criterion, the University reserves the right to ask the agencies to whom it was given to comment on it quality.

B. CONSULTANCY

Consultancy is a professional service. Professional service is defined as activities related to the use and maintenance of expertise in a professional field. It is unlike research in that it does not have as its prime purpose the generation of new knowledge. Such activities include the performance/completion of any job of work for agents outside of the University, the giving of technical advice, organising/attending professional meetings/seminars, provision of training/lectures, consulting, and other service from a professional view point.

Consultancy is normally paid service, but professional service may be given without monetary reward to the University and off-Campus communities, organisation etc. However, paid Consultancy may also be performed for the University.

Consultancies may be offered by staff as part of their overall profile for promotion and at Annual Staff Review, but it will not be accepted instead of academic research. There may, however, be cases in which it is evident that the consultancy itself required substantial research or culminates in a research paper or publication. Staff are encouraged to turn consultancies into opportunities for papers and publications. Some Consultancies may also be used as virtual workshops and resources for teaching.

XXIV. AGREEMENT

The following understanding was reached in 1992:

1. Each academic staff member is allowed time for consultancy work equivalent to two (2) half days per week, provided the staff member's work in his/her department, and the staff member's general contribution to the business of his/her department and faculty are not in any way affected.

2. There shall, in each faculty, be a Faculty Consultancy Fund into which all staff members holding consultancies shall pay 15% of their earnings from consultancy. The justification for this payment is that:

   (i) staff member's owe compensation to the University for the relaxing of a specific condition stated in staff member's contract, and the University is by this provision passing on to faculties the benefit of that compensation,

   (ii) staff members undertaking consultancy are benefiting from the profession base and tangible and intangible facilities provided by their departments, faculties and the University as a whole; it is therefore only fair that such staff members should give a portion of their benefits to the University, the University is passing that portion of staff member's benefits back to their faculties. community outside of the University, to wit, the nation, sectors of the society, the region. This service may not be directly related to one's professional discipline, but utilizes the special skills and aptitudes of the individual.

XXV. Contact and Office Hours

1. The required teaching load is 360 contact hours per academic year (equivalent to 12 contact hours per week) for each academic staff.

2. Each lecture hour = 1 credit hour.

3. In the Faculty of Social Sciences, and School of Education and Humanities each tutorial hour = 1 credit hour.

4. In the Faculties of Agriculture & Forestry, Natural Sciences and College of Medical Sciences 2-3 hours of: practicals/ laboratories + 1 tutorial per week = 1 credit hour, 4-6 hours of practicals/ laboratories + 1 tutorial per week = 2 credit hours and 7-9 hours of practicals/ laboratories + 1 tutorial per week = 3 credit hours.

5. In the College of Medical Sciences 60 hours of attachment = 1 credit (undergraduate). 10 hour clinicals per day for 5 days per week = 1 credit; 1 month of clinicals = 4 credits (graduate affiliate programmes)[43]

6. In the Faculty of Engineering and Technology two hours of laboratory/practicals per week = 1 credit, 1 hour of studio session per week = 1 credit, 2 hours site visit per week = 1 credit, 1 hour tutorial per week = 0 credit[44].

7. In the Centre for Communication Studies, one (1) credit hour for demonstration is equal to three (3) contact hours[45].

8. A course should not be conducted with less than 10 registered students, unless approved by the Vice-Chancellor.

9. Laboratory session should have ≤ 20 students[46].

10. Tutorial session should have ≤ 30 students[47].

11. Classes usually commence at quarter past the hour, and finishes at ten minutes past the hour. This allows the students to be on time for their next class.

12. Where students have received no communication from the lecturer, and 25% of the session time has elapsed, they reserve the right to request make-up classes.

13. Lecturers must post specified office hours[48] when they are available for consultation with students[49].

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43 As approved by the Academic Board on April 9, 2019 for the Master of Medicine (Internal Medicine).
44 As approved by the Academic Board on August 11, 2020 for the BSc. in Architecture.
45 As approved by the Academic Board on April 27, 2021 for the Master in Communication Studies
46 This maximum can be exceeded where the total class size is close to a multiple of 20. For e.g. if the class size = 63 then there should be 3 groups of 21, rather than 4 groups.
47 Similar conditions as for laboratory groups apply
48 A minimum of two (2) hours per week is suggested in the Revised Criteria for Promotion approved by the F&GP on August 20, 2014.
49 Approved at Academic Board of January 13, 1976.

XXVI. Relationship with Berbice Campus

The Deputy Vice-Chancellor – Academics[50] has oversight responsibilities for the University of Guyana Berbice Campus (UGBC). It is re-emphasised that there is one University with two campuses. The Dean, Assistant Dean and Heads are administrators for both campuses. Course marks/ grades have to be approved by the Faculty Board as a Board of Examiners. The Head and the Assistant Dean will make the penultimate decisions with respect to applications to, and registration at, the Turkeyen campus. At UGBC, the Coordinators and the Assistant Director will make the penultimate decision (Admissions Division, Registry, makes the final decisions with respect to all admission and registration matters). At UGBC, the Coordinators also lead the graduands during the convocation ceremony.

Compiled by:
Dr. T.M. Velloza
Deputy Registrar
February 4, 2023

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50   Became DVC-Academic Engagement under the 10th VC.

Appendix I - Programmes offered at the University of Guyana

Programmes Offered at the Turkeyen Campus

NO.	PROGRAMME CODE	CREDITS	DURATION (YEARS)
1	Associate of Arts (Anthropology) (0250)	64	2
2	Associate of Arts (English) (0251)	72	2
3	Associate of Arts (Fine Arts) (2105)	64	2
4	Associate of Arts (French) (0253)	64	2
5	Associate of Arts (History) (2107)	62	2
6	Associate of Arts (General Studies)(11101)	66	2
7	Associate of Arts (Modern Languages -Portuguese) (0255B)	72	3
8	Associate of Arts (Music/ Creative Arts) (0254)	67	2
9	Associate of Arts (Spanish) (0256)	64	2
10	Associate of Arts (Tourism) (2106)	66	2
11	Associate of Science (Applied and Exploration Geology) (0919)	76	2
12	Associate of Science (Architectural & Building Technology) (9101)	70	2
13	Associate of Science (Aviation Management) (9104)	36	1
14	Associate of Science (Biology) (7104)	70	2
15	Associate of Science (Chemistry) (7103)	68	2
16	Associate of Science (Civil Engineering) (9102)	68	2
17	Associate of Science (Computer Science) (7101)	69	2
18	Associate of Science (Electrical Engineering) (9103)	68	2
19	Associate of Science (Forestry) (4101)	67	2
20	Associate of Science (Industrial Engineering) (9106)	72	2
21	Associate of Science (Information Technology) (7102)	69	2
22	Associate of Science (Mathematics) (7105A)	70	2
23	Associate of Science (Mechanical Engineering) (9105A)	72	2
24	Associate of Science (Mining Engineering) (9107)	70	2
25	Associate of Science (Physics) (7106A)	70	2
26	Associate of Social Science (Social Work) (8104)	65	2
27	Bachelor of Arts (English) (0201)	120	4
28	Bachelor of Arts (Fine Arts) (2203)	128	4
29	Bachelor of Arts (History) (2204)	123	4
30	Bachelor of Arts (Spanish) (0225)	124	4
31	Bachelor of Arts (Tourism) (2205)	140	2
32	Bachelor of Dental Surgery (5208)	215	5

NO.	PROGRAMME CODE	CREDITS	DURATION (YEARS)
33	Bachelor of Education (Administration) (3203B) with concentrations in Early Childhood, Primary or Secondary)	120-131	3
34	Bachelor of Education (Secondary) (3204B) with concentrations in Agriculture, Business Studies, English, Geography, History, Mathematics, Science, Home Economics, Literacy Studies, Modern Languages, Social Studies or Technical Education	120-125	3
35	Bachelor of Education (Early Childhood Education) (3201B)	120	3
36	Bachelor of Education – Literacy Studies (3206)	125-126	3
37	Bachelor of Education - Primary General (3202B)	120	3
38	Bachelor of Engineering (Applied and Exploration Geology (9206)	62	2
39	Bachelor of Laws (0850B)	93	3
40	Bachelor of Medicine, Bachelor of Surgery (5207)	252	5
41	Bachelor of Science (Accountancy)(10201)	125	4
42	Bachelor of Science (Agriculture) (1201)	140	4
43	Bachelor of Science (Architecture) (9201)	(70+) 70	2
44	Bachelor of Science (Aviation Management (9205)	(72)+ 57	2
45	Bachelor of Science (Biology) (7205)	137	4
46	Bachelor of Science (Chemistry) (7204)	135	4
47	Bachelor of Science (Civil with Environmental Engineering) (9202)	134	4
48	Bachelor of Science (Computer Science) (7201)	137	4
49	Bachelor of Science (Computing, Information Technology and Business) (006D)	163	4
50	Bachelor of Science (Electrical Engineering) (9203)	137	4
51	Bachelor of Science (Entrepreneurship) (10203)	125	4
52	Bachelor of Science (Environmental Health) (5203)	138	4
53	Bachelor of Science (Environmental Science) (6204)	128	4
54	Bachelor of Science (Environmental Studies) (6203A)	126	4
55	Bachelor of Science (Finance) (10202)	125	4
56	Bachelor of Science (Food Science) (7208)	122	4
57	Bachelor of Science (Forestry) (4201)	129	4
58	Bachelor of Science (Geography) (6201B)	122	4
59	Bachelor of Science (Industrial Engineering) (9207)	(72) +70	2
60	Bachelor of Science (Information Systems) (7203)	133	4
61	Bachelor of Science (Information Technology) (7202)	137	4
62	Bachelor of Science (Management) (10204)	125	4
63	Bachelor of Science (Marketing) (10205)	125	4
64	Bachelor of Science (Mathematics) (7206)	127	4

NO.	PROGRAMME CODE	CREDITS	DURATION (YEARS)
65	Bachelor of Science (Mechanical Engineering) (9204)	140	4
66	Bachelor of Science (Medical Imaging) (0538C)	120	4
67	Bachelor of Science (Medical Laboratory Science) (5201)	171	4
68	Bachelor of Science (Medical Rehabilitation) (5205)	140	4
69	Bachelor of Science (Nursing) (5204)	(60) +77	2
70	Bachelor of Science (Optometry) (5206B)	154	4
71	Bachelor of Science (Pharmacy) (0535C)	163	4
72	Bachelor of Science (Statistics) (7207)	129	4
73	Bachelor of Science (Supply Chain Management)(10207)	125	4
74	Bachelor of Social Science (Business Economics) (8203)	126	4
75	Bachelor of Social Science (Communication Studies) (0832C)	134	4
76	Bachelor of Social Science (Economics) (0833)	124	4
77	Bachelor of Social Science (International Relations) (0852)	125	4
78	Bachelor of Social Science (Public Management) (0837)	123	4
79	Bachelor of Social Science (Social Work) (8208)	137	4
80	Bachelor of Social Science (Sociology) (0839)	124	4
81	Bachelor of Youth and Community Development (3205)	125	4
82	Certificate of Competence in French (0234)	16	2
83	Certificate of Competence in Spanish (0235)	16	2
84	Certificate in Aviation Management (9002))	36	1
85	Certificate in Special Educational Needs (0602)	4	1
86	Certificate in Web Application Development (12001)	20	1
87	Commonwealth Master of Business Administration (0882)	90	2
88	Commonwealth Master of Public Administration (0881)	90	2
89	Diploma in Accountancy (0801)	71	2
90	Diploma in Banking and Finance (0802)	71	2
91	Diploma in Communication Studies (0807)	70	2
92	Diploma in General Psychology (5001)	30	1
93	Diploma in Land Administration and Management (6001)	36	2
94	Diploma in Marketing (0803)	67	2
95	Diploma in Mobile Application Development (12002)	30	2
96	Diploma in Occupational Health and Safety (0601)	37	1
97	Diploma in Public Management (0806)	65	2
98	Diploma in Valuation (6002)	42	2
99	Doctor of Philosophy (Ph.D.) in Biodiversity (0791)	45	3
100	Master of Communication Studies (8402)	48	2
101	Master of Education (Curriculum and Instruction) (0382)	36	2
102	Master of Education (Early Childhood Education) (3401)	36	2
103	Master of Education (Literacy Studies) (0388)	36	2

NO.	PROGRAMME CODE	CREDITS	DURATION (YEARS)
104	Master of Education (Management and Supervision) (0386)	36	2
105	Master of Education (Measurement and Evaluation) (0381)	36	2
106	Master of Philosophy (Biodiversity) (0790)	35	2
107	Master of Public Health (0582)	42	2
108	Master of Science (Agro-Technology and Business)(1401))	41	2
109	Master of Science (Environmental Management) (0681A)	60	2
110	Master of Science in Forest Biology (0781)	33	2
111	Master of Science (Urban and Regional Planning) (6402)	45	2
112	Master of Social Work (8302)	36	1
113	Post Graduate Diploma in Education - (3301) with concentrations in Higher Education, Administration or Secondary (Business Studies, English, Mathematics, Science, Social Studies, or Modern Languages)	24	1
114	Post-Graduate in Translation (2301)	32	2

*For students without the requisite CSEC/ GCE 'O' Level pass.

Programmes Offered at the Berbice Campus — A second campus (University of Guyana Berbice Campus - UGBC) at Tain, Corentyne, Berbice, was opened in November 2000.

NO.	PROGRAMME CODE	CREDITS	DURATION (YEARS)
1	Associate of Arts (English) (0251)	72	2
2	Associate of Science (Biology) (7104)	70	2
3	Associate of Science (Chemistry) [Biology Option] (7103)	67	2
4	Associate of Science (Computer Science) (7101)	69	2
5	Associate of Science (Mathematics) (7105A)	70	2
6	Associate of Science (Physics) (7106A)	70	2
7	Associate of Social Science (Social Work) (8104)	65	2
8	Bachelor of Education (Administration) (3203B) with concentrations in Early Childhood, Primary or Secondary)	120-131	3
9	Bachelor of Education (Early Childhood Education) (3201B)	120	3
10	Bachelor of Education (Literacy Studies) (3206)	125-126	3
11	Bachelor of Education (Primary General) (3202B)	120	3
12	Bachelor of Education (Secondary) (3204B)	120 - 125	3
13	Bachelor of Science (Agriculture) (1201)	140	4
14	Bachelor of Science (Biology) (7205)	137	4
15	Bachelor of Science (Management) (10204)	125	4
16	Bachelor of Science (Nursing) (5204)	77	2
17	Bachelor of Social Science (Public Management) (0837)	123 (58/59)	4 (2)
18	Bachelor of Social Science (Social Work) (8208)	137 (80)	4 (2)
19	Diploma in Accountancy (0801)	71	2
20	Diploma in Marketing (0803)	67	2
21	Diploma in Public Management (0806)	65	2

Programmes Offered by the Institute of Distance And Continuing Education (IDCE)

NO.	CODE	DEGREE	CREDITS	DURATION (YEARS)
1	005D	Bachelor of Science in Mathematics	380*	4
2	002D	Bachelor of Science in Computing and Information Technology	380*	4
3	003D	Bachelor of Science in Environmental Management and Technology	380*	4
4	004D	Bachelor of Science in Criminology and Psychological Studies	380*	4
5	12030	Diploma in Crime and Criminology	64	1
6	601	Diploma in Occupational Health and Safety	37	2
7	602	Certificate in Special Educational Needs	4	1
8	12002	Diploma in Mobile Application Development	20	1.5
9	12001	Certificate in Web Application Development	20	1

* Credits are based on expected hours of students input (notional hours), not on lecturer /student contact

Appendix II - Payment for Part-Time Staff

LEVEL	NON-MEDICAL SCHOOL		MEDICAL SCHOOL	IDCE
	LECTURE	TUTORIAL/ PRACTICAL/LAB/ DEMONSTRATION	LECTURE	LECTURE
Non-Graduates	Not Applicable			$2,659 per hour
Graduates below the level equivalent to Lecturer I	Not Applicable	$2,245	Not Applicable	$3,056 per hour
Part-time staff with equivalent level qualification to Lecturer I	$4,073 per hour	$3,055 per hour	$4,381 per hour	$4,070 per hour
Part-time staff with equivalent level qualification to Lecturer II	$4,881 per hour	$3,666 per hour	$5,164 per hour	$4,881 per hour
Part-time staff with equivalent level qualification to Senior Lecturer	$6,148 per hour	$4,614 per hour	$6,743 per hour	$6,148 per hour
Part-time staff with equivalent level qualification to Professor	$8,756 per hour	$6,569 per hour	$9,237 per hour	$8,756 per hour

Rates in effect as of September 1, 2021.

The travelling rate for part-time teaching staff for Turkeyen is six hundred dollars ($600.00) and IDCE is four hundred dollars (400.00).

Final Examinations
The rates with respect to examination matters have been upwardly revised as follows:

i.   Preparing examinations paper and marking scheme   - $2,000
ii. Marking each examination script   - $100
iii. Marking each research paper/project which is itself the entire final examination   - $ 500
iv. Invigilation of examination session   - $1,000

Oral Test (Final Examination)

i.   Preparing each test (according to approved course outline) - $2,000
ii. Evaluation of each student   - $100

Appendix III - Definition of Key Testing Terms

To ensure that students provide sufficient information that lecturers require, some key words and their meanings are provided. Lecturers should strive to ensure that their questions are concise and unambiguous at all times.

Account for	give reasons for. Make clear, explain.
Analyse	give a detailed description by separating into different parts.
Assess	give the value, showing how important or successful.
Calculate	find the value of, show each step in the calculation.
Clarify	make simple, make clear.
Comment on	make opinions about, give your point of view.
Compare	find and explain the similarities between/among¼
Consider	take into account. What are your thoughts about ¼.
Contrast	find and explain the differences between/among...
Criticise	give evidence to support your opinion on.
Define	give the exact meaning of.
Demonstrate	show how using examples.
Describe	give a detailed account of.
Discuss	give the important aspects of, the pros and cons of. A synthesis of knowledge (of ideas) is expected.
Distinguish between/ Differentiate	give the differences between.
Evaluate	discuss the importance or success of. Include something of your own opinion.
Examine/Explore	enquire into, investigate.
Explain	make clear giving reasons.
Explain	state the existing situation and its drawback, then outline the recommendations and their advantages
How	in what way.
Illustrate	give examples to make your points clear or use a drawing, diagram or figure to explain.
Interpret	show the connections between things.
Justify	give evidence for a particular point of view.
List	make a list (sometimes in a certain order).
Outline	describe without detail. Give the main features of.
Relate	tell a story or show how things are connected or affect each other.
Review	give a critical survey of.
State	present clearly but briefly.
Summarise	bring together the main points without detail or examples.
Trace	show how a topic has developed from beginning to end.
Translate	give in a different form of language.

Please desist from using phrases such as "Discuss what…", "Discuss why…", "Discuss how…", "Explain what…", "Explain why…" and "Explain how…". What, how or why are question words and should not be preceded by discuss or explain! (See also Appendix 14b for action verbs that are observable and measurable, according to Bloom's taxonomy)

Appendix IV - Student Instructions for Completing the Assessment of Lecturers Form

1. The student registration for that semester must have been approved by the Assistant Registrar, Admissions Division.

2. Student goes to http://uog.edu.gy/esa2/login and enters Unique Student Identifier (USI) and Password used on SRMS.
   Or Student logs into his/her account on the SRMS. On the Status page click on the esa2 link

3. System checks the SRMS that student is fully registered for the current semester and retrieves registration.

4. System retrieves student's courses with the relevant names of lecturers

5. Student completes an assessment form for each registered course in its entirety. Where a course has more than one lecturer, student can complete an assessment for each lecturer.

- Please note that you do not necessarily have to complete all the forms at once. You may return later to complete a form for another course.

- Please be informed that anonymity is assured once the evaluation is submitted.

Information for Lecturers

1. An analytic programme has been coded into the system.
2. Statistical Reports are generated for each course for each lecturer.
3. Reports are sent to each lecturer and to each HOD. A copy is also forwarded to the Personnel Division for the staff member's file.

Appendix V - Allotted Period for Marking and Returning Scripts[51]

NUMBER OF STUDENTS	TIME ALLOTTED
Less the 100	10 days
100 to 300	20 days
Greater than 300	25 days

Note: The time allotted is from the day of completion of the examination.

Appendix VI - Specimen of a Marksheet for Coursework

Name of Faculty/School:

Number of Course — Name of Course

Name of Lecturer:

Allocation of Marks

Quizzes/Tests/-	a quantity @ b marks each	= ab
Laboratory Reports-	c quantity@ d marks each	= cd
Practical Assessment-	e quantify@ f marks each	= ef
Field Trip Reports-	g quantity@ h marks each	= gh
Assignment	(I) Specify	= i
	(ii) Specify	= j
	(iii) Specify	= k
	Total	40__

Name	USI/REG NO.	QUIZZES/TESTS					Lab Reports/ Practicals Marks	Field Trip Reports	(Specific Assignment Marks)	Total Course Work (40)	Grade
		Marks #1	Marks #2	Marks #3	Marks #4	Total					

Appendix VII - Specimen of a Final (Composite) Marksheet

Name of Faculty/School:

_____

Number of Course — Name of Course

_____

Name of Lecturer:

_____

No. of Students

Distribution of Grades
A =
B =
C =
D =
F =

Name	USI/REG NO.	Final Examination (Each question carries a maximum of X marks)				Exam Marks (60)	Coursework Marks (40)	Total Marks (100)	Final Grade
		Q1	Q2	Q3	Q4				

Signature of Lecturer: _____   Date: _____

Signature of
Head of Department: _____   Date: _____

Appendix VIII - Computation of Grade Point Average (GPA)

COURSE	CREDITS	GRADE	POINTS	GRADE POINTS
FOR 1101	3	D	1	3
CHM 1204	4	D	1	4
SRV 1201	3	C	2	6
ENG 1105	4	C	2	8
FOR 1201	3	A	4	12
AGR 1201	4	C	2	8
FOR 2204	3	B	3	9
MTH 1101	4	D	1	4
FOR 2203	3	C	2	6
FOR 2202	3	B	3	9
GEO 2103	4	D	1	4
FOR 2201	3	C	2	6
Total	41			79
GPA =	79/41	= 1.9 (upgrade required)!!		Note: For a programme with 41 credits, a minimum of (41*2=) 82 points is needed to attain the requirements to graduate.

Exemptions are not included in the calculation of the GPA.

The GPA Calculator, available on the SRMS, may be used to determine the number of courses required for upgrades.

Appendix IX - Off-Campus Compensation

1. Staff members required to work outside a ten-mile radius of the University Campus are entitled to subsistence allowance at the following rates:

	Time	Rate
Within Guyana:	7-12 hr	G$ 675
	12-18hr	G$1193
	18-24hr	G$1800

   Where a staff member stays at a hotel with the approval of the University, the University shall meet the actual cost of room and board in lieu of payment of subsistence.

2. Out of Guyana: Where no external financial support is received, staff members are entitled to a subsistence allowance for each night spent outside of Guyana on official University business. The rate of subsistence would be US$140. per nocten.

3. Where, for official overseas University business, supporting documentation advises that only boarding and accommodation are provided by sponsoring agencies, staff members may be paid an out-of-pocket of a sum not exceeding US$ 40. per nocten for incidentals.

Appendix X- Compensation for Commuting from Turkeyen to Tain

	Academic Staff	Administrator	
Inconvenience Allowance	$2000 (24-hr)	$3000 (24-hr)	
	$3500 (48-hr)	$5000 (48-hr)	
Travel	$7,000	$7,000	
Per Diem	$3,000	$3,000	
Berbice Bridge	$2,200	$2,200	To be adjusted with bridge fee.

Appendix XI - Regulations and Operations Manual to Guide the University of Guyana's Summer Period[52]

Please consult the above Manual for information relating to the conduct of summer courses and programmes.

52 Approved at a Special Academic Board on August 10, 2021

Appendix XII - Classroom Conduct

The lecturer is expected to take control of the conduct of students in the lecture room, and to create an environment that is comfortable and conducive to learning. Disruptive behaviour on the part of students may be distracting, annoying, or intimidating to other students and should not be tolerated.

The lecturer has the prerogative of deciding the classroom conduct and the appropriate mode of dress of the students as long as these actions do not infringe upon the students' rights. In addition, students should adhere to behavioural norms as stated in the "Code of Conduct for Students". Behavioral standards that are thoughtfully communicated at the start of the semester, and reinforced when needed, may exert a positive influence on classroom conduct.

Behavioral concerns that, in your judgment, require special emphasis can be addressed in your course syllabus. In addition, a warning about cheating and plagiarism and the consequences of these forms of misconduct are also acceptable for inclusion in your course outline.

Other behaviors that may be addressed in your course outline are:-
- Intimidation, noisy or harassing behaviour
- inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom or transmitted electronically
- biased based behaviours (comments or harassment)
- threats/challenges to do physical harm (even if stated jokingly)
- use of obscene or profane language in the classroom or transmitted electronically
- excessive talking and disparaging remarks
- late arrival to, or early departure from, lectures without permission
- use of personal electronic devices such as pagers, computer, and cell phones while lectures are in progress
- eating, drinking, littering and smoking in the classroom
- refusal to comply with legitimate instructions given by staff members

When discussing your expectations at the beginning of the semester, consider an approach that does not discourage your students from forming and expressing ideas and opinions that are relevant to the course objectives.

Appendix XIII (A) - Template for New Programmes[53]

Faculty of _____

Department of _____

Date of submission to AP&P: _____

a) Introduction: Title of programme and general description including duration.
b) Justification for the programme and expected annual student intake: If there is an indication of the number of trained persons needed in this field and the number going abroad for such training, this information should be included.
c) Commencement date:
d) Entrance Requirements:
e) Programme Details:

		Total
Course # and name (New courses in bold text)		
Credits		
Contact hrs per week (lects/tuts/ labs)*		
Class size for lects/ tuts/labs		NA
Mode of delivery (F2F, Web, Dual)		NA
Off campus training/field trips (Yes or No)		NA
Exemptions (State CXC/ CAPE etc course and grade on which exemption is to be granted)		NA
Co- & Pre-requisite courses		NA
Faculty Assignments (Name current faculty. Indicate new lecturers by TBA – To Be Appointed)		NA

A semesterised course carries a maximum of thirteen (13) weeks of teaching.

Detailed course outlines are to be included as an attachment using the designated template (Appendix 13b).

f) Programme Evaluation and Grading Scheme:
g) Collaborating Institutions: Supporting documentation must be attached, including CVs of principal facilitators where applicable.

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53 Approved at a Special Academic Board on August 10, 2021

h) Financial projects (Expenses):

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
EXPENSES					
A. One-time. Capital					
New/Renovated space					
Equipment (provide details in Table below)					
Library					
Office furniture (provide specifics including unit costs)					
Classroom furniture (provide specifics including unit costs)					
Other (specify)					
Total Capital					
B. Recurring					
Lecturers (use minimum of the Senior Lecturer scale and include benefits)					
Technical support staff					
Position 1 - basic salary					
• Travelling					
• Housing					
• Other					
Administrative support staff					
Secretary - basic salary					
• Travelling					
• Housing					
• Other					
Laboratory equipment (provide details in Table below)					
ICT requirements					
Chemicals					
Library resources					
Off campus training/Field trips					
Seminars					
External Examiners & invigilation					
Accreditation/Programme Review					
Stationery etc					
Utilities					
Administrative activities					
Other (specify)					
Total Recurring					

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
C. Total Programme Expenses (A+B)					
D. Revenue					
Tuition fee per student					
Laboratory fee per student (to cover laboratory expenses)					
Examination fees per student (to cover External Examiners/Invigilation/Accreditation/Programme Review)					
Sponsorship (letters to be attached)					
Other (specify)					
Total Revenue based on x students (indicate anticipated student numbers)					
E. Net revenue (loss) (D-C)					

Year	Item	Already on site/to be purchased/Will use the one at... (name organisation/Department as appropriate)	Indicate cost if to be purchased and supplier	Indicate whether capital or recurrent
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				

i)   Other relevant information:

Appendix XIII (B) - Template for Course Outlines

Faculty of _____

Department of _____

Course Outline: (insert course number, title, credits and weekly contact hours[54])

Academic Year

a) Name of Lecturer(s), Office(s) and telephone(s):

b) Course summary and mode of delivery:

c) Learning outcomes: (See Appendix 14b).

d) Co-requisites and Pre-requisites:

e) Duration in weeks:

f) Content:

> Week 1. ....
> Laboratory on ....
> Week 4. ....
> Laboratory on ....
> Assignment 1
> Week 6. ....
> Test 1.

g) Evaluation:
   i. For courses with a final examination of at least 50%.
      Course work: 2 tests ....%, 8 labs ....%, 2 assignments ....%, etc
      Final exam: 3 hours, ...%
   ii. For continuously assessed courses.
      Test 1   ....%, etc, Assignment .....%, Long paper .....%, etc.
   iii. Requirement to pass course.

h) Grading Scheme:

i) Recommended Texts: List text books, journals, internet resources etc. using the American Psychological Association (APA) format. Use an asterisk at the beginning of each reference to indicate texts/journals which are available in the University Library. Indicate the Core texts and Journals and the Additional Reading Material.

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54   Use Lectures/tutorials/labs system. For example, 3/0/3 denotes 3 hours of lectures, no tutorial and 3 hours of labs per week.

Appendix XIV (A) - Template for New Courses

Faculty of _____

Department of _____

Date of submission to AP&P: _____

a) Course code, name and credits:

b) Description: General description of the course, include mode of delivery.

c) Reasons for introducing course: If the course is replacing an existing one, state the existing course code, name and credits, the degree(s) for which the course is a requirement and the reason for the replacement. The old course outline must be attached.

   If the course is a stand-alone course, a statement on the demand for the course must be made.

d) Are there similar courses in the Faculty or University?   If so give course codes, names and credits, and explain why they could not be used.

e) Co-requisites and Pre-requisites:

f) Learning outcomes: State what the student will be able to do on the successful completion of the course. (See Appendix 14b for guidelines)

g) Contact Hours:

	Contact hrs per week*	Number of weeks	Class size	Mode of delivery
Lectures				
Tutorials				
Labs/practicals				

A semesterised course carries a maximum of thirteen (13) weeks of teaching.

h) Method of Evaluation/Assessment:
   i. For courses with a final examination of at least 50%
      Coursework: 2 tests...%, 8 labs ...%, 2 assignments ...%, etc
      Final exam: 3 hours, ...%

h) Method of Evaluation/Assessment:

    ii. For continuously assessed courses.
        Test 1   ....%, etc, Assignment .....%, Long paper .....%, etc.

i) Requirements to pass course: e.g. Must pass Course Work and Exam, etc. to pass Course.

j) Grading System:

k) Course content:

    Week 1. ....
    Laboratory on ....

    Week 4. ....
    Laboratory on ....
    Assignment 1

    Week 6. ....
    Test 1

l) Book lists/Recommended Reading: List textbooks, journals, internet resources using the APA format. Use an asterisk at the beginning of each reference to indicate texts/journals which are available in the University Library.

m) Staff requirements:

n) Budget: The details given below are to be provided for a stand alone course. Where the course is replacing one of equivalent course requirements, contact hours and credits, and one which is part of an existing degree programme, the budgetary details are not required; a statement with justification can be completed.

EXPENSES	COST
A. One-time. Capital	
New/Renovated space	
Equipment (provide details in Table below)	
Library	
Office furniture (provide specifics including unit costs)	
Classroom furniture (provide specifics including unit costs)	
Other (specify)	
Total Capital	

EXPENSES	COST
B. Recurring	
Lecturers (use minimum of the Senior Lecturer scale and include benefits)	
Technical support staff	
Position 1 - basic salary	
• Travelling	
• Housing	
• Other	
Administrative support staff	
Secretary - basic salary	
• Travelling	
• Housing	
• Other	
Laboratory equipment (provide details in Table below)	
ICT requirements	
Chemicals	
Library resources	
Off campus training/Field trips	
Seminars	
External Examiners & Invigilation	
Accreditation/Programme Review	
Stationery etc	
Utilities	
Other (specify)	
Total Recurring	
C. Total Programme Expenses (A+B)	
D. Revenue	
Tuition fee per student	
Laboratory fee per student (to cover laboratory expenses)	
Examination fees per student (to cover External Examiners/Invigilation/ Accreditation/Programme Review)	
Sponsorship (letters to be attached)	
Other (specify)	
Total Revenue based on x students (indicate anticipated student numbers)	
E. Net revenue (loss) (D-C)	

Item	Already on site/to be purchased/Will use the one at... (name organisation/ Department as appropriate)	Indicate cost if to be purchased and supplier	Indicate whether capital or recurrent

Appendix XIV (B) - Writing Learning Outcomes

Well-developed learning outcomes are student oriented, observable and measurable. Learning outcomes use action verbs, e.g.

- The student will be able to perform ....
- The student will be able to identify ....
- The student will be able to list three ....

These use **ACTION VERBS** and are **OBSERVABLE** and **MEASURABLE** and facilitate the Course Assessment.

The use of:
The student will understand/ become familiar with/appreciate/ .... should be avoided as they are difficult to observe and measure.

A list of **ACTION VERBS** is given below for reference.

KNOWLEDGE	COMPREHENSION	APPLICATION	ANALYSIS	SYNTHESIS	EVALUATION
Count	associate	Add	analyse	Categorize	appraise
Define	compute	Apply	arrange	Combine	assess
Describe	convert	Calculate	breakdown	Compile	compare
Draw	defend	Change	combine	Compose	conclude
Identify	discuss	Classify	design	Create	contrast
Labels	distinguish	complete	detect	Derive	criticize
List	estimate	compute	develop	Design	critique
Match	explain	demonstrate	diagram	Devise	determine
Name	extend	discover	differentiate	Explain	grade
Outlines	extrapolate	divide	discriminate	Generate	interpret
Point	generalize	examine	illustrate	Group	judge
Quote	give examples	graph	infer	Integrate	justify
Read	infer	interpolate	outline	Modify	measure
Recall	paraphrase	interpret	point out	Order	rank
Recite	predict	manipulate	relate	Organize	rate
Recognize	rewrite	modify	select	Plan	support
Record	summarise	operate	separate	Prescribe	test
Repeat		prepare	subdivide	Propose	
Reproduces		produce	utilise	Rearrange	
Selects		show		reconstruct	
State		solve		Relate	
Write		subtract		reorganize	
		translate		Revise	
		use		Rewrite	
				summarise	
				transform	
				specify	

Appendix XV - Grading Schemes Used by Faculties

Agriculture and Forestry	Engineering and Technology
A – 75+	A – 75+
B – 65 to less than 75	B – 65 to less than 75
C – 55 to less than 65	C – 53 to less than 65
D - 40 to less than 55	D - 40 to less than 53
F – Less than 40	F – Less than 40
Post-Graduate	Aviation Management
A – 80+	A – 90+
B – 70 to less than 80	B – 80 to less than 90
C – 60 to less than 70	C – 70 to less than 80
F – Less than 60	D - 60 to less than 70
	F – Less than 60
	Petroleum Engineering [55]
	A – 86+
	B – 66 to less than 86
	C – 50 to less than 66
	D - 40 to less than 50
	F – Less than 40
Education and Humanities Undergraduate	Earth and Environmental Sciences Undergraduate
A – 75+	A – 75+
B – 65 to less than 75	B – 65 to less than 75
C – 55 to less than 65	C – 55 to less than 65
D - 45 to less than 55	D - 45 to less than 55
F – Less than 45	F – Less than 45
Postgraduate	Post-Graduate
F – Less than 55	A – 80+
	B – 70 to less than 80
	C – 60 to less than 70
Confucius Institute	F – Less than 60
A – 90+	
B – 80 to less than 90	
C – 70 to less than 80	
D - 60 to less than 70	
F – Less than 60	

Natural Sciences	Medical Sciences	CMS-MPH
A – 75+	A – 80+	A – 85+
B – 65 to less than 75	B – 70 to less than 80	B – 75 to less than 85
C – 50 to less than 65	C – 60 to less than 70	C – 65 to less than 75
D - 40 to less than 50	D - 55 to less than 60	D - 55 to less than 65
F – Less than 40	F – Less than 55	F – Less than 55
Social Sciences (General)	Social Sciences (Law)	Social Sciences (CMBA/CMPA)
A – 75+	A – 70+	A = 80+
B – 65 to less than 75	B+ – 60 to less than 69	B = 70 to 79.99
C – 55 to less than 65	B – 50 to less than 60	C = 60 to 69.99
D - 45 to less than 55	C –40 to less than 50	F = Less than 60
F – Less than 45	F – Less than 40	
School of Entrepreneurship and Business Innovation (SEBI)		
A – 75+	Social Sciences (Communication)	
	A – 85+	
B – 65 to less than 75	B – 75 to less than 85	
C – 55 to less than 65	C – 65 to less than 75	
D - 45 to less than 55	D – 55 to less than 65	
F – Less than 45	F – less than 55	
IDCE	IDCE [56]	
A – 75+	All Marketing Management, Industrial Relations and Management, Bsc. In Computing, Information Technology and Business and 031 Proficiency courses students have to get 45% to pass. All other courses are coursework (40%) and Exam (60%) and minimal Final Grade (40%) to pass.	
B – 65 to less than 75		
C – 55 to less than 65		
D - 45 to less than 55		
F – Less than 45		
Behavioural Sciences and Research (COBRES)	Institute for Energy Diplomacy	
A – 80+	A – 75+	
B – 70 to less than 80	B – 65 to less than 75	
C – 60 to less than 70	C – 55 to less than 65	
D - 55 to less than 60	D - 45 to less than 55	
F – Less than 55	F – Less than 45	

In some instances, a student must also pass both course work and final exam to pass the course.

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[55] Approved at the Academic Board of December 15, 2021

[56] Memorandum dated February 29, 2012 to Registrar from Head, Programming & Conferences Department thru' Director

Appendix XVI (A) - List of things a Lecturer must do

1. Prepare and distribute the course package to each duly registered student. This must include course outline with objectives, content, methods of assessment and recommended texts. It is recommend that the course outline include a section on plagiarism and its consequences.

2. Submit course package to the Administrative Officer for transmittal to the Assistant Registrar, Examinations Division.

3. Download his/her class list from the SRMS or obtain same from the Head of Department.

4. Update his/ her email address and telephone number in the HRMIS

5. Ensure that only fully registered students attend his/her course.

6. Organize his/her lecturers, laboratories or off-campus training.

7. Obtain the approval of the Vice-Chancellor before a guest lecturer is confirmed.

8. Approve any person sitting in his/her course as a special student/auditor.

9. Obtain the approval of the Vice-Chancellor or the Registrar through the Assistant Dean before rescheduling his/her final examination.

10. Submit two copies of the final examination questions together with a detailed marking scheme through the Head of Department to the Examinations Division.

11. Open the examination package and invigilate his/her final examination.

12. Ensure simultaneous final examinations are held if the course is taught at both Campuses.

13. Submit course work before uplifting examination scripts.

14. Submit course grades within ten (10) days (or other approved allotted period) of the completion of the final examination.

15. Where applicable, sign the student's Supplemental and Re-Sit forms.

16. Be involved in research and public service.

17. Post his/her office hours.

18. Have an approved VC1 leave before departing the country.

19. Ensure the availability of course work marks to the students before the final examination is taken.

20. Ensure that each student has an approved I-grade or RS-grade form for each instance of I-grade or RS-grade listed on the marksheet.

21. Upload his / her marksheet to the SRMS using the marksheet interface. (With the new marksheet interface in the SRMS students can see their coursework marks in the SRMS once the marks have been uploaded. Therefore, if you have set your entire course as 100% coursework, the students can see all the scores once uploaded. Once the marksheet is approved by the AR-Exams, students will see both coursework and final exam marks).

22. Encourage his/her students to complete the online assessment for the course.

23. Access his/her course assessment online, then discuss with the HoD with a view to improving performance.

Appendix XVI (B) - List of things a Head of Department must know

1. The first passing grade counts, except where an upgrade is done to attain the minimum requirement to graduate OR to have a change in classification. Please use the GPA calculator on the SRMS to ensure that upgrading is required.

2. Exemptions are not granted as a result of a change of registration; the grades for courses of a previous programme from which a student transfers are carried forward where applicable.

3. A student should not register for a course for which exemption has been requested.

4. An 'F' grade is not removed from a profile upon subsequent successful completion of a course.
   a. The use/application of UGEE, Qualifying Examinations and Foundation Courses.
   b. Qualifying Examinations and Foundation Courses are counted as a sitting when counting subjects.

5. To calculate a student's GPA.

6. A Student's status re: registration i.e. leave of absence, withdrawal etc.

7. The status of all current courses in the Department e.g. on time, commenced late, yet to start etc.

8. Rules governing the conduct of each programme in the Department.

9. To move from one programme to another (except Medicine, Law and Dentistry) a student simply does a change of registration. There is no need to withdraw from the programme.

10. A student has a right to register for a course-load that is below the norm.

11. A student has a right to see his/her course work assessment.

12. Results for the online assessment of lecturers can be assessed via the SRMS

Appendix XIV (C) - List of things a Head of Department must do

1. Process all applications in a timely manner.

2. Process all registration and related matters e.g. Exemptions in a timely manner. It is recommended that the Dashboard feature on the SRMS together with the Broadsheet Detailed Report be utilised to assist with the smooth flow of registration.

3. Consult with the members of the Department on the admission of students.

4. Spearhead, on an annual basis, the Departmental review of the academic performance of all its students. This will guide the next registration cycle of continuing students and can also be used for student advisement.

5. Submit to the Faculty Board on an annual basis the list of students deemed withdrawn.

6. Submit to the Faculty Board on an annual basis the list of students whose time within a programme has expired.

7. Assign teaching assignments to each lecturer, and ensure that the Teaching Allocation table on the HRMIS is up to date at all times.

8. Initial all final question papers after the Departmental Review.

9. Approve all mark sheets in the SRMS using the mark sheet interface.

10. Contact (immediately) the Assistant Registrar, Records and Data Management Division if he/she is unable access the SRMS to process application and registration matters.

11. Coordinate/Facilitate the setting of supplemental, re-sits and make-up examinations.

12. Ensure that the course outline in use is the approved course outline and it is being followed.

13. Discuss the assessment of the course by the students with each lecturer within the Department.

Best Practices Recommended to be done

14. Ensure that student enrollment is by Departmental consensus.

15. Ensure that student registration is by Departmental consensus. The Broad Sheet report on the SRMS may be useful in this regard.

Appendix XVIII - Credit Hours Per Programme[57]

CREDITS	TYPE OF PROGRAMME
30 – 35	Diploma (1-year programme)
60 - 70	Associate Degree (usually 2-year programme)
120 - 140	Bachelor Degree (usually 4-year programme)
30 - 45	Master Degree
20 – 24	Post-Graduate Diploma
12 – 16	Post-Graduate Certificate

57   Approved by the Academic Board on August 12, 2014