The Mico University College

Undergraduate
STUDENT HANDBOOK
2017-2020
THE UNIVERSITY COLLEGE PLEDGE

I PROMISE, on my honour, that I will obey all university college rules and submit to the discipline of the university college as exercised by the President, his staff and the student officers whom they recognise.

I PROMISE that my appearance and conduct outside, as well as inside the university college precincts, will be such as will enhance the highest traditions of The Mico.

I PROMISE that I will do all that is in my power to raise the standard of the university college, in conduct, as well as in work and games.

I PROMISE that I will never, by word or deed, try to lower the standard of any other student or make it harder for him/her to maintain his/her ideals.

I UNDERSTAND that the Directors will require me to leave the university college, at whatever stage of my course I may have reached, if they are satisfied for any reason that I am not making sufficient progress or I am in any way unfit to remain a student or become a teacher.

I PROMISE to abide by the decision of the Directors and to accept it as final.
THE MICO UNIVERSITY COLLEGE
2017-2020
UNDERGRADUATE STUDENT HANDBOOK

DISCLAIMER

The Mico University College’s Undergraduate Student Handbook was developed to provide students and staff members with a convenient set of guidelines for the operations within the institution. While every care was taken to eliminate errors, students are required to monitor their Mico emails and check with the Faculties or other operational Departments for updates and corrections that may have been made subsequent to the finalization of this edition of the Handbook.

In addition, The Mico University College reserves the right to alter, amend or modify sections of the Handbook, while ensuring that its operations are always geared towards the benefit of its students and staff. Any amendments that are to take effect before the release of the next edition of the Handbook will be communicated through The Mico’s email system using email addresses with themico.edu.jm domain. Such communiqués will state clearly if such are new regulations superseding and nullifying those in this edition of the Handbook.

PURPOSE AND SCOPE

This Undergraduate Handbook is intended for use by i) prospective students, ii) new and continuing students, and (iii) staff. It is a reference handbook for the groups mentioned above and is intended to serve as a general source for Faculty regulations and programme information. The regulations, however, are to be used as a supplement rather than a substitute for the official sources of University policies and procedures. Wherever documents indicate Student Regulations, it is to the regulations contained herein that they refer.

The course and unit details provided in this edition of the Handbook are for those students who commence their studies in Semester 1 of the 2017-18 academic year - students who began their studies prior to this should refer to the archived Handbook edition for the year in which they started their programme.

All staff and students have a responsibility to read the Handbook.
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A. WELCOME AND INTRODUCTION

PREAMBLE

The Mico holds the enviable record of being the oldest teacher training institution in the Western Hemisphere. For more than 181 years, it has equipped students with the skills and opportunities to become educational leaders with a positive and lasting ability to improve society. Today, it has an academic staff of over 250 persons and an enrolment of over 2000 students. The Mico was granted University College status by the Jamaican Government in July 2006. Under this agreement, The Mico University College has the legal authority to grant degrees. These degrees are accredited by the University Council of Jamaica (UCJ). All but one of our undergraduate programmes are currently accredited by the University Council of Jamaica (UCJ). The next step on the road to becoming a full university is Institutional Accreditation.

The Mico University College at its main campus at 1A Marescaux Road in Kingston offers degrees through its three faculties: the Faculty of Humanities and Liberal Arts, the Faculty of Education and the Faculty of Science and Technology. Postgraduate degrees are offered through the School of Graduate Studies. Pre-university courses, as well as short courses at the undergraduate level are offered through the School of Continuing Studies.

The Mico continues to blaze a trail of excellence in this technological age, by equipping staff and students with the skills to face the challenges of a complex yet exciting global village. In 2014 we began offering General Education courses in blended mode (⅓ online and ⅔ face-to-face) for all students and have since increased the number of courses offered in that modality, to include courses in the Professional Studies, Specialization, Adjunct and Elective components of various programmes. In facilitating access to online resources and enhancing skill development in the use of appropriate technologies for the digital teaching-learning space, our Smart Room project was launched in 2016 with the long-term goal of the main campus being a Smart campus, with digital gardens and the like. The Robinson Smart Room, the first to be completed, was opened on April 12, 2017.

As part of The Mico community, students are expected to take responsibility for their learning, to strive for excellence in their studies and conduct, to fully participate in and be meaningfully involved in academic, non-academic and service activities, and to take full advantage of the opportunities for career and personal development. This Handbook provides vital information on the programmes offered by the University College as well as the regulations that govern them. Staff and students are expected to abide by the rules and regulations contained in this Handbook, to comply with duly constituted authority and to conduct themselves in accordance with the core values and other principles that guide the University College.

The Mico University College
Address: 1A Marescaux Road, Kingston 5
Telephone: 876-906-3201, 876-929-5260
Fax: 876-926-2238
website: www.themico.edu.jm
A BRIEF HISTORY

The Lady Mico Charity (now Trust), beginning in 1834, established four teacher training institutions and hundreds of elementary schools in the British Colonies in the West Indies, Mauritius and Seychelles. This followed the successful efforts of Sir Thomas Fowell Buxton to direct the resources of the Charity to the education of the children of the ex-slaves in these British Colonies (in the West Indies, Mauritius and Seychelles) where slavery was in the process of being abolished. In an era where denominational education was the norm, the defining feature of the Mico institutions was that they were of Christian influence but non-denominational.

The Negro Education Grant which was provided by the British Parliament ended in 1846. As a result, most of The Mico elementary schools, except those in St Lucia, did not survive. Those that survived were overtaken by the twin forces of denominational education and the entry of the Government of Colonies into providing elementary education. The elementary schools in St Lucia survived the longest until the 1890s.

The Mico University College in Kingston, Jamaica is the only one of the four teacher training institutions to survive into the 21st century. Founded in 1836, it is now the oldest teacher training college in the Western Hemisphere, and one of the oldest in the world, rivalling the famed Battersea College in England (estab. 1817).

The survival of The Mico University College is rooted in four characteristics of the institution.
- First, remaining true to its character as a Christian but non-denominational institution.
- Second, its capacity to respond to the changing developmental needs of the Jamaican and Caribbean society.
- Third, its ability to attract able and ambitious students and to provide them with high quality education.
- Fourth, the performance of The Mico graduates in society.

The Mico College was founded in 1836 as a co-educational institution training British volunteers to teach in Jamaican schools. After the cessation of the Negro Education Grant, it was more economical to train native teachers. The Mico transformed itself into a single-sex male institution, training elementary native school teachers. In the 1950s it became co-educational again and remains so. When the Government of Jamaica expanded secondary education in the 1960s, junior secondary schools were introduced and The Mico responded to the need, including in its portfolio the training of teachers for these schools. By the end of the 1970s, The Mico expanded its training of teachers for secondary schools to cover the entire range of secondary education. By then, it had become the institution that was training the largest number of secondary school teachers in the country.

During this same period, the Government started training teachers for children with special needs, and funded the training of teachers for these schools. Consequently, The Mico was selected by the Government as the college to offer this training. By the 1980s, The Mico was providing such teachers for schools in Jamaica, as well as for the entire English-speaking Caribbean. In addition, through assistance from the Government of the Netherlands, the College established The Mico College Child Assessment and Research in Education (CARE) Centre to diagnose the learning challenges of school-aged children and design individualised instructional techniques for them.
In 1986, The Mico and the University of the West Indies (UWI) pioneered a collaborative relationship in the area of Special Education. The Bachelor’s Degree in Special Education was delivered jointly by the UWI and The Mico. Through this arrangement, The Mico became an affiliate of the University of the West Indies and gained the experience of offering programmes at the degree level.

The record of achievement, in successfully taking on new challenges has earned for the University College the reputation of being a leader in educational development in Jamaica and the Caribbean. In seeking to meet the current challenges of Jamaica and the Caribbean, The Mico has substantially increased tertiary education enrolment by offering degree programmes to a greater number of citizens. It is no surprise therefore, that in 2006, the government upgraded The Mico to a degree-granting institution.

From its founding in 1836, The Mico graduates have become outstanding teachers, and educators as well as outstanding community leaders. This was in keeping with the expectations that The Mico should produce graduates who would perform roles and have influence in society way beyond the schools in which they taught and the communities in which they worked. Graduates of The Mico constitute a long list of persons who have excelled in several fields of endeavour. This list includes two of the four Governors General of independent Jamaica, namely Sir Clifford Campbell, GCMG, GCVO and The Most Honourable Sir Howard Cooke, ON, GCMG, GCVO, CD. Graduates of The Mico continue to make outstanding contributions to nation building in fields of education, industry, politics, religion and community service.
THE PRESIDENT’S MESSAGE

The Mico University College is pleased that you have chosen our distinguished institution to pursue studies in higher education. You have chosen an institution with a great legacy with a community committed to excellence in teacher training and nation building.

Over the years, this organization has transitioned from Teachers’ College to University College and very soon to University, yet despite our many changes we have remained steadfast to our core values of Excellence in performance, Leadership, Service to others and Integrity; these values we believe have assisted in our relevance and sustainability.

As you embark on this journey to self-discovery and academic attainment, I encourage you to become the best you. Aristotle said, “The roots of education are bitter, but the fruit is sweet.” Your time here at The Mico, will be bittersweet. You will experience many challenges as you encounter new ideologies and pedagogical concepts. You will be forced to broaden your perspectives and endure the process of teaching and learning. I believe, however, that if you stay committed to the process, make the required effort and apply yourself to the task with diligence as you run this four-year relay, you will experience great rewards.

The Mico prides itself in its responsiveness to national needs regarding the Education sector and I encourage you to also follow this example and add your voice to national debates and philosophies surrounding our education sector. Use your time here to find your voice and become change agents in this great field of change and transformation. An educated people can change the world – and you will become those agents who will in the future be responsible for educating our nation.

In becoming an effective change agent, deliberately foster other areas of personal development, in addition to the academic. The University College has a robust sports programme, a talented creative arm, well-grounded religious fraternities and a strong motivational community development focus. Get involved in these extracurricular efforts and expand your reach and influence.

We look forward to a fulfilling year and thank you for making The Mico your choice. Go now and DO IT WITH THY MIGHT!

Welcome!

Asburn Pinnock, JP, PhD
VISION AND MISSION STATEMENTS

VISION STATEMENT (WHERE WE ARE GOING?)

To be the ‘University of Choice’ in the Caribbean with distinction in teacher education, research and community service.

MISSION STATEMENT (WHAT MAKES US DIFFERENT?)

To support national and regional development through well-educated populations by preparing students with the required knowledge, skills, attitudes and values in teacher education; and by promoting a culture of inquiry, learning and service through our talented and dedicated staff.

CORE VALUES

LEADERSHIP
We are committed to developing and nurturing ethical and value-based individuals who will exert positive influence and be agents of transformative changes in whatever institution and community they serve.

SERVICE TO OTHERS
We are committed to the practice of service for the well-being and improved quality of life of others through habits of empathy, caring, empowerment, civic and social responsibility.

INTEGRITY
We are committed to developing individuals who demonstrate the ethical attributes of honesty, fair play, trustworthiness and respect for self and others.

EXCELLENCE IN PERFORMANCE
We are committed to developing critical thinkers who consistently display creativity and innovativeness for achieving the highest standards of performance.
Welcome to The Mico University College. We are pleased that you chose The Mico, and we are happy to have chosen you.

This is the beginning of a new chapter in your academic life and we hope it will be a fulfilling and pleasant one. You are now on a path of discovery, adventure and advancement; so over the next few years you should be prepared to be exposed to new experiences and to be challenged. We are confident that you can meet each challenge with a positive outlook, being cooperative in the process of learning and being involved in all aspects of university college life.

Once you are on campus you will be discovering so much about The Mico, as you walk around and interact with your fellow students, administrators, lecturers and supervisors. The Mico University College is truly a special place. It is the oldest teacher education institution in Jamaica and has been contributing to the growth and development of our nation for over 181 years by providing talented teachers to educate our population.

The University College provides the necessary resources to enable your academic progress and success, as well as, your personal growth. You are encouraged to make full use of these resources, to ask questions and to take active responsibility for your own education. You should make your time at The Mico worthwhile in every sense not only academically, but socially, morally, physically and spiritually.

Welcome again to The Mico. May your sojourn here inspire and shape you into the person you aspire to be.

*Sonia Dowding*
FROM THE VICE PRESIDENT, ADMINISTRATION

It is with sincere joy that I welcome you to The Mico. This institution that has served generations of Jamaicans is where you will spend the majority of your time for the next two to four years, depending on your programme. These years will be filled with opportunities to learn, both inside and outside of the formal classroom. The satisfaction of academic achievement will be a frequent experience for you, as you apply yourself with diligence to your studies. Some learning processes will undoubtedly challenge you, as they should, and even be a source of discomfort at times. Embrace the process and learn as much as you can, remembering that you are being prepared for a purpose greater than yourself. Leadership qualities are being developed in you.

You will often hear The Mico being referred to as a community, a team, and a family – all of these focus on the strength of unity among the people here. Being a son of The Mico myself, I know this to be true – all the best things about the Mico experience are centred on the actions of the people. Do not make this journey alone. Build positive relationships that exemplify Integrity. When there is work to be done, help each other so that you may all attain Excellence. When there are disagreements, be respectful and preserve relationships. When there are challenges that require others to be part of the resolution, seek out your student leaders, lecturers, programme coordinators and department heads. When there is reason to celebrate, do so joyfully, responsibly and in good company. Be a Miconian who enriches the lives of others.

Many, like myself, have gained from this institution and we give back in various ways. I encourage you to be generous with your talents through Service to others. Ensure that you are active in a club or society. Volunteer your time to help your house do well in competitions. Be an usher at any of our events. Participate in as many aspects of campus life as will enrich your life and that of others. As you benefit from the experience, I also urge you to do whatever you can to enhance the impact of The Mico.

“Whatever your hand finds to do, do it with your might...” (Eccl 9:10)

Rudolph Sewell
FROM THE VICE PRESIDENT, ACADEMIC AFFAIRS

I extend to you a warm welcome to all you have joined The Mico at this significant juncture in our history. You are part of a world in which change is rapid and sometimes dramatic. As part of a knowledge-driven society, you need to be mindful of the requirements and attributes that will enable you to be an effective teacher-educator in training. By making the Mico your institution of choice, you have made one of the most significant decisions professionally and personally.

Having joined one of the oldest institutions and one with such a rich history and legacy, you are expected to live up to the noble traditions and values that embrace excellence in all endeavours. To be a Miconian means commitment to scholarship and intellectual development; it means being willing to serve; it means leading and building learning communities; it means being committed to life-long learning; it means being morally sound. Having joined one of the largest academic communities in this region, we expect no less than embracing our core value of being optimally rounded.

Do take time to reflect on the University College Pledge. This is your moral and academic compass. Manage your time well. Excel academically.

Let the Mico experience be a meaningful one. Again, a warm welcome to you all.

Professor Carol Clarke, PhD
It is with much pleasure that I join in welcoming you to the Mico University College.

You are now members of an institution poised to guide you into developing the ability to unearth possibilities.

Here you will be ushered into a profession that demands sacrifice and commitment yet gives you the opportunities for shared purpose that starts with small steps.

It is in this place that you will develop creative skills while being a part for the process that will help shape the vision of the Mico.

This is where you will be trained to impact the world as you share in the legacy that reflects a diverse composition of our learning community, the breath of our curriculum, the strength of our community outreach, and the depth of our commitment to you our students and the children of Jamaica.

I wish you much success as you become the teacher God made you to be.

Angelita Arnold
THE LADY MICO TRUST AND THE MICO FOUNDATION

The Lady Mico Trust

The Lady Mico Charity (now The Lady Mico Trust) was established in 1834. It was created by an Act of the Parliament of the United Kingdom, and is governed by the Charity Commissioners for England and Wales.

The Charity is regulated by a Scheme of the Court of Chancery dated 29th June 1835. The Scheme sets out the conditions under which the Charity operates, the primary provision being the appointment of trustees. This clause states that, “The body of Trustees shall consist when complete of not less than three and not more than six competent persons.” The Trust is based in England and currently has five members. Prof. The Hon. Errol L. Miller, OJ; CD was made a trustee in 1984 and is the only trustee that resides outside of the United Kingdom.

The Current Trustees of the Lady Mico Trust

- Rev. Rachel Benson – Chairman
- Joseph Barclay
- Henry Fowell Buxton
- Nicholas Fowell Buxton
- The Hon. Errol L. Miller, OJ; CD, PhD, Former Chancellor, The Mico University College
- Ms Patricia Day - (Secretary of the Trust)

The Lady Mico Trust has always been generous in its support of The Mico University College. Contributions from the Trust are sent to The Mico Foundation and are used largely for capital development of the Institution. The construction of the Errol Miller Hall at 60-64 Arnold Road, the upgrading and improvement of the campus electrical supply, refurbishing of the Counselling Centre building, and the drilling of the well to improve the water supply on campus are but a few of the capital projects that were facilitated by the contributions from the Trust.

The Mico Foundation

The Mico Foundation is a Not-for-Profit registered company under the Companies’ Act of Jamaica, with registered offices at 1A Marescaux Road, Kingston 5. The Foundation is made up of 30 members drawn in equal numbers from The Lady Mico Trust, The Mico Alumni Association (MOSA) and The Mico University College. Three members from each of these entities make up a nine (9) member Board of Directors that governs The Mico Foundation.

The Foundation is managed by a Secretary/Manager, and a small staff that see to the daily conduct of business. The Board of Directors is supported by three standing committees, namely: The Finance Committee, The Projects Committee and the Governance Committee. These committees gives oversight to the policy directions of the Foundation.
Three notable aspects of the Foundation are:

1. 1A Marescaux Road was transferred from the Lady Mico Trust in England to The Mico Foundation in October 2000. This makes the Foundation owner and manager of all properties in which The Mico University College operates.

2. Properties owned and managed by The Mico Foundation include 60 and 62-64 Arnold Road, 1½ Anderson Road, 1-9 Manhattan Road, 2 Royes Street in St. Ann’s Bay, as well as two lots in Red Hills. The property located at 2 Royes Street, St. Ann’s Bay houses the Mico C.A.R.E. Centre, which was opened in November 2009. Maintenance of these properties is the responsibility of the Foundation.

3. The Mico Foundation operates some commercial enterprises such as The Mico Campus Bookshop on the main campus.

The members of the current Board of The Mico Foundation are as follows:

- Mr. Sylvester Tulloch, (Chairman)
- Professor Errol L. Miller – Trustee
- Dr. R. Karl James – Chancellor
- Dr. Asburn Pinnock – President, The Mico University College
- Dr. Arthur Geddes
- Dr. Peter-John Gordon
- Rev. Dr. Kofi Nkrumah-Young
- Dr. Pansy Hamilton
- Ms. Audrey Williams
- Mr. Burchell Duhaney

Currently Mr. Burchell Duhaney is acting as Secretary/Manager of the Foundation.

**GOVERNANCE AND ADMINISTRATION**

The Mico University College is governed by a Board of Directors, appointed by the Minister of Education, in accordance with the Mico University College Scheme, 2006.

**THE BOARD OF DIRECTORS**

The Board of Directors oversees the operations of the University College to ensure that national needs are met and in compliance with the policies and guidelines of the government of Jamaica. The Board of Directors also guides the University College to effective management and maintenance of the institution’s operations, ensuring compliance with the statutes and ordinances,

The Board of Directors consists of sixteen members, one of whom is the President; seven members are nominated by the Lady Mico Trustees, on the recommendation of The Mico Foundation; five members are representatives of the University College Community and the other members are selected by the Minister of Education. The full Board meets quarterly on a second Tuesday.
The members of the Board as of January, 2019 are as follows:

- Prof. Neville Ying, CD  
  Lady Mico Trust Representative / Pro Chancellor
- Dr. Ryland T. Campbell, CD  
  Lady Mico Trust Representative / Deputy Pro Chancellor
- Dr. Glen Christian, OD, JP  
  Lady Mico Trust Representative
- Rev. Prof. Veront Satchell  
  Lady Mico Trust Representative
- Rev. Phillip Robinson  
  Lady Mico Trust Representative
- Dr. Pansy Hamilton  
  Lady Mico Trust Representative
- Mr. Anthony Falloon  
  Lady Mico Trust Representative
- Dr. Merrit Henry  
  Alumni Representative
- Dr. Asburn Pinnock, JP  
  University College President
- Mr. Jeremy Palmer  
  Government Representative
- Mr. Erwin Burton  
  Government Representative
- Ms. Audrey Williams  
  Government Representative
- Mrs. Deon McIntosh  
  The Mico Community, Administrative Staff Representative
- Mrs. Lilith Myers-Graham  
  The Mico Community, Ancillary Staff Representative
- President (Student Guild)  
  The Mico Community, Student Representative

Officer of the Board

- **Chancellor:** The Chancellor is an ex-officio member of the Board and is the ceremonial head of The Mico University College chosen by the Lady Mico Trustees. He presides at specially convened meetings of the Board, at the annual Presentation of Graduates Ceremony and at specially convened ceremonial convocations.

- **Pro Chancellor:** The Pro Chancellor serves as the Chairman of the Board of The Mico University College.

- **Deputy Pro Chancellor:** The Deputy Pro Chancellor serves as the Vice Chairman of the Board of The Mico University College.

- **Board Members:** Board Members have the responsibility of attending Board meetings and Committee meetings where they are expected to contribute. Each Board Member is assigned to at least one Committee of the Board.
The Board of Directors is appointed by the Minister of Education. The Board has direct authority over the operations of the institution, through the President. The President is the Chief Administrative Officer and exercises his responsibility through the Academic Board and the Executive Management Committee.

THE EXECUTIVE MANAGEMENT COMMITTEE

The Executive Management Committee is chaired by the President and has oversight responsibility for the day-to-day administrative affairs of the University College. The Committee also recommends administrative policies, guidelines and procedures for approval by the relevant boards.

THE ACADEMIC BOARD

The academic affairs of the University College are overseen by the Academic Board, which is the academic authority of the institution. The Academic Board is subject to the authority of the Board of Directors but provides academic advice to the Board of Directors. The Academic Board has responsibility for formulating and reviewing academic policies, guidelines and procedures and in establishing standards for assuring the quality of teaching, scholarship and research. The Academic Board also has the responsibility for reviewing and monitoring the activities of the Faculty Boards. The proceedings of the Board are chaired by the President and in his absence, the Vice President, Academic Affairs. The Registrar is Secretary to the Academic Board.

THE FACULTY BOARD

The affairs within each faculty are managed by a Faculty Board. The Faculty Board receives and considers information, advice and recommendations from the departments within the faculty, as well as, from external sources in relation to the specialization, such as the Faculty Advisory Boards, and makes recommendations to the Academic Board.
ADMINISTRATION

The Board of Directors is the body charged with the responsibility of governance. However, the day-to-day administration of the University College is the responsibility of the President, Administrative Officers and Senior Management Staff.

OFFICERS OF THE UNIVERSITY COLLEGE

- **President**: The President is the Chief Administrative Officer of the University College. He/She is responsible to the Board of Directors for the proper management and functioning of the institution.

- **Vice Presidents**: Currently, there are three Vice Presidents. They are the President’s deputies and are responsible for general standards of academic and administrative affairs.

- **University College Registrar**: The Registrar is the secretary to the Board of Directors, any Committee appointed by the Board of Directors; and is the keeper of the University College Seal. The Registrar reports to Executive Management regarding the admission, registration and examination processes and the maintenance of students’ records.

- **Director of Finance/ University College Bursar**: The Director of Finance is responsible to the President and the Board of Directors for the proper management of University College finance, including the collection of students’ fees. The Bursar serves as the University College’s link and conduit in the institution’s financial relations with the Ministry of Education, Youth and Information and the Ministry of Finance.

- **University College Librarian**: The Librarian is a member of the Executive Management Committee and reports to the Board of Directors through the Academic Board on all matters related to the library and its resources.

- **University College Chaplain**: The Chaplain presides at all official University College ceremonies which are religious in nature and provides spiritual and moral support and counselling to students and staff of the institution.

OTHER SENIOR MANAGEMENT STAFF OF THE UNIVERSITY COLLEGE

- **Deans of Faculties**: The Deans are responsible for the administration of the Faculties, the fostering of high academic standards, the general welfare of academic staff and the academic well-being of students. Deans report to the Vice President, Academic Affairs.

- **Dean, Graduate School**: The Dean of the Graduate School in the overall manager of the Post Graduate certification programmes of the University College, as well as, the Administrative Director of the office which co-ordinates these activities.

- **Director, Continuing Studies**: The Director of Continuing Studies has responsibility for programmes and courses that are offered through the School of Continuing Studies. These neither reside within a Faculty nor terminate in a degree. The Director Continuing Studies also has the responsibility for short-period courses/programmes.
• **Director, Institute for Technological and Education Research (ITER):** The Director of ITER is responsible for the development and management of the research arm of the University College’s academic endeavours at both the Undergraduate and Graduate levels, as well as, among the academic staff.

• **Director, Institute for Child Development, Diagnostic and Therapeutic Services:** The Director of the Institute of Child Development, Diagnostic and Therapeutic Services is responsible for the efficient management of the Child Assessment and Research in Education Centre (CARE Centre), the Early Childhood Education Centre, and the Youth Counselling Resource Development Centre.

• **Director of Human Resources:** The Director of Human Resources is responsible for the administration of appointments, promotions, leave, training and retirement in respect of all staff at all levels on behalf of the Executive Management of the University College.

• **Director of Alumni and Development:** The Director of Alumni and Development is responsible for maintaining contact with past students. The Office of Alumni and Development also has responsibility for seeking scholarships on behalf of the University College.

**DEANS OF FACULTIES, DIRECTORS, AND HEADS OF CENTRES**

Mr. Franklyn Bennett  
Director, School of Continuing Studies

Miss Karren Foster  
Dean, Faculty of Education

Mrs. Janett Ismay-Kerr  
Dean, Faculty of Humanities and Liberal Arts

Dr. Albert Benjamin  
Dean, Faculty of Science and Technology
Mrs. Shandene Binns-Thompson  
Associate Director, CCEMaT  
(Caribbean Centre of Excellence for Mathematics Teaching)

Miss Sandra Bloomfield  
Director, National STEM Centre of Excellence

Mrs. Janet Lewis-Dixon  
Director, CCEECE  
(Caribbean Centre of Excellence in Early Childhood Education)

Mrs. Sharon Wolfe  
Director, Alumni and Development
B. ADMISSIONS AND REGISTRATION

ADMISSIONS

ADMISSION REQUIREMENTS

Students wishing to enter for an undergraduate degree programme at The Mico University College must satisfy the following requirements.

A. Minimum Requirements

The applicant must –

i) Be at least 17 years of age.

ii) Meet the University College’s minimum requirement i.e. Have passes in 5 CXC/CSEC, NVQJ (Level 2) or City and Guilds (Stage 3) subjects, including English Language and Mathematics Grades 1 and 2.

iii) Meet the Programme requirement i.e. Among the 5 CXC/CSEC, NVQJ (Level 2) or City and Guilds (Stage 3) subjects, there must be passes at Grades 1 and 2 in the area of study. There may be additional programme requirements such as passes in other subjects as pre-requisites – e.g. Biology for Special Education.

As of September 2018, students entering with CAPE Units with Grades 1 to 3 or equivalent in their specialization may be granted exemption from select specialization courses as determined within each programme. This is not equivalent to Advanced Placement as described in B. below.

Where students do not have CSEC and CAPE but have other certifications, the applicability of these certifications will have to be verified by the University College’s Academic Board.

All applications must be accompanied by certified copies of certification as evidence of the qualifications received.

iv) Meet requirements other than academic qualifications, and therefore provide evidence to demonstrate involvement in social activities including school clubs, church involvement, community activities, etc.

In general, the applicant shall be of good character, have sound values and be of good moral standing. The University College will therefore review and consider the recommendations from persons known to the students, as supporting evidence.

B. Advanced Standing

Students may be considered for Advanced Standing if their credentials are above the minimum requirements in respect of their academic qualifications and/or prior learning qualifications in the area selected for study.

N.B. Qualifications used to fulfil matriculation requirements cannot be used to gain advanced placement.
B.1. **Academic Qualifications Credentials**

A student seeking Advanced Standing must have qualifications above the minimum requirements, from an accredited institution. Advanced Standing is synonymous with Transfer of Credit, and is the granting of exemptions from courses, usually undertaken at another institution. These exemptions may be with or without credit.

- **With Credit:** the credit weight of the course to be taken is applied to the course or group of courses successfully completed by the student. The student will therefore be required to complete fewer courses overall to complete the programme. The student may reduce the number of courses by a few courses or by a year or two.

- **Without Credit:** the exemption does not reduce the number of courses that must be completed, but the student will have the opportunity to substitute in its place a course relevant to the programme. The student will be required to complete the same number of required credits overall.

The qualifications that merit consideration for Advanced Standing may include:

a) CAPE Units 1 and 2 (Advanced Level – ‘A-Level’) in subject area
b) Teaching Diploma
c) Diploma in Specialization Content
d) Associate Degree
e) Bachelor’s degree, Master’s degree
f) Other qualifications approved by the Academic Board

All applications must be accompanied by certified copies of certification as evidence of the qualifications received.

B.2. **Prior Learning Credentials**

A student may seek Advanced Standing to the University College, having gained valuable knowledge and skills through a range of personal, professional, vocational and community contexts. Applicants will therefore be accepted who, when assessed, can demonstrate the relevant knowledge and skills and will be given credit for these competencies when evaluated against a given set of standards, competencies, or learning outcomes. The University College will accommodate no more than 10% of its matriculated students as applicants seeking entry due to prior learning.

Applicants may be assessed by way of
- challenge examination
- assessment on the job
- submission of a portfolio
- any other assessment strategy
In all cases, applicants will be interviewed and will be required to provide information and evidence to indicate their experience to include but not limited to:

a) references, preferably from the last places of employment relevant to the programme of study.
b) complete record of employment and personal history, highlighting points relevant to the application and programme of study.
c) indication of any achievements in terms of Honours/Awards, Exhibitions and/or Research and Publications.
d) portfolio of learning experiences in relation to the programme to be pursued.
e) any other official documentation as evidence of experience.

Matriculation into the University College does not guarantee matriculation into a particular specialization. This would necessitate the applicant satisfying the requirements specific to the individual programme, in addition to the general matriculation requirements. The applicant may be directed to other programmes commensurate with his/her entry qualifications. Should the applicant be unable to matriculate into any programme he/she cannot matriculate into the University College.

C. Documents required with Application
   All applications must be accompanied by –
   a) a certified passport size photograph
   b) two recent letters of reference from: Teacher, Principal, Pastor, Doctor, Police above the rank of Sergeant, Justice of the Peace
   c) certified copies of all certification to be used for matriculation

D. Selection
   All applications received will be acknowledged.
   Acceptance into the University College is based on:
   a) credentials including academic qualifications evidenced by certification and transcripts, as well as, Prior Learning documentation including portfolio information (where applicable)
   b) information in the application along with recommendations
   c) interviews (applicants will be interviewed by the Faculty/Department)
   d) programme offerings

E. Other Requirements for New Students
   Once a prospective a student has been accepted, the University College will have additional requirements that must be met:

E.1. Tests
   All new students will be required to sit the following tests:
   a) Psychometric test
b) Mathematics and English Language Tests (if required)

These tests are designed to find out more about the prospective students and their challenges and therefore to devise strategies for strengthening areas of weakness.

E.2. Medical Requirements

The University College requires all new students to submit an up-to-date immunization card indicating that they have received the necessary vaccinations in compliance with the Health Regulations in Jamaica. The student will also be required to undergo a medical examination by the University College Doctor or approved physician and to submit to the required laboratory tests. Where a physician other than the University College’s doctor does the ‘medical’, note that documentation MUST be on the practitioner’s official letterhead or include an official office stamp.

Where a student has a “medical condition or impairment”, and requires accommodation, the student will be required to complete and submit a Declaration of Disability Form (DDF), along with a current medical certificate (provided by an appropriately licensed/credentialed professional, appropriate to the nature of the medical condition/impairment) indicating the limitations they would encounter, as well as, the accommodations that would be required. For further details, see Section below on Student with Disabilities.

E.3. Adequate Funds to Cover Fees

Applicants are expected to have sufficient funds to pay tuition fees for programmes/courses, and where necessary boarding fees (i.e. living expenses for residential students) during their period of study. If the student is not paying in full they are required to provide details of funding arrangements to the Bursary. Students shall also be required to submit a completed Financial Status Form obtained from the Bursary and have discussions with the Bursary regarding their arrangements to honour their financial obligations to the University College.

E.4. Student Identification

In order to be recognized as a student of the University College, the prospective student must obtain from the Students Affairs Unit an official Mico identification (ID) card, which bears his/her photograph and official registration number. This picture identification cannot be issued until the prospective student has completed enrolment. The identification card remains the property of the University College, must be worn at all times while on University College premises to gain entry to the lectures/classes, Library, Health Centre, Hostel/Hall of Residence, the Dining Room and areas for examinations. The card must be visible and must be shown, on request, to any authorised officer of the University College, including security personnel.

The ID card MUST be returned to the Admissions Section of the Registrar’s Office if a student withdraws or is expelled from the University College. If the ID card has been damaged or lost, it must be reported immediately to the Registrar’s Office. A replacement Identification Card shall be required and the replacement fee is to be paid at the Bursary. The student will be issued a replacement ID card on presentation of the receipt for payment of the replacement cost, as well as the damaged ID (where applicable).
F. **Student Contract**

All students will be required to sign a Student Contract (Appendix III) with the University College at the time of registration. The Contract governs the relationship between the student and the University College for the duration of the student’s tenure at the institution. The Contract shall apply following acceptance of the student and an offer of a place at The Mico. The Offer Letter and the Financial Information Form are to be read with the Contract. The student agrees to abide by the terms and conditions of the Contract, as well as, the regulations that govern the Halls of Residence (where applicable).

**REGISTRATION**

Registration is the formal act of enrolling for course(s) and to write examinations. Students will register in the Student Management System (SMS). Registration for semester 1 usually takes place in August, for semester 2 in January and for semester 3 (summer) May. Note that **late registration attracts a fee**. All registration-related information is disseminated through The Mico’s email system.

Students who are not duly registered for courses will not be admitted to classes or be able to access any other service on campus after the registration period ends. After the registration period ends students may ‘add’ or ‘drop’ a course(s) during the prescribed ‘Add/Drop’ period. Students are expected to fulfil all the requirements of the ‘added’ course including work they may have missed (without penalty). Students who have to be away from classes, causing them to fall below the mandatory 80% attendance, are required to formally advise the institution by way of a letter to the Registrar in order to maintain their registered status. Note additional information as well as the stipulations concerning class attendance in Section E. If a student remains unregistered beyond any approved leave period, the student shall be considered to have withdrawn from the University College and must apply for re-admission.

**REGISTRATION FOR NEW STUDENTS**

Successful applicants shall receive an offer of acceptance from the University College outlining the requirements for the registration process. Once the offer has been accepted, the applicant is expected to make all the necessary arrangements to register. The following documents shall be required.

- Financial Status Form (as necessary)
- Fee Payment Authorization
- Proof of medical examination by University College’s doctor or approved physician
- Proof of enrolment in the University College’s approved Personal Health Insurance
- Proof of having paid Accident Insurance
- Student Contract
- TRN Card
- Preliminary Registration Print-out
All new students will be required to
  i) ensure that the Registrar’s Office has their correct and current address on file. Failure to ensure this may result in undelivered official correspondence and important announcements.
  ii) have a valid identification card,
  iii) take part in the orientation processes, and
  iv) obtain a Mico email address.

Orientation

All new students are expected to attend orientation sessions preceding the start of classes and any subsequent session deemed necessary.

The Mico’s Orientation programme serves as a foundation for personal, social, and emotional transition and adjustment to University life. This programme in many instances creates a lasting impression for new students and their families. It is a time to show new students why they made a good decision in their university college choice. The orientation package exposes students to many valuable resources and events throughout the year, in order to prepare them in becoming adaptable to change, critical and creative thinkers, emotionally intelligent, sovereign learners and ultimately citizens of the world. While it is not possible to tell new students everything they will need to know for their entire university college experience, the orientation programme creates a framework that guides students into making a smooth transition in to tertiary education.

Regardless of the nature of the orientation programme, there are four objectives on which The Mico focuses:
  1. Introducing students to university college life, from academics and community norms to resources and support services
  2. Acclimating students to their new surroundings with the aim of helping them to define their educational purpose
  3. Providing a balanced introduction to opportunities and expectations
  4. Providing guidelines and avenues for sustainable success throughout their programmes.

Registration for Continuing Students

All continuing students shall be required to register within the stipulated registration period. The stipulated registration dates and deadlines shall be announced through The Mico’s email system. Failure to register within this period may result in removal from classes and compromise the right to submit assignments and the sitting of Examinations.

Registration Restrictions

Courses are sequenced to ensure that they are integrated and build students’ cumulative knowledge to achieve the overarching objective of the programme. Courses must be taken in sequence because the concepts introduced, and skills acquired at one level are needed to successfully work at the next higher level. If a student fails a Year 1 course, that course must be added to the following years’ course load. A student in Year 1 shall not be permitted to register for courses in Year 3. A student will not be permitted to continue on to Year 3 unless all outstanding courses for the previous two years have been successfully completed.
**STUDENT CATEGORY ACCORDING TO REGISTRATION AND ENROLMENT**

**Full-Time Student**
A course load of at least fifteen (15) credits in any one semester is regarded as full-time. Full-time students, however, shall not be allowed to register for more than twenty-one (21) credits each semester (excluding summer). Under normal circumstances, a full-time student shall complete the degree programme in not less than three (3) and not more than six (6) years inclusive of the summer session, depending on the entry level of the student.

**Part-Time Student**
Part-time students shall not be allowed to register for more than twelve (12) credits each semester (inclusive of the summer session); but shall not register for fewer than nine (9) credits each semester (inclusive of the summer session). Under normal circumstances, a part-time student shall complete the degree programme in not less than five years and not more than seven years depending on the level of entry.

**Visiting Students**
Visiting Student status is intended to accommodate students who are not “Mico students”, who are typically from another institution and who wish to do some courses at the institution, usually for one academic year. A Visiting Student will not be required to matriculate into the programme of study as it is presumed that he/she has matriculated at their home institution. The student will not be regarded as a “Mico Student” and will therefore not be listed as such in the records of the institution. In addition, there will be no award of a degree or any other qualification for the year of study; a transcript, however, may be provided on request and payment. A Visiting Student will be required to pay the requisite tuition and other fees and will have access to all the University College facilities.

**International Students**
The Mico University College, in keeping with its mission to offer its services globally, opens its doors to students from the region and the wider international community, and will make available the following:

- An academic community and a learning atmosphere free from racial, political, gender, religious, cultural or any other form of discrimination.
- Residence as enjoyed by the general student population.
- Access to all facilities and privileges as enjoyed by the general student population.

Inasmuch as the University College is committed to the aforementioned, all Caribbean (CARICOM) and international students are expected to commit themselves to full compliance with all rules and regulations governing student life.

In order to ensure that students have the required landing permit to remain enrolled, students shall submit their passports and return airline tickets to the Registrar’s Office so that these can be sent to the Immigration Office for extensions.
**Students with Disabilities**

It is the policy of the University College to create and maintain an environment in which all students may learn, work and achieve to their fullest potential. This institution is committed to creating an accessible learning community where capable students with disabilities can achieve their academic potential within the regular curriculum. Efforts will be made to promote students’ independence, and to identify the tools and arrangements by which they can accomplish their educational and career goals. The Mico will therefore provide reasonable accommodations to students with disabilities. Accommodations and support for students with disabilities is a shared responsibility between students and the institution. Accommodation refers to an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the institution’s programmes, services or activities. The accommodation should not result in any significant alteration to the nature of the programme.

Students requesting accommodations are to ensure that current, appropriate documentation is submitted by a duly licensed/credentialed professional, relevant to the nature of the disability and requested accommodation(s). Temporary impairments are not regarded as disabilities. **Documentation MUST be on the practitioner’s official letterhead or include an official office stamp.** Medical forms / letters should be sent under confidential cover directly to the Registrar by the health care professional.

Documentation must specify / describe the disability and indicate how the disability impairs one or more major activities such as motor operations (gross and/or fine), sensory functions, cognitive/mental operations, psychosocial functions or other impaired functions. For accommodation to the provided, the impairment must be to the extent that it negatively impacts the student’s performance in the teaching/learning environment and processes, including assessment. The documentation must also support the request for accommodations or academic adjustments and/or aids and devices and verify the functional impact of the disability on the student’s academic performance.

Students with an impairment or disability applying for accommodation, auxiliary aids, and services must have the requisite **Declaration of Disability Form (DDF)** completed and submitted to the Registrar for approval. Once the application is approved, the student will receive a Letter of Accommodation (LOA) from the Registrar. The student is required to sign the Letter of Accommodation (LOA) indicating agreement with the provisions offered, or make an appointment with the Registrar to discuss any variations. The Registrar will receive the signed LOA and provide copies of same to the Office of Student Services, Department Heads of the Programme Specialisation, General Education, Professional Studies and any other relevant department.

Regarding the time of diagnosis:
- Where the disability / impairment is known at the time of applying for the programme, this is to be indicated on the application form and the documentation stipulated above be prepared for submission at the application interview if the applicant intends to request accommodations.
- Where the disability / impairment is assessed after submission of the application, the applicant is to advise the University College as soon as possible and prepare the required documentation, which is to be submitted at the time of interview.
- Newly diagnosed students who have already started their programmes are expected to have the completed DDF submitted as soon as possible, bearing in mind that the provision of accommodations is contingent upon the submission of appropriate documentation from the attending practitioner.
- Returning students are required to provide updated documentation in the first week of August preceding each academic year, or per semester if the gravity of the condition necessitates, in order to assess and possibly adjust required accommodation.

Reasonable accommodations will be determined on a case-by-case basis, considering the needs of the student, the course requirements and the educational environment. Accommodations may include any of the following:

- Alternative instructional format – audio, large print, Braille
- Peer note takers
- Permission to audio record class lectures
- Scribes and/or Readers for examinations
- Distraction-reduced test environment
- Special seating in classroom
- Extended time on coursework and examinations
- Sign language and other modes of interpreting / Interpreters
- Auxiliary aids and services
- Modified assessment formats

For additional details regarding accommodation for students with an impairment / disability, please refer to the “Protocol for Accepting Students with Impairment / Disability” on the website in Our Policies.

**Temporary Medical Impairment and Academic Accommodations**

Students may experience a temporary, short-term medical, physical or mental health condition unrelated to a documented permanent disability but affecting academic functioning for at least one semester or examination session. Such students may request temporary academic accommodations. Interim accommodations may be provided pending receipt of documentation. Temporary impairments require diagnosis by a professional with expertise in the area of the illness or impairment. Students are expected to have the completed DDF submitted as soon as possible, bearing in mind that the provision of accommodations is contingent upon the submission of appropriate documentation from the attending practitioner. Medical forms / letters should be sent under confidential cover directly to the Registrar by the Health Care Professional.

Students experiencing brief medical issues that are common to the general population (such as a broken bones, sprained muscles, lacerations, or minor surgeries) and requiring academic consideration, should apply to the Registrar for accommodations using the DDF, indicating clearly that the impairment is temporary. Upon approval, an LOA will be issued to the student who is required to sign indicating agreement with the provisions therein and return the letter to the Registrar. The Registrar will advise the relevant officers of the University College to implement the accommodations.

**NB. All information will be held in confidence and will not be disclosed unless permission is given to do so.**
**Variation to Registration**

**Late Registration**

Registration will be permitted up to the second week of Semesters I and 2. However after this date late registration will be accommodated for a period not exceeding two additional weeks, with the payment of a Late Registration Fee. The institution will only accommodate registration after this date with the written permission of the Registrar.

There will be absolutely no registration prior to or during the week before final examinations. Failure to comply with registration deadlines will result in the student being excluded from classes and from participating in any assessment processes.

**Amendment to Registration**

A registered student may request the addition or removal of a course from their registration without penalty, after the late registration period has ended. Commonly referred to as the Add/Drop Period, this period is predetermined each semester and does not extend for more than three weeks after the period of registration. This period may not be used for normal registration. Application to amend registration shall be made on the requisite form, obtained from the Department of Student Affairs. Provided the class capacity has not been reached and the student has satisfied all pre-requisites and co-requisites, the Head of Department may approve the request. This approval shall be passed to the Registrar’s Office to be included in the student’s records.

For the purposes of compliance with the attendance policy, classes missed during this period shall not be counted as absences. The attendance record of the student to date shall be submitted with the request for the “Add/Drop”.

Failure to attend classes or merely giving notice to lecturers of one’s absence shall not be considered an official withdrawal from a course. If a student fails to officially withdraw from a course during the designated time, the student will be liable for course fees and the course will appear on his/her transcript with a failing grade. A student shall not be allowed to join a class after the first three weeks have passed without special permission from the Dean in consultation with the Head of the Department in which the course is offered. The student will be responsible for all work that has been covered in the course to date.

**Change of Programme**

New students who wish to change their registration, i.e. to change their programme, will be permitted to do so during the Registration Period, using the Change of Registration Form. The Dean of the Faculty from which a student is to be transferred and Dean of the Faculty to which the student is to be transferred, shall both authorize the transfer. The new information shall be submitted to the Registry for adjustment of the Student Records Database.
De-Registration

Students who have not paid tuition or other fees within the prescribed period shall be deregistered. Once deregistered, the student will be barred from attending classes and using University College’s facilities such as the library and computer labs etc.

FINANCIAL REQUIREMENTS FOR REGISTRATION

Although students register for classes through the Registrar’s Office, eligibility to register for courses is dependent on the student’s financial standing. All students at The Mico University College have an obligation to ensure that the requisite fees are paid. This obligation must be fulfilled before a student is eligible to attend classes, use facilities and participate in activities. A student is required to pay his/her tuition and other fees upon registration. If the student is on scholarship or his/her fees are being paid by a third party, the student must ensure that these funds are paid over to The Mico University College at the time of registration.

Students accepted for enrolment or students who are continuing are required to pay at least 50% of the fees for the first semester, by the last working day in July, and the other 50% by the first day of registration. The due dates for registration and fee payments for Semester II and the Summer Session will be posted on the notice board at the entrance to the building which houses the Accounts Department, on The Mico website as well as through The Mico’s email system.

Students are required to register at the beginning of each semester and before admission to classes, and must provide evidence that fees have been paid, by submitting the ‘Registration Authorization Form’.

Financial Status

The financial status of a student with the University College is the level of compliance with payments due to the University College. A student who has paid all the requisite fees is regarded as being in good financial standing. A student who is not in good financial standing will not be able to access services offered by the University College such as Transcripts, Status Letters, grades for course work and/or examination results until all debts to the University College have been settled. Until outstanding balances are settled, students will be ineligible for readmission or registration for a future semester.

Tuition Fee Letters will be issued on request to students in good financial standing, who wish to submit information to donors/sponsors. To access these letters student will be required to:

- Collect the Request Form from the Examinations Department and/or at the Security Desk at the Accounts Building, and complete, providing the necessary information
- Submit the completed form at the Cashier in the Bursary and pay the requisite fee.
- Collect Tuition Fee Letter on the date advised by the Bursary.

The Bursary

The Bursary deals with the accounts of the University College. All payments, financial queries or concerns shall therefore be directed to the Bursary. The Bursary is only accessible during the published opening hours. When paying fees, the Bursary will only accept cash amounts of less than thirty thousand dollars (J$30,000.00). Amounts
in excess of J$30,000.00 must be remitted by way of a manager’s cheque or an approved company cheque. **Personal cheques will not be accepted.** The Bursary will also accept Credit and Debit cards for transaction in excess of two thousand dollars ($2,000) per transaction.

**Fees**

The fees payable by students are made up of the following components – (i) Tuition, (ii) Miscellaneous Fees and (iii) Boarding Fees (if the student is a residential student).

(i) **Tuition Fees**

Tuition fees may vary depending on the programme i.e. full-time or part-time.

(ii) **Miscellaneous Fees**

Miscellaneous Fees allow students to access a wide range of services inclusive of Health & Accident Insurance, membership in the Guild of Students, participation in the various activities and access to the facilities offered by the Halls of Residence to which they are assigned. These fees are due and payable by students whether enrolled in full-time, part-time or evening programmes.

(iii) **Boarding Fees (applicable to Residential Students only)**

Boarding fees are due and payable only after a student has been registered for classes and offered a room (as available), in one of the Halls of Residence. Proof of payment that Boarding Fees for at least one semester has been paid, is required before a student is permitted to take up residence.

Fees are due and payable at the start of the academic year but may be accepted by semester. A student is expected to ensure that the requisite fees are paid at least by the due dates posted for each semester as well as for the summer session. Should a student have difficulty in meeting their financial obligations at the start of the semester, they should contact the Bursary regarding negotiating a payment plan. With any payment plan however, all the fees for the semester must be paid off before the start of the examinations period at the end of that semester. When a student makes payment to their account, debts owed to the University College will be settled first. **Please note that delinquent students’ accounts will attract a penalty fee.**

**Deferred Payments**

Students who have been approved for a loan from the Students’ Loan Bureau should submit at the time of registration, proof of agreement indicating Category "E" status. Overseas students with government sponsorship **MUST submit a certified letter of commitment at registration.**

i) **Sponsored Students**

Any agency (private or governmental) or private individual sponsoring a student must provide the Bursary with the following information before the student can receive financial clearance to be registered:

- The student's name
- The student's ID number (for returning students)
- The programme for which the student is registering
- Specific charges and semester(s) the sponsor is undertaking to pay
The funds committed must be paid by the deadlines posted. The student has a responsibility of notifying the sponsoring agency or individual of the due dates. If payment is not received, the student becomes liable for fees owed and any penalties which may accrue.

ii) Overseas Payment

Be aware that payments from overseas will not be received by the institution on the day of payment. The processing times of these payments, which include clearance of the funds, will vary depending on the type of transfer. The student’s account will not be credited until funds are cleared and available to the institution. Where fees are being paid by a student, sponsor, or sponsoring institution, via telegraphic transfer directly to the University College, the remitting party is required to contact the University College for the appropriate bank routing details. Telegraphic transfer information should be copied to the Bursary to facilitate prompt processing of the payment. All bank charges associated with transfer of funds to The Mico’s account shall be paid by the student.

iii) Financial Aid / Scholarships

There are several programmes designed to assist students in the paying of their fees that are supported by The Mico University College. Some of these programmes include loans from Students’ Loan Bureau and loans/grants from JAMVAT, NYS and PATH. Where the financial aid is not in full, students will be responsible for the shortfall. Scholarships are also available through the institution for qualified students. Information on scholarships can be found in the Student Services Section of this Handbook or at the Office of Alumni and Development.

Refunds

If the total amount of payments received for a student’s tuition and fees exceeds the amount of charges, a credit balance occurs. A credit balance may result from, but is not limited to the following:

- Overpayment by the student or sponsor,
- A change in the status of the student e.g. i) from residential to non-residential, ii) leave of absence due to medical reasons, iii) withdrawal from the University College (subject to the time of withdrawal), iv) Exceptional circumstances approved by the Academic Board of the University College, or v) any other legitimate reason.

Should there be rationale for a refund, the student may apply in writing to the Bursar, giving all relevant information including full name, ID number, programme in which the student is enrolled and the academic period applicable. The student will also be required to produce payment vouchers and any evidence supporting the request for the refund.

Refunds will be made at the end of the programme of study. Course refunds are processed at the end of the course adjustment period, to allow tuition charges for the semester to be established.

Refunds will not be given to students who are being sponsored. In these cases, any refund due will be made directly to the sponsor. Refunds of monies for scholarships/bursaries will only be given to the student where the donor has paid the fees to The Mico and given directions in writing for the excess funds to be paid over to the student.
In the case of withdrawal from the University College, the student will be required to give notice in writing to the Registrar of the University College, as soon as possible. If the student has already started the semester, the refund will be granted on a sliding scale depending on the notice time from the start of the semester. The following indicates the amount of refund to which student will be entitled when they withdraw from the University College:

- Within two weeks of the start of the semester: 97%
- Between two and four weeks after the start of the semester: 80%
- Between four and six weeks after the start of the semester: 60%
- Between six and eight weeks after the start of the semester: 50%
- After eight weeks from the start of the semester: NO REFUND

Unless withdrawal procedures have been completed within the deadlines stated, students are assumed to be actively enrolled in the University College and will therefore be responsible for tuition payments that may apply to their registration status.

Resident students who are asked to leave The University College housing for any misdemeanour will not have their boarding fees or any portion thereof refunded.

**Rights of the University College in relation to withdrawing enrolment privilege**

The University College reserves the right to withdraw the privilege of enrolment from any student whose conduct is detrimental to the academic environment or to the well-being of other students, faculty or staff member or the University Colleges' facilities.
C. THE ACADEMIC YEAR

THE ACADEMIC YEAR AND ACADEMIC CALENDAR

The academic year at The Mico University College is the twelve-month period beginning August/September and ending July/August of the following calendar year. The academic year consists of semesters and in some cases a summer session.

The activities during the academic year are identified in the Academic Calendar that is posted on the web site and circulated via The Mico’s email system. It is the responsibility of each student to note the relevant events and activities during the year. The University College reserves the right to change the Calendar events and activities, but these changes will be posted.

SEMESTER SYSTEM

The semester is a period of approximately 15 weeks. There is also a summer session of approximately 12 weeks. Full time day students will be required to attend the two 15-week semesters for the academic year i.e. Semester 1 starting August/September and Semester 2 starting in January. Part-time students will be required to attend three sessions for the academic year i.e. Semester 1 and 2, as well as, a summer session starting in May. The summer session usually meets according to an agreed schedule and are very rigorous in order to complete the work load of a regular semester in a shorter time.

The summer session is not a requirement for full-time day students. If, however, full-time day students wish to access courses during the summer, they will be required to pay the per-credit cost for each course. Registration occurs at the beginning of each semester or summer session. All new and continuing students are required to register each semester for courses and examinations during the stipulated period designated for Registration. The sessions during the academic year are as follows:

| Semester 1: | August/September – December |
| Semester 2: | January – May |
| Summer Session: | May – July |

CREDIT HOURS

The University College operates on a semester basis, and, for its measure of academic work, uses academic credits. Courses are usually delivered 3 hours weekly for a maximum of 15 weeks (45 hours for the semester), which is equivalent to 3 credits per course. Practical and field work usually require more credit hours. Some courses are required by the University College to fulfil the requirement for degrees, but carry no credit. Students must complete these courses to be eligible for graduation. No credits or grades are given for courses that are audited, or course(s) from which the student has been deregistered.
D. PROGRAMME AND COURSE INFORMATION

PROGRAMMES

Definition

A Degree Programme at The Mico University College is defined as the approved curriculum, which consists of an integrated number of courses so organized to enable a student to progress through the credit levels and, on achievement of the learning outcomes and credit requirements associated with each stage of the programme, to qualify for a University College award.

Programmes have certain specifications outlining entry requirements, curriculum structure and credit ratings, as well as, how each programme is taught and assessed. Courses within a programme may be non-credit or have credits. Courses are usually 3 credits (45 hours). Practical and field work usually require more credit hours.

There are three Faculties in which students may enrol to pursue a degree. The degrees being offered have been designed to follow a four-year programme of study. The weighting for each course in the degree programmes is usually three credits. The degree programmes, for the most part, are offered full-time (day/evening) as well as part time.

Programme Structure

A programme of study usually requires the pursuit of a number of courses consisting of credit and non-credit courses. Most programmes require a minimum of 144 credits as outlined below. For each programme, the department shall provide the student with the programme of study that indicates all required courses and the semesters in which they are normally offered. A programme will usually include the following components:

- **General Education:** (24 – 27 credits)
  These courses provide a broad-based educational experience for career education and enhances the student teachers’ ability to acquire information, reason clearly, and communicate effectively. The courses assist in developing generic skills such as critical thinking, problem solving, research, interpersonal, and language and communication skills.

- **Professional Studies:** (27 – 30 credits)
  This component comprises foundation courses and integrated clinical experience in education, which are carefully designed to provide student teachers with a critical foundation of knowledge and understanding of the philosophy, history, issues, principles and practices of Education as a profession.

- **Specialization / Major / Minor:** (60-66 credits)
  **Specialization:** Provides for the content knowledge, and development of skills specific to the programme. It also provided suitable breadth, depth and coverage to the Bachelor level and enables the competent delivery of the content at the appropriate levels of the Early Education or Secondary Education systems.

  **A Major** in the area of specialization comprises a minimum of 45 credits for teaching up to Grade 11, and 60 credits for teaching up to Grade 13.
A Minor comprises a minimum of 15 credits and prepares student teachers to teach up to the Grade 9 level. As of the 2016-17 academic year, most programmes no longer offer a minor. Student who began programmes with a minor prior to September 2016 are allowed to continue pursuit of a minor.

Adjunct: (6 credits) These are supporting courses that are meant to provide complementary and/or integrative studies to support the specialization components of the curriculum.

Electives: (3 credits) These are optional courses which student teachers may select to satisfy their self-perceived goals and personal development needs. They may be inter-faculty and may, or may not be related to the areas of specialization or adjunct courses.

Practicum: (minimum 15 credits) This series of events is designed to give the student teacher actual teaching experience and exposure to real classroom experience (at least three opportunities during the programme). Student teachers shall be assigned to the teaching practicum / internship based on their area of specialization and shall be mentored by trained and more experienced teachers.

Modified extract from “Standards for Teacher Education” prepared by the University Council of Jamaica

Professional Enhancement Modules: Professional Enhancement Modules do not carry any credit, are designed for the students’ personal development and career advancement, and MUST be done by all students. Each of these courses are of a six (6) week duration. They are as follows:

- Orientation Into Documentation: An Integrated Progressive Approach: This course is designed to equip students with the tools for academic writing, especially according to the APA format. This module is to be completed in the first year of the programme as the skills learnt will be needed in all other courses.

- Personal and Professional Development: This course places emphasis on the importance of heightening one’s self-esteem by turning potential into top performance and in so doing, engage persons at the deepest levels as active participants in their own learning.

- The Art and Science of Happiness: This course introduces learners to the basic concept of happiness and what makes one happy. It is aimed at helping the learner better cope with the stresses of life, thus becoming less vulnerable to depression, anxiety disorders and suicide.

The Student Volunteer Programme: This programme is designed to:

- Provide voluntary assistance to community members, service groups and organizations for the accomplishment of their respective goals/mandates
- Enhance the positive opinion of The Mico University College within the community through the services of student teacher volunteers
- Foster good citizenry as it provides a vehicle for students to address human, environmental and general social needs existing in and around the community
- Provide volunteers with first-hand experiences and contacts that will be beneficial to them in the future.

All students are required to complete 45 hours of voluntary community service. Some programmes require an additional number of hours volunteer service. Letters of introduction and forms for recording the hours completed are obtained from the Department of Student Services. Voluntary service offered at The Mico, such as serving as ushers or preparations for accreditation site visits, do not count toward this requirement. (see section on Student Services for further details)

**Courses**

A course is a series of lessons in an individual subject area and usually lasts one semester. Each course is assigned a number of credits. Students in a degree programme must complete a combination of General Education, Professional Studies, Specialization (major/minor), Adjunct and elective courses to earn a degree. Where the diploma or degree is in Education, Practicum is also a required component. Each course has an outline that provides certain details that place the course in context, in addition to the learning objectives, content and suggested methods. The course details include a course code and title, the year and semester in which the course will normally be offered, rationale, the course description, the credit hours and the assessment methods:

**Course Code:** Each course offered at The Mico University College is identified by a code consisting of four letters and four numbers. The first letter identifies the department or unit in which the course is offered. The other three letters are selected from the course title. The first numeric character of the course number identifies the level of the course. For example, courses beginning with the numeral 1 are identified as Year 1 courses. The second numeric character identifies the sequence of courses with more than one part. The third is a spacer, providing for double digits in the sequencing of a course. The fourth indicates the version of the course, so that courses that had major reviews may be distinguished from their precursors.

NB: The courses with multiple parts may not be offered in the same year.

**Course Descriptions:** Course descriptions provide students with basic information on the academic content of the course which may include the year and semester in which the course will be offered.

Course descriptions do not include the instructor's name, course syllabus, or required texts. (A course outline will be provided to students by the course instructor at the start of the semester.)
Course Rationale: Each course is designed to meet the needs for adequate preparation with respect to content and pedagogy. The Rationale outlines the significance of the course content and experience to the student in the context of the programme.

Course Credits: Credits are related to the credit hours (the time assigned for the completion of the course). The course credit gives weight to the value, level or time requirements of an academic course. Please note for some personal development courses there are no credits.

Course Assessment: A student is assessed for every course in which he/she is registered. A course may be examined by one or more of the following: examinations (written, practical or oral), coursework (individual and group) which may include practical work, field work, microteaching, oral presentations, research paper or any other approved method or combination of methods.

Course Outlines/Schedules

By the end of the first week of classes, the lecturer will provide all students with a course outline/schedule. The outline should include the following information:

1. Course Code and Title
2. Pre- / Co-requisites
3. Course description
4. Course learning objectives (expected learning outcomes)
5. Topical outline / Course content
6. Assessment procedures with weighting
7. Prescribed text(s) and references
8. Recommended journals / websites
9. Statement about class attendance
10. Statement about course assessment, due dates and late submission
11. Statement about academic conduct
12. Statement about plagiarism and its consequences

The evaluation policies and procedures will be discussed by the lecturers at the beginning of the course and should be included on the course outline. Students should also be given an assignment schedule which clearly states due dates and how and where assignments should be submitted.

Course Assessment

Assessment is an essential component of the learning process. Its main purposes are to encourage student learning, to make judgements about student achievements and to monitor the effectiveness of the learning environment. Assignments and examinations are the basic means of evaluating your knowledge and understanding of course content.

The course outline will state how the course content will be assessed and the weighting of each assessment. Feedback shall usually be provided for each assignment piece.
Grading / Evaluation Procedure
The University College uses letter grades to indicate the status of a student at the completion of the course. At the beginning of the semester, students receive course outlines which set out the evaluation process which will be used for each course. All work submitted by students are marked by at least two examiners. Samples of work submitted by students in Years 3 and 4 are sent to External Examiners.

Grading System
The grading system for the undergraduate programmes uses a 4-point grading scheme which can be seen in the Examination Section of this Handbook.

Calculating the Grade Point Average (GPA)
The Grade Point Average (GPA) is computed by dividing the total number of quality points earned by the total number of credits attempted. Only grades earned from Year 2 onwards of study will be used in the calculation of the GPA. For students in Post Diploma programmes (2 years), all credits earned will be used in the calculation of the GPA. Some courses are awarded a Pass/Fail grade. These courses do not affect the GPA. Students who wish to access scholarships are required to maintain a minimum GPA of 3.00.

Course Load
The course load undertaken by a student will be dependent on whether the student is Full-time or Part-time. The designation as ‘full-time’ and ‘part-time’ depends on the number of credits being carried, regardless of whether the courses are pursued in the day (8:00 a.m. – 4:00 p.m.) or evening (5:00 p.m. – 8:00 p.m.) sessions or in the summer.

Full-time Student
A standard course load shall be twenty-one (21) credit hours each semester (excluding the summer session). An undergraduate student registered for fifteen (15) or more credit hours each semester is considered to be a full-time student. Permission has to be sought from the Dean to pursue a course load of fewer than fifteen (15) credits or more than twenty-one (21) credits during the regular semester.

Part-time Student
A standard course load shall be twelve (12) credits each semester (inclusive of the summer session). A part-time student should not be registered for fewer than nine (9) credits each semester including the summer session. During the summer session a course load of more than twelve (12) credits or fewer than nine (9) credits must be approved by the Dean.
PERMISSION TO ALTER NORMAL CREDIT LOAD

Students may need to register for fewer or more than the prescribed number of credits in a semester. This may be due to several reasons, including but not limited to, transfer of credits, exemption, programme acceleration, pursuit of a minor, academic probation or resit/redo. A student who wishes to alter the normal credit load must apply to their Dean of Faculty through their Heads of Department using the prescribed form. Permission to exceed the prescribed credit load is usually restricted to students with a GPA of 3.0 and above, or with all A’s in their area of specialization. An additional course may be added during the summer, with permission, if the addition of that course means the student will be eligible for graduation that year.

Course Qualification

Some courses will require students to either complete or be concurrently enrolled in certain other courses, or possess some particular qualification or level of study.

Pre-Requisites

If a course is a prerequisite for a second course, the prerequisite must be met before the start of the second course. The courses and any required pre-requisites shall be outlined in the programme of study provided by the department.

Co-Requisite

If a course is a co-requisite for a second course, both courses must be completed in the same semester. The courses and any co-requisites for the course shall be outlined in the course descriptions in the programme of study provided by the department.

Course Time Conflicts

Registering for two classes that meet at the same time or overlapping times is not permitted except as a temporary measure while timetable adjustments are being made. By the end of the first two weeks of classes, students must eliminate time conflicts from their schedules.

Change of Programme / Status

A student who wishes to change his/her programme shall apply in writing to the Dean of the relevant faculty, using the requisite form. Should the change in programme result in a transfer from one faculty to another, both the Dean of the Faculty to which a student is to be transferred and the Dean of the Faculty from which the student is being transferred, shall authorize the transfer after review of the matriculation requirements for the desired programme and the student’s Progress Report. The written application shall be filed no later than two weeks after the beginning of classes. Students may request credit for courses already completed in another Faculty if these courses are relevant to the new area of study. The recommendation shall be submitted to the Registry for approval and update of the students’ records.

A student may request a change of enrolment status from part-time to full-time or vice versa. This change must be done before the start of the academic year and must be approved by the Registrar.
CREDIT TRANSFER, EXEMPTION AND BY CHALLENGE EXAMINATION

The Transfer of Credits

The institution requires that students who transfer from another accredited tertiary level institution submit in advance, transcripts of all previous work done at the tertiary level. The original transcripts shall be sent directly from the institution at which the work was completed to the Department of Student Affairs.

In order to transfer the following will be required:

The student shall

- Meet all the admission and matriculation requirements for the programme in which she/he intends to enrol.
- Be in good standing at the institution last attended.
- Have an official transcript sent directly from that institution to the Admissions Unit of the Department of Student Affairs.
- If applicable, apply for exemption from specific course(s) (exemption may be with or without credit) or transfer courses.
- Provide information on the number of years that have elapsed since leaving the last institution.

The institution shall review all the documentation submitted by the student and assure itself that:

- The course(s) for which the transfer of credits is being sought:
  - is (are) equal in credit hours and academic level.
  - is at least 80% equivalent in content and in practical components, where applicable, with the course from which exemption is being sought.
  - has corresponding grade(s) which is (are) not lower than 60%.
- The number of years that has elapsed since the student’s achievement of the qualification is not more than five.
- The qualification awarded to the student is in keeping with the student’s course of study.

This information shall be evaluated by the Dean in collaboration with the Head of the Department in which the student is registered. A minimum of 66 credits shall be taken at The Mico University College for certification to be awarded by the institution.

The maximum number of credit exemptions is nine (9) credits per year.

Exemptions with or without credit

A student who has more than the minimum entry requirements and wishes to register, may request exemption on the strength of relevant courses done, in an approved tertiary level programme, over and above the entry requirements.

The student may be granted exemption with credit for a course in his/her programme if he/she can present evidence that the content of a particular course has already been covered at a comparable level, with similar credit weighting at an accredited institution, within the last five years, and that the course has not already been used for matriculation. The student would have had to attain a grade that is not lower than 60%. The request for
exemption with credit shall be in writing to the Dean of the Faculty within the Registration Period. The Dean shall consult with the relevant Head of Department in making the decision. If the requirement for exemption with credit is fulfilled, the student shall be awarded the same grade acquired at the institution of transfer.

If however, exemption is granted without credit (i.e. if the Dean and Head of Department are not satisfied that the content of the course offered at the accredited institution is equivalent to the course offered at The Mico), then the student shall be required to register for an different course to ensure that he/she has the minimum of 66 credits required for certification from The Mico. Both the course for which exemption has been granted and the additional course will be shown on the student’s transcript.

It should be noted that if a student is granted advanced placement based on the holding of a diploma or associate degree from another tertiary level institution then no additional exemptions can be granted. In other words, none of the courses within that diploma or associated degree are eligible for exemption as they would already have been used for matriculation. If the programme for which the student has registered has a course similar to a course that the student has completed as part of the matriculation requirements, the student cannot re-do that course but will have to take a substitute course, following discussion with the relevant Department Head.

Credit by Examination (Challenge Exam)
Within limits, the University College allows students the opportunity to receive credit for courses by examination without attending the class. A student may request to earn credit or demonstrate proficiency in a course for which the student has not previously enrolled. The examination may be a written paper, a practical exercise or a combination of both, as determined by the Department Head, in consultation with the Programme Coordinator, as is applicable. An examination fee is applied. Application for a challenge examination must be made to the Registrar’s Office during the registration period, but no later than two weeks after the regular registration period. The examination shall be sat within four weeks (4) from the start of the semester.

For each course challenged, the relevant academic department shall provide the student with the topics for preparation within 3 working days after the student has registered for the exam, providing the student with a minimum of 7 days to prepare for the exam. The exam structure shall be equivalent to that of the final examination in the course. Where assessment is by coursework only, the challenge exam shall be a 2-hour written paper with a structure similar to that used for in-course tests or a 3-hour practical exercise. If the course being challenged is a pre-requisite or co-requisite, the assessed topics and skills are to focus on those that adequately prepare for/supplement the second course.

The student is eligible to sit for a challenge examination only in a course in which s/he has not yet registered and is required to pass the challenge examination with a minimum of 60% to satisfy the Faculty Board that he/she is competent in this area to qualify for the exemption. The result of the challenge will be listed as Pass/Fail and will not be used to calculate GPA.
Auditing a Course

Auditors

Course(s) pursued for self-edification, and not for the purpose of obtaining credit(s) toward a specific programme, are regarded as course(s) being audited. A student who has been admitted to the University College may be permitted to enrol in credit courses on a non-credit basis and shall be regarded as an auditor. Admission to the course shall be dependent on space, resource availability and permission from the lecturer of the course. Audit requests, approved by the lecturer, must be submitted to the Registrar’s Office. Tuition and related fees must be paid before class attendance is permitted.

A student, however, may not change his or her status from credit to audit or vice versa during the course. Credit may not be earned in courses taken as an auditor except by re-enrolment for credit in and completion of the course with a satisfactory grade. The student must attend classes regularly or he/she may be dropped from the course. Fees for enrolment as an auditor are the same as fees for enrolment for credit. The auditor is not required to complete assigned coursework, or take examinations and is not awarded a grade or credit for the course. Audited courses shall not be counted as part of the normal course load. To have audited courses listed on his/her transcript, the student must have attended a minimum of 75% of the classes.
E. ACADEMIC REGULATIONS AND REQUIREMENTS

The Mico University College has developed academic regulations and requirements to ensure that the designs and delivery of the institution’s programmes are in a manner commensurate with high quality of teaching/learning, to maintain its position as the premier teacher education institution.

The University College expects its students to manifest a commitment to academic integrity through keen observance of standards for academic honesty. Violations will result in disciplinary actions that will be recorded on the student’s file.

ACADEMIC ADVISING

Academic advising is available to each student at The Mico University College, by way of (i) programme of study provided by the department, and (ii) by the academic advisor within the department. Academic advisors will assist the student in navigating the programme of study in keeping with the programme’s requirement. The student shall be provided with a copy of this programme of study at the start of the programme. There may be modification to sequencing depending on the circumstances. Assistance will also be given to students in selecting academic courses, interpreting regulations and requirements, and meeting these requirements in the appropriate sequence.

CLASS SCHEDULE AND ATTENDANCE

Class schedules (timetables) are posted on the Student Management System (SMS) and are visible when the student is registering. In addition, the University College posts class schedules/timetables on departmental notice boards. Note that the SMS will not allow a student to register for more than one class with the same or overlapping schedule.

Students have the responsibility to attend ALL classes, seminars, practicals and field activities and to actively engage in all learning assignments or opportunities provided. Students are expected to arrive for class on time and to remain for the scheduled period for the class out of respect to both lecturer and fellow students, as well as to fulfil attendance requirements. A student is considered to be late 10 minutes after the start of class as scheduled on the timetable. If a student misses 30% of the scheduled class time, he/she is deemed to be absent.

Students are expected to complete all assigned work including practical activities, and to take all examinations and quizzes at the times they are designated for each course in which she/he is enrolled. Excused absences can be obtained upon presenting documentation for the following reasons:

i) Personal illness or illness of a close family member

Documentation bearing the signature and stamp of a doctor, hospital official, or the University College’s nurse are considered proof. (Close family members are children, spouses and one’s parents.)
ii) Death in the family
Funeral programme, newspaper obituaries, statement from funeral directors - any of these is considered appropriate proof.

iii) Subpoena for court appearances
The student’s copy of the document is considered appropriate proof.

iv) Emergencies or circumstances over which the student has no immediate control
Appropriate corroboration, documentation and/or explanation are considered proof.

v) Religious observances
Although Christian religious holidays are reflected in the Academic Calendar of the University College, holidays of other religious groups are not. At the beginning of the semester, students whose religious observances fall outside of the University College’s calendar are required to provide the Dean of the relevant Faculty with dates of all religious observances in which they have to participate. It should be noted that while the University College will endeavour to accommodate these absences, they should not be to the extent where the student’s work or the University College’s regulations are compromised.

Students, with prior notification to the lecturer, may be excused from classes for trips taken by members of student organizations authorized by the University College; trips for University College classes, trips for participation in intercollegiate, national or regional athletic events, and for other events at which they are representing the University College. Notification in writing must come from the relevant persons or offices. Students who miss classes are responsible for obtaining copies of the class material covered during their absence. Coursework that will be due during the period of absence must be submitted prior to departure.

AN EXCUSED ABSENCE DOES NOT EXCUSE THE STUDENT FROM COMPLETING ASSIGNED WORK, INCLUDING EXAMINATIONS.
A lecturer may initiate procedures to exclude a student from attending classes and from final examinations where unexcused absences exceed 20% of the scheduled classes for the course. The lecturer shall advise the student and the Examinations Department to ensure that the information is duly recorded.

A student may be excluded from classes, practicals, fieldwork and examinations by action of the relevant Dean for persistent non-attendance, and/or failure to produce assignments to the satisfaction of the lecturer. In courses which are examined mainly by coursework, a student who is excluded from classes will lose the right to a coursework grade. If this causes the student to fail the course, the student shall be awarded a failing grade and he/she will be required to register to redo the course the next time it is offered. Students who miss previously scheduled quizzes or tests for reasons other than those approved will be allowed to sit this missed assessment only at the discretion of the lecturer.
**CLASS CONDUCT AND PARTICIPATION**

The University College is a community of learners. All students are responsible for conducting themselves in a manner that helps to create and maintain an environment of learning in which the rights and freedoms of each person in the academic community is respected, always mindful of the excerpt from the University College pledge:

“I promise that I will never, by word or deed, try to lower the standard of any other student or make it harder for him/her to maintain his/her ideals.”

The tone of the classroom interaction has a significant impact on the educational environment. As such, lecturers and students have a responsibility for creating and maintaining an environment that supports effective instruction. Students are expected to observe reasonable rules of conduct in classrooms and laboratories, and during all activities that are part of course requirements. It is expected that students will spend at least two hours in preparation for each hour that a course meets so that they will be able to contribute in a positive way to class discussions and debates.

Students are expected to participate in legitimate class discussions and debates in a spirit of mutual respect and collaboration and to express their opinions in ways that will promote scholarly discussion. They are expected to demonstrate respect and civility in these discussions and not to disrupt the class. Disruptive behaviour in the classroom may be described as repeated, continuous behaviour(s) that interfere(s) with the process of teaching and learning. When a student behaves in a classroom, laboratory, or other formal learning environment in such a way that the rights of other enrolled students to an effective learning climate are being violated, the student shall lose the privilege of attending or receiving credit in the class.

The lecturer has the authority to deny the disruptive student the privilege of attending the class. Students who fail to respond in a positive manner will be referred for counselling.

**Electronic Devices**

The Mico University College recognizes the value of technology both as an instructional tool and in fostering essential skills that will benefit students after graduation. It also recognizes that while the use of electronic devices in the classroom setting can facilitate and enhance learning, it can also hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, classroom disruption by electronic devices is strictly prohibited. This applies to, but is not limited to, cell phones and their accessories and any other technological gadgets. Students are asked to have cell phones on silent, vibrate or off mode during lectures. If it is necessary to take an emergency or urgent call, then the student should leave the room to do so without disturbing the learning experience of other students.

The use of laptops may be permitted at the discretion of the lecturer and should only be used for purposes directly related to the course. Inappropriate use of laptops during lectures, labs, seminars, etc., creates significant disruption. Students are not permitted to record (whether audio or visual) any part of a class/lab/or other session unless granted permission by the lecturer to do so. In cases where there is a student with a documented disability who needs to use an electronic device, this should be communicated to the lecturer beforehand.
**Leave of Absence**

A student who is unable to continue his/her studies for financial, medical or other reasons should apply to the Registrar for leave of absence for a semester or an academic year. Applications for leave of absence shall be in writing, using the Leave of Absence/Withdrawal Form, signed and dated and submitted to the Registrar’s Office by the end of the third week of the relevant semester. If the leave is for the academic year, this submission should be made by the end of the third week of Semester 1. In all cases, the reason for the leave must be given. Supporting documents, as applicable, should be provided.

Leave of absence normally shall be granted for no more than one academic year. Leave of absence may be extended beyond the academic year but shall not exceed an additional year. The extended period shall be granted on the approval of The Registrar, at the written request of the student. The University College shall consider that the student has withdrawn if the student remains unregistered beyond the approved leave period without prior notification. Students whose leave expires without their having registered will be withdrawn from the University College.

**Withdrawal from the University College**

The University College shall consider students who have not registered for a period of at least one academic year to have withdrawn from the institution.

Students through their own volition may withdraw from the institution. Those students who wish to leave the University College whether at the end of a semester or the academic year must formally withdraw. The application for withdrawal shall be made on the Leave of Absence/Withdrawal Form. Students who do not attend classes and fail to withdraw formally will be assigned the Grade “E” for each course.

**Extenuating circumstances:**

There may be many reasons for a student to request withdrawal from classes, including, but not limited to, sudden hospitalization, death in the family, personal or family crisis, and unanticipated and unavoidable changes in employment. Avoidance of an undesirable grade does not justify withdrawal.

1) **Voluntary Withdrawal**

A voluntary withdrawal is when a student decides to officially discontinue their studies. The withdrawal indicates that a student has dropped or will drop all courses for a given semester. Withdrawing from the University College differs from dropping one or several classes within a given semester. If a student retains even one class, he or she is still considered registered for that semester.

A withdrawal is done in consultation with the Department Head and Dean of the respective faculty. Depending on the date of withdrawal, the student may be entitled to some pro-rated refund of tuition. The student will need to discuss this with the Student Finance Section of the Bursary. A statement regarding the withdrawal shall be added to the student’s transcript.
ii) Withdrawal on Medical Grounds
Withdrawal for medical reasons is generally acceptable in respect of unforeseeable illnesses or injuries that have interfered with the student’s ability to complete specific course(s). Withdrawal from the institution on medical grounds is acceptable in respect of acute or severe illnesses or injuries that incapacitate the student. Medical withdrawal includes both physical health and mental health difficulties. Medical documentation may be presented on leaving but is mandatory upon resumption of studies. A student who becomes pregnant and whose health and safety and that of the foetus may be compromised by the rigour of her programme of studies will be counselled to take a Leave of Absence. If the student chooses not to accept the advice given after the counsel, The Mico University College will not accept liability for any injury or complications that might result.

A student may request and be considered for a compassionate withdrawal when extraordinary personal reasons, not related to the student’s personal physical or mental health (for example, care for a seriously ill child or spouse, or a death in the student’s immediate family) prevent the student from continuing in classes.

iii) Mandatory Withdrawal
The University College’s medical doctor and the Guidance Counsellor may recommend that the Academic Board require a student to withdraw from the University College:

- on the basis of unsuitability for the practice of the profession to which his/her programme of study leads;
- where there is reason to believe that the student poses a threat to himself/herself;
- if the student’s actions/behaviour interfere with the welfare of other members of the University College;
- if the student’s actions/behaviour interfere with the education process of the institution.

The student will be required to be professionally evaluated by a physician, psychologist or psychiatrist approved by the University College. The following actions may be taken:

- After consultation, the student may be placed on a regime of medication and/or therapy and allowed to resume studies.
- The student may be asked to apply for Leave of Absence for a semester in order to participate in further therapy.
- The student may be asked to withdraw if it appears that he/she will not be able to complete the course of study. Such a student may apply for re-entry to the institution at a later date.

Refunds as a result of withdrawals
Students who withdraw formally from the University College may be eligible to receive refunds of tuition fees. The Mico University College’s policy for the refund of tuition provides a percentage refund based on the dates of withdrawal. (For further information, please check the Financial Information Section of this Handbook).
**Hold on Student Record**

**Types of Hold on a Student’s Record**

Academic or administrative departments may place a hold on a student's academic record which will restrict the student from performing certain actions until the hold is resolved and removed.

The types of holds that can be placed on a student's record shall include but not restricted to the following:

- **Academic**—placed and removed by the appropriate Dean's office
- **Administrative**—placed and removed by the Registrar’s Office
- **Disciplinary**—placed and removed by Academic Board under advisement
- **Financial**—placed and removed by offices such as the Library, and/or Office of the Bursar
- **Health**—placed and removed by University College Health Services

Most "holds" shall prevent the release of the student’s academic transcript until the obligation has been resolved. All financial obligations must be satisfied before the student can register for another semester. Students who have a "hold" placed on their academic record during the registration process may not be able to enrol in the same courses in which they had originally registered.

To remove a “hold” on a student’s record, the student, MUST pay the debt owed, correct the scholastic deficiency or be cleared by the Registrar’s Office.

**Consequence of a Hold on a Record**

A hold that remains on a student’s record at the deadline for Fee Payment will result in the student being deregistered from all of his/her classes.

**Resolving a Hold on a Record**

To resolve a hold on a student’s record, the student must contact the department that placed the hold to discuss the conditions of its removal. If the student is not a current student, contact shall be made with the University Registrar who will direct the student’s query to the appropriate office to resolve the hold.

**Rights of the University College**

The University College reserves the right to make variations to courses including scheduling, entry requirements and methods of delivery and to discontinue or combine courses, both before and after the student’s admissions to the University College, if such action is reasonably considered necessary by the University College. Should the student wish to withdraw in these circumstances and enrol in another institution, the University College shall assist as far as possible.

The University College reserves the right to reschedule courses from one semester to the next; to withdraw courses where there is insufficient demand; to charge a fee to cover aspects such as study visits and learning materials and to vary modes of delivery. The offer to the applicant and the acceptance of a place at The Mico University College will be subject to this condition.
F. ASSESSMENT

COURSE ASSESSMENT

A student is assessed for every course in which he/she is registered. A course may be examined by one or more of the following: examinations (written, practical or oral), coursework (individual and group) which may include practical work, field work, microteaching, oral presentations, research paper or any other approved method or combination of methods.

Students are responsible for meeting ALL assessment requirements for each course in which they are enrolled. Each student must be familiar with the assessment requirements, their due dates as well as the penalties for late submission as stipulated on the course outline and/or assessment schedule provided at the beginning of the course. Students are expected to plan and organize their time in order to manage several deadlines, other commitments and possible problems with computers, printing, and the like.

Registration for a course constitutes registration for the examination(s) in that course.

COURSEWORK

Coursework is given in keeping with the philosophy of continuous assessment. All methods of assessment which count toward the final grade for a course, are approved by the Academic Board.

Coursework is due on the date specified by the lecturer and is usually submitted to the Faculty or Department Office. Leaving an assignment under the lecturer’s door or handing it to the lecturer while on the corridor, is not considered to be an appropriate submission. If the assignment gets misplaced or lost, there is no recourse for the student and the assignment will be considered as not having been submitted.

A student will be required to sign, indicating that the assignment has been handed in and will be given a receipt. Keep the receipt in a safe place. **It is strongly suggested that you keep a copy of all work submitted for assessment.** Students must submit the work in the manner and format specified by the lecturer. Lecturers are not required to accept coursework sent via e-mail unless they have authorized this electronic submission. Whether submission is in digital (‘soft’) or tangible (‘hard’) form, **no additions or other amendments may be made to the assignment once submitted.** Submission on the deadline set by the lecturer is the **final** submission.

Students are required to meet the deadlines established by the lecturer as indicated on the course outline. However, if there are extenuating or special circumstances preventing the student from submitting the assignment on the due date, the student may apply in writing, for an extension. Students who require an extension to a due date of an assignment must apply for the extension prior to the due date. If an extension is sought, a formal application should be submitted in writing to the Department Head, supported by any relevant documentation. No more than 7 working days extension may be granted, except for extraordinary circumstances for which evidence is provided.

The penalty for late submission will be 5% of the total possible mark for the assessment per normal working day for up to 10 working days after the due date for submission. No assignment will be accepted after 10 working
days. In such an instance a mark of zero and a result of Fail/grade ‘E’ will be assigned. When an extension has been granted, the student is expected to submit their work before 7 days have expired.

**All required assignments for each course must be submitted before a student is awarded a grade.** If all pieces of work are not handed in by the due date, and no extension was granted, the student will not be awarded a grade for the missing piece(s) of work. If this absence of grade causes the student to receive a failing grade, then the student must re-do/resit the course the next time it is offered.

Extenuating or special circumstances are those which are exceptional for the individual student, are beyond the student’s control and for which there is sufficient evidence to show that they had a significant adverse impact on the student which resulted in non-attendance or a non-submission for a scheduled assessment.

The types of reasons considered acceptable for the purposes of requesting extensions to course work deadlines include:

- significant medical problems e.g. short-term physical illness, mental ill-health or injury
- significant problems of a personal nature (e.g. family emergency, divorce, is a victim of a crime)
- compassionate grounds (e.g. family bereavement, serious illness of a person with whom the student has a close relationship.)

Circumstances which are unlikely to be accepted as a reason for granting an extension include:

- equipment failure including computer/printer difficulties
- poor time management/conflicting obligations (e.g. other assignment due)
- lack of awareness of dates or times of assessment submission or examination
- moving to a new house, weddings, oversleeping, financial issues

**Evaluation of Laboratory / Practical work**

If a student misses a week of lab work/practical work because of illness or excusable emergencies, he/she will be allowed to complete the missed lab/s before the next scheduled lab time. At least 80% of the practical work must be done under the supervision of the assigned lecturer or his/her proxy during designated lab hours. Unsupervised work will not be accepted for a grade.

All coursework must be submitted before the examination period begins.

All Research papers and Reflective Practicum documents must be submitted within the academic year by the deadlines stipulated. For any work to be accepted after the deadline, the student will be required to register for the semester in which the work is submitted.

**Practicum**

The Mico University College Practicum is a progressive exercise in which a minimum of 192 hours of work are covered over 3 semesters.

The Practicum is designed to facilitate the prospective teacher’s entry into the community of practice and is designed to ensure The Mico’s branding which embraces the capacity to:
• Create knowledge that leads to effective instructional practice.
• Identify and develop a repertoire of best practices in both teaching and classroom management.
• Develop and apply problem-solving skills relevant to a range of instructional settings.
• Design and use instructional technologies to provide meaningful learning experiences to their students.
• Respond to the changing needs of the society.
• Develop the skills of an action researcher/reflective practitioner.
• Be an active life-long learner.
• Work with and through communities.

A student may attempt the Practicum twice in succession. If the student fails in the second attempt, he/she will not be allowed to attempt the Practicum again until he/she has completed one or more methodology course/s in their option area as decided by the Head of Department in consultation with the Dean.

RESEARCH PAPER

One major culminating activity of each programme is the final Research Paper/Report. In preparation for the capstone research project, students are required to do the course Classroom Action Research. Following this, students conduct research in the course, Reflective Practicum: Action Learning, which includes the fourth and final Practicum event. This may run concurrently with the Teaching Practice or take place thereafter in the semester immediately following.

Action Learning provides supervised practicum experiences in workshop/ seminar settings to complement action research being implemented in cooperating schools. Student teachers are engaged in: the application of theoretical principles to address educational issues in actual school situations; the integration of requisite knowledge, skills and attitudes across the curriculum; the application of technology for best practices in teaching and the overall development of a personal philosophy of teaching that concurs with contemporary trends. The field work (practicum) is clinically supervised, but students assume increasing responsibility for the outcome of the process, as they apply action research methodology to address an area of interest to them and develop a portfolio as evidence of the reflective processes employed.

In their final semester, students write the Research Paper/Report under supervision, in the format prescribed. Note that while this is related directly to the Action Learning experience, it is a discrete course and the Action Learning portfolio is not the same as the Research Report.

EXAMINATIONS

Courses are examined for the assignment of grades. Some courses are examined by 100% coursework, which may include portfolios, presentations, research papers, essays, problem papers, in-course examinations or tests, or by a final examination at the end of the semester. When you register for a course you register for the evaluation procedures for the course. To be eligible for writing examinations, a student must be registered at the institution, be in good financial standing, and meet the attendance and course work criteria for the course.

The information given in this section represents selected rules for the administration of the examinations. However, you are advised to check The Mico’s website for “Examination Regulations for Diplomas and Degrees”
which details the regulations governing the conduct of the examinations at The Mico University College and to become familiar with its contents. The information should assist you in understanding what is required of you when sitting final examinations.

**Final Examination Procedures – General Information**

*Examination Dates and Times*

This information is communicated through The Mico’s email system. At least two draft timetables are circulated prior to the final timetable being published. Students are advised to notify the Examination Unit of any clashes, before the publication of the final timetable i.e. as soon as the first and second drafts are published. Draft timetables will be scrutinized to facilitate, as much as possible, the reasonable spread of papers throughout the examination period and to avoid clashes.

Below is a table of examination periods and publication dates of examination timetables for each semester.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Examination Period</th>
<th>Publication of Final Timetables</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester (August – December)</td>
<td>weeks 1 to 3 of December</td>
<td>1st week in November</td>
</tr>
<tr>
<td>Second Semester (January – May)</td>
<td>1st and 2nd weeks of May</td>
<td>1st week in April</td>
</tr>
<tr>
<td>Summer Semester (May – August)</td>
<td>1st and 2nd weeks of August</td>
<td>1st week in July</td>
</tr>
<tr>
<td>Supplemental Exams</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Final Examination Procedures**

It is the student’s responsibility to be aware of dates and times of all examinations, as well as, the regulations that govern the conduct of examinations.

**The following pertains for all written final examinations:**

*Examination Permits*

Examination Permits for each semester –

- Are required for the sitting of all examinations. Students without examination permits and valid Mico ID are not eligible to enter the examination room.
- Are printed by students from their record on the SMS.
- Shall be presented at the examination location in a clean and unsoiled manner, and without any unauthorized markings.

To write a final examination, students **MUST** display their examination permit and their Mico Identification Card on their desk throughout the examination period. For coursework only courses, students must be registered for the course on the SMS in order to submit coursework pieces or sit in-course tests.
Candidates with Special Needs or Injuries

Candidates with special needs must have declared the need for accommodation and applied for the same as described above under Section B, Subsection ‘Students with Disabilities’. This is required in the case of temporary and long-term / permanent impairments, whether physical, cognitive or psychosocial. If the impairment prevents the candidate being accommodated in the assigned examination room, the candidate who has previously reported the impairment to the Registrar should ensure that the accommodations are being prepared by checking with his/her Department Head as soon as the first draft of the Examinations timetable is released.

If a student’s illness will affect his/her performance and the student chooses to write the examination nonetheless, the grade obtained on that examination will be the official examination result. Students who fall ill during the sitting of an examination will be given the option to complete the examination in the Health Centre, provided that the nurse on duty advises that the student’s condition is not likely to be worsened by so doing.

Graduation

To qualify for graduation students must have completed and passed all the required courses of the programme by the end of the final year, be in good financial standing, and having returned all University College property e.g. library books. Students will be required to apply for graduation before the end of their final semester. The application should provide current contact information and will alert students to any gaps in their course requirements for graduation. The Degree certificate will be presented after graduation after it has been established that the student is not indebted to the institution.

Aegrotat Degrees

An Aegrotat Degree is granted to a student who has fulfilled all requirements for graduation but was prevented by illness from attending all of the final examinations. A student who has been absent through illness from part of the examination in the final year of the degree programme in no more than two courses, may apply through the University Registrar to the Academic Board for the award of an Aegrotat Degree. This application must be accompanied by a medical certificate signed by the University College doctor or by a medical practitioner approved by the University College. This application should be submitted to the University Registrar no later than thirty days from the last examination which should have been taken by the student.

The application, together with reports and recommendations from those who have taught the student in the courses concerned should be referred by the Dean/Department Head to Academic Board through the Registrar.

An Aegrotat Degree is awarded without distinction or class. Holders of an Aegrotat Degree will not be permitted to re-enter the University College for the same degree. Such a person, however, if accepted by Academic Board, can proceed to a higher degree.

Aegrotat standing in a course

A student who has already completed 60% of the work of a course with at least a grade of C and who has been absent from the examination of no more than two courses which count toward the GPA, owing to certified illness, may apply for exemption from the examinations of these courses and be assigned an Aegrotat Grade of C.
GRADES AND QUALITY POINTS

The grading system for the undergraduate programmes uses a 4-point grading scheme. Grades and Quality Points are awarded as per Grading Scheme shown in the table below.

The following meanings will apply for terms used:

**Grade Point Average (GPA):**
The average obtained by dividing the Total Quality Points earned by the Total Quality Hours for relevant courses. Some courses are awarded a Pass/Fail grade, and will therefore not affect the GPA.

**Quality Hours:**
The Credit Hours of the courses which will be used in the calculation of the GPA

**Quality Points:**
The numerical value assigned to each letter grade

**Grade Points:**
The value of the Quality Points earned for each course multiplied by Quality Hours assigned to the course

THE MICO UNIVERSITY COLLEGE
4-Point Grading Scheme

<table>
<thead>
<tr>
<th>Scores</th>
<th>Grades</th>
<th>Quality Point</th>
<th>Description</th>
<th>Class of Award</th>
<th>Graduate School Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A+</td>
<td>4.00</td>
<td>Excellent</td>
<td>1st Class Hons.</td>
<td></td>
</tr>
<tr>
<td>80 – 89</td>
<td>A</td>
<td>3.50</td>
<td>Very Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75 – 79</td>
<td>A-</td>
<td>3.25</td>
<td>Good</td>
<td>Upper 2nd Class Hons.</td>
<td></td>
</tr>
<tr>
<td>70 – 74</td>
<td>B+</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65 – 69</td>
<td>B</td>
<td>2.75</td>
<td>Fairly Good</td>
<td>Lower 2nd Class Hons.</td>
<td>Pass</td>
</tr>
<tr>
<td>60 – 64</td>
<td>B-</td>
<td>2.50</td>
<td></td>
<td></td>
<td>Fail / Re-sit</td>
</tr>
<tr>
<td>55 – 59</td>
<td>C+</td>
<td>2.25</td>
<td></td>
<td></td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 54</td>
<td>C</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 – 49</td>
<td>D</td>
<td>1.50</td>
<td>Re-sit (Exam) or Re-submit (Courses for Coursework only courses)</td>
<td>Fail: Re-sit/Re-submit</td>
<td></td>
</tr>
<tr>
<td>00 – 39</td>
<td>E</td>
<td>0.00</td>
<td></td>
<td></td>
<td>Fail: Must re-do course</td>
</tr>
</tbody>
</table>

**CONDITIONS FOR CLASS OF AWARDS**

The cumulative Grade Point Average of years 2, 3 and 4 will be used to calculate the GPA used to determine the class of award. Students who wish to access scholarships are required to maintain a minimum GPA of 3.00.
The following indicates the requirements to be awarded the class of award indicated.

**First Class Honours**
- a) A cumulative GPA of **3.50 – 4.00**
- b) All courses for the 2nd, 3rd and 4th years of study should be passed on the first attempt
- c) Course of study should be completed within the specified time

**Second Class Honours (Upper Division)**
- a) A cumulative GPA of **3.00 – 3.49**
- b) Not redo any course as a result of failure, and should have no more than one re-sit / re-submission of a failed 2nd, 3rd or 4th year course
- c) Course of study should be completed within the specified time

**Second Class Honours (Lower Division)**
- a) A cumulative GPA of **2.50 – 2.99**
- b) Not redo any course as a result of failure, and should have no more than two (2) re-sits / re-submission of a failed 2nd, 3rd or 4th year course
- c) The course of study should be completed within the specified time

**NB:** Notwithstanding the class of award achieved by calculation, if the conditions stated in b) and c) are not met, the class of award will be lowered to the class of award immediately below the category.

**Pass**
- a) A cumulative GPA of **2.00 – 2.49**

The courses of study must be completed within the maximum permissible time.

Any cumulative GPA below 2.00 will be regarded as a failure. Students with cumulative GPAs between 1.50 and 2.00 will be allowed to re-submit coursework for coursework-only courses or to re-sit the final examination. Student with cumulative GPAs below 1.50 will be required to re-do the course. In cases where a student fails an Elective the failure will not affect the GPA. The student may re-do the Elective or choose another Elective. At the end of the programme however, the student should have completed all the requisite Electives.

**N.B.** Resubmission of coursework or re-sitting of an examination must be done the next time the course is offered. Failure to resubmit the coursework, or to re-sit the examination within this time period, will result in the student being required to re-do the course. Existing coursework grades will not be applied to the re-done course.
**Repeating Courses**

Students must receive a passing grade (A – C range) in each course to progress satisfactorily and remain in the programme. A grade of 40 – 49% will qualify the student for a re-sit/resubmission. A grade below 39% means that the student will have to repeat the course. The repetition will not however eliminate the previous grade from the student’s record.

A failed course may be repeated twice. If the course is an Elective, the student may attempt a different course. If the course is in the student’s specialization and the student fails the course on the second attempt, the student may be put on academic probation. All grades obtained will appear on the student’s transcript. A student may not repeat a course in which a grade of C or higher has been earned.

**Students Failing Two or More Courses in a Semester Will Be Ineligible for Progress and Will Be Put on Academic Probation.**

If the student’s course load is less than twelve credits, the student may, at the discretion of the respective Head of Department, be allowed to make up the credits by doing one or two general courses from the following year’s offerings. The courses should not have prerequisites.

**Academic Appeals**

The academic appeal is a formal procedure designed to provide students with an option to address academic issues and concerns such as unfair grading, poor instruction, unfair treatment, etc. The student may contact the Dean in the first instance. If there is no redress, the student may appeal, in writing, to the Registrar.

**Appealing Grades**

If a student is dissatisfied with the grade received in a course, and feels that the work submitted should have been assigned a higher grade, or that there was an error in the calculation of the grade, that student may appeal the grade assigned. It should be remembered that students’ work is examined by at least two examiners.

If a student is desirous of appealing his/her grade, he/she should submit an appeal in writing to the University Registrar within three weeks of the posting of grades. Upon receipt of the letter of appeal, the Registrar will direct the student to discuss the issue with the lecturer who assigned the grade. If the issue remains unresolved, the student may request a “grade review”. There is a cost to the student for this exercise. Once the relevant fees have been paid, the Registrar will ask the Dean to engage someone with the necessary expertise in the area to grade the paper. The student should be aware that the outcome of the grade review may result in the grade remaining the same, or amended up or down. The grade assigned in the review will be considered as final.

In all deliberations on grade appeals, it will be the student’s responsibility to prove that a violation of the University College’s regulations occurred or that the lecturer’s own stated criteria for grading has not been followed.
G. ACADEMIC STANDING

LEVELS OF ACADEMIC STANDING

Academic Standing refers to the standard of achievement a student obtains, based on grades earned for at least 3 courses, not including non-credit or Pass/Fail courses. At the end of each academic year the University College through its Examination Boards reviews the academic record of students and makes recommendations regarding students’ academic standing. Each student will be advised by the Dean of the relevant Faculty of any action deemed necessary. Continued enrolment at The Mico University College shall depend on the student maintaining satisfactory academic progress toward attaining a degree. The University College measures this performance by the student’s grade point average (GPA) and the number of courses for which a passing grade is received. Students are encouraged to communicate regularly with lecturers and others who can help them, particularly when there are academic difficulties, making good use of consultation hours.

There are 5 levels of academic standing:

i) Good Academic Standing

The definition of Good Academic Standing is satisfactory academic progress during a semester i.e. the maintenance of a GPA of at least 2.00 and a passing grade in all courses.

   Dean’s List
   Students will be placed on a Dean’s List where the student is a full-time student and has attained a GPA of 3.0 or above but below 4.0 in any one semester. The notation will be placed on the student’s file.

   President’s List
   Students will be placed on the President’s List where the student is a full-time student and has attained a GPA of 4.0 in any one semester, or has maintained a cumulative GPA of above 3.0 for two academic years. The notation will be placed on the student’s file.

ii) Academic Warning

An Academic Warning is the first formal notification that a student has failed to meet the requirements for good academic standing. An Academic Warning shall be issued by the Dean of the relevant Faculty to any student who fails to attain a GPA of 2.0 or higher, or who fails one or two courses in the semester. A student who has received an Academic Warning shall be encouraged to develop a plan for academic improvement in consultation with their Academic Advisor. The Academic Warning shall not be part of the student’s permanent academic record.

   iii) Academic Probation

Students are placed on Academic Probation as an indication that their academic progress is not satisfactory and that continued failure to improve may result in their being dismissed from the University College. Academic Probation is a formal notification, issued by the Dean of the relevant Faculty, that the student should take steps to achieve the University College’s academic standards, to avoid dismissal.

A student will be placed on Academic Probation when he/she fails to maintain a GPA of 2.0 but not less than 1.5, or who fails 3 or 4 courses. The letter informing the student about him/her being placed on Academic Probation
shall be placed on the student’s academic record. A student on Academic Probation shall be required to consult with an Academic Advisor or Counsellor, to make an academic improvement plan with the aim to return to good academic standing, and shall be required to take less than the normal academic load in the next semester of attendance. A student on probation must register for no more than 15 credits during the probationary period and should not be absent from any classroom activities, laboratory or fieldwork event. A student on Academic Probation shall be ineligible for participation in intercollegiate athletics, to serve as an officer in student government or to represent the University College, unless the Vice President of Academic Affairs, or designate, grants special permission. The goal for the student on Academic Probation is to achieve a GPA of at least 2.0 and not to fail any course in the following semester.

iv) Repeat of the Academic Year
When any student’s GPA falls below 1.5, but is higher than 1.0, or if the student fails 5 or 6 courses for the academic year, the student will be required to repeat the Academic Year and a notation will be placed on the student’s file. A student who is required to repeat a year shall consult with an Academic Advisor or Counsellor, to make an academic improvement plan with the aim to return to good academic standing. During the repeat year the student shall be ineligible for participation in intercollegiate athletics, to serve as an officer in student government or to represent the University College. The student will have to raise his/her GPA to at least a 2.0 and ensure that he or she receives a passing grade in each course.

Failure to Progress
Students must successfully complete all Year one courses by the end of the second academic year. Students who fail to complete all the Year one courses or sufficient numbers of pre-requisites to progress shall not be promoted to Year three. Further, the student shall be required to complete the outstanding courses needed to progress before they will be promoted.

v) Academic Dismissal
A student will be academically dismissed if the student -

• has a GPA of less than 1.0 in any one semester
• fails 7 or more courses in any one semester
• is on “Academic Probation” for more than two consecutive academic years
• does not achieve a GPA of at least 1.5, having repeated an academic year because of poor performance

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration by the Registrar in consultation with the Dean and the Department Head. “Academic Dismissal” shall be placed on the student’s academic record.

Reinstatement/Re-admission
A student dismissed from the University College terminates their relationship with the institution for a minimum of one year, and MUST apply to the Dean of the relevant Faculty to determine eligibility for return. If the student is eligible to return, the Dean will make a recommendation to the Registrar, who may allow the student to return on probation. A student who is re-admitted following a period of dismissal is ineligible to participate in organized co-curricular activities or hold office in any University College organization for the first semester after resumption.
H. STUDENT CONDUCT

The Mico University College is committed to providing a safe, equitable and orderly environment for the University College community, and expects each member of that community to behave responsibly and ethically. Students are therefore expected to conduct themselves in a way that respects the cooperative standards of the community and accords with the University College’s standards.

ACADEMIC INTEGRITY

Academic Honesty is a fundamental principle of learning and a necessary foundation for all academic institutions. The University College recognizes honesty and integrity as essential traits in academic life, and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty.

Violations of the principle deny the violators the opportunity to obtain confident command of the material they are credited with knowing, cheat their classmates out of deserved rewards and recognition, and demean the degree they are awarded. It is therefore a matter of great and mutual concern to all members of The Mico community that a concerted effort is made to maintain high standards of integrity, both to protect the value of the educational process in which we are engaged and to maintain the credibility of the institution.

Individual integrity is vital to the academic environment because education involves the search for and acquisition of knowledge and understanding, which are in themselves intangible. Evaluation of each student’s level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and coursework. Any act that interferes with the process of evaluation by misrepresentation of the relation between the work being evaluated (or the resulting evaluation) and the student’s actual state of knowledge and understanding is an act of academic dishonesty.

Academic dishonesty in any form is unacceptable and includes, but is not limited to, plagiarism, cheating and fabrication or misrepresentation.

ACADEMIC MISCONDUCT

Cheating: Cheating is an act of dishonesty, with the intention of obtaining and/or using information in a fraudulent manner. It may manifest itself in any/all of the following:

i) Observing and/or copying from another student’s test paper, report, computer files and/or other class assignments, with or without his/her knowledge, consent, facilitation or invitation.

ii) Giving or receiving assistance during an examination. This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.
iii) Using class notes, outlines, text messages and other unauthorized information during an examination.

iv) Using, buying, selling, stealing, transporting, or soliciting, in part or in whole the contents of an examination or other assignment not authorized by the lecturer/facilitator of the course.

v) Exchanging places with another person for the purpose of taking an examination or completing an assignment. A student who arranges for another individual to undertake or write an examination on his/her behalf, as well as the individual who undertakes to write the examination, will be subject to disciplinary action which could lead to suspension or expulsion.

vi) Using for credit the same material in a term paper, book report, project, or class assignment written for credit in another class without the knowledge and permission of the lecturer. This is considered to be self-plagiarism and “duplicate submission”, which represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.

vii) Fabricating information for any report or other academic exercise.

Plagiarism: Plagiarism is a dishonest act that occurs when a student intentionally or carelessly presents the ideas, work and/or writings of another person as his/her own. Plagiarism includes, but is not limited to, the exact duplication of another’s work and the incorporation of a substantial or essential portion without appropriate citation, copying and pasting information from websites or any publications, paying for a paper written by someone else or using one’s work which was previously submitted for a grade in another course. Bear the following in mind:

i) To avoid plagiarism, give written credit and acknowledgement to the source of thoughts, ideas, and/or words quoted directly, paraphrased or used with reference to a general idea.

ii) The American Psychological Association style (APA) is usually used for referencing.

iii) For works quoted which are written by someone else, enclose the cited portion with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference)

iv) Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. This includes papers, book reports, projects, and/or other class assignments.

Fabrication or Misrepresentation: Fabrication is the provision or use of any false or altered information, data or citation in an academic exercise. Misrepresentation is giving incorrect or misleading information or failing to disclose relevant information. Fabrication or misrepresentation of academic records may include, but is not limited to:
• making a false statement regarding one’s academic credentials;
• concealing material information; and/or
• forging someone else’s signature;
• forging a University College academic document or record (also a crime);
• tampering with computer records;
• falsifying academic information on one’s resumé; and/or
• falsifying communications about class absences, missing assignments, exams or other course expectation and requirements.

**Consequences of Academic Misconduct**

The consequences of an academic misconduct may include loss of self-esteem as well as trust within the academic fraternity. Regardless of the severity of the offense, a report is to be made in writing using the Academic Misconduct Report Form (AMRF) and a notation made on the student’s file so that repeated offenses do not go unnoticed. Sanctions for academic misconduct may include:

1. **Written warning; grading penalties, e.g. an “E” for the assignment/exam/course or reduced grade; suspension; expulsion; withholding or revocation of degree.**

2. **Report to the Assistant Registrar, Head of Examinations.** If during an exam, any student is suspected by an invigilator of cheating in any form, including facilitating cheating by other candidates, he/she will be advised by the Chief Invigilator that the matter will be reported. The student will be allowed to continue the examination. The invigilator’s report will be shown to the student at the end of the examination and he/she will be given the opportunity to write a response to the accusation. An investigation will follow.

3. **In cases of plagiarism, the actions indicated below may be implemented.** In all cases, a report will be prepared using the AMRF. Based on the severity of the offence a faculty member may employ **any** of the following, in accordance with the Academic Integrity Policy:
   i) **Warning:** If the faculty member believes this to be the first offense, he/she indicates to the student that further academic dishonesty will result in other sanctions being imposed.
   ii) **Resubmission of work:** The faculty member may require that the work in question be rewritten in conformance with proper academic standards and requirements. The faculty member may also specify other requirements.
   iii) **Grade reduction:** The student’s grade for a test, project or other academic work may be lowered.
   iv) **Failing:** A grade of “E” is assigned for the assignment.

Penalties that may be imposed at the University College level are:
- A grade of “E” is assigned for the course.
- Suspension from the University College
- Expulsion

Students have the right of appeal against any sanctions applied by the officers of the University College. In all cases, due process must be carried out. Students must follow the procedures laid out for dealing with such issues.
CODE OF CONDUCT

The Mico University College is committed to the overall educational and personal growth of its students. In order to facilitate this growth most effectively, it is essential to maintain an appropriate environment.

The following regulations are designed for the general well-being of all members of the University College community. They seek to inform students of expected behaviours, describe prohibited conduct and state the disciplinary procedures and sanctions applicable in order to ensure that the rights of all students are respected and protected. The University College strives to make the campus community a place of study, work and residence where people treat one another, and are treated with respect and courtesy. The University College views the student conduct process as a learning experience that can result in growth and personal understanding of one’s responsibilities and privileges within the University College community and the wider community.

The Students’ Code of Conduct is in effect both on and off campus when students are in attendance at a function sponsored by the University College, alumni or other groups. These functions include but are not restricted to the following: social events, club/society/religious fraternity activities, athletic events, Practicum, conferences, trips or other University College related experiences. This Code of Conduct is also applicable when students are in and around the wider community of the campus or Practicum site.

Students are expected to maintain the highest standards of morality, integrity, orderliness and personal honour befitting a teacher in training. Therefore, they are expected to conduct themselves lawfully, maturely and responsibly. A responsibility of those in the University College community is to follow established rules and guidelines in order for the community to function more efficiently. The Mico University College views each person as an individual with certain responsibilities to the University College community and reserves the right to refuse admittance or dismiss any student whose behaviour and lifestyle are not consistent with the goals of The Mico University College.

When students respect the rights of others to engage in educational, social and recreational activities without interference; obey the University College’s regulations as well as the laws of the country; safeguard others from being harassed or subject to physical harm, then a healthy, safe and productive environment will be created. The Mico University College, as a community of men and women, is committed to furthering scholarship, academic pursuits, and dedicated service to our society. As an institution, our purpose is to assure all students an equal opportunity to fulfil his/her intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations accrue from membership in any academic community committed to goals such as:

- The rights of personal and intellectual freedom which are fundamental to the idea of a university college;
- A deep and abiding respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University College and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for accessing and complying with the established University College policies as listed in its official publications. In addition, students must comply with the legal and ethical standards of the institution. All members of the community should inform the appropriate official of any violation of conduct regulations.
The University College reserves the right to request at any time the withdrawal of a student who cannot or does not maintain the required standard of scholarship, or whose continuance in the institution would be detrimental to his/her health, or the health of others, or whose conduct is considered unsatisfactory by the authorities of the University College.

All students are expected to familiarize themselves with the ethical standards, guiding principles and the related policies of the University College including the Code of Conduct. Not knowing or understanding these standards and policies is not a defence or excuse.

**CONDUCT REGULATIONS**

Students should not interfere with the rights, safety, or health of members of the University College community nor interfere with other students’ right to learn. Students are expected to abide by all University College rules and regulations and all national laws. Violations of conduct regulations include, but are not limited to:

**Non-Academic Misconduct**

*Complicity*  
A student who through act or omission assists another student, individual, or group in committing or attempting to commit a violation of the Code of Conduct will be subject to disciplinary action.

*Disorderly conduct*  
All lewd, obscene, indecent behaviour or other forms of disorderly conduct on University College property or at any function sponsored or supervised by the University College is prohibited. No student will threaten to, or actually, push, strike, or physically or verbally assault any member of the faculty, administration, staff or student body or any visitor to the campus. These behaviours are breaches of the laws of Jamaica and will be reported to the Police.

The abuse or unauthorized use of sound amplification equipment indoors or outdoors during class hours is prohibited. Abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.

*Disruptive behaviour*  
Members of the University College community have a right to lawful freedom of movement, the lawful use of property, facilities and parts of the University College. Violations of these rights with intent by: physically hindering persons from entering or leaving or using the facilities; remaining in any building after being told to leave (e.g. during General Assembly); the playing of loud music while classes are in session; interfering with University College officials or lecturers in carrying out their lawful business are prohibited.

Students may not disrupt the orderly processes of the University College involving teaching, administration, disciplinary proceedings or other activities. Behaviour which disrupts the teaching-learning process during class activities will not be tolerated. This includes belligerent, abusive, profane, and/or threatening behaviour. A student who fails to respond to reasonable faculty direction regarding classroom behaviour and/or
behaviour while participating in classroom activities may be dismissed from the class and will be subject to further disciplinary action.

**Non-compliance with University College staff**

Students are required to comply with reasonable directives or requests from members of staff and from security personnel contracted by the University College, acting in the performance of their duties. Failure to comply with the terms of any directive, policy, procedure or agreement (such as the Student Contract) between a student and a University College official is a violation of the Code of Conduct.

## Misconduct towards members of the University College Community

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<tr>
<th>Misconduct Type</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Disorderly assembly</strong></td>
<td>Students are free to support causes by orderly means that do not disrupt the regular and essential operation of the University College. Students should not assemble on campus for the purpose of creating a riot, causing destruction, or disorderly diversion which interfere with the normal operation of the University College or cause property damage. This should not be construed as denial of the right to peaceful, non-disruptive assembly. Students are not allowed to prevent persons from entering or leaving the campus, or obstruct the free movement of other persons about the campus or interfere with the use of the facilities.</td>
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<tr>
<td><strong>Dissemination of malicious material</strong></td>
<td>Students who disseminate or cause malicious and/or defamatory material to be disseminated, or engage in activity which creates a social or academic climate that hinders or prevents the free and full participation of another person or group in the life of the University College will be in breach of the Code of Conduct and subject to disciplinary action. This includes all materials posted in social media and on notice boards around the campus or otherwise made visible or accessible to the community or part thereof.</td>
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<tr>
<td><strong>Harassment/verbal abuse of others</strong></td>
<td>Harassment includes conduct that is intended to unreasonably interfere with a person’s life at The Mico University College. This includes, but is not limited to, intimidation, threats, slurs, derogatory graffiti, internet/social media postings, repeated undesirable, uninvited and avoidable interaction or any conduct which endangers the health, safety or well-being of an individual or group.</td>
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<tr>
<td><strong>Physical assault/battery/bullying</strong></td>
<td>Threatening, fighting, intimidating, demeaning or insulting behaviour, physically abusing another person or holding him/her against his/her will is prohibited both on and off the University College’s campus and may be punishable by summary dismissal from the institution. These activities are also in breach of the laws of the country and will be reported to the Police.</td>
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<tr>
<td><strong>Ragging/Hazing</strong></td>
<td>The Mico University College prohibits any unproductive or hazardous activity that may be construed as hazing or ragging. Hazing/ragging is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, causes physical discomfort, embarrassment, ridicule for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university college. Such conduct includes but is not limited</td>
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to whipping, beating, branding, forced exercise, exposure to weather, forced consumption of food, liquor, beverage or drugs or any forced activity that humiliates, abuses, degrades or endangers the health and safety of other students.

**Rape/Sexual assault**

Sexual assault is any unwanted sexual contact or activity with a person that occurs without that person’s consent. Consent is not implied or effective when there is intimidation or a threat of physical or emotional harm. If the person is unable to give consent because he/she is asleep, intoxicated, unconscious, or otherwise unaware of the assault, it is still considered sexual assault.

**Sexual Harassment/Stalking**

Sexual harassment consists of any unwelcomed sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature. This includes, but is not limited to, submission to, or rejection of, such conduct that is made either explicitly or implicitly a term or condition of academic decisions affecting a student; conduct that affects or interferes with a student’s work or academic performance; conduct that is considered a condition for employment or that creates a hostile or intimidating work or academic environment.

**Misconduct of a General Nature**

**Alcohol and drugs**

The Mico University College, as an institution of higher education, is dedicated to the well-being of all members of the University College community - students, all categories of staff, and administrators. Because of its concern regarding the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University College to endeavour to prevent substance abuse through programmes of education and prevention.

The University College is in full compliance with the laws of Jamaica with respect to the possession and/or use of certain substances being illegal. Members of the University College community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

**Alcoholic beverages**

Possession, consumption and/or distribution of alcoholic beverages, in any form, in and about University College grounds, instructional buildings, halls of residence, and athletic facilities or at any University College activity on or off campus are strictly prohibited (i.e. unless authorized by the University College). It is illegal to include any form of drinking contest at social functions.

**Drugs**

The University College will uphold the laws of Jamaica concerning the illegal use, possession, consumption, dispersing and/or distribution, manufacturing, or sale of drugs, narcotics, controlled substances, counterfeit or synthetic substances and drug paraphernalia, which are illegal. Abuse of prescription medications is also prohibited. Only those medications taken under doctor’s supervision are allowed in campus housing or other property owned or operated by the University College.
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<tr>
<td><strong>Tampering with University College Property</strong></td>
<td>Tampering with the University College’s property (i.e. locks and keys, fire protection system, etc.) is prohibited. The student found tampering with the University College’s property will be required to make restitution for any property or part thereof which has been damaged or destroyed. The student will also be liable for suspension.</td>
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<tr>
<td><strong>Forgery and unauthorized duplication</strong></td>
<td>The forgery, alteration or unauthorized possession or use of the marks of the University College, official documents, records, and instruments of identification, misrepresentation, or counterfeiting is prohibited. The duplication of University College keys is also prohibited.</td>
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<tr>
<td><strong>Gambling</strong></td>
<td>Gambling may be defined as any unsanctioned game of chance where currency, property, and/or service are exchanged. Gambling, including taking or placing of bets or payoffs is prohibited on campus or other property owned and operated by The University College.</td>
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<tr>
<td><strong>Off-Campus offenses</strong></td>
<td>The University College has jurisdiction to investigate and prescribe disciplinary action against students for engaging in breaches of the Code of Conduct that occur off campus, and outside of University College precincts and activities, and other conduct that adversely affect the vital interests of the institution. The University College has a vital interest in the character of its students, and regards off-campus behaviour as a reflection of a student’s character and his/her fitness to be a member of the student body. Therefore, off-campus behaviour that indicates disregard for the health and safety of people or their property, including but not limited to criminal conduct, will be subject to disciplinary action.</td>
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<tr>
<td><strong>Possession or use of firearms and dangerous weapons</strong></td>
<td>Firearms, illegal knives, explosives, chemicals, devices to start fires or bomb-making materials must not be kept by students on property owned or operated by the University College. The brandishing or use by visitors shall not be facilitated either. With special authorization, members of the Jamaica Constabulary Force, Jamaica Defence Force or contracted security company who carry firearms to carry out their duties will be allowed to do so. These should not be discharged except in the carrying out of their duties. All breaches will be reported to the Police.</td>
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<tr>
<td><strong>Smoking</strong></td>
<td>Smoking cigarettes, other tobacco products, marijuana or other lighted smoking equipment is not allowed inside or around any buildings or properties owned or operated by the University College. <strong>The campus and residential areas are no-smoking zones.</strong> Students in violation will have the paraphernalia/products confiscated and will be liable for suspension for a repeated violation and for any other violation may be expelled.</td>
</tr>
<tr>
<td><strong>Theft</strong></td>
<td>Theft of property owned by the University College or of the property of others on the University College’s property is prohibited and may be punishable by summary dismissal from the institution. Additionally, theft is a breach of the laws of the country and will be reported to the Police.</td>
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</tbody>
</table>
**Vandalism and abuse/misuse of University College property**

Abuse of property may include damaging, defacing, destroying or misusing buildings, equipment, grounds and other resources, belonging to the University College. The posting of promotional paraphernalia, such as event advertisements and election campaign flyers on areas other than designated notice boards is considered as property abuse. Students in violation will be liable for the repair / renovation of damaged property. Incidences of serious damage will be reported to the Police.

An exhaustive list of misconduct is not possible, but will include all conduct that the University College deem to be unfit for a teacher or which may disrupt the smooth running of the University College.

**Consequences of any misconduct or unapproved behaviour**

Once it is determined that a student has committed a breach of the standards, protocols and policies of The Mico University College amounting to a misconduct or behaviours which are inappropriate or prohibited, disciplinary measures will be implemented. This may include:

a) **Reprimand:** Notice of violation of specified regulations and warning that further conduct of that sort may result in a more severe disciplinary action.

b) **Disciplinary restrictions:** Limiting of certain privileges or practices of the person(s) involved in the offence.

c) **Fines:** Fines may be imposed depending on the severity of the infraction.

d) **Probation:** The University College reserves the right to impose conditions and/or restrictions on the person(s) involved, with warning of more severe action if further infractions occur (or if probation is violated).

e) **Suspension:** Separation from the University College for a specified period of time. This suspension will appear on the student’s transcript. During suspension the student will be barred from the University College premises and will not be allowed to participate in any University College sponsored activity.

f) **Expulsion/Dismissal:** Immediate, permanent expulsion from the University College.

Restitution, community service, counselling or other assessments may also be required in certain circumstances.
ACCEPTABLE USE OF COMPUTER AND ELECTRONIC RESOURCES

Access to and use of The Mico University College computing and electronic resources are privileges granted to students, staff, and faculty for academic, research, operational and administrative purposes. This privilege carries many obligations. Users are expected to use these resources in an efficient, appropriate, ethical and lawful manner that supports the mission of the institution.

Misconduct in relation to Computer and Electronic Resources

Some examples of unauthorized use/ misuse are:

- Attempting to circumvent/bypass security facilities on any system or network.
- Placing any destructive or nuisance programmes such as viruses or worms into a system or network.
- Sending fraudulent, harassing, threatening or obscene messages.
- Intentionally accessing or collecting, or sending pornography or other material inappropriate to a public workplace.
- Unauthorized use of the University College’s name and logo and other marks.
- Transmitting advertisements, solicitations or promotion for any other commercial purpose not authorized by the administration.
- Create, store, process or transmit any defamatory material or material which is designed or likely to cause annoyance, harassment, inconvenience or needless anxiety to others.
- Using or accessing another person’s system, user ID, password, files, email or other data without that person’s permission or authorized by the Vice President of Administration.
- Using the system to excess in non-University College related activities, for example sending chain mail or mass unsolicited mail.
- Using the system or networks for personal financial gain, excluding outside professional activity.

Any computer identified as a security risk due to lack of virus protection may be disconnected from the network.

Social Networking Services

Social Networking Services or internet connectivity tools such as online communities have helped students at universities and colleges to connect in many positive ways. Students should, however, be very selective of the content posted being aware of the following:

- Any material that is posted on these sites is public property.
- This content may be available to anyone with internet access, which includes your peers, faculty, alumni, parents, neighbours, future employers, financial institutions, and anyone else in the world with access to the internet.
- Potential employers may check on your activity in considering your application for a job.
- Telephone numbers, residential information, and information about your whereabouts and regular activities can provide of a profile of your lifestyle that can be used for nefarious activities against you, your family, friends and associates.
- Compromising photographs should never be posted.
Consequences of any Misconduct or unapproved behaviour in relation to the use of Computer, Electronic Resources and Social Network

Once it is determined that persons have used any University College owned and operated computer systems and/or networks for unauthorized purpose(s), such persons are subject to disciplinary actions up to and including dismissal/expulsion and/or any other action that the institution may prescribe. In case of financial loss to the University College, restitution may be sought.

PERSONAL APPEARANCE AND DRESS CODE

Dressing as a Professional

The Mico University College prides itself in setting high standards of dress, deportment and good conduct. The influential position of a teacher in the lives of children is a significant responsibility. Teachers are held accountable, not only by education administrators and government ministries, but by parents, guardians and the wider society. Appearance is important; so we take very seriously the old adage “First impressions are lasting”. Our standards of dress are intended to portray a professional image. We believe that proper and appropriate dress enhances performance both professionally, as well as, in the educational environment. You are therefore expected to dress professionally and all students are required to wear the designated uniform to classes.

All students – male, female, full time or part time – are required to dress in a manner appropriate to the profession, observing all specific guidelines within the relevant specialisations, including protective clothing and suitable footwear. Clothing that is revealing of shoulders, torso or thighs or suggestive of the body form are not appropriate and should not be worn for classes, to access any facilities such as the library, computer laboratories or cafeteria, or in attending any function hosted with the permission of the University College or at which you are representing the institution. **NOTE: Shirts** (t-shirts, polo shirts, button down shirts) **with the crest are not part of the uniform for students.**

Hairstyles and accessories are to be consistent with the dress code of the profession and not be distracting. Hair should be of a natural colour and there should be no artificial hair of unnatural length, mohawks, bleached hair or patterns in hairstyles. Female hair accessories are to be black or dark brown. Males are not permitted to accessorise their hair. Other accessories are to be conservative. A wristwatch and a bracelet may be worn. Females may wear a single pair of earrings. Males are not permitted to wear earrings.

No tattoos (if the student already has tattoos these should be covered at all times) or bleached skin.

**Female students must wear professionally tailored uniforms made of the approved fabric in the selected designs and colours.** The colours are blue, burgundy and brown. The fabric for uniforms is available in the Bookshop. The uniform styles must adhere strictly to the patterns provided in the registration packages. Female students in Years 3 and 4 females may wear professionally tailored pants made from the approved fabric in the approved styles. Cotton blend fabrics in pastel colours complementing the fabric of the skirt and jacket are appropriate for blouses only. Camisoles made from other materials are not allowed.
Make-up must be minimal; and fingernails should be a moderate length coloured natural or pastel. Shoes are to be black or dark brown, with heels no more than 5 cm tall.

While male students do not have a designated uniform, the dress code requires: dark-coloured dress pants, long-sleeved dress shirt of a cotton-blend fabric and tie or bush jackets for classes. Dress shirts are to be plain or subtly pin-striped, without sheen or pattern. Clean dark-coloured shoes of a single colour, worn with dark socks are required. Exceptions will be made when you are engaged in other activities which may necessitate a different attire. Because the Halls of Residence for men are on the main campus, care must be taken to be appropriately dressed especially when classes are in session.

All full-time students and student representatives of evening/part-time programmes are required to have a black blazer for official functions. The blazer is regarded as part of the official University College dress. Students may purchase a blazer off the rack or have them tailored.

Part-time/Evening Students: Students registered part-time and/or evening students are required to dress as a professional when attending classes. Most are teachers who will come to classes after work and so would be dressed appropriately, having to comply with the dress code of the Ministry or the school at which they are employed.

Physical Education and Athletic Team Attire: Students participating in Physical Education MUST be fully attired in the University College colours. This includes a gold Mico T-shirt along with black track suit bottom. For footwear, athletic shoes are required and may be of any colour. Sports attire can be bought on campus from the Department of Physical Education. For all Inter-collegiate competitions, it is expected that all teams be fully attired in the colours of The Mico University College which are black and gold.

NB: If for any reason a student has to be out of uniform e.g. wearing sandal/slippers, the student MUST visit the nurse who will give him/her a cover note. This cover note must be kept with the student at all times, to be shown if questioned by staff about this infraction.

Personal Appearance

The Mico University College students undertake to conduct themselves in a manner that conforms with the acceptable standards of propriety, modesty and good taste acceptable when they recite The Mico pledge saying: “I promise that my appearance and conduct outside, as well as inside the University College precincts will be such as will enhance the highest traditions of The Mico.”
APPEALS AND GRIEVANCE PROCEDURE

APPEALS

Students have the right of appeal against any sanction applied by the officers of the University College. In all cases, students must follow the procedures laid out for dealing with such issues.

STUDENT GRIEVANCE PROCEDURE

The Mico University College is committed to ensuring that students are provided with a high quality educational experience, supported by appropriate academic, administrative and welfare services and facilities. There may, however, be occasions when students feel that they have cause for complaint. The University College will seek to ensure that all complaints from students are treated seriously and are dealt with promptly and with fairness. In circumstances where a particular staff member is deemed to be responsible for the source of grievance, students should first attempt to resolve the problem by communicating directly with the employee involved.

The majority of complaints can usually be resolved satisfactorily on an informal basis. However, the University College recognizes that it is not always possible for students to resolve a problem by direct discussion with the University College employee. In these cases, the options available to students include making an informal complaint to the Head of his/her Department and/or filing a formal written complaint in accordance with existing University College policies. Depending on the nature of the matter, informal verbal complaints may not be adequate to warrant action on the part of the Department Head or other officer receiving the complaint. In such cases, the action of any officer is discretionary and must be consistent with the policies, regulations and procedures of the institution.

Formal Complaints and Grievances
Complaints regarding processes or procedures of the University College should first be communicated directly to the student’s Department Head who will report the concern to the relevant office and communicate with the student on any further action required on the part of the student. The regulation described below primarily addresses grievances against a person or persons acting in their capacity as University College employees.

Students who wish to file a formal complaint must do so in writing. Formal complaints or grievances made by students fall into these categories:

1. **Grievance against a faculty member or administrator**: A student who believes a member of the academic, administrative or ancillary staff or security personnel has acted unprofessionally may file a formal grievance.
2. **Sexual Harassment**: this pertains to any charge of sexual harassment against any University College employee.

If a student has a grievance concerning administrative action, or concerning a member of the faculty or staff, the student should make a complaint in writing within 15 days from the date of the action taken against him/her. The written grievance report should be dated and contain a concise statement of all relevant facts and the relief sought. This signed report should be submitted to the University Registrar and copied to the Vice Presidents.
Upon receipt of a written complaint, the receiving office will ask the student to provide evidence supporting the complaint. A request for a response, with supporting evidence, will be made of the party against whom the complaint has been filed. A panel will review the grievance and evidence to determine whether and what type of action should be taken. If the grievance is found to have no basis, to be insubstantial, or wholly a question of discretion, the grievance shall be dismissed without further action. The student will be advised in writing as to whether the grievance was dismissed, or of any additional action to be taken.

1. If the review panel decides that further inquiry should be made, then the following actions will be taken:
   a. **Informal Resolution Procedure**: The University Registrar and his/her panel may informally meet with all parties and try to resolve the issues raised.
   b. **Formal Resolution Procedure**: If the panel is unable to informally resolve the issue, then a Grievance Committee will be convened to make a final determination of the issue.

2. The Grievance Committee shall consist of three members as impartial arbitrators. One member shall be from the alumni body and will be chosen depending on availability. The other two members will be from the faculty and/or the administration of The Mico University College. These members should have no detailed knowledge of the facts of the dispute.

3. The parties will attend the grievance hearing before the panel at which time both parties shall submit their evidence and arguments concerning the matter. The parties shall be notified in writing of the time, date and place of the hearing. All hearings shall be conducted on the campus during normal working hours. There will be no meeting of the Grievance Committee unless an active appeal has been filed in accordance with this procedure.

**The Grievance Committee hearing shall be subject to the following procedures:**
   a. The Committee shall have no right to modify, add to, or subtract from this grievance procedure.
   b. A majority vote of the Committee shall be determinative.
   c. The Committee shall render its decision in writing on forms provided.
   d. The Committee shall be obliged to render a decision within fourteen calendar days following the close of the hearing.

4. The decision of the Committee shall be final and binding. Any student filing a grievance shall be notified of the Committee’s decision by certified mail to his/her last official address.
I. STUDENT SERVICES

THE DEPARTMENT OF STUDENT SERVICES

The Mico University College is an institution that caters to the holistic needs of its students. The work of the Department of Student Services reflects the University College’s emphasis on social and cultural awareness, physical well-being, a healthy life-style, intellectual, spiritual and moral growth and the fostering of meaningful interaction between students and the rest of the University College community.

The following areas of student life fall directly under the umbrella of the Department of Student Services:

a) Social Counselling
b) Job Placement (jointly with Placement Officer)
c) Sports and Recreation
d) Student Housing
e) Welfare
f) Mentorship
g) Community Outreach activities

STUDENT COUNSELLING (NON-ACADEMIC)

The counselling services offered at The Mico University College are supportive of the students’ academic, social and personal growth and seek to promote students’ health, academic success, and social relationships. Students are encouraged to take advantage of these services in addressing day-to-day issues such as those related to time management, relationships and other personal challenges that may develop into obstacles to the achievement of their academic goals. The Counsellor(s) along with the College Chaplain, Peer Counsellors and Mentors assist students not only in coping with personal and emotional problems, but also in working positively towards greater fulfilment as human beings. All interviews and records are treated confidentially.

To access service from the Counsellor(s), students are required to make an appointment through the secretary/receptionist of the Counselling Unit of the Department of Student Services. In the case of an emergency, a crisis or if a student is referred by a lecturer, priority attention will be given to such an individual. Referrals are done on the basis of the student’s willingness to speak with the Counsellor. The Counsellor will refer students to community counselling services when such additional intervention is deemed necessary.

**AREAS OF COUNSELLING**

- Personal Counselling
- Peer Counselling
- Group counselling
- Family counselling
- Career Counselling & Assessment
- Crisis Intervention (Assault & Abuse)
- Grief and Trauma
- Relationship Challenges
- Academic Advise
- Financial Advise
- Sexuality
- Stress and Anger Management
**JOB PLACEMENT AND CAREER SERVICES**

The Job Placement Officer provides students and graduates with information that will help them make realistic employment/career decisions and offers assistance with job-search and placement. He/She also arranges an annual job fair where final year students meet with potential employers.

**SPORTS AND RECREATION**

Sports is integral to student life at The Mico University College allowing persons to compete, develop physical abilities and skills and share similar passions. The benefits of participating in sports cannot be overemphasized as engaging in sports not only builds healthy bodies, but disciplined minds, teamwork and a sound character.

The University College offers a wide variety of team sports including cricket, football, basketball, rugby, table tennis, netball and volleyball. The institution also allows for the development of individual athleticism and dexterity through its Track and Field Programme.

On campus there are several sporting competitions culminating in the inter-house competition, primarily in Track and Field. This competition is usually held in March. However, the University College also participates at the inter-collegiate level, as well as, in other organized sporting programmes. The Mico University College has maintained its position as one of the top Universities in collegiate sporting activities. From exposure at these metes, individual athletes are chosen to participate at the national level and to represent our country at the international level.

All students are encouraged to take part in at least one sporting activity and to sign up at the time of registration.

**To be eligible to sign up for a sporting activity, a student must:**
- Be a fully registered student at The Mico University College at the undergraduate or graduate level
- Have an interest in the particular sport (Some experience in the sport would be advantageous)
- Have a doctor’s certificate indicating that the student is physically able to participate.

The University College also makes available Sports Scholarships, for those students who have excelled in their respective sporting disciplines.

**To be eligible to apply for a sporting scholarship, a student must:**
- Be a fully registered student at The Mico University College at the undergraduate or graduate level
- Have excelled in the particular sporting discipline at least at the secondary level.
- Have a doctor’s certificate indicating that the student is physically able to participate.

All applicants for sporting scholarships will be interviewed by a team selected by the Sporting Director. Students who have been awarded sporting scholarships will be expected to maintain their academic grades, while they continue to participate fully in the sporting arena. (Details from the Office of Alumni and Development).
STUDENT HOUSING / ACCOMMODATION

Residential life is intended to enhance and complement academic programmes. Students who seek housing must adhere to the following:

- Attend all official University College functions
- Be an active member of a House, Club or Society
- Participate in or attend University College competitions
- Observe the established curfew times
- Demonstrate acceptable professional conduct
- Be dressed as a professional while on campus

Halls of Residence

The Manager of Halls has overall responsibility for the Halls of Residence at The Mico University College. In order to be considered for housing, prospective students must apply for accommodations at the time of application to the University College. Male students are housed at Mills and Glen Owen Halls, situated on the main campus at Marescaux Road. Housing for female students is provided at the Errol Miller Hall situated nearby at Arnold Road.

Hall life is to complement the teacher-training process. This provides experience and learning in areas that are not programmed within the structured academic timetable. In the community of the Halls, it is possible to develop those social skills which are vital in building good human relations. Hall life provides opportunities for leadership. It is organized in such a way that over the period of study individual will have the opportunity to lead in some way. Living in University College housing also provides an opportunity for individuals to come to appreciate the importance of observing rules and regulations.

Observance of Housing Regulations

Living in University College housing is a privilege and students who are granted this privilege are expected to abide by all the guidelines and regulations. A student who is in breach of any of these regulations will be required to vacate the University College housing immediately and find alternative accommodation. **There is zero tolerance approach for uncivil, dishonest and other anti-social behaviours.**

Activities in the Halls or anywhere on the Campus such as ragging, harassment and bullying of other students could result in physical or emotional harm to students and are strictly prohibited. **Involvement in, promotion of or any attempt at perpetuating such practices, are grounds for summary termination of housing privilege.**

Orientation of New Resident Students

The annual Orientation exercise is designed to prepare new students for the higher education phase of their development. The Mico University College’s administration supports this process through a system of Wardens, Resident Advisors and student leaders.

The following should be noted:

- Bodily or mental harm to another student, destruction of property, undue harassment to the extent of depriving other students of their right to rest and relaxation are matters which could warrant the intervention of the Police.
- The Orientation exercise is intended to advance students’ awareness of the successes, the traditions and the values cherished by the institution.
Residing off Campus/ Commuting Students

Students who cannot be accommodated in the Halls and live at home or in approved lodgings outside the University College are subject to all regulations which apply to those who reside in University College housing.

The University College recognizes that in addition to those matters which affect all students of the institution, commuting (non-resident) students will have their own peculiar needs. Commuting students are encouraged to avail themselves of the services of the Chaplain, Student Counsellor or the personnel in the central office of the Department of Student Services as the need arises. Similarly, they must understand that both resident and non-resident students are subject to and must comply with University College regulations. For example, commuting students, like their counterparts who are resident on the Campus, are required to, among other things:

- Attend (and participate where necessary in) all official University College functions
- Be punctual at all lectures/ classes/labs
- Be an active member of a House and a Club or Society
- Demonstrate at all times acceptable standards of professional conduct, honesty, morality and mutual respect.
- Be dressed as a professional while on campus.

Caribbean and International Students

The Mico University College, in keeping with its mission to offer its services globally, opens its doors to students from the region and the wider international community, and guarantees the following:

- An academic community and a learning atmosphere free from racial, political, gender, religious, cultural or any other form of discrimination
- Housing as enjoyed by the general student population.
- Access to all facilities and privileges as enjoyed by the general student population.

In as much as the University College is committed to the aforementioned, all Caribbean (CARICOM) and international students are expected to commit themselves to full compliance with all rules and regulations governing student life.

Dining

The housing/ accommodation fee entitles the students who reside on the Campus to two meals each day. On week days, lunch is served from 11:00 a.m. to 2:00 p.m. and supper is served from 4:00 p.m. to 5:30 p.m.

On weekend days, the meals include breakfast which is served from 8:00 a.m. to 9:30 a.m. and lunch from 12:00 noon to 1:30 p.m. All meals are served in the Bonham Carter Cafeteria.
WELFARE

Welfare refers to the economic needs of the students. Students found to be genuinely in need of financial assistance will be interviewed by the Department of Student Services personnel and referred to the appropriate office for assistance.

Work Study /Earn and Study Programmes
The Mico University College understands that there are students who are in need of financial assistance on an on-going basis. These students are not from environments which are able to offer this support. The Department of Students Services will endeavour to seek employment from inside and outside of the institution e.g. through work study or earn and study programmes. The stipend earned will be divided between the student’s account with the Bursary and his/her personal purse.

MENTORSHIP

The Mentorship Programme is designed to assist in preparing students to become professionals. This aspect of the student’s training is facilitated by Miconians and other professionals who have an interest in helping to mould the lives of such students toward their chosen professions. Each volunteer mentor will be encouraged to work with at least one student and agree to expose the student to acceptable social skills and behaviours.

COMMUNITY OUTREACH ACTIVITIES/VOLUNTEERISM

The primary purpose for the volunteerism programme is to serve the needs of the external community. Two core tenets of the programme are to give back to the community, and to deepen our understanding of the issues and challenges facing people and places in our immediate or extended community. Therefore at least 60% of the volunteerism hours must be external to The Mico.

All students that are enrolled in an undergraduate degree programme (evening or day) must complete 45 hours of volunteerism. All hours must be completed before the beginning of the student’s final year. Exemption from any portion of volunteer hours may be applied for on the basis of an audit of transcript or evidenced community service involvement occurring no more than 36 months prior to beginning the Mico programme. Application for exemption must be made within the student’s first academic year.

Students may record
- Direct community service activities (e.g. tutoring, visiting elderly, feeding the indigent)
- Indirect service activities (e.g. fundraisers, community activities, Sagicor SIGMA Corporate Run)
- Projects sponsored by student clubs/organizations that provide a service to the local community
- Participation and hours from some, but not all, scholarship programmes (i.e. volunteerism above 100 hrs e.g. as a requirement of the scholarship) may be transferable
- Mandated community service hours (100 hrs and above) within academic programmes (up to 15 hours per semester to a maximum of 30 hours may be transferable)
Students may not record

- Activities for which a student is paid wages or a stipend
- Non-Profit Internship hours
- Observation or practicum hours that are part of a degree requirements
- Service completed during a semester in which the student was not enrolled at the University College or in a University College-sponsored program.
- Student club/organization activities that do not provide a direct service to the local community.

Students are expected to arrange their own volunteer hours and ensure that all documentation is submitted in a timely manner. Once an approved entity has been identified, the student should submit information to the Department of Student Services. Students completing service hours above and beyond the hours required, which vary across academic programmes and scholarships, may receive recognition, in accordance with the criteria for awards or recognition.

If a student has completed voluntary service hours that do not fall within the recordable hours listed above and wishes to have them recorded, the student is to schedule a meeting with the Volunteerism Officer at the Department of Student Services by emailing student.services@themico.edu.jm to discuss the matter.

HEALTH SERVICES

The Mico University College places great emphasis on facilities necessary for the health and well-being of all students and undertakes to provide basic health care as needed. Serious cases of illness and in instances where it is considered necessary will be referred to the relevant professionals or to public health facilities. Each student is required to subscribe to the health insurance programme authorized by the institution.

HEALTH CARDS

How do I collect my health card?

1. Complete both the Member Enrolment Form and the Medecus Health Insurance Clearance Form;
   Note: The Member Enrolment Form should be submitted to the Bursary. The Clearance Form should be signed and stamped by a Bursary representative, and be submitted to the General Office, Department of Student Services.

2. Collect your Medecus Health Card at the General Office, Department of Student Services approximately a month after the ‘Registration Period’ has closed.

Note: Only registered students are entitled to receive Medecus Health Cards
How do I claim for a reimbursement?

1. Collect an **Individual Claim** (Medecus) **Form** from the General Office, Department of Student Services;
2. Complete the said form ensuring that it is signed and stamped by the medical personnel or office you visited. The original receipt you obtained at the doctor’s office should be signed and stamped, and be attached to the submitted form;
3. Submit the completed form (signed and stamped etc.) to the General Office, Department of Student Services within **no more than three (3) months**;
4. Visit the General Office, Department of Student Services, after the expiration of about three (3) weeks, to collect your Claim Cheque or the Statement of “Non-Payment”, in the event that your claim is not honoured.

**Note:** In order to be eligible for claim/ reimbursement, you have to be activated on the Medecus Health Insurance Plan. Also, the medical attention you received **must** be covered by the Medecus Health Insurance Plan.

There is a doctor available at time posted at the Health Centre. Appointments to see the doctor are made through the receptionist or the nurse on duty at the Health Centre. Students are asked to bring their University College Identification Card in order to use the health facility and will need their identification card and their health insurance card to see the doctor.

There is a registered nurse on duty at the Health Centre from Monday – Friday, 8:00 am – 8:00 pm and on Saturdays from 10:00 am – 2:00 pm. A registered nurse is on call at the Errol Miller Hostel.

**Illness during the semester**

Students who are ill and absent from classes for more than one day must report to the nurse upon resumption. Leave of Absence from classes for more than three (3) days will require the student to report to the nurse accompanied with a doctor’s certificate which must also be presented to the lecturers whose classes were missed. A student is required to apply in writing to the Dean of the faculty for formal leave of absence, should it be necessary for him/her to be absent for a period of more than two weeks.

Requests for Leave of Absence covering a period of over one (1) month for any reason whatever must be made in writing, to the Dean. The Dean will then forward such requests to the Academic Board with the Faculty’s recommendation.

**Chronic diseases/ailments**

These include but are not restricted to hypertension, diabetes, asthma, epilepsy, heart conditions, kidney ailments and HIV/AIDS. Students with any of these conditions are required to authorize their caregivers, to make available to the institution upon request, all medical information concerning their condition. The University College will endeavour to make concessions regarding time for examination, completion of courses and consultation with course facilitators as this becomes necessary.

**Injuries Sustained On or Off Campus**

While students are expected to take the necessary precautions for their safety, The Mico University College understands that it is possible that students may sustain injuries on campus, or while travelling to or from the campus. The University College will refer all matters to the Health Care Provider for intervention and redress as necessary.
Pregnancy
A student who becomes pregnant while pursuing a degree at The Mico University College is expected to inform the University College Counsellor who will in turn inform the Head of the academic department to which the student is attached. The student should carefully evaluate the risks/benefits of continuing in the programme during the pregnancy. The student’s residence status may be affected as pregnant students are not allowed to live in University College housing. Placement on Teaching Practice may be affected as some schools are unwilling to take on the responsibility of hosting a pregnant practicing student.

The Mico University College will not accept liability for risks, injuries, and/or accidents as a result of pregnancies. Students who are pregnant will be given appropriate counselling to guide their decisions regarding their registration.

SCHOLARSHIPS, BURSARIES AND GRANTS

The Mico University College is proud of its scholarship programme which supports students from diverse backgrounds. Many of our former scholars have contributed to our country and communities, while securing a future for themselves and their families. The awards are of varying amounts and are made on the basis of performance and other criteria. Most scholarships are non-renewable so students will need to reapply each year to receive the scholarship again.

The scholarship and financial aid process can feel challenging at times. You might have questions about what information is required, how it works, and how your unique situation might impact the outcome of an application for scholarship. The staff of the Office of Alumni and Development is here to help. The application process is easy and straightforward and includes the submission of readily acquired information so that the scholarship decision can be based on a holistic picture of your academic situation. Once your scholarship application is submitted, the Scholarship Selection Committee carefully considers all of your information, which is used to determine eligibility. We encourage you to contact our staff if you would like to discuss your application, or if you have general questions about how the scholarship application process works.

Scholarships are advertised using the Mico email system, so look out for them. For further information and application forms please visit the Office of Alumni and Development, Kelvin Lodge, The Mico University College. Contact us at (876) 764-2837 or at micoalumni@themico.edu.jm
SCHOLARSHIPS

Arthur Grant Scholarship: This scholarship is given to a final year student in Mathematics. The student must have a minimum GPA of 3.5, be active in campus life, involved in community service, has financial need and display strong leadership qualities.

Batch of 1963 Scholarship: This award is made to a graduate student who is academically outstanding, is involved in community activities and has financial needs.

Batch of 1974 Scholarship: This scholarship is awarded to a final year student with a GPA of 3.0 who participates in extra-curricular activities and has financial needs.

Beverley Sailsman Scholarships: These scholarships are donated by Miss Beverley Sailsman, a graduate of the Special Education Programme and are awarded to Special Education students from the parishes of Manchester and Clarendon.

Desmond Gascoigne Memorial Scholarship: This scholarship is awarded to a second to fourth year student with a minimum GPA of 3.0, who is involved in extra-curricular activities, displays leadership qualities and is in financial need.

Edwin and Maria Jones Scholarship: This scholarship is awarded to a final year student from the parish of St. James with a minimum GPA of 3.0.

Justice of the Peace Scholarship: This scholarship is awarded to a third year student in Mathematics who is from the parish of St. Ann. A GPA of 3.5 is required.

KEMTEK Development & Construction Co. Ltd. Scholarship: This scholarship is awarded to second year students (one male, one female) majoring in Mathematics/Natural Sciences with a GPA of 3.0 and who has financial needs.

Mico University College Foundation of America: It is the initiative of a group of Mico University Diaspora Alumni for the purpose of providing perpetual financial and expertise support to the University. This scholarship is awarded to 1st to 4th year students with excellent CSEC/CAPE results and a GPA of 3.0 and above.

MOSA Scholarship: This scholarship is awarded to a final year student who has financial needs.

Clarice May Gore Memorial Scholarship: This scholarship is awarded to 3rd to 4th Year Female Early Childhood Student. This student must be active in extra-curricular activities and have a GPA of 3.0 with strong leadership qualities.
James Lee Gore Memorial Scholarship
This scholarship is awarded to a 1st Year PUMP student who is actively involved in extra-curricular activities. This student must maintain a B average for the duration of the scholarship.

BURSARIES

Douglas Stoddart Bursary: This bursary is awarded to a second to third year student who is academically outstanding, participates in sporting activities and has financial needs.

Norma Lea Ellis-Wright Bursary: This bursary is awarded to a final year female student from St. James with a GPA of at least 3.0. This student must have Industrial Technology as an elective, participates in at least one year of extra-curricular activities or voluntary community service, and has financial need. The student must be recommended by a lecturer from the Department of Industrial Technology.

MOSA Ontario Chapter Bursary: This bursary is applicable to 2nd to 4th students in the PUMP or Visual Arts programme.

Margaret Horsham-Hendry Bursary: This bursary is applicable to a final year student in Special Education.

PATH Bursaries: These bursaries are for beneficiaries of the PATH Programme at the Primary and Secondary levels. These students must have a PATH Number, be a second to fourth year student with GPA of at least 3.0.

GRANTS

Guild of Students Educational Grant: This is applicable to students 1st to 4th from any programme, and includes full-time and evening students.

PATH Bursary
Through the Ministry of Labour and Social Security, the Programme of Advancement Through Health and Education (PATH) awards bursaries to students from PATH households who are currently enrolled in a tertiary institution. PATH is advertised to all Mico students through the Office of Alumni and Development and on the Mico website each year.

Since 2018 ALL students are now able to submit applications at the Scholarship Desk at the Office of Alumni and Development.
The application form is available on the Mico website for the entire year however the completed form will only be collected by the Office of Alumni and Development staff by the designated deadline.

Only students with a minimum GPA of 2.50 are eligible.

The form must be properly completed to include the family number and date of birth of each student.
STUDENT AWARDS

The following awards represent recognition of outstanding performance in various categories of campus life. Criteria are available at the Office of Alumni and Development. Students are usually recommended by their departments and faculties for these awards. Should students recognise that they are eligible for an award, they may respectfully advise the Department Head of this so that they are duly considered at the appropriate time.

**ACADEMIC AWARDS**

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<tr>
<th>FACULTY OF EDUCATION</th>
<th>ACADEMIC AWARD</th>
<th>TEACHING AWARD</th>
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<tbody>
<tr>
<td></td>
<td>Book Merchant Award for Excellence in Special Education</td>
<td>AAMM Award for the Best All Round Teacher (Primary)</td>
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<td></td>
<td>Academic Excellence in Primary Education</td>
<td>JTA Award for the Best Early Childhood Teacher</td>
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<td></td>
<td>Book Merchant Award for Distinction in the Practice of Teaching in Special Education</td>
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<tr>
<td>FACULTY OF HUMANITIES &amp; LIBERAL ARTS</td>
<td>Gleaner Editor’s Cup for Outstanding Achievement in Language &amp; Literacy</td>
<td>Grace Kennedy Award for the Best Teacher of English</td>
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<td>Gloria Josephs Award for Excellence in Language &amp; Literature</td>
<td>Music Mart Award for the Best Teacher of Music</td>
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<td>Eric Downie Cup for History and Culture</td>
<td>Best Teacher of Reading/Literacy</td>
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<td>Burchell Duhaney Award for Excellence in Visual Arts</td>
<td>Eunice McIntosh-Gillzene Award for the Best Teacher of Social Studies</td>
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<td></td>
<td>Phyllis Reynolds Award for Excellence in Social Studies</td>
<td>L.P. Azar Award for the Best Visual Arts Teacher</td>
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<td></td>
<td>Excellence in Business Education</td>
<td>Excellence in the Practice of Business Education</td>
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<td>Dr. Joyce Robinson Award for Excellence in Library &amp; Information Studies</td>
<td>Petrojam Award for Excellence for the Teaching of Library and Information Skills</td>
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<tr>
<td>FACULTY OF SCIENCE &amp; TECHNOLOGY</td>
<td>Faculty of Science &amp; Technology Award - Sagicor Jamaica Award (Male)</td>
<td>Claude Packer Award for Excellence in the Teaching of Mathematics</td>
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<td>Faculty of Science &amp; Technology Award - Sagicor Jamaica Award (Female)</td>
<td>Excellence in the Teaching of Geography &amp; Environmental Studies</td>
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<td>Neville Ying Award for the Most Outstanding Student in Mathematics (Secondary)</td>
<td>The Dennis Clarke Award for the Best Teacher in Industrial Technology</td>
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<td>Excellence in Computer Studies</td>
<td>Courts Jamaica Ltd. For the Best Teacher of Family &amp; Consumer Science</td>
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<td>Kelall Award for the Best Teacher of Science</td>
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<td>Best Teacher of Computer Science</td>
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**Sports Awards**

- The Mico University College Sportsman of the Year
- The Mico University College Sportswoman of the Year
- Freddie Green Cup for Track & Field (Male)
- Vilma Charlton Cup for Track & Field (Female)
- MOSA Trophy for the Most Outstanding Volleyballer (Male)
- Mollie Rhone Trophy for the Most Outstanding Netballer
- Michael Boyd (Tropical Blue) Award for the Best Footballer (Male)
- Michael Boyd (Tropical Blue) Award for the Best Footballer (Female)
- Billy Heaven Award for the Best Rugby Player (Male)
- Ian Forbes Award for Cricket (Male)
- Billy Heaven Award for Cricket (Female)

**Special Awards**

- The President’s Award for Citizenship: Respect, Tolerance, Fair play, Honesty (Male)
- The President’s Award for Citizenship: Respect, Tolerance, Fair play, Honesty (Female)
- John Hartley Duff Memorial Prize for Best All Round Student
- Errol Miller Award for Academic Excellence (4th Year Student with the highest GPA)
- Leslie Henriques Competition -House Award
- Sam Wisdom Award for Dedication and Service in the Area of Music
- Recognition of Student Advocacy & Leadership
- Award for Innovation
- Invaluable Contribution to The MUC
- Outstanding Contribution to Research Day

**Student Leadership**

- The Mico University College Clubs & Societies, Club of the Year
- Edwin Jones Award for Public Service/Volunteerism (Male & Female)
- Karl James Award for Guild Leadership (Certificate for successful completion on your tenure in office)
STUDENT GOVERNANCE

Student governance at The Mico University is rooted in democratic principles and the student society representing the gathering of the total body of students is known as the “Guild of Students”. All registered students of the University College are members of the Guild.

The Executive Committee of the Guild of Students (referred to as the Guild Council) and all other levels of student leadership are elected once each year by secret ballot. All members have the right to vote in those elections. However, only students with one or more full years of study remaining in their academic programme (i.e. classified as second or third year students) are eligible to stand as candidates for election to any position of leadership in the Guild or on the Halls of Residence. These students MUST be in good academic standing as described in the Academic Regulations Section of this Handbook.

Student governance gives every student the opportunity to practice and develop leadership skills while representing their peers and contributing to the development of the University College and student life. Students involved in student governance have the opportunity to interact both with Administration and Academia in a collaborative manner to improve and strengthen the institution. The Guild of Students is represented at the highest level of institutional governance and its leaders are accorded all legal rights and respect.

The activities of the Guild and its leadership are governed by the Statutes and Regulations of the University College and particular emphasis is placed on openness and accountability.

PERSONAL DEVELOPMENT

The Mico University College has an obligation to produce well-rounded individuals, who will be able to train minds and shape lives. Therefore, in addition to being good models of speech, dress and conduct, students must be aware of current affairs, and where possible, participate in activities at the University College level and of national import. Consequently, The Mico University College provides structured opportunities for discussions in open fora, and visits to places of educational interest.

COLLEGE FUNCTIONS

Official University College Functions

Special functions are an integral part of the University College experience. All students are required to attend and participate in these functions. As a training institution, the University College, through its functions, provides opportunities for students to learn both from observing procedures and through direct involvement.

Among the University College functions are:-

- General Assembly (1st and 3rd Tuesdays each month)
- Service of Matriculation and Consecration (September)
- Mico Week Activities (semester 2)
• Annual Founders’ Day Service (Friday morning of Mico Week celebration)
• Valedictory Service (May)
• Annual Presentation Ceremony / Graduation (November / December)

**ALL THESE FUNCTIONS ARE COMPULSORY AND MUST BE ATTENDED BY ALL STUDENTS.**

**Formal Functions**
In preparation to function as professionals in all social settings, students have the opportunity to attend formal gatherings which will provide them the opportunity to grow in this regard. On these occasions students will be required to dress, speak and interact appropriately.

**Guild of Students Events**
Social activities and events may be held subject to the availability of staff supervision and facilities. At the beginning of each semester a list of proposed activities should be presented to the Vice Principal of Administrative Affairs for approval. **The Guild should endeavour to ensure that at these events the highest traditions of The Mico in conduct and dress are upheld.**

**Approved Events**
Periodically, a sub-group (club, society, religious fraternity, etc.) may receive approval for an event that is organised by Mico persons and/or hosted on the campus. In planning and attending such events, we are to be mindful that the core business of The Mico is the training of professionals and this is to be reflected in all activities associated with the Mico name. Students are expected to manage their time and other resources in keeping with the priorities dictated by their primary purpose here – that of academic pursuits.

**CO-CURRICULAR ACTIVITIES**

A wide variety of activities, including competitive ones, occur throughout the academic year, providing an abundance of opportunities in which students may pursue existing and new interests, develop as leaders, maintain and grow in their faith, serve communities, create networks, learn new skills, among other benefits. The Department of Student Services and the Guild of Students are useful resources for finding the various approved and recognised Clubs, Societies and Religious Fraternities at The Mico.

**NB**  **Note that participation in such activities is likely to be required for graduation and increases your marketability for employment after graduation.**
HOUSE SYSTEM

The House system was started at The Mico in the 1940s by the late Mr. A. J. Newman, a former principal. It was designed to facilitate healthy competitions among students as well as to provide an opportunity to ensure close supervision of students within the training environment.

The House system started with three (3) Houses: Buxton, Lushington and Bishop. Houses were named for patrons who played a significant role in the founding, and later, the sustained development of the College. In the late 1950s two additional Houses were added and named after two (2) outstanding lecturers: Arthur Grant, who later became one of the two (2) Vice Principals at the College, and Rodgers, who was College Chaplain and co-founder of The Mico Old Students’ Association.

The Houses are supervised by senior staff members who are referred to as House Masters. Each House is supported by academic staff who serves as Student Advisors.
OTHER STUDENT INFORMATION

Student Parking

Limited parking is available on campus for students. Students are required to park in the designated areas in order to ensure the smooth movement of traffic on the campus. Failure to observe this may result in clamping of the vehicle and having to pay a fee to have the clamp removed.

An exit pass is issued by security personnel for each vehicle entering the compound. This pass is not to be left in the vehicle. Failure to present the pass for return upon endeavouring to exit the campus will result in the vehicle being prevented from leaving the campus unless the driver can demonstrate without a doubt that they are duly authorised to have the vehicle in their possession. Lost passes are recorded by security personnel and will attract a fine.

Campus Security

The Mico University College embraces a proactive approach to the protection of life and property on its premises. We believe that a safe and secure environment encourages positive work attitudes and enhances productivity. In this regard, the University College has the utmost concern for the safety and welfare of all members of its community and the visitors to our facilities.

The University College contracts reputable security companies to:

1. Protect students and all categories of staff;
2. Protect movable and fixed properties;
3. Monitor the entry and exit points of the campus;
4. Patrol the University College’s premises, identify and apprehend any individual behaving suspiciously and who may be considered a threat to the peace and safety of the University College community.
5. Advise the administration immediately, if the local Police, with whom we maintain a strong relationship, need to be called in on a matter.

Safety and security are personal as well as shared responsibilities. In order for the campus security officers to better perform their services, it is important for every member of the community to cooperate in every possible way so that the efforts to provide a safe and secure environment attain maximum effectiveness. Only by accepting this responsibility, can members of the University College community maintain a safe and secure environment.

The following tips are therefore offered:

1. Do not leave your valuables unsecured or unattended at any time.
2. Maintain an awareness of your surroundings. If something looks out of the norm and gives you an uneasy feeling, report it.
3. Be extra vigilant when special events, such as Sports Day, Campus Clean Up, and the like are being held.
4. Let your friends know where you are and do not habitually go off on your own, especially at times when the campus may have relatively few persons around.
J. MICO FACILITIES, INSTITUTES AND OTHER ENTITIES

UNIVERSITY COLLEGE FACILITIES

THE LIBRARY

The Mico University College Library (MUCL) was established since the inception of the institution in 1835 and has served as an integral part of the programme to promote the professional and social development of the teachers in training.

In keeping with the student enrolment in 1896, the library was a small room located on the ground floor of the Buxton Building, in close proximity to the Principal's Office.

By the 1960s, with the growing student population, the need for additional texts, reading materials and work space became a priority. The library was then moved to the first floor of the Buxton Building (above BG8) where two classrooms were converted for this purpose.

Plans to establish a Museum/Library were accelerated, and in 1992 this Centre was erected, forming the first floor of a 3-storey building - the ground floor being the INAFCA Museum. This building was named the Renford Shirley Building after the then principal of the institution.

The present library occupies a space of approximately 2,400 square feet and includes Offices, Reference Room, Technical Service Area, Documentation, Printing and Reprographic Laboratory, Reserved Book Collection (R.B.C.), Circulation Area, General Reading Collection, Computer lab, Graduate Commons, Recreation and Display Area as well as Maker Space, Baggage Area, Computer lab.

There is a continuous effort to expand and update the Library services to meet the curriculum needs of the teacher education programmes in Early Childhood, Primary, Special Education and Secondary Education. In this regard, the collection is being automated and students now have access to the on-line databases through the Internet. The library is also phasing in the use of Koha, an automated library management system.

Opening Hours

The opening hours of the library are as follows:

Mondays – Thursdays – 8:00 am – 10:00pm
Fridays – 8:00 am – 6:00 pm
Saturdays – 10:00 am – 6:00 pm
Sundays – 10:00am – 5:00pm
**The Collection**

The collection includes books/ebooks, electronic databases, magazines, pamphlets, journals/ejournals, reports, research papers, Multi-media, past examination papers, newsletters, and materials published about the colleges. Materials are selected to supplement the texts prescribed for the courses offered, as well as to provide general information in various subject areas.

The MUCL also houses the following materials:
- Instructional materials for teaching practice
- West Indian Collection
- Children’s/Adolescent Collection
- Government publications

**Library Collections:**

<table>
<thead>
<tr>
<th>Collection</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic/Research</strong></td>
<td>These are arranged by title and available in the Reference Collection.</td>
</tr>
<tr>
<td><strong>Education Journals</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Electronic Databases</strong></td>
<td>Electronic databases available to staff and students include Ebscohost, ProQuest Education, ProQuest EBook Central/Ebrary and the Gleaner Archives.</td>
</tr>
<tr>
<td><strong>Archives</strong></td>
<td>The archives form an important part of the library’s resources. This collection contains documents and records of past activities of the college. Materials can only be used in the library.</td>
</tr>
<tr>
<td><strong>Audio-Visuals</strong></td>
<td>The library has a growing collection of video, DVDs, CDs and audio cassettes.</td>
</tr>
<tr>
<td><strong>General Lending</strong></td>
<td>Non-fiction books are arranged on the shelves according to the Dewey Decimal Classification Scheme. Students may borrow a maximum of Three books for two weeks.</td>
</tr>
<tr>
<td><strong>Reference Collection</strong></td>
<td>This includes encyclopaedias, dictionaries, thesauruses, directories, atlases, manuals, yearbooks, Bibles, and statistical reports. Reference material may only be used in the Reference Section.</td>
</tr>
<tr>
<td><strong>Reserved Book Collection (RBC)</strong></td>
<td>The RBC is housed behind the circulation desk and contains a selection of prescribed textbooks. Students are allowed to borrow two items from this collection for overnight loans, depending on availability. Students may make their loan request at the circulation desk.</td>
</tr>
</tbody>
</table>
**Mico Online**

Mico Online is The Mico University College’s programme for offering innovative, flexible, accessible and high quality teacher education via the Internet. The objectives of the programme are:

1) to increase access, flexibility and availability to quality teacher education across Jamaica and throughout the Caribbean
2) to reduce the overall cost of the delivery of tertiary education
3) to maintain and increase The Mico’s competitiveness in an ever-evolving technological world
4) to drive sustainable growth of the institution with innovative and diverse offerings
5) to provide wider career opportunities for the teaching professional

These objectives reflect the programme’s theme of Innovation and Renewal for The Mico. The programme also supports the national goals of increasing the percentage of the population achieving tertiary education and making it more affordable for the typical Jamaican citizen.

The Mico’s Online programme started in 2014 with a pilot program of three (3) courses being taught online. This has evolved to the stage where we are currently offering over forty (40) courses. It is anticipated that another fifteen (15) courses from undergraduate programmes and at least three (3) additional programmes will be converted to be offered fully online or in blended modality by 2020. Blended or hybrid mode refers to the mode of instruction delivery where a percentage of the classes is delivered in the regular face-to-face (FTF) classroom mode or a virtual classroom and the remaining classes are delivered online using an asynchronous mode of facilitation. The Mico adopted this model to help both our students and our lecturers to benefit from the flexibility of the technology-enabled mode of delivery while still having the benefits and support of the familiar face-to-face/synchronous interaction with lecturers and peers. The blended mode of online instruction has proven to be a very valuable and applicable method for teaching and learning for The Mico and our students.

**The INAFCA Museum**

In 1969, Aston Taylor, a past student bequeathed his collection to the College. Eight hundred (800) pieces of artefacts, seven hundred (700) from Africa (from eighty-seven ethnic groups and twenty-seven African countries) and one hundred (100) from India and the Caribbean, (INAFC)A were willed to the college.

**The Mico Museum**

The Mico Museum consists of nearly five hundred items collected through the years by the principals, staff and students of the College. The Collection includes photographs, documents, cups, awards and other items.

**The Education Museum**

This museum which was established in 2004 consists of nearly two hundred objects. A large part of this collection is made up of items that were donated by past Miconian, Most Honourable Sir Howard Cooke, former Governor General of Jamaica. This collection includes school bell, slate, charcoal pencils, common pen, ink jug, ABC reading book, leather strap. Items on display are used to trace Education in Jamaica since emancipation. Along with these are plaques, awards and other treasured items collected by Sir Howard when he was Governor General.
HERITAGE CAFÉ

This facility is run by the Mico Foundation and offers light breakfast and lunch options, quick snacks and personal items for purchase.

THE MICO UNIVERSITY COLLEGE ALUMNI ASSOCIATION, MOSA

The MOSA has always kept a close link with the University College. It accepts as its moral responsibility the safeguarding of The Mico’s rich traditions while seeking to encourage and implement any activity that will allow The Mico to adjust its services to the changing needs of the society.

Those who come under the real influence of this institution are men and women of energy and ability, who command success under almost any condition. However to merely attain a distinction in terms of personal and private success is by the Mico standard to fall short of excellence. Distinction in MOSA is judged by the services they are able to offer to their fellowmen, by the vast amount of good they can bring them irrespective of reward. That is The Mico tradition.

Objectives:
- To encourage the establishment of links of the MOSA, both locally and abroad
- To unite all Miconians.
- To promote the social, cultural and intellectual welfare of its members.
- To render to the University College such financial or other assistance as may be necessary.
- To recognize in suitable form, works of highest merit done by past students.
- To cooperate with any other organization, or institution showing interest in the development of the MOSA and the University College.

CENTRES AND INSTITUTES OF THE MICO UNIVERSITY COLLEGE

THE MICO CHILD ASSESSMENT AND RESEARCH IN EDUCATION (CARE) CENTRE

The Mico Child Assessment and Research in Education (CARE) Centre is the Caribbean’s leading institution offering the highest quality diagnostic and therapeutic services for children with exceptionalities. Staffed with highly-trained and experienced special education practitioners, the Centre engages in in-depth student evaluation, diagnostic and therapeutic services. The service is offered to children 5-18 years of age. The Centre also provides specialised support and education for teachers, parents and other caregivers. Parents benefit from individual and group counselling.

There are four locations from which service can be had – Kingston (5 Manhattan Road), St. Ann (2 Royes Street), Manchester (53 Main Street) and Portland (part-time).
The Centre hosts an annual national education conferences with teachers in mind. This provides opportunities for in-service and pre-service teachers to be exposed to research-based strategies in teaching, classroom management, and differentiated instruction, among other relevant areas of interest. In July of each year an intensive Summer Reading Programme is offered to children who are two to three years behind age and grade levels in reading. Training of teachers in the administration of our internationally normed Mico Diagnostic Reading Test is done six (6) times per year.

The Mico CARE Centre is that place within The Mico where children and parents find hope.

**THE MICO YOUTH COUNSELLING CENTRE**

The Mico Youth Counselling Centre provides individual counselling and family therapy for children and their families. The most frequent presenting problems include low academic performance, aggressive behaviour, defiance, pornography, depression.

Clinical services are offered to new and pre-existing clients. Daily crisis consultations include risk-management, risk reduction intervention, and recent survivors of trauma. A Pull-Out Programme is offered to students who have been suspended from school. This prevents them being on the streets and continuing the learning process while not in school.

**THE MICO CENTRE OF EXCELLENCE IN EARLY CHILDHOOD EDUCATION**

The Mico Centre of Excellence in Early Childhood Education houses a pre-school, and a resource centre. The pre-school, Mico Early Childhood Education Centre, provides quality early childhood experiences for 2+ to 6 year olds. It also facilitates engagement of trainee teachers from programmes across The Mico, primarily those enrolled in the B.Ed. in Early Childhood Education and B.Ed. in Primary Education, in various ways, including practicum experiences and opportunities for research.

The Resource facility has a myriad of teaching/learning resources. Visitors from external educational institutions have accessed the facility in the past, but this function has been curtailed due to current space constraints.

**INSTITUTE OF TECHNOLOGICAL AND EDUCATIONAL RESEARCH (ITER)**

ITER emerged in 2010 to initiate the necessary steps to build and sustain a research culture at the Mico University College. It is conceived of as the central co-coordinating mechanism that generates research and produces scholarly policy-based work that positively impacts national education systems. The Institute is responsible for

1) the staging of "Research Tuesdays", which provides an earmarked space for Academic staff and students to share their research work;
2) Organising "Research Day", which is an annual conference showcasing the collective research output of the University College;
3) producing *The Mico University College Journal of Education*, which is a peer-reviewed academic journal, usually drawn from the best outputs from Research Day;
4) collaborating with Faculties and the Graduate School to provide oversight to the teaching of research methodology courses; and
5) undertaking research-based consultancies and providing policy advice to the Ministry of Education.

The Institute plays another key role by providing empirically based periodic reviews of performance of the internal organs of the University College. It also conducts periodic surveys for departments as requested, and piloted for the 2016-17 academic year, the first Incoming Student Survey.

**CARIBBEAN CENTRE OF EXCELLENCE IN MATHEMATICS TEACHING (CCEMaT)**

The Caribbean Centre of Excellence in Mathematics Teaching (CCEMaT) is a research institute of the Mico University College formed in collaboration with the Centre for Innovation in Mathematics Teaching (CIMT) at the University of Plymouth in the United Kingdom. CCEMaT’s mandate is to conduct research and training designed to improve the quality of mathematics education in Jamaica and the wider Caribbean. CCEMaT is committed to research and outreach focused on issues relating to mathematics teaching and learning including mathematics teacher education.

**CCEMaT’s objectives are:**

**Research:**
1) to be consistently engaged in conducting research locally and regionally into issues relating to the teaching and learning of mathematics.
2) to utilize findings to inform policy decisions at the early childhood, primary and secondary levels.
3) to substantially influence the mathematics education of teachers in training.

**Outreach:**
1) to establish and make available to a wide range of stakeholders a data bank of information and resources which can promote the use of research proven best practices in the teaching of mathematics.
2) to facilitate upgrading of teachers at the early childhood, primary and secondary levels.

**THE NATIONAL S.T.E.M. CENTRE OF EXCELLENCE**

The Mico University College inherited the Science Learning Centre from the Insurance Company of the West Indies (ICWI) in 2001. Its former home was at the University of the West Indies, Mona campus, where it was established in 1989 and supported by the ICWI. Its mission statement, “To establish an institution that provides learning opportunities focused on developing skills, attitudes and knowledge which demystifies scientific principles, generate early interest in learning and applying science in everyday life as well as in establishing its relationship with mathematics as a tool of science; thereby impacting on the reform of science education at all levels of our education system.” This underpins its interactive hands-on focus.
Currently, the centre is in the process of a major redesign to become The National STEM Centre of Excellence for Research, Teaching and Learning Innovations. Among the major drivers in the redesign process of the Centre have been 1) the need for a more meaningful connection between school science and workforce needs in STEM competence, and 2) relatively higher growth in the international job market for STEM-related fields and the implications for job creation in Jamaica. Addressing the gaps and preparing our students for the future is important to the achievement of Vision 2030.

The Centre will facilitate:

- Research activities, nationally and regionally
- Training of Mechatronics engineers
- Workshops, symposia and seminars
- Continuous professional development and sharing of innovations and best practices in science and mathematics teaching and learning
- Creativity and resourcefulness in teachers through innovativeness and improvisation
- Learning for science through methodology which impacts the cultural realities of the Jamaican classroom
- Outreach and consultancy

OTHER RELATED ENTITIES

THE JAMAICA TEACHING COUNCIL

The Jamaican Teaching Council has responsibility for the enhancement and maintenance of professional standards in teaching, and the professional status of teachers. It will develop the registration and licensing standards and the accreditation of teacher certification. All teachers must register with the Council.

THE UNIVERSITY COUNCIL OF JAMAICA

The University Council of Jamaica (UCJ), established by the University Council of Jamaica Act in October 1987. It is a statutory body currently under the portfolio of the Ministry of Education.

Mission and Purpose

The mission of the UCJ is to increase the availability of University level training in Jamaica, through accreditation of institutions, courses and programmes for recognition and acceptability. The Council is empowered to confer degrees, diplomas, certificates and other academic awards and distinctions on those who have pursued courses approved by the Council at associated tertiary institutions.

Functions

The UCJ functions essentially as an accrediting, awards and academic development body for degree, diploma and certificate programmes proposed and developed at approved tertiary institutions. Its main functions are:
1. To register institutions offering tertiary education to ensure that minimum standards are met with respect to:
   - adequacy and suitability of physical facilities with regard to student enrolment.
   - scope, appropriateness and educational value of institutional courses and experiences.
   - qualifications and competence of staff.
   - adequacy of resources e.g. library, computers, laboratories, to support the programmes.
   - other operational factors.

2. To provide accreditation for degree and specialized programmes by:
   - establishing and applying criteria for the accreditation of tertiary/higher educational programmes and courses of study.
   - assisting "Associated Institutions" in the improvement of their educational programmes.
   - encouraging and facilitating programmes related to national needs.

3. To assist in the development of tertiary institutions by providing professional advice and services for the development and improvement of programmes.

4. To award degrees, diplomas and certificates to students who have pursued such courses at approved tertiary institutions in Jamaica.

5. To study current issues in post-secondary education with a view to maintaining and improving educational standards.

6. To provide appropriate public information about the institutions and programmes registered and accredited by the Council.

7. To co-ordinate the activities of the Joint Committee for Tertiary Education (JCTE).

8. To act as the national information centre for Jamaican tertiary qualifications.

9. To establish equivalence and facilitate local recognition.
APPENDICES

APPENDIX I - STAFF

ACADEMIC STAFF (FULL TIME)

THE FACULTY OF EDUCATION

- Miss Karren Foster, MEd, BEd (Hons) (UWI), Teach Cert (Shortwood), Cert in Open and Distant Learning, (The Mico) Senior Lecturer, Dean

DEPARTMENT OF EARLY EDUCATION
- Mrs Teneisha Myers-Ferguson, MA, BSc (Western Carolina U), Teach Dip (St Joseph’s) Lecturer, Dept Head
- Dr Claudette Clarke, EdD (Andersonville U), MSc (Nova), Teach Cert (The Mico) Lecturer
- Mrs Nadine Edwards-Thomas, MSc (Nova), PQP (NCEL), BEd (UWI), Teach Dip (The Mico) Lecturer
- Mrs Verona Morris-Williams, MA (Univ of South Florida), BSc (Western Carolina U), Teach Dip (St Joseph’s) Lecturer

DEPARTMENT OF SPECIAL EDUCATION
- Dr Avril Daley, PhD, MSc (Alabama U), BEd. (UWI/The Mico), Teach Dip (The Mico) Head of Dept, Dept Head
- Miss Marjorie Smith, MEd (Univ of Louisville), BEd (UWI/The Mico), Teach Dip (The Mico) Senior Lecturer (Actg. Dept Head)
- Dr Dawn-Marie Keaveny, EdD (Univ of Sheffield), MAT (Western Carolina), BS (Western Carolina), Teach Cert (The Mico) Lecturer
- Mrs Kishi Leachman, PhD Candidate (UWI), MEd (UWI), BEd (UWI/The Mico), Teach Dip (The Mico) Lecturer

DEPARTMENT OF PHYSICAL EDUCATION
- Mr Fabian Miller, PhD Candidate (UWI), MSc (UTech), BEd (GC Foster) Lecturer, Dept Head
- Miss Janet Guy, MAT (The Mico), BEd Phys Ed (The Mico), Teach Cert (GC Foster), Dip Supervisory Mgmt, (IMP) Lecturer
- Mrs Debbie-Ann Hutchinson-Edwards, EMEM (UWI/The Mico), MSc, Dip Ed (Natl Institute – Physical Ed., Cuba), Teach Dip (The Mico) Lecturer
- Mrs Shermaine Julal-Edwards, MEd (The Mico), MSc (Intl Sch of Physical Ed and Sports – Cuba), Teach Dip (GC Foster) Lecturer

DEPARTMENT OF SECONDARY EDUCATION AND PROFESSIONAL STUDIES
- Miss Valri Morgan, PhD Candidate (Walden U), MA, BA (UWI), Teach Dip (Shortwood) Senior Lecturer, Dept Head
- Mrs Barbara Duhaney, MSc (CCSU), BEd (UWI), Teach Dip (The Mico), Teach Cert (The Mico) Lecturer
- Miss Claudia Forbes, MSc (NCU), BGS (Athabasca U), Teach Dip (Bethlehem) Lecturer
- Mr Byron Hamilton, MAT (The Mico), BA (JTS), Dip Ed (The Mico) Lecturer
- Mrs R. Charmaine Latchman, MA (Open Univ London), BEd (UWI), Cert Teach (St Joseph’s) Lecturer
- Mr Alvin Lawson, MPhil (pending), MSc. MEd (Univ of Manchester), BSc (Hons) (Western Carolina), Dip Ed, Teach Dip (The Mico) Lecturer
- Dr Lorna Matthews, EdD, MSc (Nova), BEd, Cert Ed (UWI), Teach Cert (The Mico) Senior Lecturer
- Dr Paula Mignott-DaCosta, PhD (Univ of Toronto), MSc, BA, Teach Dip (Shortwood/UWI) Lecturer
- Miss Lorna Morgan, MA (Columbia U), BA (Hons) (UWI), Teach Dip (Bethlehem), Cert (Cornell) Senior Lecturer
- Mrs Maureen Mullings-Nelson, MEd (UWI) BEd (UTech), Teach Dip (The Mico) Lecturer
- Dr Glenda Prescod, PhD, MSc, BSc (UWI), Dip Ed (The Mico) Lecturer
- Mrs Patricia Rochester, MAT (The Mico), BA (UWI) Lecturer, Placement Officer
- Mrs Alecia Robinson, MAT, Post Dip, BSc (UWI) Lecturer
DEPARTMENT OF SECONDARY EDUCATION AND PROFESSIONAL STUDIES CONT'D
- Mrs Shellon Samuels-White, MAT (NCU), BSc (NCU) **Lecturer**
- Mrs Ruthlyn Swaby, MED (MSVU), BA (Hons) (UWI/Edna Manley College), Teach Dip (The Mico) **Lecturer**
- Mrs Karleen Thompson, MSC (FIU), BA (UWI), Teach Dip (The Mico), **Lecturer, Practicum Coordinator**
- Mr Joseph Weathers, MSc, BSc (UWI), MAT (The Mico) **Lecturer**
- Miss Tashara Young, MAT (The Mico), BSc (UWI) **Assistant Lecturer**

THE FACULTY OF HUMANITIES AND LIBERAL ARTS
- Mrs Janett Ismay-Kerr, MED, BA (Hons) (UWI), Cert CSMT (JSM), Teach Cert (The Mico) **Head of Dept, Dean**

DEPARTMENT OF AESTHETICS
- Mrs Monica Hines-Graham, PhD Candidate (Walden U), MSc (Nova), BA (UWI/EMCVPA), Dip (Edna Manley), Tech Cert (Bethlehem TC) **Dept Head, Head of Dept**
- Ms Nadine Clemetson, MAT (UWI-pending), BEd (The Mico), **Lecturer**
- Mrs Hope Evans-Wilson, MPhil Candidate (to be updated to PhD) (UWI), BA (Hons) (UWI), Cert Music Ed (Edna Manley), Teach Dip (The Mico) **Lecturer**
- Mrs Lysette Hawthorne-Wilson, MA, BA, (NCU), Teach Dip (West Indies College) **Lecturer**
- Mrs Nomali Lumsden - Campbell, MA (Univ of Miami), BA (UWI), Dip Music (Edna Manley) **Lecturer**
- Miss Tanesha Redley, PQP (NCEL), EMEM (MSBM/Mico), BA (Edna Manley), Teach Dip (The Mico) **Lecturer**

DEPARTMENT OF LANGUAGE, LITERATURE AND LITERACY STUDIES
- Dr Karen Morgan, PhD (NCU), MA, BA (Hons) (UWI), Teach Dip (The Mico) **Head of Dept, Dept Head**
- Mrs Nadine Logan-Ashley, MA, BA (UWI), Teach Dip (CASE) **Dept Head**
- Mr Raúl Acosta-Izquierda, MED, Dip. Ed (JMMHP Institute – Cuba) **Lecturer**
- Ms Vashtina Brown, MEd. (UWI), BEd, Dip Ed (The Mico) **Lecturer**
- Mrs Barbara Cruickshank, MEd (Mt St Vincent U), Post Dip. (Mt St Vincent U), BEd (UWI) **Lecturer**
- Mrs Desmine Edwards, MA, BA (UWI), Teach Dip. (St Joseph's) **Lecturer**
- Mrs Beverley Harris, MSc (Central Conn State U), MEd, BEd, Teach Cert (UWI) **Lecturer**
- Dr Samuel Kamara, PhD, Grad Diploma, MA, (Illinois State U), Dip (Mgmt Dev Inst-Gambia), BA (Hons) (Univ of Sierra Leone), **Lecturer**
- Miss Keneesha Lamb, MEd, BEd (UWI), Dip Ed (The Mico) **Lecturer**
- Miss Vivine McLeary, MA, BA (UWI), Teach Dip, Cert Sch Admin and Mgmt (The Mico) **Senior Lecturer**
- Mrs Laveta Mead-Harrow, MPhil, MED (UWI), Teach Dip (The Mico) **Lecturer**
- Mrs Marcia Mills-McFarlane, BA (UWI), Teach Dip (The Mico) **Lecturer**
- Mrs Meliset Rodriguez-Ramos, BA (IPU, Cuba), Dip Computer Engineering (Univ of Oriente) Post Grad Cert Cuban Music and Teaching (CEM-PFT, Cuba) **Lecturer**
- Miss Carlyn Thompson, MEd, MSc, BEd (Hons) (UWI), Dip Ed (Hons) (The Mico), Cert Admin (UTech) **Lecturer**
- Mrs Seleca Walker-Morrison, MAT (The Mico), BA (UWI) **Lecturer**

DEPARTMENT OF LIBRARY AND INFORMATION STUDIES
- Miss Vinell Spied, MSLIS (Pratt Inst of Sci), BA (UWI), Dip Ed (UWI) **Senior Lecturer, University College Librarian**
- Miss Dionne Smith, MA, BA (UWI), Dip Ed (The Mico) **Lecturer, Dept Head**

DEPARTMENT OF PSYCHOLOGY, COUNSELLING AND ALLIED SERVICES
- Mrs Winsome Heron-Fearon, MA (Boston College), BA (UWI), Teach Dip (The Mico) **Lecturer, Dept Head**
- Mr Jeffery Fullerton, Msc, Bsc (The Mico), Teach Dip (The Mico), Post Grad Cert (Edna Manley) **Lecturer**
- Dr Ruthlyn McLarty, DMin (Gordon-Conwell Theological Seminary), MA (CGST), BEd (UTech), Dip (The Mico), Teach Dip (Shortwood), **Lecturer**
- Miss Megan Swaby, MA (CGST), BSc (NCU), Teach Dip (The Mico) **Lecturer**
- Mr Courtney Thomas, MA (St Stephen’s/ICU), BA (JTS), Teach Dip (The Mico), Dip (VTDI) **Lecturer**

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DEPARTMENT OF SOCIAL SCIENCES
- Mrs Deserene Burrell-Ingram, MA, BA (UWI), Teach Dip (The Mico) Dept Head, Lecturer
- Dr Marsha Black-Chen, PhD (Fulbright, Northern Illinois U), MSc (CCSU), BA (UWI), Teach Dip (Church) Senior Lecturer
- Mrs Danielle Blackwood, MEd, BA, Dip Ed (UWI), Lecturer
- Dr Alma Jackson, EdD (Nova), MS (Nova), BA (UWI), Teach Dip (St Joseph's) Senior Lecturer
- Miss Nicola Weir, MA, BA (UWI), Dip Ed (Shortwood) Lecturer
- Mrs Yvette Whittaker-Hudlin, MSc (CCSU), BSc (UWI), Teach Dip (Sam Sharpe), Lecturer
- Miss Rhonda Williams, MAT (Univ of Toronto), BSc (UWI), Teach Dip (Shortwood) Lecturer

DEPARTMENT OF BUSINESS STUDIES
- Mrs Jacqueline Howell-Williams, PhD Candidate (UTech), MEd (UWI), BEd, Dip (UTech), Tech Teach Dip (CAST/UTech) Lecturer, Dept Head
- Mrs Patrice Bowen, MA (Univ Leicester), PQP (NCEL), BEd, DipEd (UTech), Lecturer
- Miss Theresa Lindsay, PhD Candidate (Univ of Liverpool), MA (UWI), BSc (Hons), Dip (UTech) Lecturer
- Miss Allison McKinley, MSc, BSc (UWI), Teach Dip (The Mico) Lecturer
- Mr Patrick Tucker, MBA (UWI), MSc, BSc (UWI) Lecturer

THE FACULTY OF SCIENCE AND TECHNOLOGY
- Dr Albert Benjamin, EdD (Univ of Sheffield), MEd (UWI), BSc (UWI), Teach Dip (The Mico) Head of Dept, Dean

DEPARTMENT OF NATURAL SCIENCES
- Dr Karen Matthews, PhD, MSc (UWI) BSc (UWI), Teach Dip (The Mico) Senior Lecturer, Dept Head (Actg)
- Mr Paul Bender, MEd (UWI), BSc, Dip Ed (UWI) Senior Lecturer
- Miss Kamaria Brown, MSc (Howard U), BSc (UWI), Dip Ed (The Mico) Lecturer
- Dr Lisa Caleb, PhD (UWI), BSc (UWI), Post Grad Dip (UTech), Cert Teach (FGU) Lecturer
- Mrs Beverley Douglas, MEd, BSc, (UWI), BPharm (UTech), Dip Ed, (The Mico) Lecturer
- Mrs Sophia Haley, MPhil (UWI), BSc (UWI), Teach Dip (Church) Lecturer
- Mrs Yvonne Jones-Nelson, PhD Candidate (UWI), MPhil (UWI), MBA (UWI), BA (UWI), Dip Teach (Shortwood) Lecturer
- Mr Wayne Thompson, MSc (UWI), BSc (UWI), Teach Dip (Shortwood), Cert in Robotics (Carnegie-Mellon) Lecturer
- Mrs Denese Walker-McCarthy, MSc (UWI), BA (UWI), Teach Dip (The Mico) Lecturer

DEPARTMENT OF MATHEMATICS
- Mrs Joy Baker-Gibson, MEd (UWI), BEd (Dist) (UWI), Senior Lecturer, Dept Head
- Mrs Shandelene Binns-Thompson, MEd (Dist) (UWI), BEd (Hons) (CTC), Teach Dip (Church) Lecturer, Assoc Director CCEMaT
- Mrs Jeneita Burrell-Hayles, MEd (Dist) (UWI), BEd (Hons) (UWI), Teach Dip (Church TC). Lecturer
- Mrs Santhi Dennis-Xavier, MSc, BEd, BSc (Ghandi U) Lecturer
- Mrs Cheryl Jones-Brown, MEd (Dist), BSc. (Hons) Dip. Ed (UWI), Lecturer
- Mrs. Cheryl Lue-Simpson, MEd (Dist.) BEd (Hons) (UWI), Teach Dip (Shortwood TC) Lecturer
- Mrs Jessica Scarlett, MEd, BEd (UWI), Teach Dip (CASE) Lecturer
- Miss Jodine Shaw, MEd (UWI), BSc (UTech) Lecturer
- Mr Delmar Sherrife, MSc BEd (Hons) (UWI), Teach Dip (CASE) Lecturer
- Mr Xhano Soares, MA (Univ of South Carolina), BSc (Hons), Dip Ed (UWI) Lecturer

DEPARTMENT OF HUMAN ECOLOGY AND HOSPITALITY SERVICES
- Mrs Claudia Brown-Wilson, PhD Candidate (UWI) MEd (UWI), BEd (UTech), Teach Dip (Shortwood), HOD1, Dept Head
- Mrs Veron Jacks-Pinnock, PhD Candidate (UWI) MSc (Southern Illinois Univ), BEd (UTech), Teach Dip (The Mico), Dip (CAST) Lecturer
- Miss Amanda Berry, MAT (The Mico), BEd, Dip (UTech) Lecturer
**DEPARTMENT OF COMPUTER STUDIES**
- Miss Sandra Bloomfield, PhD Candidate, MSc, BSc (UWI), Teach Dip (CASE) **Senior Lecturer, Dept Head**
- Mr Andrew Davis, MSc (UTech), BEd (The Mico) **Lecturer**
- Miss Sandy Shaw, MSc, BEd (UWI), Teach Dip (Church) **Lecturer**
- Mr Adrian Vanhorne, MSc, BEd (UWI), Teach Dip (Bethlehem) **Lecturer**

**DEPARTMENT OF INDUSTRIAL TECHNOLOGY**
- Mr Sandukor Lindsay, MSc (Dist) (UWI), MAT (The Mico), BEng, Dip (Hons) (UTech) **Lecturer**

**THE SCHOOL OF CONTINUING STUDIES**
- Mr Franklyn Bennett, MEd, BEd (Hons) (UWI), Teach Dip (Hons) (The Mico), **Senior Lecturer, Director**

**OTHER UNIVERSITY COLLEGE STAFF (FULL TIME)**

**UNIVERSITY COLLEGE COUNSELLORS**
- Dr Calvin Issacs, PhD, MA (Ball State Univ), MA (CGST), Teach Dip (The Mico)
- Dr Eulalee Thompson, PhD (NCU), MSc, BA, Dip (Hons) (UWI)

**THE CHAPLAINCY**
- Rev Bosworth Mullings, JP, BSc (UTC), BSc (UWI) **Chaplain**

**OFFICE OF QUALITY ASSURANCE**
- Mrs Sonia Dowding, MBA (MSB), BSc (UWI) **Team Leader, Office of Quality Assurance/ Registrar**
- Prof Bermadee McKenzie-Briscoe, EdD (Nova), MA, BSc (Hons), Dip Ed (UWI), Dip (Info Mgmt & Comp App), Cert (Web Page Design)
- Miss Mary Dixon, MSc (Harding Univ), BEd (UWI), Teach Cert (Hons) (The Mico) **Quality Assurance Officer**
- Mrs Judith McFarquhar, MS (Fulbright, UGA), MEd (UWI), BSc (Hons) (UWI), Dip Ed (UWI) **Quality Assurance Officer**
- Mr Rohan Wright, MSc (China Univ of Geosciences), BSc (Hons) (UWI), Cert (Project Mgmt) **Research Assistant**

**OTHER STAFF**
- Prof Carol Clarke, PhD (Fulbright, Illinois State Univ), MA, BA (UWI), Teach Dip (The Mico) **VP Academic Affairs**
- Mr Rudolph Sewell, EMEM (The Mico/MSB), BSc (Hons) (Arkansas) Teach Dip (Hons) (The Mico) **VP Admin (Actg)**
- Mr Adrian Adman, MBA (MSBM), ACCA, CAT **Bursar/Director of Finance**
- Miss Annett Daley, MBA, BA (UWI), Teach Dip (Church) **Director, Student Services**
- Mrs Joan Davis-Williams, MEd, (American Intercontinental Univ, Online) BEd, Dip Ed, Dip Teach (CAST), Cert (Bank Street Univ), Cert (UWI) **Lecturer**
- Mr Raymond Graham, B Phys Ed, Teach Dip (GC Foster), Teach Cert (The Mico), Coaching Cert (IAAF) **Director of Sports**
- Dr Sharon Hayden, PhD (Fulbright, Southern Illinois U) MSc, BSc (UWI), Teach Dip (The Mico) **Senior Lecturer, Curriculum Unit**
- Miss Carlene Hines, MSc, BSc, (UTech), Cert (NIIT) **Database Administrator ICT (Actg)**
- Mr Denver Holt, Jr Project Management Professional (Project Management Institute), BSc (UWI) **Director, ICT**
- Mrs Deon Johnson, MSc (UWI) **Senior Assistant Registrar (Acting)**
- Mrs Janet Lewis - Dixon, MEd, BEd (Hons), Cert (UWI), Teach Cert (The Mico) **Lecturer, Early Childhood Centre**
- Mrs Denise Minott, MPhil/PhD Candidate (UWI), MA (McGill), BSc (Nova), Teach Dip (Church) **Dept Head Curric Unit**
- Mrs Sandra Morrison-Berry, NVQI (NCTVET) **Asst Registrar, Student Affairs (Actg)**
- Mrs Venesse Morrison-Leon, EdD Candidate (Nova), MAT (The Mico), BA (UWI), Cert Sch Mgmt and Admin (The Mico), Post Dip (JTS), **Director, Mico On-Line**
- Miss Jacqueline Taylor, BEd (The Mico) **Administrative Coordinator – Exams (Actg)**
- Mrs Sharon Wolfe, MA (Hons) (Columbia Univ), BA(Hons) (UWI), Cert (Carelton Univ) Teach Cert (The Mico) **Director, Alumni and Development**
APPENDIX II – PROGRAMME OFFERINGS

UNDERGRADUATE DEGREE PROGRAMMES

FACULTY OF EDUCATION
• B.Ed. Early Childhood
• B.Ed. Physical Education
• B.Ed. Primary
• B.Ed. Special Education

FACULTY OF HUMANITIES AND LIBERAL ARTS
• B.Ed. Business Education
• B.Sc. Guidance and Counselling
• B.Ed. History and Culture
• B.Ed. Institutional Management and Leadership (to be accredited)
• B.Ed. Language and Literacy
• B.Ed. Language and Literature
• B.Ed. Library and Information Studies
• B.Ed. Music
• B.Ed. Social Studies
• B.Ed. Visual Arts

FACULTY OF SCIENCE AND TECHNOLOGY
• B.Ed. Computer Studies
• B.Ed. Family and Consumer Science
• B.Ed. Geography and Environmental Studies
• B.Ed. Industrial Technology
• B.Ed. Mathematics
• B.Ed. Science (Biology, Chemistry or Physics)

OTHER PROGRAMMES

SCHOOL OF CONTINUING STUDIES

Pre-University Programmes
• Early Childhood Education / Primary Education / Special Education

These programmes cater to pre-trained practitioners and persons interested in the fields of early childhood, primary and special education, with the view of assisting them to matriculate into the related bachelor's degree programmes. Based on candidates' entry qualifications, a programme may be completed in one (1) year or two (2) years. Classes are held in the evenings and on Saturdays.
• **Pre-University Men's Programme (PUMP)**

This programme empowers adult males through a one (1) year period of study to matriculate into a bachelor's degree programme of their choice. This programme seeks to provide meaningful opportunities to males who have completed secondary level of education with three (3) or four (4) CSEC subjects but are experiencing challenges or difficulties in accessing higher education. The programme aims at developing competencies in literacy, language and communication, numeracy, information technology, technical vocations, social interactions, and personal and civic awareness/pride. Classes are held weekdays between 8:00 a.m. and 4:00 p.m.

**CXC Caribbean Secondary Education Certificate (CSEC)**

- Mathematics
- English A (Language)
- Principles of Business
- Principles of Accounts
- Social Studies
- Information Technology
- Human & Social Biology
- Physics
- Chemistry
- Biology

**CXC Caribbean Advanced Proficiency Education (CAPE)**

- Caribbean Studies
- Communication Studies
- Sociology
- Digital Media
- Animation & Games Design
- Physical Education & Sports
- Management of Business
- Information Technology
- Entrepreneurship
- Computer Science
- Accounting

CSEC and CAPE classes held on weekday evenings and on weekends

**Short Programmes:**

• **Certificate in Reading**

The Comprehensive Reading course is geared towards individuals with an interest in gaining reading techniques to assist self or others with a difficulty in reading. Classes are held Saturdays **ONLY**.

• **Professional Certificate in Tour Guiding**

This programme is a part-time, one year certificate programme taught to personnel in the Tourism Industry, other professionals, and those interested in Tour Guiding.

• **Professional Orientation to Teaching**

This course of study is designed for persons with other qualifications and has interest in learning how to teach in a contextually relevant manner but with an emphasis on andragogical methods and the basic tenets of programme design. This programme is customized to suit participants’ needs. Class schedule is based on participants’ consensus.

• **General Introduction to Special Education Certificate (GISEC)**

This is a 9-credit programme which targets persons who have at least two (2) years teaching experience, a diploma or an undergraduate/graduate degree in general education or any other degree. Class schedule is based on consensus with participants.
• **Occupational Associate Degree (COS)**
  This is a two year programme scheduled during week days/evenings. The skill areas include Digital Animation; Meat, Poultry and Fish Fabrication; and Business Processes Outsourcing (BPO). Applicants are admitted with Level 2 NCTVET, Career Advancement Programme Certification (CAP); or three (3) to four (4) CSEC subjects.

• **Career Advancement Programme (CAP)**
  This skills-based programme is provided by the Ministry of Education, Youth & Information to students aged 16 – 18 years for 1 year. Level 2 NCTVET Customer Engagement, Digital Animation and Commercial Food Preparation are offered. Classes are scheduled for weekdays, evenings and Saturdays.

**Professional Development Courses (Short Courses)**

- Comprehensive Reading
- Introduction to Geographic Information Systems (GIS)
- Spiritual and Moral Development
- Personal Development
- The Science & Art of Happiness
- Public Speaking/Voice and Speech
- Differentiated Instruction
- Therapy Interventions and Enhancement Skills for Special Needs Individuals
- Robotics and Education
- Business Processes Outsourcing
- Customer Service & Engagement
- Commercial Food Preparation/Cake Baking & Decorating
- Accounting Software Packages
- Digital Animation
- Digital Media
- STEM/STEAM & PEP Methodologies
- Events Planning
- Industrial Technology
- Gender Specific Instruction
- Information Technology Integration/Methodology and Technology Integration
- Professional Mentoring
- Professional Coaching in Teaching & Learning
- SPSS Data Analysis

**WORKSHOP: (ON-GOING)**

• **Personal, Professional Development & Empowerment**
  Empowerment is that energy which exudes confidence of practice from continuing education and engagement. This energy is a requisite for professionals, parents, students and leaders in today’s dynamic world. In our society, we confront its demands with apprehension and experience elusive outcomes which undermine the core roles of our existence or appointed capacities. The Mico University College, School of Continuing Studies embraces capacity building as a strategic imperative as well as directive which is enacted through professional and personal development engagements such as workshops.
APPENDIX III – STUDENT CONTRACT

Student Contract (Undergraduate) Effective September, 2018

PREAMBLE
The Mico University College ("The Mico") believes it is important that all applicants understand the key terms, conditions and regulations of their acceptance to the University College, which will be used in guiding their relationship with the institution. It is important that all applicants become familiar with this document.
THE CONTRACT

1. Introduction

1.1. This document governs the relationship between you and The Mico University College for all periods during which you are a student at the University College.

1.2. This Contract shall apply following your acceptance of an offer of a place at The Mico.

1.3. In addition to this document, the following documents also form part of the Contract and you agree to observe them: - (a) Your offer letter; and (b) The Financial Information Form.

1.4. You also agree to observe the Student Regulations in accordance with Clause 4 of this Contract.

1.5. The terms concerning that accommodation on any of The Mico’s halls of residence will be set out in a separate agreement.

2. Offers and registration

2.1. On acceptance of an offer and on compliance with all conditions set out in the offer, you will be entitled to register with The Mico for the academic year set out in the offer. You must register in accordance with the instructions provided and by the established deadline.

2.2. On registration you will become a Student Member of The Mico University College.

2.3. You may be permitted to register with The Mico if:
   a) you show your identification documents in person to The Mico’s authorized personnel.
   b) you have provided complete and accurate information in any and all documents relating to your application;
   c) you have established that you do not have any criminal convictions
   d) you have provided adequate references attesting that you are an upstanding citizen
   e) you are financially cleared in accordance with the School Fee Policy; and
   f) you have met the conditions set out in your offer letter.

2.4. You register each semester for the duration of your Programme no later than 14 days after the start of the semester. You will be entitled to register for the semester provided that:
   a) you have paid the requisite Tuition Fees and are financially cleared in accordance with the School Fee Policy;
   b) you have not been granted leave of absence or have withdrawn from The Mico;
   c) you have not been convicted of a criminal offence that, had it existed at the time of your application or first registration you would not have been permitted to register. Details of any criminal convictions received during your time at The Mico must be disclosed;
   d) you have met the relevant progression requirements for the previous semesters / years of your Programme; and
   e) you have not been suspended.

3. Cancellation

3.1. You may cancel this Contract within 14 days of your acceptance (the Cancellation Period); without giving a reason, but must inform The Mico in writing.
3.2. If you cancel your acceptance within the Cancellation Period, any tuition fee paid will be refunded in full to the person/entity submitting the payment, (the miscellaneous fee is non-refundable). If you cancel after the Cancellation Period, tuition fees paid will be refunded as per the Refund Policy. Please note that after 8 weeks, you will not be eligible for refund.

4. The Student Regulations

4.1. You agree that you will observe the regulations in the Students’ Handbook, which may be found on The Mico’s website: www.themicouniversitycollege.edu.jm.

4.2. The regulations in the Students’ Handbook are part of The Mico’s policies and procedures and contain important information about the expectations that The Mico has of you as a student and the relevant procedures and processes to be followed. These include but are not limited the standard of behaviour expected (including how academic misconduct is dealt with), engagement with your studies and attendance at classes, what happens if you are unwell and how your studies may be suspended. They also set out what you need to do to progress to the next part of your programme, to graduate and how your programme and examinations (including assignments) will be assessed. The regulations in the Students’ Handbook set out how you can raise complaints and concerns to The Mico, including how to challenge examination results and your degree classification.

4.3. The Mico reserves the right to make reasonable changes to the regulations in the Students’ Handbook.

5. Your Programme

5.1. Following your registration, The Mico will, subject to this Contract, provide you with a place in the programme set out in your offer letter (“the Programme”), and will make reasonable efforts to deliver your Programme as described in the relevant printed or online prospectus for the period.

5.2. The Mico reserves the right to vary arrangements of its programme, beyond The Mico’s reasonable control; and in these circumstances, will seek to minimise the impact on the student learning experience.

5.3. The Mico will provide continued assurances of the standard and quality of the award. Students will be informed of any changes to the delivery of the curriculum, provision of learning support, services and facilities by The Mico as soon as is practicable. In addition to any exceptional circumstances which might prevail, The Mico will be entitled to make reasonable changes to its courses and effort will be made to keep such changes to the minimum necessary to achieve the required quality of experience. Changes will be communicated with students in advance of implementation. Queries and objections (with reasons) may be directed to your Programme Coordinator or Department Head. If The Mico changes a course, students who are not satisfied with the changes will be offered the opportunity to transfer to another course after consultation with the Programme Coordinator or Department Head, or, if required, to withdraw and be given reasonable support to move to another university.

5.4. The Mico will provide teaching and learning support associated with its Programme with reasonable care and skill and shall further use reasonable endeavours to assess your progress and provide you with accurate and timely feedback on your academic work.
5.5. Provided that you have met all requirements an obligations – academic, administrative and financial, and otherwise complied with the regulations in the Students’ Handbook, The Mico will confer on you any award to which you are entitled.

6. Fees

6.1. The University charges tuition fees for its programmes, which are detailed in the “Financial Information” Form issued by the Bursary. There are additional miscellaneous fees, which must also be paid in order for students to be registered.

6.2. You agree to be bound by The Mico’s School Fee Policy and to ensure that your Tuition Fees and Miscellaneous Fees are paid in accordance therewith.

6.3. If you are in breach of the School Fees Policy, The Mico reserves the right to prevent your registration for subsequent semesters, to withhold your results and to not permit you to graduate.

7. The Mico’s obligations to you

7.1. The Mico will use its reasonable efforts to provide you with appropriate access to a number of academic and other resources, including:

a) The library and suitable learning support resources, including access to online learning resources, as is applicable to your programme;

b) IT infrastructure, including a The Mico email account and access to the electronic student management system;

c) Pastoral support; and

d) Employability and placement advice and support.

7.2. The Mico will have in place and make available to you appropriate regulations and policies, to govern your Programme and your time as a student of The Mico.

8. Your obligations to The Mico

8.1. You agree that the information provided on your application form and any other document is complete and accurate.

8.2. You understand that following registration you are a student member of the University community and agree that as such you will conduct all affairs and interactions in accordance with The Mico’s core values and codes of conduct and ethics.

8.3. You agree that you will familiarise yourself with and adhere to the policies and regulations stated in the Students’ Handbook and other regulations and policies that are brought to your attention, and to submit to the discipline of The Mico.

You will use the email account assigned, as well as, the relevant virtual learning environment for all electronic communications with The Mico. You understand that following your registration, all formal communications will be done using your The Mico e-mail account (unless The Mico agrees otherwise). It is therefore expected that you will check your email account daily. The Mico will therefore not be held liable for your being unaware of any information sent to your email account.

8.4. You agree to use the e-mail facility in accordance with the protocols established by The Mico, including but not limited to the code of conduct as outlined in the Student Handbook.
8.5. You agree to honour the tenets of The Mico Pledge and hence to ensure that:
   i. Your appearance and conduct both inside and outside the institution enhances the highest traditions of The Mico, and you will do everything in your power to raise the standards of The Mico in conduct, work and games.
   ii. You will never, by word or deed, try to lower the standard of any other student or make it harder for him or her to maintain his or her ideals.
   iii. You understand you may be required to leave The Mico, at whatever stage, if you are not making sufficient progress or you are in any way unfit to remain a student or become a teacher and you will abide by the decision of the Authorities and accept it as final.

8.6. You agree to participate in all The Mico’s functions, activities and procedures, including those stipulated in the Students’ Handbook, and announced through The Mico’s communication systems. (This participation forms part of the Professional Development requirement for programme completion and graduation).

8.7. You agree to be responsible for your learning and to pursue your studies conscientiously, using the resources and opportunities made available to you, in accordance with your Programme requirements.

8.8. You will take reasonable care of the health and safety of yourself and others within The Mico community and will co-operate with The Mico in fulfilling its obligations regarding health and safety.

8.9. You agree to keep the contact information provided to The Mico up to date and inform The Mico promptly of any changes.

9. Complaints

9.1. The Mico has in place procedures as per the Student Handbook, setting out how complaints against it may be made.

9.2. If you are an applicant to The Mico, you may raise a complaint or an appeal about the manner in which your application was handled with the University College Registrar.

9.3. Following registration, you may raise a complaint about your Programme or any other aspect of The Mico’s service in accordance with the Department Head.

9.4. If your complaint cannot be resolved in the manner set out in clauses 9.2 and 9.3 above, you may direct your complaint to a Vice President, and then to the President of The Mico.

10. Termination

10.1. By you:
You may withdraw from The Mico and terminate your registration and this Contract at any time. To withdraw from The Mico you must give notice, in writing, to the University College Registrar. Notice takes effect on receipt.
10.2. **By the University:**
The University may, as is applicable, withdraw its offer for you to continue or terminate your registration and void this Contract for reasons detailed in the Student Regulations, or if you otherwise materially breach this Contract:

10.3. On termination of your registration and this Contract you are required to pay any outstanding Tuition Fees immediately, in accordance with the *School Fee Policy*, along with any other debt owed to The Mico.

10.4. On termination of your registration and this Contract you are required to return to The Mico your ID card and all other The Mico property.

### 11. Changes to this Contract

11.1. Changes are permitted to this Contract, with good rationale in writing to the Registrar. Changes with respect to programmes, deferment, leave of absence, etc., will be done outside of this contract.

11.2. No changes requested by you will be binding on you or The Mico unless they are agreed in writing by The Mico.

11.3. The Mico reserves the right to make amendments to this contract, giving students written notice.

### 12. Data Protection

12.1. The Mico will collect, hold and process data relating to you ("personal data") in order to meet its obligations to you under this Contract.

12.2. By accepting an offer of a place at The Mico, you agree to allow The Mico’s processing your personal data for the purposes described above.

12.3. The Mico may disclose appropriate personal data, including sensitive personal data, to third parties, where there is legitimate need or obligation, during or after your period of study.

12.4. The University will promote its *Data Protection Policy and Guidelines* as guidance for The Mico’s staff, students and others who process personal data on behalf of The Mico to ensure they understand their rights and responsibilities when processing any personal data (including where students are processing personal data as part of their studies).

### 13. Other important terms

14.1. This Contract is personal to you. Neither this contract nor your rights may be transferred to anyone else; nor does anyone else have any rights under it.

14.2. Each of the paragraphs of this Contract operates separately.

14.3. Notices
   a) Any notice given under this Contract will be in writing.
   b) The Mico will send any notice to you either to your term-time address/home address and/or by email to your University email address.
   c) You must send any notices either by post (to The Mico University College, 1A Marescaux Road, Kingston 5) or by email, marked for the attention of:
Title

Prior to registration
The Head of Student Affairs

Following registration
The Mico Registrar

14.4. In the event of inconsistencies between the Contract and any other contract information provided to you, the Contract shall prevail.

14.5. This Contract is governed by the laws of Jamaica.

By signing below, the Student acknowledges that he/she has read and understood the terms and conditions herein and has agreed to the same.

________________________________________  ______________________________________  _____________
Name of Student                           Signature of Student                  Date

________________________________________  ______________________________________  _____________
Name of The Mico Officer                  Signature of The Mico Officer          Date