



Undergraduate **STUDENT HANDBOOK**



2022 – 2024



EXTENSION OF 2017 – 2020 EDITION

The 2017-2020 edition of the Undergraduate Student Handbook was the first to be available as soft copy only, posted to The Mico's website. With the changes brought by the COVID-19 pandemic in 2020, there arose the need to update the Handbook in light of the "next normal". While the remote operations were being established and the related regulations emerged, the update of the Handbook as a single, comprehensive regulatory document was paused. Individual protocols were developed and disseminated during the period and will be reflected in this edition.

Therefore, the Executive Management Committee approved the extension of the validity of the 2017-2020 edition for the academic year 2020-2021 at a September 2020 meeting and retroactively for the 2021-2022 academic year at its meeting of March 1, 2022.

DISCLAIMER

Every care was taken to avoid errors. Where any error, omission or ambiguity is identified, please email the Office of the Registrar registrar@themico.edu.jm and the OQA oqa@themico.edu.jm with details.

Sections of the Handbook, policies, regulations or procedures related thereto, may be amended by the Academic Board before the next issue of the Handbook is published. 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. Such communiqués will supersede and nullify those in this edition of the Handbook. The notice(s) will indicate the effective date of the new regulation.



The Mico University College

2022-2024

UNDERGRADUATE STUDENT HANDBOOK

PURPOSE AND SCOPE

The Mico University College's Undergraduate Student Handbook, hereafter referred to as the Handbook, provides students, faculty, and other stakeholders with a convenient reference to regulations and procedures for the normal academic and administrative operations relevant to students. The Handbook is to be used as a supplement rather than a substitute for the official sources of The Mico's policies and procedures. More extensive documentation of The Mico's policies are accessible at <https://themico.edu.jm/oqa/policies>. Wherever documents indicate Student Regulations, it is to the regulations contained in this Handbook that they refer.

By "student", The Mico recognises an individual who is duly enrolled in a programme of study owned by the institution or registered for courses owned by the institution, and eligible to be issued an Identification Card of The Mico. It is also common, purely for convenience, to refer to persons who have paused their studies with the intention to resume as "students" while they are not registered. Regulations contained herein, as well as their parent policies, are applicable to all students of The Mico's pre-university and undergraduate programmes, as well as its short courses, regardless of:

- duration of study – from single course to full programme; culminating in certificate, diploma, or degree
- enrolment status – full time, part-time or visiting
- location of programme facilitation – on campus or off-site
- mode of programme access – face to face or remotely (synchronous or asynchronous)

These regulations also apply to students pursuing other courses and programmes facilitated by The Mico, though owned by other institutions. Exceptions may be made where the course/programme owners stipulate other regulations agreed to in Terms of Reference, Memoranda of Understanding, or other contractual agreement of The Mico with the external entity.

Details of programme structure, programme guide, required courses and credits are provided by the Department in which the programme resides through the Department Head, Programme Coordinator, or other Faculty Advisor.

Students on leave of absence do not access courses and other facilities during the period of leave. However, they are required to maintain the standard of conduct expected of fully enrolled students of The Mico.



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THE MICO 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 SONG

Let us remember the names of our founders,
Honour and laud them, acclaim and revere,
Take them for models of action and conduct
Guides and inspirers throughout our career.
Patient endurance, unstinting devotion,
Passion and service for others their dow'r
Never, they yielded to forces opposing,
Stayed not their work for the space of an hour.



Figure 2 Rev. John M. Trew

When we go forth from the walls of The Mico,
Forth to lead others as we have been led,
See that we hold to ideals that are lofty,
Emulate Mico's illustrious dead.
Onward forever then children of The Mico
Build them a monument shining and great
Give them the witness of noble ambitions
Labour as they did for God and the State.

Life opens out with its vital decisions
Trials, perplexities, trouble and pain,
See that we lose not the hopes nor the visions
Breathe not the spirit of Mico in vain.
When for the future in faraway places,
Tenderly time to our minds may restore,
Voices familiar and friendly old faces,
Shall we not long for the Mico once more?



Figure 1 Sir Thomas Fowell Buxton

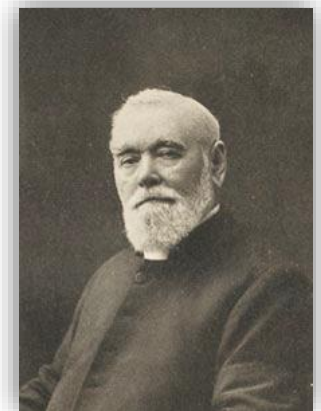


Figure 3 Archbishop Enos Nuttall



Figure 4 The Buxton Monument
Bingleaves Green, Weymouth, Great Britain

*With your might, with your might, with your might,
With your might, with your might!
What your hands find to do – that's the way!
With a will in your work and your play
With your might, with your might.*





A. INTRODUCTION

The Mico holds the record of being the oldest teacher training institution in the Western Hemisphere and the first such institution in Jamaica to be granted **Institutional Accreditation as a University College** by the University Council of Jamaica (UCJ). For over 185 years, this institution has equipped students with the competencies and opportunities to become educators with a lasting ability to positively impact lives and enhance the societies in which they live and work.

Following a long and productive tenure as part of the Joint Board of Teacher Education (JBTE), offering a Diploma in Teaching as its highest certification, The Mico was granted University College status by the Jamaican Government in July 2006. Under the Scheme of Arrangement, The Mico University College was given the legal authority to grant degrees, and in September 2008, the first entrants to the four-year Bachelor's degrees began their programmes. These degrees were accredited by the UCJ in 2012 and again in 2016. In 2018 we started the process of applying for Institutional Accreditation and were awarded Institutional Accreditation as a University College, effective June 2021.

The Mico University College has its main campus at 1a Marescaux Road, Kingston 5, Jamaica, and offers programmes through its three undergraduate Faculties - the [Faculty of Education](#), the [Faculty of Humanities and Liberal Arts](#), and the [Faculty of Science and Technology](#), the [Graduate School of Education](#), and the [School of Continuing Studies](#) for pre-university courses and programmes, as well as short courses at the undergraduate level.

The Mico continues to blaze a trail of excellence among teacher education institutions, 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 ($\frac{1}{3}$ online and $\frac{2}{3}$ face-to-face) for all students and the global pandemic, COVID-19, that arrived on our shores in March 2020, necessitated the move to online classes. All courses were converted to be offered online and faculty found creative ways of facilitating courses, including those with practical components, that kept students and faculty safe. Now we anticipate a new normal with more flexible options.

As part of The Mico community, students must take responsibility for their learning, to strive for excellence in their studies and conduct, to fully participate in and be meaningfully involved in academic, extra-curricular and service activities, and to take full advantage of the opportunities for career and personal development. This Student Handbook provides regulations and guidance for undergraduate programmes offered by the university college. The rules and procedures here are based on our policies and other documents of our regulatory framework, which are accessible for further reading on our website at themico.edu.jm/oqa/policies. Staff and students are to operate in accordance with these regulations, to comply with duly constituted authority and to conduct themselves in a manner consistent with the Core Values and other [Guiding Principles](#) of The Mico.

MESSAGES

FROM THE UNIVERSITY COLLEGE PRESIDENT

Dear Students,

Welcome to The Mico University College! Your acceptance to this noble tertiary institution is the beginning of a new chapter in your life. The Mico is the leading teacher training institution within the Caribbean and the oldest in the Western Hemisphere. For over 185 years, The Mico has given exceptional service to education and will continue to remain relevant and sustainable.

As you embark on your journey here, it is important that you remember this is an institution of high standards and excellence. Capitalize on all opportunities: academic and non-academic; equip yourselves for the classroom and beyond. You are now part of a family that has an astounding legacy and rich history; immerse yourself in its core values of Leadership, Service to Others, Integrity, and Excellence in Performance. Know that you will excel in any field of your choice.

Finally, you are not alone at The Mico. Our staff is here to guide you along your path to excellence. As our mission statement says, "... to offer its students opportunities for academic success and professional advancement ..." We are committed to this mission. Seek assistance when necessary, self-actualize, work hard and smart and **do it with thy might**.

May God bless you in all your endeavours - here and beyond.

Dr. Asburn Pinnock, JP

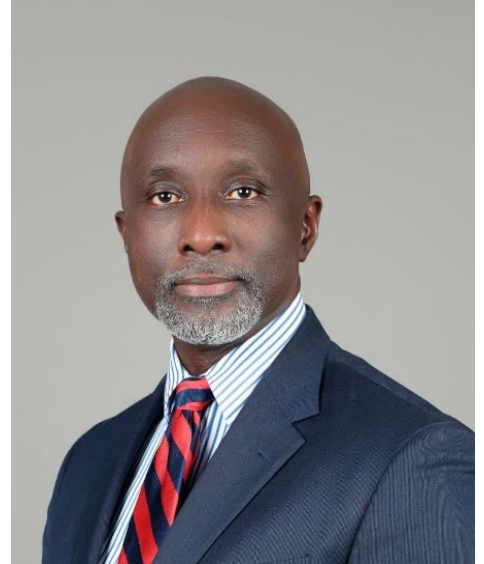
University College President



FROM THE VICE PRESIDENT, ACADEMIC AFFAIRS

Dear Students,

You have made an excellent choice to study at The Mico University College. The Mico experience has transformed many persons before you, ultimately helping them to embrace **Excellence in Performance, Service to Others, Integrity, and Leadership** as their Core Values. What is your vision for yourself? In four or ten years who will you be? Once you are prepared to make the effort, The Mico experience will help you to succeed at the self-transformation that is required to realise your vision and become that person you desire to be. Self-transformation is very important if you are to secure your place in a complex and ever-changing world. I hope you are beginning to see that The Mico experience is about much more than doing assignments and passing examinations. I want to challenge you to replace the narrow mind-set of seeing education as a process of sitting and passing examinations with a global mind-set that chooses to use the experiences gained through higher education at The Mico to develop high personal standards, build networks and most importantly develop a passion for lifelong learning.



Once you are receptive in this way, our dynamic accredited programmes will open your eyes to new ways of learning and making sense of the complex ever-changing world in which you live. Rapid developments in technology are constantly shifting the way we all live, socialise, and work. Social media, online dating and remote working facilities have opened tremendous opportunities across the globe like never before. Miconians are known for making the most of opportunities like these, almost like it is part of our DNA. We have succeeded anywhere in the world we find ourselves, no matter how complex the environment. Indeed, because The Mico is institutionally accredited, all the credentials that you earn here will empower you to live and work anywhere in the world and, in many cases, you will not need to do any further studies to find employment.

So I congratulate you on earning or retaining a place to study at The Mico! I hope you are fired up. Your self-transformation is underway. Make the effort and embrace the challenges as they come. If you fall, pick yourself up, brush yourself off and keep going. Some of the lessons learned will be tough but these are the ones you never forget and are often key to the transformation you seek. In the end you will succeed and find that the effort was all worth it. Many persons have come to The Mico and made a network of friends and developed deep relationships that they maintain for life. Ensure that you make new friends. Talk about your big plans with them for what you want to do after earning your degree so they can encourage you. See the world as open to what you have to offer. I hope you attain your full potential and make yourself and all other Miconians past, present, and future proud. Welcome to The Mico and remember, always **Do it with thy might!**

Dr. Albert Benjamin

Vice President, Academic Affairs

FROM THE VICE PRESIDENT, ADMINISTRATION

Dear Students,

Welcome to another dynamic academic season at The Mico. Most of you have missed being on this lovely historic campus for over two years, and we are delighted that we will be returning to some activities here. The energy that your presence brings to the space is unmatched and we trust that the physical enhancements that have been made since 2020 will enjoy your appreciation as you are served thereby.

This is a new normal, and we continue to be careful and watchful in matters of public and personal health and safety. There are some new facilities and practices to which you will need to become accustomed, and we stand ready to keep the information and consultation going as we all adjust together.

The staff of the Administrative Division have been on campus regularly throughout the period, and we applaud their resilience and adaptability in keeping the business and facilities of the campus in good order. Please express your appreciation as you visit the offices and see them around the campus. No doubt, they are delighted to have the vibrance of your presence on the campus and halls of residence once again.

In many ways, this is a new beginning for all of us, yet some things about The Mico experience remain the same. There will be opportunities for your **Leadership** potential to be recognised and developed. Take hold of them and do well. As we refresh our in-person interaction as a community, we still need to be mindful that **Service to Others** is critical. Participate in and support General Assembly and other University College functions, House and Hall events, Guild activities, Sports, and Clubs and Societies with renewed purpose. Build positive, edifying relationships. Though you will focus on academic matters to attain **Excellence in Performance**, remember that there are other areas in which you are to be excellent. Great teachers are more than just intelligent and well educated. Having spent decades at The Mico, first as a student, then later as a lecturer, and now a senior manager, I bear witness that it takes much more than fantastic grades to be a great Miconian. Be a Miconian who enriches the lives of others; and do so with **Integrity**.

Let us be kind, patient, and gentle with ourselves and with each other as we learn and grow in adjusting to this new normal. We can do it. We *will* do it. Together.

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

Rudolph Sewell

Vice President, Administration



FROM THE REGISTRAR

Dear Students,

It is my distinct honour to welcome you to Jamaica's and the Caribbean's premier teacher-training institution, The Mico University College, whether you are commencing or continuing your academic journey here. Undoubtedly, it will be a monumental one, but I am equally confident you have chosen the best route on which to take that Journey... where you will achieve with *All Thy Might!*

This hallmark of excellence and achieving with all your might is cultivated by the Mission of the University College, *"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."*

You have entered an institution that has a rich history in teacher education. The Mico University College was established in 1836 through the Lady Mico Charity. It is the only one of four teacher-training institutions established during this period in the British colonies to survive. I ask that you embrace and be proud of your rich heritage.

We are mindful of the challenges faced in this "new normal" of online learning. Therefore, the University College will be taking a hybrid approach to our academic delivery during the 2022-2023 Academic Year. I urge you to make full use of this modality. In addition, avail yourself of the multiple support services offered, and familiarize yourself with the rules and regulations which will govern your tenure at The Mico University College. Ensure that you read your student handbook carefully; the information and the regulations are still to be upheld by our students even as we operate in this hybrid modality.

Finally, every meaningful journey has a destination. This one, like others, will have its "ups and downs." We encourage you to be courageous and diligent, keep your focus, work hard and wisely, but above all, be safe!

The blessing of the Lord be with you.

Mercedes Deane

University College Registrar





FROM THE GUILD PRESIDENT AND FIRST VICE PRESIDENT

Greetings, fellow students of The Mico.

We welcome you to a new academic year in this institution of tradition and excellence. You have indeed made the right decision in making this institution your home for higher education. You have selected an institution with a great and everlasting legacy of producing world-class educators and leaders who have made a solemn pledge to build this nation and to be a guide to the children of tomorrow.

Through the years, this institution has seen tremendous change and the Guild of Students has always been here to represent you, our colleagues. Throughout this university college experience, you will receive many opportunities for personal and professional growth and it is your duty to use these to propel yourself to become that educator you desire to be. In all things, remember why you decided to start this journey and remember the Guild of Students will be here to walk with you along that path.

So, as you embark on this journey of academic attainment and personal discovery, embrace the process and learn as much as you can, as you are preparing yourself for future leadership. Develop yourself socially and make connections in preparation for the working world. You will make new friends and you may lose some but there will be those that will forever be around. Expect to learn, grow and develop in many aspects of your life, and we are sure you will enjoy your time here. Know that The Guild of Students is here for you.

The Mico and The Guild of Students stand firmly as a community, so consider the Guild of Students as part of your family away from home. There is much in store as we continue this great journey together as a university college and as a family.

We encourage you as always, "DO IT WITH THY MIGHT!"

Joshua Brown, Guild President 2022-23

Diana Denton, Guild First Vice President 2022-23



A BRIEF HISTORY

The Lady Mico Charity (now Trust) established four teacher-training institutions and hundreds of elementary schools in the British Colonies in the West Indies, Mauritius, and Seychelles, beginning in 1834. The British slave trade was abolished and slavery itself would be abolished a few years hence. Sir Thomas Fowell Buxton, a member of the Anti-Slavery Society, made successful efforts to redirect the resources of the Charity to the education of the children of the slaves in these British Colonies. Rev John McCammon Trew, the first Secretary of the Charity, returned to Jamaica in 1834 to establish on behalf of the Charity, a training institution for locals, as a matter of priority.



Figure 5 The Original Mico Normal School on Harbour Street in Kingston
Image from jamaica-history.weebly.com/the-mico

The Mico University College in Kingston, Jamaica, is the only one of those four teacher-training institutions still in operation. Founded in 1836, it is the oldest teacher-training institution in the Western Hemisphere, and one of the oldest institutions of higher education in the world. Other teacher-training institutions (“normal schools”) that were started earlier, either no longer exist or have become schools or departments within universities. It is significant, therefore, that The Mico has maintained the focus on its initial purpose as a teacher-training institution.

The survival of The Mico is rooted in four characteristics:

- First, remaining true to its character as a Christian, 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’s graduates in society.



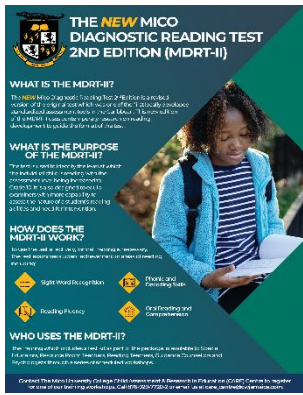
Figure 6 The Mico, 1896.
Image from the National Library of Jamaica

The Mico College was founded as a co-educational institution, training British volunteers to teach in Jamaican schools.



Figure 7 Female students who entered in 1955 and 1956
Image: courtesy of Mrs. Lena Williams (nee Hoo Fatt), fourth from right.

After the cessation of the Negro Education Grant in 1846, it was more economical to train native teachers. The Mico then became a single-sex institution, training aspiring young Caribbean men for teaching children in elementary schools. In January 1955, the beginning of the academic year, The Mico became co-educational once again and welcomed eight Jamaican female students in Batch 119.



In the 1960s, The Mico expanded its programmes to train teachers for the newly established junior secondary schools. By the end of the 1970s, the institution was also training teachers for secondary schools, graduating the largest number of secondary school teachers of all the teacher-training institutions in the country. By the 1980s, this included the training of teachers for children with special needs, providing Special Education teachers for Jamaica and the English-speaking Caribbean. The Mico's Special Education bachelor's degree, which began in partnership with the University of the West Indies in 1986, has become a flagship programme of the institution. 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 instruction for them. The CARE Centre remains a leader in Special Education in the Caribbean, especially through the widespread use of its region-relevant diagnostic reading test, the current version of which is the MDRT-II.

For many years, The Mico was part of the Joint Board of Teacher Education (JBTE), which was originally established as the Institute Board of Teacher Education in 1965. As the quality assurance engine of teacher education in Jamaica, Belize, and the Bahamas, the JBTE had responsibility for the standard of pre-service teacher training, through which it has certified teachers from the Caribbean and beyond. Lecturers of The Mico Teacher's College, as the institution was then known, were very active in the various subject-based Boards of Studies, facilitating the development and implementation of Certificate and Diploma teacher-training programmes in member territories. The Mico's record of achievement in successfully taking on new challenges earned it the reputation of being a leader in educational development in Jamaica and the Caribbean. Therefore, at the beginning of the 21st century, under the leadership of Chancellor, Prof. Neville Ying, and Principal, Prof. Claude Packer, the Jamaican government upgraded The Mico to an independent degree-granting institution through the 2006 Scheme of Arrangement that recognises the institution as The Mico University College.

Among The Mico's graduates are outstanding educators and exemplary community leaders who have influenced the society far beyond the schools in which they have taught and the communities in which they have lived and worked. They constitute a long list of persons who have excelled in several fields of endeavour, besides education. This list includes two of the four Governors General of independent Jamaica, namely Sir Clifford Campbell, GCMG, GCVO, and The Most Hon. Sir Howard Cooke, ON, GCMG, GCVO, CD, as well as a number of other prominent figures in a variety of fields. Graduates of The Mico continue to make outstanding contributions to nation building in fields of education, industry, sports, politics, religion, and community service at home and in the Jamaican diaspora.



Figure 8 The Mico, early 1900s
Image: National Library of Jamaica, taken from Jamaicans.com. Special thanks to [Vintage Jamaica](http://VintageJamaica.com).

THE LADY MICO TRUST AND THE MICO FOUNDATION

THE LADY MICO TRUST



Figure 9 Plaque from The Lady Mico Charity on the ground floor of the Buxton Tower

The Lady Mico Trust (formerly The Lady Mico Charity) was established in 1834, created by an Act of the Parliament of the United Kingdom, and is registered with the [Charity Commission for England and Wales](#). The Charity is regulated by a Scheme of the Court of Chancery dated 29th June 1835, which sets out the conditions under which the Charity operates. The primary provision is the appointment of trustees, stating that, *“The body of Trustees shall consist when complete of not less than three and not more than six competent persons.”* The England-based Trust currently has five members. Prof. The Hon. Errol L. Miller, OJ; CD was made a trustee in 1984 and was the first trustee that resides outside of the United Kingdom. Professor Miller retired as a trustee in 2020 and was replaced by Dr. Roderick Karl James.

Contributions from the Trust to The Mico Foundation are used largely for capital development of The Mico University College. 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 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. Currently the Secretary/Manager of the Foundation is Mr. Burchell Duhaney, he operates with staff of six individuals 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 give 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, 1¼ 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 CARE Centre, which was opened in November 2009. Maintenance of these properties is the responsibility of the Foundation.
3. The Mico Foundation operates commercial enterprises such as The Mico Campus Bookshop on the main campus.

GUIDING PRINCIPLES

The Guiding Principles of The Mico are its Vision, Mission, Core Values, Philosophy, and its Institutional Standards. These inform the Profiles of the Graduates of our programmes and our Institutional Learning Outcomes. The fruit of these principles are borne through the design and facilitation of our academic programmes and co-curricular experiences to realise the outcomes in our graduates.

VISION

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

MISSION

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.

PHILOSOPHY

The Mico's Philosophy of Education underpins the design, management and development of our academic programmes, and the methods of course facilitation and academic assessment. Our philosophy is a blend of student-centred philosophies, primarily Progressivism and Social Constructivism.

The Mico is committed to leadership, integrity, service to others, excellence in performance, the promotion of personal growth and development of all its constituents and nation building. As an institution that embraces student-centeredness we are committed to providing our students with the highest quality education through a holistic learning environment which encourages research and scholarship, and which nurtures and prepares them with the requisite knowledge, skills, competencies, morals and values to be transformational leaders in an ever-changing complex world.

We believe that faculty involvement with students must be intentional, persistent, nurturing, engaging, accommodating and thorough. Furthermore, our teaching and learning methodologies should reflect creativity, flexibility, adaptability, to meet the changing needs of students, as well as the changing societal needs and expectations. We strive to communicate with compassion, directness and respect as we build teamwork skills for partnerships and collaborations.

CORE VALUES



Figure 10 Description of The Mico's Core Values

Embracing and exemplifying our Core Values are so important for all students and all staff, that the institution-wide [Core Values and Competencies Framework](#) was developed to facilitate the recognition and enhancement of these values in our day to day operations.



INSTITUTIONAL STANDARDS “THE MICO 12”

“The Mico 12” are our Institutional Standards through which we establish thresholds for internal quality assurance. Although they are not the only standards that we seek to attain and exceed, they are a comprehensive set of standards that connect us as a community.

Standard 1

GOVERNANCE AND PLANNING

Standard 7

STAFF RECRUITMENT AND DEVELOPMENT

Standard 2

QUALITY ASSURANCE

Standard 8

FACILITIES MANAGEMENT

Standard 3

DESIGN AND MANAGEMENT OF ACADEMIC PROGRAMMES

Standard 9

RESEARCH AND INNOVATION

Standard 4

TEACHING, LEARNING AND ASSESSMENT

Standard 10

INFORMATION MANAGEMENT

Standard 5

STUDENT ADMISSION, PROGRESSION, RECOGNITION AND CERTIFICATION

Standard 11

COMMUNITY INVOLVEMENT

Standard 6

STUDENT SUPPORT SERVICES

Standard 12

SUSTAINABILITY

THE INSTITUTION’S MARKS

The institution’s marks are its official wordmark, name, crest, seal, symbols, images, photographs, and other identifying marks. These belong to The Lady Mico Trust and their use is governed by the [Use of Marks Regulations](#). These regulations state that permission for their use may be granted only by the University College President or Registrar. These regulations also specify the permissible use, placement, font, size, colour, and other details of the institution’s marks.

The wordmark is the name of the institution using the specified Old English font with characters as it appears in the header of this Handbook. It must always include our full name, The Mico University College. In other communications, the abbreviation “The Mico” is to be used, with the ‘T’ always capitalised.

GOVERNANCE and ADMINISTRATION

Governance is a complex concept, and in higher education involves the structure, organisation, and strategic direction of the institution through decisions made for sustaining and developing the institution. In a competitive global landscape, The Mico University College must achieve the delicate and dynamic balance between holding to its traditions and striving toward its aspirations. The relationship between internal and external stakeholders is critical to effective governance processes, as is the recognition of the impact of national laws, local and international standards for higher education, and the need for robust internal regulatory systems. The day-to-day tactical and operational activities that enable the Mission, Vision, and Goals of the institution to be recognised, constitute the administration and management functions of the institution.

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, commonly called the Scheme of Arrangement.

The Board of Directors

The Board of Directors oversees the operations of the institution to ensure that strategic plans are established and implemented. The Board's oversight also gives attention to compliance with policies and guidelines of the government of Jamaica, as well as the statutes and ordinances of the institution. The sixteen-member Board meets quarterly and is chaired by the **Pro Chancellor**, Dr. Ryland T. Campbell. The **Deputy Pro Chancellor** is its Vice Chairman. The membership also includes nominees of the Lady Mico Trustees, the University College President, and representatives of all internal stakeholder groups of the University College. Other members are selected by the Minister of Education. The **Chancellor**, Dr. R. Karl James, 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. Activities of the Board are actioned by its various committees.

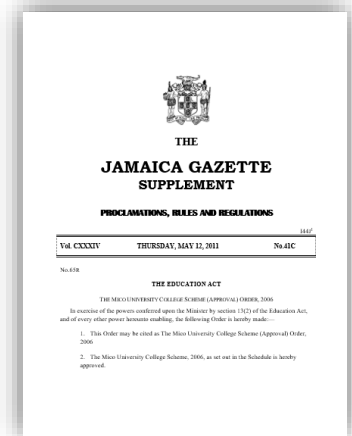


Figure 11 Chancellor, Dr. R. Karl James, giving his address at the Presentation of Graduates, Class of 2020

*The Board of Directors has the responsibility of governance. However, the routine administration of the university college is the responsibility of the University College **President**, the institution’s Chief Administrative Officer, through the Academic Board and the Executive Management Committee.*

The Academic Board

The academic affairs and regulatory processes of the University College are overseen by the Academic Board, which is the highest internal decision-making body of the institution. Chaired by the President, the Academic Board is subject to the authority of the Board of Directors to which it provides advice on academic operations. The Academic Board has responsibility for reviewing and recommending the approval of 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.

As provided for in the 2006 Scheme, the Registrar is Secretary to the Academic Board. Each Dean of Faculty and “no more than thirty other members” – which include the heads of academic departments – constitute the Academic Board.

Faculty Boards

The affairs of 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 its recommendations to the Academic Board.

The Executive Management Committee

The Executive Management Committee (EMC) has oversight responsibility for the day-to-day administrative affairs of the institution and is chaired by the University College President. The EMC also recommends administrative policies, guidelines, and procedures for approval by the Board of Directors. Officers of the institution serve on the EMC by virtue of their positions, and include the Vice Presidents, Registrar, Bursar/Director of Finance, HR Director, Director of ITER, Director of Alumni Affairs & Development, OQA Team Leader, Internal Auditor, Procurement Manager, Director of Student Services, Deans and Academic Directors, Curriculum Specialist, and Chief Librarian.





B. ADMISSIONS AND REGISTRATION

ADMISSIONS

Minimum Entry Requirements

The entry requirements of the institution are also called the matriculation requirements. The applicant must

1. be at least 17 years of age.
2. meet have passes in five CXC CSEC and/or, NVQJ (Level 2) and/or City & Guilds (Stage 3) subjects, including English Language and Mathematics.
3. meet the Programme requirement, i.e. among the five subjects indicated above, there must be passes at grades 1 or 2 for subjects related to the area of study/Specialization.

Matriculation into the university college does not guarantee matriculation into a particular programme. Some programmes have **additional** entry requirements. Students are to check with their Departments and ensure they meet all requirements by the end of their first year in the programme.

4. meet other requirements, such as community activities and leadership including active, voluntary participation in school clubs, church involvement, civic societies, etc.

Certified copies of evidence of qualifications, such as certificates are required.

As of September 2018, **CXC CAPE Units are no longer required** for matriculation. Those entering with CAPE with Grades 1 to 3, in their Specialization may be granted exemption from select Specialization courses as determined by each department. This is not equivalent to [Advanced Standing](#).

Qualifications used to meet entry requirements cannot be used to gain exemption from courses.

Where applicants do not have CSEC subjects or equivalent, other certifications may be offered and their suitability for matriculation determined.

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.

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.

Successful Applicants

Each successful applicant receives a letter of offer for a place in a specific programme and a unique Identification (ID) Number. This ID number is required for access to the student management system (SMS) through which initial enrolment processes and registration for courses occurs.

Information outlining the registration process is provided by email and there may be a special webinar in July on the registration process. The link for the webinar will be sent in the letter of offer.

RELEVANT REGULATORY DOCUMENTS

- ◆ [Prior Learning Assessment and Recognition Policy](#)
- ◆ [Recruitment, Admissions and Registration Policy and Procedures](#)

Deferral of Entry

If a successful applicant is not able to enrol in the year stated in the offer letter, application should be made to the Registrar, through the Department of Student Affairs, for Deferral. **Deferral is valid for one year only.** If the offer is not taken up at the beginning of the year following the initial offer date, the applicant will need to update and resubmit the application.

Prior Learning Credentials

A successful applicant may seek Advanced Standing, having gained certification and/or requisite 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 institution will accommodate no more than 10% of its matriculated students as applicants seeking entry due to prior learning.

Applicants' competencies may be assessed in a number of ways, including, but not limited to, challenge examination(s), *in situ* assessment, a portfolio, and/or other demonstration of skills and aptitudes.

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:

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

Other Requirements for New Students

Once an applicant has been accepted, there are additional requirements to be met before enrolment:

1. Tests: Psychometric, Mathematics, English Language
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.
2. Medical Requirements
 - immunization card indicating compliance with the Health Regulations in Jamaica.
 - a medical examination report from the University College Doctor or approved physician, including the required laboratory tests. Where a physician other than the institution's doctor does the medical examination, the report **MUST be on the practitioner's official letterhead or include an official office stamp.**
 - Where a student has a medical condition or impairment that requires special accommodation, the student must submit a completed [Declaration of Disability Form \(DDF\)](#), along with supporting documentation provided by a duly licensed/credentialed medical practitioner in the field. For further details, see Section on [Student with Disabilities](#).

Student Identification Cards

To be recognized as a student of The Mico University College, an official Mico identification (ID) card must be obtained. This bears his/her photograph and official ID number. This photo identification cannot be issued until the prospective student has completed enrolment. The card must be visible and is to be shown, on request, to any authorised officer of the university college, including personnel of the duly contracted security company. The ID card remains the property of the institution and must be worn at all times while on campus.

The ID card must be returned to the Admissions Section of the Registry if a student withdraws or is expelled from

the institution. If the ID card has been lost or damaged to the extent that it no longer serves the purpose of establishing or verifying the student's identity, it must be reported immediately to the Department of Student Affairs. A replacement ID card shall be requested, and the requisite fee paid at the cashier in the Accounts Department. The damaged card, [completed request form](#) and proof of payment are to be submitted to Student Affairs for arrangements to be made for the replacement ID card.

Student Contract

All students will be required to sign a [Student Contract](#) 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).

ACADEMIC ADVISING

Academic advising is available to each student at The Mico University College in two main ways:

- i. **Academic Advisors** in the students' departments who help them successfully navigate their programmes. Guidance is given regarding course selection, interpreting processes and regulations, and meeting requirements in an optimal manner. Where a student may be on [Academic Probation](#), the Advisor facilitates the student's development of a personal improvement plan.
- ii. The **Programme Guide** provided by the department. There may be modifications to the sequencing during the programme, but these will be communicated to students for registration purposes each semester.



REGISTRATION

Registration is the formal act of enrolling for course(s) and to write examinations. This has two major components, each of which has a few steps and attendant deadlines each semester/session:

- *Course Selection* - selecting classes
- *Financial Clearance* - ensuring all requisite fees are paid

Registration dates are on the Academic Calendar. Generally, registration periods begin:

Semester 1 – August | Semester 2 – December | Summer Session – May

COURSE SELECTION

Registration is done electronically by each student on the electronic SMS. All registration-related notices are sent by campus email.

Courses to be selected are informed by the programme guide which students receive from their specialization departments. Detailed information on the process is provided at orientation activities and by campus email. Additional information is on the webpage with [Information for New Students](#).

All students are required to register within the stipulated period. Students who are not registered for courses will not be admitted to classes, nor have coursework submissions received or graded; neither will they be able to access any other service of the institution. After the [late registration](#) period, students may make changes to their course selection during the [‘Add/Drop’ period](#).

Students are urged to select courses in accordance with the guidance provided by their departments. This allows for an optimal programme experience and avoids unnecessary challenges.

The university college reserves the right to reschedule courses from one semester to the next, to withdraw courses where there is insufficient demand (i.e. the course is undersubscribed) and to vary delivery and facilitation modalities.

Additional information and regulations concerning [class attendance](#) are in Section D. If a student remains unregistered beyond any approved leave period, the student shall be considered to have withdrawn from the institution and must apply for re-admission.

Failure to Progress

Students must successfully complete all Year One courses by the end of their second year in the programme. Students who fail to do so shall not be promoted to Year Three.

New Students

Each new student must activate his/her SMS account and campus email address before selecting courses. The ID number provided in the letter of offer is required for this process. Instructions are given on the [First Year Student Information](#) webpage. Additional guidance on registration is given at Orientation.

Orientation

All new students are expected to attend Orientation before classes begin. Information on the dates and sessions are communicated by the Admissions Section. The initial orientation period is organised by the Department of Student Services and facilitated jointly with the Guild of Students. There are other orientation

RELEVANT REGULATORY DOCUMENTS

- ◆ [Academic Advisement Policy](#)
- ◆ [Recruitment, Admissions and Registration Policy and Procedures](#)



sessions throughout the programme, organised by academic units, such as the Faculty or Practicum Unit. All students are expected to attend these sessions, which may be face-to-face or online.

The orientation experience provides a foundation for personal, social, and emotional transition and adjustment to university life. Students are exposed to many of the processes, activities, services, resources, and events that will get them started on a sound footing. While it is not possible to tell new students everything that 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 into higher education.

There are four objectives of the orientation programme:

1. To introduce students to university college life – expectations, norms, and resources;
2. Acclimation of students to their new environment and help them define their educational purpose;
3. To provide a balanced introduction to opportunities within and beyond their programmes; and
4. To provide guidelines and avenues for sustainable success throughout their programmes, including the support systems and services of The Mico.

Late Registration

After the normal registration period, late registration will be accommodated for no more than two additional weeks and will incur a **Late Fee**. Registration after the end of this period will only be facilitated with the written permission of the Registrar.

Enrolment Status

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 sessions (8:00 a.m. – 4:00 p.m.) or evening (5:00 p.m. – 8:00 p.m.) or in the summer. A standard course load is normally between eighteen (18) and twenty-one (21) credits each semester and fewer in the summer session.

Full-Time Student

An undergraduate student registered for fifteen (15) or more credit hours each semester is a full-time student. 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 register for nine (9) to twelve (12) credits per semester/session. **Under normal circumstances, a part-time student shall complete the degree programme in not less than five (5) years and not more than seven (7) years depending on the level of entry.**

Course Load Amendment

For a full-time student to pursue a course load of fewer than fifteen (15) credits or more than twenty-four (24) credits, including re-sits, in a semester, the Dean's approval is required. The request is made using the [Application to Exceed Credit Hours Form](#). Students must have a GPA of 3.0 and above, or all A's in their area of specialization to be granted approval to exceed their credit load.

AMENDMENT TO REGISTRATION

Add/Drop

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 Department Head may approve the request. This



approval shall be passed to the Registrar's Office to be included in the student's records.

For compliance with the attendance policy, classes missed during this period are not to be counted as absences. The attendance record of the student to date shall be submitted with the request for the "Add/Drop". Students are expected to fulfil all the requirements of 'added' courses, including work they may have missed (without penalty).

Absence from classes or notifying lecturers is not an official withdrawal from a course. If a student fails to officially withdraw from a course, he/she will be charged the usual course fees. Any earned grades will be entered, and the course will appear on his/her transcript.

A student may not join a class after the first three weeks have passed without 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.

Failure to comply with registration deadlines will result in the student being excluded from class activities and from participating in any assessment processes. Grades are only assigned to students who are duly registered.

The Mico reserves the right to withdraw the privilege of enrolment from any student whose conduct is detrimental to the academic environment, to the well-being of other students, faculty or staff, or to the institution's facilities.

Change of Programme

Students who wish to change their programme, may do so during the Registration Period, using the **Change of Registration Form**, available from the Department of Student Affairs. 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, must both authorize the transfer before submission of the form to Student Affairs.

Change of Name

After initial enrolment, students who have had their name legally changed, may have their name on the institution's record changed by formally writing the Registrar, **while they are still students** of the institution. The request is to be sent by email to the [Office of the Registrar](#), with attachments of clear photographs or scanned images of the original marriage certificate or deed poll, as well as the student's current Mico ID card. Certified copies of each original certificate must be presented to the Registrar's Office, as soon thereafter as is possible. The change will be effected after the documents are verified.

For this change to be reflected on the degree certificate, transcripts, and the like, the letter and supporting documentation must be received by the Registrar's Office by the end of April in the student's final year.

STUDENTS WITH DISABILITIES OR IMPAIRMENTS

The Mico will provide reasonable accommodations to students with disabilities or temporary impairments. *Accommodation here refers to a modification in the academic environment that enables an individual to enjoy equal access to the institution's programmes, services, or activities.* Accommodations and support for students with disabilities/impairments is a shared responsibility between students and the institution. The accommodation should not result in any significant alteration to the nature of the programme.

Students with a temporary or permanent impairment or disability applying for accommodation, auxiliary aids, and services must also complete the requisite [Declaration of Disability Form \(DDF\)](#) and submit to the Registrar for approval. Students are to ensure that current, appropriate documentation is submitted by a duly licensed/credentialed professional, relevant to the nature of the disability/impairment and requested accommodation(s). **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.

The provision of academic accommodation is contingent upon the submission of required documentation. Prompt submission of the DDF and supporting documentation is therefore critical.

Documentation must:

- specify/describe the disability or impairment
- indicate how the disability/condition 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.

Once the application is approved, the student will receive a Letter of Accommodation from the University College Registrar. The student is required to sign the Letter, indicating agreement with the provisions offered or make an appointment with the Registrar to discuss any variations. The Registrar will receive the signed Letter and provide copies to the Office of Student Services, Deans, Academic Department Heads, and any other relevant units and officers of the institution.

Updated documentation is to be provided routinely to the Registrar in July preceding each academic year, or more frequently if the gravity of the condition necessitates, to adjust accommodation as needed.

For additional details regarding accommodation for students with an impairment / disability, please refer to the [Protocol for Accepting Students with Impairment](#).

All information will be held in confidence and will not be disclosed unless written permission is given.

VISITING STUDENTS

Visiting Students are typically from another institution and are doing courses at The Mico, usually for one academic year. All fees as required for full-time students are applicable. Visiting students have the same access as full-time students to the Mico's services and facilities.

Visiting students are not required to matriculate into The Mico's programme of study because they are not Mico students, are not pursuing an entire programme at The Mico, nor will they be awarded Mico certification. A transcript may be provided at the normal rate.

INTERNATIONAL STUDENTS

The Mico has served international students face-to-face and online, and will make available the following:

- A learning environment free of any form of discrimination;
- Residence, under the same provisions as for local students.
- Access to all facilities and privileges as enjoyed by local students.

Full compliance with all the national and institutional rules and regulations is expected, as for local students.

To ensure that students have the required landing permit to remain enrolled, students shall submit their passports and return itinerary to the Registrar's Office so that these can be sent to the Passport, Immigration and Citizenship Agency (PICA) for extensions.

RELEVANT REGULATORY DOCUMENTS

- ◆ [Diversity, Equity and Inclusion Policy](#)
- ◆ [Protocol for Accepting Students with Impairment](#)
- ◆ [Recruitment, Admissions and Registration Policy and Procedures](#)
- ◆ [School Fee Policy](#)

FINANCIAL CLEARANCE

The payment of programme and institutional fees is the second major component of the registration process.

The Accounts Department (Bursary) manages the financial matters of the university college. All payments, financial queries or concerns shall therefore be directed to the Office of the Bursar/Director of Finance, or to the Student Finance Section, which handles matters related to financial clearance and programme-related fees.

Financial clearance is required for registration.

Financial clearance is an official designation from the Accounts Department that a student, graduate or alum is in good financial standing. The Student Finance Section of the Accounts Department is the **only** unit that can provide financial clearance.

Good Financial Standing

Students, graduates and alumni who have no outstanding balances at The Mico are regarded as being in good financial standing with the institution. This designation may also be applied to individuals who are actively and faithfully taking steps towards clearing a relatively small balance by a deadline set by the Accounts Department. Financial Clearance is the “stamp of approval” from the Accounts Department that indicates to all providers of services offered by the institution – transcripts, verification and status letters, etc. – that the client is in good financial standing.

Fees

The normal fees payable include:

1. **Miscellaneous Fee:** A non-refundable, flat rate fee paid in full once per academic year by the beginning of each academic year. This covers, among other things, health insurance (full-time day students), accident insurance only (evening students), identification cards, Professional Enhancement Courses. A number of these costs are not prorated to the institution, therefore, students who begin the year in January (semester 2) or May (summer session) are to pay the full Miscellaneous Fee.

2. **Tuition:** payment options available
3. **Hall Accommodation (Boarding) Fees** for residential students, that is due at the beginning of each academic year and does not include meals. 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 occupy residence.

The amounts for each category of fee and deadlines for payment are provided by email notices and on our website by the start of each registration period. Late registration attracts a penalty. Available payment plans are also included in these notices. All payment plans must be honoured as indicated in the notice for students to be eligible to receive examination permits.

Status Letters for Sponsors

A sponsor may require a letter from the institution to confirm a student’s programme and year/level. These Status Letters are available through the Examinations Department of the Registry and may be requested by email and in person. There is a minimal application and processing fee.

Making Payments

Payments may be made through Paymaster, bank transfer, or with credit or debit cards at the cashier on campus. The Accounts cashier does not accept payments in cash. All payments must indicate the student’s Mico ID number.

Payments on students’ accounts will first be applied to debts owed to the institution, then to the fees for the current or upcoming semester.

Balances outstanding for more than two semesters attract interest annually.



Student Loan

Students who have been approved for a loan from the Students' Loan Bureau (SLB) should submit proof of agreement indicating Category D or E status in order to be financially cleared for registration.

Sponsored Students

Students on scholarship, grant, or other third-party funding, can be financially cleared for registration on the basis of a commitment letter from the sponsor. This includes international students with sponsorship from their governments. The deadline for this commitment letter is the same date as the final date for payments.

The commitment letter is to be addressed to the Bursar/Director of Finance and must contain the student's full name (including middle name), ID number, and programme. The specific charges, academic year and semester(s) for which the sponsor will pay must also be indicated in the letter.

The funds committed must be paid by the deadlines posted. The student has a responsibility of notifying the sponsor of the due dates. If payment is not received from the sponsor, the student becomes liable for fees owed and any penalties or interest that may accrue.

Overseas Payment

Depending on the method used, payments from outside of Jamaica may not be received by The Mico on the day of payment. The additional transaction processing times of the various entities is to be borne in mind when payments are being made. The late registration penalty will be applied for payments received by The Mico after the stated deadline.

All bank charges, taxes, and other external charges associated with transfer of funds to The Mico's account shall be paid by the student or sponsor.

Financial Aid / Scholarships

Information on financial aid is provided on the institution's website, as well as through the [Department of Student Services](#) and the [Office of Alumni and Development](#) both of which send out notices of available opportunities through campus email. Scholarships and other tuition assistance is also available through the [Mico University College Alumni Association \(MOSA\)](#).

Refunds

Refunds of excess amounts on a student's account will normally be made at the end of the programme of study, with excess amounts at the end of each semester applied when the student next registers.

Should there be rationale for a refund outside of these norms, the student may apply in writing to the Bursar/Director of Finance, giving all relevant information including full name, ID number, programme and the academic year and semester in question. The student may be required to produce evidence supporting the request for the refund.

Refunds on amounts paid by sponsors will be returned directly to the sponsor on record and will not be given to sponsored students. Refunds of payments from 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 any excess funds to be paid over to the student.

Should a student choose to terminate their studies at The Mico and withdraw from the institution, the student will be required to give notice in writing to the Registrar. The proportion of refund due is governed by the [School Fee Policy](#) and will be granted on a sliding scale, depending on the time that the Registrar's office receives the letter from the student. The following table

RELEVANT REGULATORY DOCUMENTS

- ◆ [Recruitment, Admissions and Registration Policy and Procedures](#)
- ◆ [School Fee Policy](#)

indicates the proportion of the excess to which student entitled upon withdrawal from the institution. For convenience, the first day of classes is here taken as the start of the semester.

Resident students who are asked to leave campus housing for breach of conduct or any violation misdemeanour will not have their boarding fees, or any portion thereof, refunded.

DATE OF SUBMISSION OF LETTER TO REGISTRAR	PROPORTION ELIGIBLE FOR REFUND
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

Table 1 Refund Amounts due upon Withdrawal





THE SIR CLIFFORD CAMPBELL
BUILDING

C.ACADEMIC PROGRAMMES

THE ACADEMIC YEAR

The academic year begins with Registration in August, with classes beginning in September. *For convenience, however, regulatory timelines referenced to the start of the semester are to be counted as working days from the start of classes, with the first day of classes being day one.*

The year ends with Summer Session examinations in early August. There are two 15-week semesters and a 12-week summer session, inclusive of the final examination periods.

Semester 1: September – December

Semester 2: January – May

Summer Session: May – August

The activities during the academic year are identified in our [Academic Calendar](#), posted on the homepage of our website. Any changes to the calendar will be communicated by campus email.

Some programmes, particularly those with evening classes only, require students to attend classes in all three sessions: both semesters plus summer. Full time students who normally attend classes between 8:00 a.m. and 4:00 p.m. may access available summer courses at a per-credit cost.

CREDIT HOURS

As its numerical measure of course value, The Mico uses credit hours. Each credit hour, or simply “credit”, is equivalent to a fixed number of contact/class hours, depending on whether the learning interaction is primarily “lecture” or “practical”. Most courses are valued at 3 credits. As described in the UJ (2018) *Standards for Bachelor's Degrees in Education*,

“one credit represents a minimum of 15 hours of taught classes, seminars or tutorials. With regard to practical work, including supervised laboratory, studio or workshop, field experience, and internships, 45 hours of student work represent one credit; that is 3 hours per week for 15 weeks.”

A 3-credit course will therefore have 45 contact hours if the facilitation is primarily by lecture/discussion, or 135 hours, if the teaching-learning interaction is almost exclusively through practical or field activities. Many courses have a mixture of both lecture/discussion and practical/field activities.

Some courses that are required by all programmes carry no credit and are commonly referred to as zero-credit or non-credit courses. **Students must complete [these courses](#) to be eligible for graduation.**

Knowing the credit value of courses is important for determining the Grade Point Average (GPA) which impacts scholarship eligibility and the [Class of Award](#).

GRADE POINT AVERAGE (GPA)

Grade Point Average (GPA) is a numerical indicator of a student's average performance in courses for the semester, or in the programme up to that point. The better the performance, the higher the GPA. The Mico uses a four-point scale (0.00 – 4.00).

Calculating the GPA

The 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 usually required to have and maintain a minimum GPA of 3.00. See [Grading System](#) for further details.

PROGRAMMES AND COURSES

PROGRAMMES

Each academic programme at The Mico is a defined set of discrete and interrelated courses as well as academic and professional learning experiences. The courses and experiences are designed in structure and sequence to enable a student to optimise learning and progress toward the award of the degree. There are three undergraduate Faculties offering Bachelor's degrees. The degrees being offered have been designed to follow a four-year programme of study.

Most undergraduate students enter their programmes with secondary level qualifications, pursue 18 to 24 credits for each of two semesters per year, and access "day" classes (scheduled between 8:00 a.m. and 4:00 p.m.). Variations on this model necessitate that each student receive a **Programme Guide** at the beginning of their programme, so that they can have reasonable expectations and plan their finances and other responsibilities effectively. The academic department of the student's Specialization provides this Programme Guide through its Programme Coordinator, Academic Advisor or Department Head.

Each student has the right to receive a current programme guide, with all required courses in sequence, at the beginning of their programme

Programme Structure

Our programme structure is guided by the Standards of the UCJ, with respect to the categories, core areas, and minimum number of credit hours for each. The UCJ's 2018 *Standards for the Bachelor's Degree in Education* outline five programme components: General

Education, Education Core, Specialization, Electives and Teaching Practicum. (See Table on the following page).

For other programmes, such as Certificates, Diplomas and Associate degrees, the specific structure will be provided by the academic department.

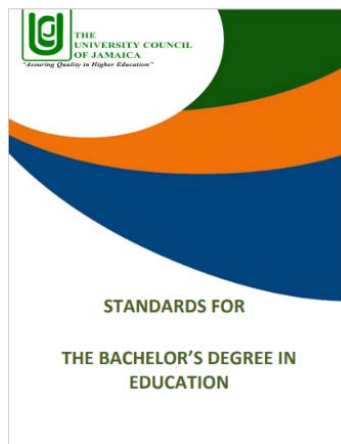
Reflective Practicum

A Reflective Practicum is required for all teacher-training degrees of The Mico and is a progressive experience. Consistent with the UCJ (2018) Standard that the teaching practicum be spread throughout the duration of the Bachelor's programme, there are four teaching practicum phases in all our teacher-training programmes (See Table 3

Phases of the Reflective Practicum Component for Teacher-Training Degrees). Where there are additional clinical or industry-related practicum experiences, each student will be advised in their programme guide.

The practicum is designed to facilitate the prospective teacher's entry into the community of practice, developing their 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.
- Use instructional technologies and 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, especially Professional Learning Communities.





PROGRAMME COMPONENT (minimum no. of credits)	UCJ'S DESCRIPTION OF PROGRAMME COMPONENT
<p>General Education</p> <p>(21 credits)</p>	<p>The general education curriculum content shall comprise courses that give students opportunities to gain the knowledge, skills, attitudes and values that are marks of an educated person, and to meet the demands of an increasingly complex and diverse global society. The general education component is often not directly related to a student's area of specialization but is a common foundation for all areas of study. It is intended to impart common knowledge, intellectual concepts, and attitudes that every educated person should possess.</p>
<p>Education Core</p> <p>(30 credits)</p>	<p>This component comprises foundation and pedagogical education courses, which are designed to provide student teachers with a critical foundation of knowledge and understanding of the philosophy, history, issues, principles, and practices of teaching.</p>
<p>Specialization</p> <p>(63 credits)</p> <p><i>Double Major: 84 Specialization credits</i></p>	<p>This component of the curriculum incorporates the content specific to the major area of study of the programme. It provides suitable breadth, depth and coverage to enable the student teacher to deliver the content competently at the appropriate level.</p> <p>For students who specialise in the secondary education programme, the minimum 63 credits shall be distributed as 42 credits for the major specialization and 21 credits for the minor specialization.</p> <p>Double Major: a minimum of 42 credits for each of the two areas of specialization and 18 credits for the teaching practicum. A minor would not be required. Additional time is allowed for completion.</p>
<p>Electives</p> <p>(6 credits)</p>	<p>The "electives" component is intended to provide a level of customization of the degree by providing optional courses which teachers in training may choose and use to complement their specializations to achieve their career goals. The elective courses may cover any course offered by any faculty/department of the institution but does not appear in the core education courses or among the major/specialization courses.</p>
<p>Teaching Practicum</p> <p>(15 credits)</p>	<p>The teaching practicum is a core element in the Bachelor's Degree in Education. The purpose of the practicum is to help prepare student teachers for the realities of classroom teaching by exposing them to actual teaching experiences and real classroom situations.</p>

Table 2 Programme Structure for Bachelor's Degree in Education (UCJ 2018)

YEAR	SEM	REFLECTIVE PRACTICUM COURSE	DESCRIPTION	HOURS
2	1	Focused Observation (Practicum I) 3 credits	<ul style="list-style-type: none"> In-class sessions facilitated by Department of Professional Studies Emphasises reflective observation 	30 hours in-class 45 hours fieldwork
3	1	In-School Immersion Part A (Practicum IIA) 3 credits	<ul style="list-style-type: none"> Specialization-based preparatory sessions for fieldwork experience. Approximately two weeks of team teaching, usually in pairs, in the field. 	30 hours in-class 45 hours fieldwork
4	2	In-School Immersion Part B (Practicum IIB) 3 credits	<ul style="list-style-type: none"> Runs concurrently with Action Learning since January 2019 Emphasis on the development of the art and science of teaching and building and maintaining of learning communities. Periodic empowerment sessions through in-house workshops and seminars for student teachers, organized and implemented by the Practicum Unit and of Specialization departments 	135 hours fieldwork
4	2	Action Learning (Practicum IIIA) 6 credits	<ul style="list-style-type: none"> Runs concurrently with In-School Immersion Part B since January 2019 In-class sessions facilitated by Department of Professional Studies and fieldwork supervised by Specialization department. Emphasis on student teachers engaging in action research-based activity. Needs analyses and recommendations of interventions in assigned school of practice towards the production of the Research Study Report 	45 hours in-class 135 hours fieldwork

Table 3 Phases of the Reflective Practicum Component for Teacher-Training Degrees

Additional Programme Components

Professional Enhancement Courses

Professional Enhancement Courses (PECs) are non-credit and are designed for the students' personal development and holistic career preparation.

All undergraduates must do ILSL and MSVP. Of the other three PECs, students must pass at least two in order to be eligible for a Bachelor's degree.

▪ InfoLiteracy Skills for Learners

As of the 2021-22 academic year, *InfoLiteracy Skills for Learners* (ILSL), a self-paced online module, replaced Orientation into Documentation: an Integrated Progressive Approach, commonly called "OD". ILSL equips students with basic tools for academic writing, especially using the APA format. **The module is to be completed in the first year of the programme** as the skills acquired are needed in all other courses.

▪ The Mico Student Volunteer Programme (MSVP)

"Volunteerism", as it is commonly called, is required by all Bachelor's programmes and managed by the [Department of Student Services](#). Service may be offered in person or online.

Students are to complete the hours before their final year, and register for the course ONCE, in their final semester, so that the cumulative hours may be placed on their academic record ahead of processing for [graduation and certification](#).

Exemption may be granted based on an audit of transcript or other evidenced community service.

The primary purpose of the MSVP is to serve the needs of the community external to The Mico. Two core tenets of the programme are to:

- give back to the community, providing voluntary assistance to community members, service groups and organizations toward the accomplishment of their respective goals; and
- deepen our understanding of the issues and challenges facing people and places in our immediate or extended community.

Secondarily, the programme is designed to:

- foster good citizenry by providing students with opportunities to be aware of and respond to human, environmental and general social needs existing in the communities served;
- enhance the positive image of The Mico; and
- provide volunteers with first-hand experiences and networking opportunities toward mutual benefit in future.

Forty-five (45) hours of voluntary service are to be completed by the penultimate semester of the programme, before Teaching Practice and data collection for Action Learning begins. Specialization departments will advise students if their programmes require additional hours.

At least 60% of the required volunteer hours must be external to The Mico.

Students may record hours for:

- direct community service activities (e.g. tutoring, visiting elderly, feeding the indigent).
- indirect service activities (e.g. fundraisers, community awareness activities).
- projects sponsored by student organisations that provide a service to the local community.
- participation and hours from some, but not all, scholarship programmes, e.g. volunteer service above 100 hr, may be transferable.
- mandated community service hours (100 hours or more) within academic programmes. Up to 15 hours per semester, to a maximum of 30 hours, may be transferable.
- voluntary service offered at The Mico, such as serving as ushers, preparations of facilities for functions, accreditation site visits, etc. Limits apply.

Students may not record hours for:

- activities for which wages or a stipend are paid.
- non-Profit Internship hours.

- Practicum or other hours associated with or earning benefit toward programme credits.
- efforts aimed at direct gain or benefit to The Mico such as student or staff recruitment, discounted goods or services, waiver or exemption from fees or processes normally due, and the like.
- service completed during a semester in which the student was neither registered nor in a Mico-sponsored programme.
- student club/organisation activities unless the activities provide direct service to the community.
- homework assistance, tutoring, caregiving, and the like, that would normally have been provided to family members and others, regardless of this volunteerism requirement.

Students are to arrange their own placement and volunteer activities, ensuring that all required processes are followed professionally. Documentation must be completed and submitted in a timely manner to the [Department of Student Services](#), which manages the programme. Letters of introduction and forms for recording and verifying the hours completed are obtained from Student Services.

If a student has completed voluntary service hours that do not fall within the descriptions provided above, and wish to have them assessed for inclusion into their completed hours, the student is to schedule a meeting with the Volunteerism Officer at the [Department of Student Services](#).

- **Personal and Professional Development**

This six-week course emphasises the importance of building self-esteem by turning potential into top performance through engagement of participants at the deepest levels to be active in their own learning.

- **The Art and Science of Happiness**

In this six-week course, learners explore the concept of happiness and what makes one happy. The course is aimed at helping the learner better cope with the stresses of life, thus becoming less vulnerable to emotional challenges.

- **Conversations for Greatness**

This six-week course is the latest addition to the PEC menu and was first offered in AY 2021-2022. It is geared at wholesome human development for healthy and productive intra-personal and inter-personal interactions/relationships. There are four units: Introduction to Conversations for Greatness; Laws and Tools for Transformation and Application to One's Self; Applying the Law and Tools for Transformation in our Relationships; and Organizational Transformation - Application in the Education Setting.

- **Industry-Based Learning (Practicum IIIB)**

Specialized Field Experience/Industry based Practicum is offered by some programmes and is managed by the Specialization department. This practicum is usually completed in Year 4, unless otherwise indicated in the programme guide.

It provides an opportunity for student-teachers to gain first-hand experience in jobs related to their Specialization, to enhance their appreciation of the relevance of the subject matter to real world experiences and be able to provide real-world examples of these applications to their future students.

This is not an internship. The receiving organisation of practice is under no obligation to provide for transportation, meals, other per diem or stipend-like support to the student.

The institution reviews its programmes and courses periodically. Reviews may result in programme modifications. Changes may impact students who are mid-stream in their programmes. In such cases, the specific changes, rationale for each change, and the impact thereof shall be discussed with the affected students. The programme completion plan will be clearly outlined, with every effort made to minimise the impact on the students.

COURSES

Each course offered at The Mico usually lasts one semester. It is identified by a unique Code and Title, is valued a specific number of [credits](#). Course facilitation is guided by a Course Outline from which a Course Schedule is derived. Our programmes align with the standards and expectations of the Ministry of Education and Youth (MoEY), as well as the UCJ. Students must, therefore, complete the prescribed courses from the [components described above](#) in the sequence indicated by the Programme Guide supplied by the Specialization departments in the first semester of the programme. Facilitation modes - face-to-face, online and blended - vary from course to course. In every programme, there are opportunities for engagement with each modality. Further details of online facilitation are given later in the section on [Online Learning @ The Mico](#).

Course Delivery Schedules

By the second week of classes each semester, each lecturer will provide his/her students with a Course Delivery Schedule. This includes, at a minimum:

1. Course Identifiers

These name the Department (and Programme, as relevant), give Course Code and Title, the number of credits and contact hours, and the year and semester in which that schedule is applicable. The name of the lecturer/facilitator is also included.

These identifiers correspond **precisely** to the course for which the student is registered. Any discrepancies are to be discussed with the course facilitator as soon as possible.

2. Pre-requisite and Co-requisite Courses

A pre-requisite course must be successfully completed before the start of the course for which it is pre-requisite. Co-requisite courses must be done in the same semester. Students are to register for each course independently.

3. Course Description

A paragraph or two that summarises the course.

4. Unit Titles/Topical Outline and duration

The content of the course is organised into portions called Units. Each Unit is focussed on particular skills or topics and is assigned an expect duration, normally expressed in hours or weeks.

5. Weekly Activities

This is a week-by-week listing of the topics and activities. Students are to check the [Academic Calendar](#) for institutional events and breaks.

Learning Outcomes – statements of skills and dispositions to be developed – are stated with each week’s activities or given as a single list.

Assignment due dates and other assessment dates may be listed here, in addition to being given in the Assessment Brief.

6. Prescribed and Recommended Resources

A list of required texts, articles and other reading resources are listed. In addition, readings may be assigned periodically throughout the course.

7. Assessment Brief

This section indicates the ratio of coursework to final exam, as well as the relative weight of each assignment in determining the final grade.

Each assignment is listed, with its guidelines, due dates and submission formats.

Students are reminded to obtain a receipt or other proof of submission of EACH assignment, including group work and presentations, from their facilitator/ lecturer or department.

8. Regulations

These are both general statements on academic responsibilities and conduct and/or references to the Regulations in this Handbook, as well as programme- or course-specific regulations.

COURSE ASSESSMENT

Assessment at The Mico is an essential part of the learning process – to encourage student learning, obtain evidence of student achievements and to monitor the effectiveness of the teaching-learning environment. Grades are typically used summatively, providing an alphanumeric indicator of performance, as an assessment **of** learning. These are the grades used in the calculation of the Grade Point Average (GPA). Grades may also be used in a formative manner, so that students may enhance their assessment product before receiving a final grade – this is assessment **for** learning, or **as** learning.

ASSESSMENT STRUCTURE

Two categories of assessment are used to arrive at a final grade for each course: **Coursework**, which are assignments done throughout the semester, and **Examinations**, which are completed at the end of the semester, after classes have ended. In some cases, there may be mid-semester examinations that contribute to the examination component of the grade. Students are responsible for meeting ALL assessment requirements for each course in which they are enrolled.

The final Coursework and Examination grades are posted on the SMS during the grade entry period as listed on the [Academic Calendar](#). Students can therefore see their overall Coursework grade and Examination grade, as well as the final grade for the course.

Assessment Ratios

Some courses are assessed completely by coursework and have no final examination. Others have a combination of coursework and examinations contributing to the final grade. The Assessment Ratio is the proportion of each component that contributes to the final grade. The most common ratios of Coursework to Examination are 50:50 and 60:40. There are no courses for which the final grade is determined by examination only. Examinations may be written, practical or oral. Coursework may be assigned per individual and/or group, and may include practical work, field work, microteaching, oral presentations, research papers, and other approved methods.

The course schedule and assessment brief will state how the course will be assessed and the weighting of each assignment toward the respective component.

All final examinations and major coursework pieces are marked by at least two examiners. Samples of work submitted by students in Years 3 and 4 are sent to External Examiners.

COURSEWORK

Coursework practices at The Mico are in keeping with the principles of continuous assessment. All methods of assessment which count toward the final grade for a course are approved by the Academic Board.

Course requirements are expected to be fulfilled through original work for each course. Consequently, a student shall not use for credit the same material in a term paper, book report, project or class assignment which was written for credit in another class without the knowledge and written permission of the lecturer.

A student will be given a receipt or other traceable evidence of submission. This must be retained for at least a month after the final grades are published. The [Examinations Regulations](#) allow for two weeks after the publishing of results to report dissatisfaction with grades to the Registrar, and the coursework submission receipt may be required during the follow up process. **It is strongly suggested that students keep a copy of all work submitted for assessment.**

All coursework must be submitted before the examination period begins. Major assignments in coursework-only courses (which have no final examination), e.g. symposia, exhibitions, portfolios and research papers, may be assigned due dates that fall within the normal examination period.

EVALUATION OF 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.



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.**

RELEVANT REGULATORY DOCUMENT

- ◆ [Academic Assessment Policy](#)



EXAMINATIONS

This section speaks to final examinations conducted at the end of each semester. Mid-semester examinations are organised at the department level and those scores form part of the final Coursework grade. To be eligible to receive a final coursework grade and write final examinations (where applicable), students must be registered for the course.

Examination Dates and Times

The examination periods and publication dates of examination timetables for each semester are listed on the [Academic Calendar](#) and communicated through campus email. Draft timetables are circulated prior to the final timetable being published. Students are to **notify the Examination Unit of any clashes** before the publication of the final timetable. There are two examination sessions per day – morning, beginning at 9:00 a.m., and afternoon, beginning at 1:00 p.m.

Absence from final examinations, without written permission given by the course facilitator, Department Head, Dean or Registrar, will result in students being assigned a grade of “E”, which will remain on the student’s academic record. The student is to sit the examination at its very next offering, pay for that sitting as an examination re-sit.

Examination Permits

Examination permits are the official verification to an invigilator, of a student’s eligibility for writing the examination. Permits and valid Mico ID cards are therefore required for all examinations. Permits for face-to-face examinations are to be printed by students from their SMS account and no markings of any kind are to be added to the permit. Both the Examination permit and the Mico ID card are to be clearly displayed on the desk for the entire duration of the examination.

Students may not be admitted to an examination with damaged, soiled, defaced, or marked permits or ID cards that prevent verification of their identity and eligibility for the examination, or that could suggest an intent to cheat.

For online examinations, alternate verifications are utilised, and only students who are duly registered for the course or for a re-sit are given access.

Online Examinations

Students are expected to maintain the integrity of online examinations with the same fervour and rigor as for face-to-face examinations. The protocols governing online examinations, including access disruption incident reports and invigilation are circulated by campus email ahead of the beginning of each examination period. Students are to read these through each time, in the even that there have been updates.

Candidates with Special Needs

Candidates with special needs must have declared the need for accommodation and applied for same as described in [Students with Disabilities or Impairments](#). This is required in the case of temporary and long-term 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 is ill and this illness will affect his/her performance and he/she 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 paper 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.

GRADING SYSTEM

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

SCORES	GRADES	QUALITY POINT	DESCRIPTION	CLASS OF AWARD	GRADUATE SCHOOL DESCRIPTION
90 – 100	A+	4.00	Excellent	1 st Class Hons.	
80 – 89	A	3.50	Very Good		
75 – 79	A-	3.25	Good	Upper 2 nd Class Hons.	
70 – 74	B+	3.00			
65 – 69	B	2.75	Fairly Good	Lower 2 nd Class Hons.	Pass
60 – 64	B-	2.50			Fail / Re-sit
55 – 59	C+	2.25		Pass	
50 – 54	C	2.00			
40 – 49	D	1.50	Re-sit (Exam) or Re-submit (Courses for Coursework only courses)	Fail: Re-sit/Re-submit	
00 – 39	E	0.00		Fail: Must re-do course	

Table 4 Four-Point Grading Scheme with Quality Points corresponding to Alphanumeric Grades

Grade Point Average (GPA)

The GPA is 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 that are used in the calculation of the GPA

Quality Points: The numerical value assigned to each letter grade

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

RELEVANT REGULATORY DOCUMENT

- ◆ [Examinations Regulations for Diplomas and First Degrees](#)

ONLINE LEARNING @ THE MICO

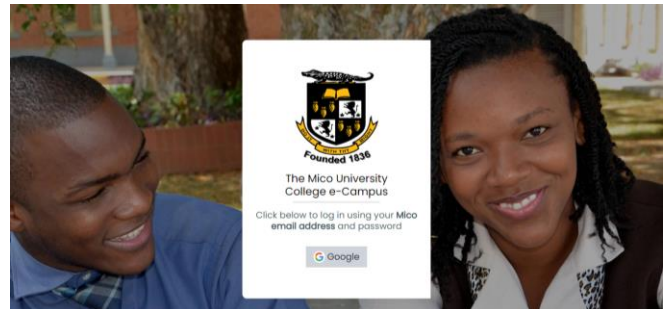
The Mico Online Learning (MOL) Department was established in 2014 with the following objectives:

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

In 2014, online delivery for the community was introduced with three courses being offered in blended modality to first-year and second-year students. Between 2014 and 2019 over 60 courses were delivered in blended modality, along with two fully online programmes from the Graduate School of Education. Enter COVID-19 in March 2020 and the institution pivoted to fully online facilitation for all courses in all programmes, with 452 additional courses uploaded to the Learning Management System (LMS), bringing the total at that time to 506. Thankfully, The Mico was better prepared than many, with over 85% of the academic staff already exposed to training in teaching and learning online, and the transition was not very difficult. Professional Development activities continue throughout the year so that the quality of the experience for facilitators and participants continues to improve, as is borne out in the responses to surveys conducted by MOL each semester. During the heightened phase of the pandemic over 700 courses were facilitated fully online along with our Practicum courses.

Stabilising efforts, through development of the eCampus, enhancement of the primary and support staff of MOL, development of protocols and regulations, responding to stakeholder needs indicated by institutional research activities, and the steady rhythm of engagement of MOL personnel with management, faculty and students, have resulted in a growing online learning experience of which we can be proud.

The pandemic is still impacting the world, and as we gradually step into the "next normal", we hold firmly to the opportunities and advantages of online teaching and learning. Three new programmes will be offered fully online in the 2022-2023 academic year bringing the total to five, and all other programmes will be offered in blended mode, in the short term.



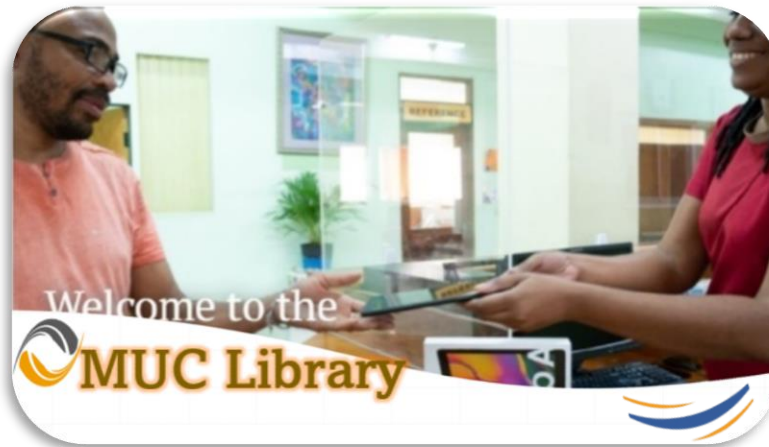
ACCESS TO THE MICO'S eCAMPUS

This is required for engagement in online classes, whether synchronous or asynchronous. Details of log in and self-enrolment on the eCampus is provided in the [guidelines on the website](#) and distributed by campus email. For a hassle-free process, ensure that you have selected courses on the SMS BEFORE attempting to log in to the eCampus.

1. Go to the eCampus log in page, ecampus.themico.edu.jm
2. Click the Google button and use your Mico email address and password to log in
3. On the eCampus dashboard, select the Site Home button on the left vertical menu
4. In the "Search courses" bar, enter the course name or lecturer's name, as seen on the SMS during Course Selection
5. Select the course
6. Click the "Enrol me" button under Self-enrolment (Student)
7. Do this for EACH course, EVERY semester.

Contact micoonline@themico.edu.jm or 876-552-1288 for further support.

THE LIBRARY



The Mico University College Library, has made service its priority. Established since the inception of the institution in 1836, the library has served as an integral part of the institution to support the professional and social development of the teachers in training. The mission of The Mico University College Library is to provide access to resource materials in a user-friendly environment in order to support the academic programmes of the institution and to meet the recreational needs of students and faculty. In the early 1990s, the Renford Shirley Building (named after the then Principal of the institution) which houses the library, was erected. The Department of Computer Studies, and the Museums also occupy this building. The Museums are currently closed for major renovation.

The present library occupies a space of approximately 2,400 square feet and includes Offices, Reference Room,

Technical Service Area, Printing and Reprographic Laboratory, Circulation Area, Learning Commons, Graduate Commons, Faculty Lab, Recreation, Reading and Display Area, Maker Space and Baggage Area. With a physical collection of over 10,000 materials, the library maintains bibliographic records for all its resources which clients can access on our Online Catalogue (OPAC). With adequate study spaces to accommodate our clients, the library provides resources that are relevant to the institution's curricula. The holdings comprise, but are not limited to, several collections including Reserved Book Collection, Reference and Lending Collection, West Indian Collection, Children's Collection, and Teacher's Collection, to meet the curricular and recreational needs of learners in pursuit of teacher education programmes in Early Childhood, Primary, Special and Secondary Education, and other research interests.

OUR GOALS

To meet the intellectual and recreational needs of faculty and students.

To offer efficient and effective service to achieve the institution's goals.

To develop the research capabilities of student teachers.

To provide research skills to facilitate life-long learning.

To prepare and expose the University College community to trends in information technology.



Our Services

Today, the library continues to make a positive impact on the learning community with the provision of good quality service to ensure our clients are information literate and equipped, as best as possible, for their academic journey. We make it our responsibility to acquire and provide resources and services to support the learning, teaching, and research needs of students, faculty, and staff. With this commitment, the library invests in building and enabling “anytime, anywhere” access to its digital resources through its online platforms such as the library’s website, [Digital Library](#) and the Digital Library App. In keeping with the digital trends in the online space, the library also provides all our clients with access to [databases](#) with thousands of eBooks, journal articles, theses and dissertations, and videos to meet research needs. [Other library services](#) include technology loans (tablets and laptops), Wi-Fi access, research help, ask a librarian, online chat, e-

material request, online training sessions, printing, photocopying, and lending services. Access the [library’s web page](#) for more information about the library and its services.

Library membership matters! Get connected! [Become a member](#) and benefit from all the services offered. We hope to make your research experience enjoyable.

Opening Hours

Mondays – Thursdays: 8:00 a.m. – 10:00 p.m.

Fridays – 8:00 a.m. – 6:00 p.m.

Saturdays – 10:00 a.m. – 6:00 p.m.

Sundays – 10:00 a.m. – 5:00 p.m.





D. ACADEMIC REGULATIONS

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 institution 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.

CHANGE OF PROGRAMME / ENROLMENT STATUS

Students desirous of changing their programme are to apply in writing to their Dean, using the requisite form. The written application is to be filed no later than 10 working days after the beginning of the semester. Should the change in programme result in a transfer from one Faculty to another, both the releasing Faculty's Dean and the receiving Faculty's Dean, will need to authorize the transfer. The receiving Dean shall review the matriculation requirements for the desired programme and the student's Progress Report. Where both programmes are within the same Faculty, the Dean shall sign to release, as well as to receive the student. Students may request credit for courses already completed, if these courses are relevant to the new programme. The Dean's recommendation shall be submitted to the Registrar.

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, through application to the [Department of Student Affairs](#).

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.

To have credits transferred:

- i. The student must
 - Meet all the admission and matriculation requirements for the desired programme.
 - Have an official transcript sent directly from that institution to the Admissions Section of the Department of Student Affairs.
 - Be in good standing at the institution last attended.
 - If applicable, apply for [exemption](#) from specific course(s) or transfer credits.
 - Provide information on the number of years that have elapsed since leaving the last institution.
- ii. The institution will review all the documentation submitted by the student and assure itself that:
 - When compared with each course from which exemption is being sought, each course presented:
 - is equal in credits and academic level.
 - is at least 80% equivalent in content and in practical components, where applicable.
 - has a grade 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.

Advanced Standing

Students may be considered for Advanced Standing if their academic qualifications are above the minimum requirements and/or they have prior learning credentials or experience directly related to their area of study. This is synonymous with Transfer of Credit – exemptions from courses, 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.
- **Without Credit:** the exemption does not reduce the number of courses that must be completed, and the student will be required to complete the same number of required credits as indicated in the programme guide. Another course with the same number of credits will be done in place of the course for which exemption was granted.

Exemptions

A student who has more than the minimum entry requirements may apply for exemption on the basis of courses not already used for matriculation. **The maximum number of credit exemptions allowed is nine (9) credits per year.**

Qualifications used for matriculation may not be used to gain exemption from courses.

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 to at least 80%, with similar credit weighting in an accredited programme, 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 Department Head 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.

Exemption with credit attracts a fee, as the student is receiving credits at The Mico that count toward an award granted under the auspices of The Mico University College and bearing its official marks.

If however, exemption is granted **without credit**, then the student shall be required to register for a different course, if recommended by the Dean, to ensure that he/she has the minimum 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 standing based on the holding of a diploma or associate degree, then no additional exemptions can be granted. 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.

Challenge Exam (Credit by Examination)

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 or a 3-hour practical exercise, either of which will have a structure similar to that used for in-course tests. 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 he/she 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

A course pursued for self-edification, and **not** for obtaining credits, is regarded as a course being audited. A current student may enrol in credit courses on a non-credit basis and 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. Registration fees are the same as for sitting the course for credit and must be paid during the normal registration period.

A student may not change his or her status from credit to audit or vice versa during the course. The student 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.

CLASS CONDUCT

As part of a community of learners, students are responsible for conducting themselves in a manner that helps to create and maintain an environment that supports effective instruction. Be reminded of this statement in 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."

Students are expected to observe reasonable rules of conduct in all teaching and learning spaces, and during all course activities in all modalities.

Participation in guided class discussions and debates is to be done in ways that promote scholarly discussion, with mutual respect and collaboration. Though discussions may be robust, they are not to be disruptive either to the class in which the discussion is occurring, nor to other classes in session nearby. Disruptive behaviour in the classroom may be described as

repeated, continuous behaviour(s) that interfere(s) with the process of teaching and learning. The role lecturer/facilitator is to be respected in guiding the discussion toward the achievement of the course learning outcomes.

Similarly, conduct in the Library, computer labs, halls of residence, and spaces outside the formal learning environment are to be considerate of classes in session, and of staff and fellow students at work in the vicinity.

RELEVANT REGULATORY DOCUMENTS

- ◆ [Recruitment, Admissions and Registration Policy and Procedures](#)

Electronic devices are part of our daily lives, and their use is potentially distracting and disruptive in the teaching-learning space. Students are to use these for purposes directly related to the class in session. Students are not permitted to record (whether audio or visual) any part of a session unless granted permission by the lecturer and classmates to do so. Postings to social media or other publicly accessed sites or apps are also discouraged where these may infringe on the right to privacy of classmates and staff of The Mico. Additional regulations are given in [Acceptable Use of Computer and Electronic Resources](#).

Where there is a student with a documented disability who needs to use an assistive electronic device, this should be communicated to the lecturer beforehand.

ONLINE SYNCHRONOUS CLASS GUIDELINES

Equipment

1. Ensure that:
 - a. the device being used is of suitable quality,
 - b. the computer equipment is fully charged,
 - c. the microphone is working, and
 - d. webcam enabled (Test the audio and video prior to the session.)
 - e. the Video-conferencing/Online Learning Platform has been uploaded to the device to be used.
 - f. the correct link has been sent/received in sufficient time prior to the video conference.
2. Use a headset and microphone where possible to reduce background noise.
3. Review the mechanisms for sharing etc., if required.
4. Close unnecessary tabs in the browser or on social media and turn off notifications.
5. Have pens, paper, books ready if required.

Appearance

1. Dress appropriately and professionally - wear the required uniform or work attire.
2. Check your image on screen to ensure that it is centred, and there is sufficient lighting preferably, to

the front or side of the person on camera, so that the face is clearly visible.

3. Keep the background clear of distractions (visual and/or auditory) i.e. if at home, inform members of the household that you are in a class/meeting and discourage interruption, noise or other distraction.
4. Use gestures and mannerisms appropriately as one would do in person; but do not overdo it as it may become distracting.
5. Once logged on, ensure that you can be identified by your full name for the benefit of other participants.

Audio

1. Use the microphone when speaking.
2. Ensure that the microphone is close enough to detect the sound of the speaker's voice, no matter the location.
3. Keep the microphone muted, until required to share in the discussion.
4. Reduce distractions
 - a. Be on time (5-7 minutes before the scheduled time is ideal).
 - b. Mute the microphone when not speaking, and especially if there is background noise.
 - c. Avoid side conversations.
 - d. Avoid noisy activities, e.g. typing while your microphone is open, or having conversations on the telephone.
 - e. Ensure that the location has a neutral background or use an appropriate virtual background (check to ensure that your settings facilitate virtual backgrounds).
 - f. Pay attention (e.g. avoid checking emails, texting, working on other presentations, being on social media or engaged in any other distracting activity during the meeting).
 - g. When using a detached camera, ensure that it is placed on a steady surface to prevent shaking.
 - h. Turn off the camera/microphone if required to take care of business outside of the meeting (e.g. someone in-person needs attention). Turn the camera back on, on return to the meeting.

CLASS ATTENDANCE

Class timetables are on the Student Management System (SMS) with each course and are visible to the students at course selection. The SMS does not allow students to select courses with overlapping schedules.

Punctuality

Students are expected to arrive on time and to remain for the scheduled duration of the session. ***A student who joins the class 10 minutes or later after the scheduled start of session is recorded as being late.***

Minimum Attendance

Active and consistent participation of students is critical to the effectiveness, quality, and integrity of courses. This allows for the development and demonstration of skills and competencies in a manner that allows for the success and safety of all involved, the establishment and maintenance of good professional relationships with external stakeholders, and achievement of the learning outcomes relevant to the profession for which students are being prepared. Therefore, students are expected to attend a minimum of 80% of the scheduled sessions for the course. The method of accounting for class attendance shall be communicated to students at the beginning of the course, as relevant to the modality in which the courses is facilitated. ***Missing 30% or more of the scheduled class time, is recorded as an "absent" for that class session, whether the time away from the session is at the beginning, middle, or end of the session.*** For practical and fieldwork activities, the requirements will be more stringent.

Students recorded as "absent" are to participate in the remaining activities for the session, provided that the design of the activities allows. It is the student's right and responsibility to benefit from the learning experiences, and to submit any related assignments.

Request for Excused Absence

Extenuating circumstances are those which, **for that student**, are exceptional, beyond his/her control and for which there is sufficient evidence to indicate a significant adverse impact on the student. Such circumstances

being the direct cause of lateness to or absence from class and in-person or synchronous assessments, including examinations, may be grounds for excused absence. Requests for pardon or extension are to be made to the lecturer in writing, copying the student's Department Head. Supporting evidence must be submitted.

- i. Personal illness or that of a close family member**
Documentation bearing the signature and stamp of a doctor, hospital official, or the university college's nurse are considered appropriate proof. (Close family members are children, spouses, and parents.)
- ii. Death in the family**
Funeral programme (preferably in which the student is named), news media obituaries, and/or statement from funeral directors are appropriate proof.
- iii. Court appearances**
The student's copy of the subpoena or other court document is considered appropriate proof.
- iv. Circumstances over which the student has no immediate control**
Unexpected localised or personal events, such as sudden illness, accidents, police matters, and civil disturbance. News reports, police receipt of statement, and/or Fire Brigade report, are examples of appropriate proof.
- v. Religious Observances**
At the beginning of each semester, students whose religious observances fall outside of the institution's Academic Calendar, which reflects Christian holidays, are to indicate to their Dean the dates of such observances in which they must participate. Any resultant absences should not be to the extent that the student's work or the institution's regulations are compromised.
- vi. Representational participation in competitions, conferences, and other events**
Students, with prior notification to the lecturer, may be excused from classes for trips organised, authorised, or recognised by the university college. These include, but are not limited to:

- Required trips for other courses at The Mico for which the student is currently registered.
- Participation in conferences, symposia, and other academic or professional events of such significance as to justify absence.
- Participation in collegiate, national, or regional athletic or other competitions.
- Events at which they are representing the institution, nation or region.

Notification in writing must come from the relevant officers within the institution who are coordinating the events. To maintain their registered status in classes, students who must 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.

The student may request that:

- the late arrival, early departure, or absence from the session not be counted against the minimum attendance requirement; or
- the missed in-course assessment be scheduled for later presentation or submission.

Where a final examination is the session missed, the student is to make representation to the Registrar, through the Department Head, ensuring that the lecturer is copied in that initial communication. See section on [Examinations](#).

Students who miss classes are to obtain the material covered in their absence. Coursework that will be due while absent must be submitted prior to that period.

SUBMISSION DEADLINES

Coursework is due on the date, in the manner and location specified in the assessment brief of the [course delivery schedule](#). If there are [extenuating or special circumstances](#) preventing submission of the assignment to these specifications, permission to submit outside of the stated format and time must be requested of the lecturer in a written, traceable form such as an email. This must be done prior to the assignment's due date, accompanied by relevant supporting documentation.

Normally, no more than seven working days extension may be granted. Permission granted must also be received in writing from the lecturer. Otherwise, the student is to assume that permission is not granted. Attempts to submit assignments outside of the manner and format specified by, or agreed with, the lecturer will not be successful.

Feedback is usually provided for each assignment piece within 20 working days of the due date, for assignments submitted on time.

PENALTIES

To preserve programme quality, the following penalties may be applied, initiated by the course lecturer/facilitator, for breaches of regulations concerning punctuality, attendance, class conduct and/or assignments submission.

Procedures to apply these penalties are to be initiated as soon after the breach as possible.

Students shall be immediately advised in writing when the process to apply a penalty is initiated. This is to give adequate time for appeal and presentation of their supporting evidence.

i) Reduced Grade for Assignment

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.

For each piece of work not handed in by the due date, and for which no extension was granted, the student will not be awarded a grade for the piece(s) of work, even if it is submitted thereafter.

ii) Exclusion from Final Examination

When unexcused absences exceed 20% of the scheduled classes for the course, a lecturer may initiate procedures with the Department Head to exclude the

student from sitting the course's final examinations. The lecturer will first advise the student and then write the Department Head, who shall advise the Dean and the Registrar's Office. A copy of the letter will be placed on the student's file.

The student should continue to attend classes and submit coursework. A coursework grade will be given, but there will be no examination grade. The student is to sit the examination at the next offering of the course, as a re-sit, paying the requisite fees. If the student does not sit the examination the next time it is offered, he/she will forfeit the coursework grade and will have to redo the entire course.

iii) Exclusion from Course Activities

Alternately, a student may be excluded from the remaining classes, practical activities, fieldwork. A student who is excluded from classes will lose the right to a coursework grade. The student is to sit the final examination, where there is one, and this grade will be entered on the SMS.

Penalised students will be allowed to sit missed face-to-face or synchronous assessment tasks, such as tests, individual in-class presentations, and the like, that were missed in the period before the penalty was effected. Some assessment tasks require considerable preparation on the part of the lecturer or department, and it is not practical to duplicate this effort for a small number of students. Such assessments are therefore excluded from this provision.

A student may not be excluded from both the examination and the remaining course activities for the same course in the same semester, unless there are breaches of different kinds.

"INCOMPLETE" GRADE

Extenuating or special circumstances – 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, may

provide grounds for a student to request that the lecturer assign an "Incomplete" grade. Examples of such circumstances, and the supporting evidence required, are listed in relation to [Excused Absence](#).

A grade "I" indicating incomplete work may be reported for a student who has satisfactorily completed the majority of the work for a course but who, due to documented illness or other extenuating circumstance, is unable to complete the required course work. An "Incomplete" is not a permanent grade and, the student must complete the outstanding coursework in a satisfactory manner at the soonest possible time, but no later than the end of the second week of classes in the following semester. If none of the outstanding coursework is submitted by that time, then the grade will be changed from "I" to the score already earned. The scores for the missing pieces will be calculated as zeros in determining the final grade.

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 D will qualify the student for a re-sit of the final examination (regardless of the grades attained for each assessment component) or, in the case of courses assessed by coursework only, resubmission of assignment(s).

For a grade below D, the student will have to repeat the entire course. Repeating the course will not eliminate the previous grade from the student's record.

Resubmission of coursework or re-sitting of an examination must be done the next time the course is offered. Failure to do so will result in the student being required to re-do the entire course, including coursework, as coursework grades for a course that is yet to be completed, are only valid for one year.

A failed course may be repeated twice, resulting in three total attempts at the course. If the course is an Elective, the student may attempt a different course as a replacement. 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. A student may not repeat a course in which a passing grade has been earned.

For the final Teaching Practice (Reflective Practicum: In-School Immersion Part B), a student may attempt the Practicum twice in succession. Students who fail on the

second attempt will not be allowed to attempt that Practicum again until they have completed the advanced methodology course(s) in their area of Specialization as advised by the Department Head in consultation with the Dean of Faculty.

ACADEMIC INTEGRITY

Academic Honesty is a fundamental principle of learning and a necessary foundation for all academic institutions. The Mico expects its students to manifest a commitment to academic integrity through strict 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. All members of The Mico community must make a concerted effort to maintain high standards of integrity, to protect the value of the educational process and to maintain the credibility of the institution.

Evaluation is a vital part of the teaching process and requires tangible measures. Any act that interferes with the process of evaluation by misrepresentation of the relatedness of the work being evaluated (or the resulting evaluation) to the student's actual skills and competencies is an act of academic dishonesty. This includes, but is not limited to, cheating, plagiarism, and other misrepresentations. Further details of the descriptions given below are in the [Academic Integrity Policy](#).

ACADEMIC MISCONDUCT

Cheating

Cheating is the misrepresentation of work by knowingly using or attempting to use prohibited course-related material for any academic exercise, including an examination. Possession of such material is interpreted as intent to cheat or to facilitate cheating, in violation of this policy. 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.

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, the incorporation of a substantial or essential portion without appropriate citation, copying and pasting information from websites or any publications, improper paraphrasing, insufficient citation/reference, submitting a paper written by someone else or using one's own work which was previously submitted for a grade in another course. The latter is called self-plagiarism. Proper and unequivocal attribution of such source(s) are required in all instances, using the conventions for attributions or citing used at The Mico, which is the APA format.

Self-Plagiarism and Multiple Submissions

No single assignment may be submitted to satisfy more than one assessment requirement, whether in the same course or in different courses. A student must disclose when a paper or project builds on work completed earlier in his/her academic career, whether at The Mico or another institution.

RELEVANT REGULATORY DOCUMENTS

- ◆ [Academic Assessment Policy](#)
- ◆ [Academic Integrity Policy](#)

Collusion

Collusion is a secret cooperation to cheat or deceive. Unless the lecturer states otherwise, students are to assume that each assignment is individual work. If a piece of work was a product of collaboration, all persons who contributed to its completion are to be clearly acknowledged in writing. For group assignments, this requires all students who contributed to the work having their names on the submission. Students are to clarify the acceptable extent of collaboration with the lecturer for each assignment. If it has been determined that students have colluded, the individuals involved in the collusion shall be reviewed independently.

Falsification

Falsification is the intentional fabrication or fraudulent presentation of information, results, or citation in a piece of academic work, or on an academic record, with the intent to deceive or mislead.

Seeking an Unfair Advantage

Seeking an unfair advantage is the compromising of the integrity of assessment processes, directly or indirectly, by unethically increasing one's chances of a higher grade or other academic achievement or by deliberately reducing the ability of other students to realise their optimal academic performance.

PENALTIES FOR ACADEMIC DISHONESTY

Regardless of the severity of the offense, a report is to be made in writing by the lecturer/facilitator of the course in which the violation occurs, using the [Academic Misconduct Report Form \(AMRF\)](#), and providing all relevant evidence. While the lecturer may recommend a penalty, it is the prerogative of the Dean of Faculty to determine the penalty to be applied. In the case of a minor first offense, the Dean may write the student a

letter of warning and require that the student write a letter of apology. This is not considered as a penalty. Where indicated by the [Academic Integrity Policy](#), a notation will be made on the student's file so that repeated offenses do not go unnoticed.

Faculty penalties may include but are not limited to:

- i. Reducing the grade on the assignment or examination by awarding zero for the section evidencing academic misconduct.
- ii. Assigning a grade of zero on the assignment, with the requirement that the assignment be resubmitted in the same semester.
- iii. Assigning a grade of zero on the assignment, without the option for resubmission of the assignment in the same semester.

If during an examination, any student is suspected of academic misconduct, 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 who observes the suspect behaviour or item will complete the AMRF to be included in the report to the Assistant Registrar, Examinations. 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 led by the Dean will follow.

The severity or frequency of academic misconduct may incur penalties at the university college, which may include suspension or expulsion from the institution.

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 with impartiality and integrity.

LEVELS OF ACADEMIC STANDING

Academic Standing refers to the standard of performance a student achieves, based on the GPA earned for a semester. Non-credit or Pass/Fail courses are not considered. Each year, the Examination Boards review the academic record of students and make recommendations regarding their academic standing. Each student will be advised by their Dean 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.

There are 5 levels of academic standing:

1. Good Academic Standing

To be in Good Academic Standing requires satisfactory academic progress - attaining a GPA of at least 2.0 in the semester and a passing grade in each course.

Dean's List

The Dean's List recognises full-time students who have a GPA of 3.0 to 3.9 in any one semester. A notation will be placed on the student's file.

President's List

The President's List recognises full-time students who have a GPA of 4.0 in any one semester or maintained a cumulative GPA of above 3.0 for two academic years. A notation will be placed on the student's file.

2. Academic Warning

An Academic Warning is the first formal notification that a student has failed to meet the requirements for good academic standing. This warning shall be issued to any student who fails to attain a GPA of 2.0 or higher, or who fails one or two courses in the semester by the Dean of the student's Faculty. 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.

3. 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 institution. 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. A copy of the letter informing the student about him/her being placed on **Academic Probation** shall be put on the student's 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 of returning 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 institution, 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.

4. Mandatory Repeat of the 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 their Academic Advisor to make an academic improvement plan to chart their return to good academic standing. During the repeated year the student shall be ineligible for participation in intercollegiate competitions, to serve as an officer in student government or to represent the institution. The student will have to attain a GPA of at least 2.0 and ensure that he or she receives a passing grade in each course.

5. Academic Dismissal

Academic dismissal is effected for a student who:

- 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, despite repeating an academic year on the basis of poor performance

“**Academic Dismissal**” shall be placed on the student’s record.

Reinstatement/Re-admission

The individual may reapply to the institution after a minimum of one year following the dismissal. The application may be to the same programme from which the student was dismissed, or to another programme for which entry requirements are already fully met. The applicant is expected to present reasons for the institution to accept him/her, considering the previous poor academic performance. Such an applicant/application warrants special consideration by the Registrar in consultation with the Dean and the Department Head. If the applicant is eligible to return, he/she does so as a student on probation and is not eligible for participation in organized co-curricular activities or hold office in any university college organization for the first semester after resumption.





E. GRADUATION AND CERTIFICATION

Eligibility for inclusion in the annual ceremony for the presentation of graduates (graduation ceremony) or for the award of certification is based on successful completion of programme requirements, as well as general requirements of the institution. Students are advised of these requirements at the beginning of their programmes and are invited to participate in Faculty meetings and other forums aimed at facilitating students' self-monitoring of their progress.

GENERAL ELIGIBILITY REQUIREMENTS

1. Credit requirements
2. Course requirements
3. Professional enhancement courses
4. Volunteer hours
5. Participation in clubs and societies
6. Good financial standing

Credit and Course Requirements

Programme completion, culminating in the award of a diploma or degree, requires the accumulation of the minimum number of credits through successful completion of all required courses, at a minimum. For each programme, the department provides the student with the programme guide with all required courses and the semesters in which they are normally offered.

Regardless of programme being pursued, or enrolment status (full time or part time) a student must complete a minimum of 50% of the credit load of the programme, or 66 credits (whichever is greater) at The Mico University College for certification to be awarded by the institution.

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 the graduation ceremony, provided that the graduate is in [good financial standing](#).

Professional Enhancement Courses

These non-credit courses are required for all Bachelor's degree programmes, as described in [Programmes](#). Tuition-related costs for these courses is included in the annual Miscellaneous Fee. Note that [InfoLiteracy Skills for Learners](#) and [Volunteerism](#) are required for all undergraduate programmes, in addition to any two other PECs.

Volunteer Hours

Service to Others is one of The Mico's Core Values. Therefore, all Bachelor's programmes require [full-time students](#), whether "day" or "evening" students, to complete a minimum of 45 hours of voluntary service to be eligible for the award of the degree. See further details on [The Mico Student Volunteer Programme](#) earlier in this Handbook.

Clubs and Societies

The [Department of Student Services](#) and the [Guild of Students](#) can advise on the approved co-curricular organisations in the institution. For the award of a degree by The Mico, full-time students are required to participate in at least one club, society or Christian fraternity, having attended a minimum of two-thirds of all meetings of the organisation each year. Each approved organisation submits their register to Student Services for verification.

ATTENDING THE CEREMONY

Attending the Ceremony for the Presentation of Graduates is voluntary.

Graduands may be allowed to attend the ceremony despite having an outstanding balance, provided that

arrangements are on place for payment of same, and that the graduand has been faithful in honouring the terms of the arrangements. Note that good financial standing is a requirement for the collection of the degree certificate, transcripts and provision of other verification services.

COLLECTION OF CERTIFICATES

As an indication of the successful completion of the programme, the award of the degree is represented by an official certificate bearing the signatures of the Registrar, President and Chancellor, as well as the institution's seal.

The graduate's name on this certificate will be as it is on the institution's records, including the middle name(s). Where the student's name was legally changed during the programme, the procedure described in [Change of Name](#) are to be followed. Where the submission for change of name is not initiated by the stated deadline, the graduate will be required to pay for a replacement certificate and return the original certificate with the incorrect name.

Only graduates in good financial standing with the institution will be eligible for receiving the certificate.

Attendance at the graduation ceremony is not a requirement for receiving the certificate.

CONDITIONS FOR CLASS OF AWARDS

The cumulative GPA of all years in the programme, except the first year, will be used to calculate the GPA that determines the class of award. The following are the requirements for each class of award.

First Class Honours

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

Second Class Honours (Upper Division)

- A cumulative GPA of **3.00 – 3.49**
- Not redo any course because of failure, and should have no more than one re-sit / re-submission of a failed 2nd, 3rd or 4th year course
- Course of study should be completed within the specified time

Second Class Honours (Lower Division)

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

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 cumulative GPA of **2.00 – 2.49**

The courses of study must be completed within the maximum permissible time, that is, the duration indicated on the programme guide, with two additional years allowed for approved leave of absence. Where students go beyond the normal programme duration (four years in most cases) and were not on approved leave from studies, as evidenced by a letter from the Registrar, their class of award will be lowered.

Any cumulative GPA below 2.00 will be regarded at 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 that Elective or choose another Elective. At the end of the programme however, the student must attain all required Electives credits.

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 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 Mico. This application should be submitted to the Registrar no later than thirty days from the last examination that should have been done by the student.

The application, together with recommendations and reports from those who have taught the student in the courses concerned should be referred by the

Dean/Department Head to the 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 institution 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 to the Dean of Faculty, through their academic Department Head for exemption from the examinations of these courses and be assigned an Aegrotat Grade of C.







F. NON-ACADEMIC REGULATIONS

The Mico University College is a place of business and non-academic interaction, inasmuch as it is a place of study and educational pursuits. As a community, the institution is committed to providing a healthy, safe, equitable, and orderly environment for study, work, and residence, and expects each member of its community to behave responsibly, ethically, and respectfully, upholding the institution's standards and the laws of Jamaica.

OFFICIAL FUNCTIONS AND EVENTS

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 Mico provides opportunities for students to learn both from observing procedures and through direct involvement in its official functions.

Among the university college functions are: -

- General Assembly* (two Tuesdays each month)
- Service of Matriculation and Consecration (September)
- Mico Week Activities* (week preceding Easter)
- Annual Founders' Day Service* (Friday morning of Mico Week celebration)
- Valedictory Service (April/May)
- Annual Presentation Ceremony / Graduation (November/December)

*** THESE FUNCTIONS MUST BE ATTENDED BY ALL STUDENTS.**

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.

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" prevent the release of the student's transcript until the matter has been resolved. Students who have a "hold" placed on their academic record during registration may not be able to enrol in the same courses in which they had originally registered.



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 Registrar who will direct the student's query to the appropriate office to resolve the hold.

LEAVE OF ABSENCE

A student who is unable to continue his/her studies for any reason should apply for leave of absence for a semester or an academic year. Applications for leave of absence shall be in writing to the Registrar, using the Leave of Absence/Withdrawal Form. In all cases, the reason for the leave must be indicated. The completed form with supporting documentation as necessary, is to be submitted to the Office of the Registrar by the end of the third week of the semester for which leave is requested. If the leave is for the academic year, this submission should be made by the end of the third week of Semester 1.

Leave of absence shall normally 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 leave shall be granted by the Registrar, at the written request of the student. The Mico shall consider that the student has withdrawn if he/she is not registered in the semester/session immediately following the end of the approved leave period.

WITHDRAWAL FROM THE INSTITUTION

The Mico shall consider students who have not registered for at least one year to have withdrawn from the institution.

Students through their own volition may withdraw from the institution. Those students who wish to leave the institution whether at the end of a semester or the academic year must formally withdraw. Notice of

withdrawal shall be made to the Registrar 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.

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.

Having withdrawn, an individual must re-apply in order to again pursue studies at the institution.

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 institution 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. A statement regarding the withdrawal shall be added to the student's transcript.

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.

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 [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.

Mandatory Withdrawal

The institution's medical doctor and the Guidance Counsellor may recommend that the Academic Board require a student to withdraw:

- 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 institution;

- 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 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 following Withdrawal

Students who withdraw formally from the institution may be eligible to receive refunds of tuition fees, depending on the time at which the notice of withdrawal is received by the Office of the Registrar. See [Refunds](#) in Section B.



STUDENT CODE OF CONDUCT

These regulations are designed for the general well-being of all members of the institution. Where a specific behaviour or attitude is not named, this code provides for an understanding of the "spirit of the law" regarding the standards of the institution for its community. No student is to interfere with the rights, safety, or health of members of the university college community nor with other students' right to participate in learning activities and to progress toward their academic and professional goals that are consistent with the learning outcomes of the institution and programme.

In the spirit of community, students and staff are to safeguard others against harassment of any kind, and against physical, emotional, social, cognitive, or psychological harm, whether in person or remotely, including online. This includes reporting such incidents, or suspicions thereof to the appropriate official.

Students are expected to embrace and exemplify The Mico's Core Values in all conduct and dispositions as well as to abide by all rules and regulations of the institution, and the laws of Jamaica. Breaches of the laws of Jamaica will be reported to the police.

The Student Code of Conduct and the stipulations of the [Student Contract](#) are binding for all students of The Mico University College, whether or not they are on the campus, on hall, in uniform or branded apparel or accessories, or participating in an activity that is organised, sponsored, approved or otherwise supported by The Mico University College, its partners or affiliates.

All students are expected to be familiar with this code and the other policies and regulations of the institution, as well as the expected lifestyle and disposition befitting the exemplary professional in their field. Claims of ignorance of this code or other regulations is therefore inadequate as a defence or excuse. Due process and penalties will be applied for violations thereof.

An exhaustive list of behaviours is not possible but will include all conduct that the institution deems unbecoming of a teacher, or which may disrupt the smooth running of the university college.

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

- The rights of personal and intellectual freedom as fundamental to the idea of higher education;

- A deep and abiding respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the institution through participation in, promoting and assuring the academic quality and credibility thereof.

The Mico University College reserves the right to refuse admittance, request withdrawal, or dismiss any student who does not maintain the required standard of scholarship, or whose continuance in the institution would be detrimental to his/her health, or the well-being of others, or whose conduct is otherwise unsatisfactory, especially for programmes that provide teacher qualification.

NON-ACADEMIC MISCONDUCT

Complicity

A student who through act or omission assists another 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/supervised by The Mico is prohibited. This includes noise nuisance during class hours, whether or not this is facilitated by sound amplification equipment. No student will threaten to, or actually, physically or verbally assault any student, staff or visitor to the institution.



Disruptive Behaviour

Members of the university college community have the right to lawful freedom of movement, the lawful use of property and facilities of the institution. Violations of these rights by intentionally hindering persons from entering or leaving or using the facilities; remaining in any building after being told to leave; creating a noise nuisance while classes are in session; interfering with university college staff in carrying out their lawful business, are prohibited.

Students may not disrupt the orderly processes of the institution, involving teaching, administration, disciplinary proceedings, or other activities. This includes belligerent, abusive, profane, and/or threatening behaviour. A student who fails to respond to reasonable faculty direction regarding classroom behaviour 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 institution, 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 Toward Members of the University College Community

Disorderly Assembly

Students are free to support causes by orderly means that do not disrupt the operations of the university college. Students should not assemble for the purpose of creating a riot, causing destruction, or disorderly diversion which interfere with the normal operation of the institution or cause property damage or harm to people. This is not a denial of the right to peaceful, non-disruptive assembly.

Dissemination of Malicious Material

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.

Harassment/Verbal Abuse of Others

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.

Physical Assault/Battery/Bullying

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.

Ragging/Hazing

The Mico University College prohibits any unproductive or hazardous activity that may be construed as hazing or ragging. This is understood as any action or situation that recklessly or intentionally endangers the mental or physical health, well-being or safety of a student, causes physical discomfort, embarrassment and/or ridicule, for the purpose of initiation into or affiliation with any entity operating under the sanction of the institution.

Sexual Harassment, Assault and Exploitation

Sexual harassment is any unwelcome sexual advance, request for sexual favours, or other unwelcome verbal or physical conduct. This may include: a) sexual coercion, i.e. any implicit or explicit attempt to make work conditions or academic performance contingent on sexual cooperation; b) unwanted sexual attention, including physical contact or relentless pressure for dates or sexual favours; c) gender harassment, i.e. conduct that disparages persons based on gender, but implies no sexual interest. Gender harassment may include crude sexual terms and images.

Sexual Assault is any act that intentionally touches another person sexually without that person's consent or coerces or physically forces a person to engage in a sexual act against their will. 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 Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Consent is not implied or effective when there is intimidation or a threat of physical, emotional, social, academic, or any other harm.

Misconduct of a General Nature

Alcohol and Drug Use

The Mico University College, as an institution of higher education, has concern regarding the misuse of alcohol and other drugs (both licit and illicit), because of the deleterious impact on social, cognitive and other facets of the individual. It is the policy of the institution to endeavour to prevent substance abuse by its staff and students, on its property and in its approved events. The Mico is in full compliance with the laws of Jamaica with respect to the possession and/or use of certain illegal substances. Members of the university college community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

Possession, consumption and/or distribution of alcoholic beverages, in any form, in and about university college grounds and buildings, including academic, administrative, technical, athletic, residential, and recreational facilities, or at any university college activity on or off campus are prohibited (unless specially authorized by the university college). It is illegal to include any form of drinking contest at social functions.

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.

Smoking and Vaping

The campus and residential areas are no-smoking zones. Use of either traditional or e-cigarettes, other tobacco products, marijuana or other smoking equipment is not allowed inside or around any buildings or properties owned or operated by the university college. Paraphernalia and products will be confiscated and the student will be liable for suspension for a repeated violation and may be expelled for any other violation.

Tampering with University College Property

Tampering with the university college's facilities is prohibited. The student found guilty of breaching this regulation will be required to make restitution for any property or part thereof that has been damaged or destroyed. The student will also be liable for suspension.

Forgery and Unauthorized Duplication

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 by any individual other than a duly authorised employee of the institution, is prohibited.

Gambling

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 Mico.

Possession or use of firearms and weapons

Firearms, explosives, bomb-making materials or weaponised/"weaponisable" items and materials such as knives, chemicals, fire-starting devices must not be kept by students on property owned or managed by the university college. Neither shall the brandishing or use thereof by visitors be tolerated. With special authorization, members of the Jamaica Constabulary Force, Jamaica Defence Force or contracted security company who bear 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.

Theft

Theft of university college property or the property of others that is on the institution's property is prohibited and may be punishable by dismissal from the institution. Additionally, theft is a breach of national law and will be reported to the Police.

Abuse or Misuse of University College property

Abuse of property may include damaging, defacing, destroying or misusing buildings, equipment, grounds, and other resources, belonging to the institution. 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 will be responsible for the repair/renovation of damaged property. Incidences of serious damage will be reported to the police.

Off-Campus offenses

The Mico 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 institution 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.

Consequences of Misconduct

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:

1. **Reprimand:** Notice of violation of specified regulations and warning that further conduct of that sort may result in a more severe disciplinary action.
2. **Disciplinary restrictions:** Limiting of certain privileges or practices of the person(s) involved in the offence.
3. **Fines:** Fines may be imposed depending on the severity of the infraction.
4. **Probation:** The Mico 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).
5. **Suspension:** Separation from the institution for a specified period. 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.
6. **Expulsion/Dismissal:** Immediate, permanent expulsion from the institution.

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:

- i. Attempting to circumvent/bypass security facilities on any system or network.
- ii. Placing any destructive or nuisance programmes such as viruses or worms into a system or network.
- iii. Sending fraudulent, harassing, threatening or obscene messages.
- iv. Intentionally accessing or collecting or sending pornography or other material inappropriate to a public workplace.
- v. Unauthorized use of The Mico's name and logo and other marks.
- vi. Transmitting advertisements, solicitations or promotion for any other commercial purpose not authorized by the administration.
- vii. 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.
- viii. 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.

- ix. Using the system to excess in non-university college related activities, for example sending chain mail or mass unsolicited mail.
- x. 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 Media

Social Media and other online networking tools have helped students to connect in many positive ways. Students should, however, be very selective of the content posted, mindful of the following:

- i. Any material that is posted on these sites is public property.
- ii. 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.
- iii. Potential employers may check on your activity in considering your application for a job.
- iv. 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.
- v. Compromising photographs should never be posted.

Consequences of Misconduct

Once it is determined that persons have used any Mico-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 institution, restitution may be sought.

PERSONAL APPEARANCE AND DRESS CODE

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 makes them accountable, not only by education administrators and government ministries, but to parents, guardians, and the wider society.

"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."

from The Mico University College Pledge

A uniform is typical for students in institutions that provide professional qualification, with the expectation that students dress in a manner consistent with the profession for which they are preparing. The Mico's dress code recognises the relatively conservative nature of the teaching profession in our context. This section describes how students are expected to be attired for classes, Practicum and other field work, as well as official functions of The Mico. The dress code focuses on expectations for face-to-face activities, and the [guidelines for online](#) deportment remain.

General Guidelines

Faculty shirts, Department shirts, branded sportswear and other Mico-branded attire are **not** part of the official uniform and may only be worn to classes on designated days or for specific occasions. Ripped, distressed or noticeably soiled or dishevelled clothing is not acceptable. Clothing and accessories with graphics, logos, slogans, etc., are not to bear words or images that are inappropriate to the Jamaican education context, promote discrimination or be otherwise offensive to fellow members of the Mico community.

Hair is to be of a natural colour for the individual, of natural length, and groomed in conservative styles. Female hair accessories are to be black or dark brown. Males are not permitted to accessorise their hair. Hair bands may be worn to keep hair back in a ponytail, for instance. Head coverings are not part of the uniform and may not be worn except as religious or health-related reasons require.

Skin bleaching for cosmetic purposes poses health risks to those who practice it and is therefore not acceptable.

Accessories are to be conservative. Females may wear a single pair of earrings. Males are not permitted to wear earrings. No other body piercing should be visible. Although students are not employees of the MoEY, they will be placed in public schools for Practicum and are likely to be employed in government positions after graduation. Therefore, it is not appropriate for the teacher in training to have body piercings (besides earrings) and tattoos that are visible during the normal course of programme and campus activities.

If a student has to be out of uniform e.g. wearing sandals/slippers, the student **MUST** visit the nurse for a cover note. This note must be kept with the student at all times, to be shown if questioned by staff or student leaders about the anomaly.

Evening/Part Time Students

Recognizing that many evening students are coming to classes directly from work and are dressed as appropriate for their workplace, the uniform is not mandated for them. Those not in work garb are to be appropriately dressed in conservative attire, in keeping with the general guidelines above.

Male Students

- dress pants, dark colour, solid/no patterns, not form-fitting
- button front dress shirt or guayabera (bush jacket), white or pastel, long or short sleeve, solid colour or subtle pattern; with undershirt if fabric is thin
- necktie: business style in coordinating colour
- dark socks with black or dark brown shoes (not sneakers)

Because the Halls of Residence for men are on the main campus, care must be taken to be appropriately dressed when leaving the confines of the Hall, especially when classes are in session.



Figure 12 Uniform for Official University College Functions
Permissible for Practicum

For Official Functions Error! Reference source not found.

- solid black dress pants, black belt
- gold, long sleeved, buttoned front dress shirt
- The Mico tie
- *optional* black blazer (single-breasted, 2-button, notch lapel, welt or flap pocket)
- *This uniform may also be worn on Practicum*

Female Students

- dresses in mustard or royal blue Giorgio linen
- black-belted or buttoned style
- dress no shorter than knee length
- short sleeves, unless health and religious reasons necessitate long sleeves
- Make-up must be minimal
- Fingernails should be a moderate length natural or pastel-coloured
- Shoes are to be black or dark brown, with heels no more than 5 cm tall. Sheer stockings or pantyhose, if worn, are to match skin tone.

For Official Functions

- black skirt pencil/straight/A-line, no shorter than knee length, black zipper in back or side) or black pants (not form-fitting)
- gold blouse, short sleeved, collar extends to be tied in a bow at the front
- *optional* black jacket (hip length, $\frac{3}{4}$ sleeve, round neckline, collarless, open front, welt pocket or no pocket)
- *This uniform may also be worn on Practicum*

Specialization-Specific Attire

Personal Protective Equipment and other Specialization-specific attire are to be worn in accordance with the guidelines of the academic department and profession, and **only** for the purposes and sessions so designated.

Physical Education Students and Athletic Teams:

Students participating in Physical Education **MUST** be fully attired in the institution's colours. For all intercollegiate competitions, teams are to be fully attired in the colours of The Mico University College.



Figure 13 Female Student Uniforms
L: The belted uniform style in royal blue. R: The buttoned style in mustard.



APPEALS AND GRIEVANCE PROCEDURES

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.

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 institution 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 of the institution is deemed to be responsible for the source of grievance, students should first attempt to resolve the problem by communicating directly with that employee.

Most complaints are resolved satisfactorily on an informal basis. However, the institution recognizes that it is not always possible for students to resolve a problem by direct discussion with the employee. In these cases, the options available to students include making an informal complaint to the Department Head and/or filing a formal written complaint in accordance with existing 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.

ACADEMIC APPEALS

An academic appeal is a formal procedure designed to provide students with an avenue for addressing academic concerns, including assessment practices. 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.

If a student is desirous of appealing his/her grade, he/she should submit an appeal in writing to the University Registrar within two weeks of the posting of grades. 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 institution's regulations occurred or that the lecturer's own stated criteria for grading has not been followed.

NON-ACADEMIC APPEALS

Complaints regarding processes or procedures of The Mico 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 employees of the institution.

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 College 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:
 - **Informal Resolution Procedure:** The Registrar and his/her panel may informally meet with all parties and try to resolve the issues raised.
 - **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:

- The Committee shall have no right to modify, add to, or subtract from this grievance procedure.
 - A majority vote of the Committee shall be determinative.
 - The Committee shall render its decision in writing on forms provided.
 - 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.



G. 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.



Figure 14 The Mico Centenary Chapel

CLUBS, SOCIETIES AND RELIGIOUS FRATERNITIES

The Department of Student Services and the Guild of Students are useful resources for finding the various approved Clubs, Societies and Religious Fraternities at The Mico. Participation in these approved entities is required for graduation and certification from almost all programmes, as they support the development of a well-rounded graduate. Active membership also enhances your personal and professional network, provides opportunities for leadership and service, and increases your marketability for employment.

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 competition among students as well as, through the house-based tutorial system, provide for advising and some mentorship of students within the training environment.

The house system started with three (3) houses: Buxton, Lushington, and Bishop. These Houses were named for patrons who played a significant role in the founding, and later, the sustained development of the college – Sir

Thomas Fowell Buxton, Dr Stephen Lushington, a colleague of Buxton's in the Anti-Slavery Society, and [Bishop Enos Nuttall](#), the first Chairman of The Mico's Board of Directors. 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 Vice Principals at the college, and Rodgers, who was College Chaplain and co-founder of The Mico Old Students' Association (MOSA).

The Houses are supervised by senior staff members who are referred to as House Masters. Each House is supported by academic staff who serve as Staff Advisors.

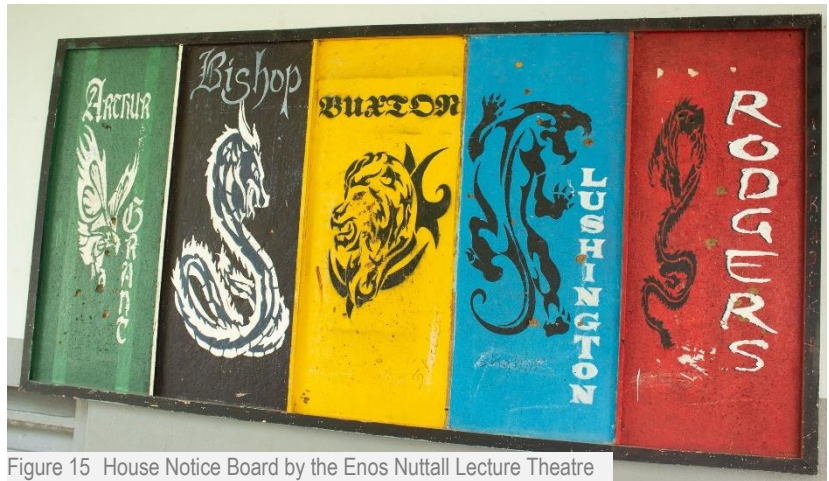


Figure 15 House Notice Board by the Enos Nuttall Lecture Theatre

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 institution 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 Mico also participates at the intercollegiate level and in other organized sporting programmes. The Mico University College has maintained its position as one of the top institutions 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 sport (Some experience in the sport would be advantageous)
- Have a doctor's certificate indicating that the student is physically able to participate.

Sports Scholarships are available for those 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 specified 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).



Figure 16 Members of The Mico's 2022 Team to the Penn Relays

COMPETITIONS

House-Based Competitions

Sports

In addition to the annual Sports Day, inter-house sports competitions include football, basketball, netball, volleyball, cricket, and cross Mico competitions that contribute to each house’s points for Sports Day.



Figure 17 Mini Sports Day 2022



Leslie Henriques

The finals of the Leslie Henriques Speech Competition are held biennially in November of even-numbered years, and is organised by the Department of Language, Literacy and Literature. The competition commenced in 1966 when Leslie Henriques and other members of staff at the Mico College sought to encourage the student population to develop their oratory skills and demonstrate their competence in the use of Standard English. As the Competition evolved, a “*Jamaican Dialect*” category was introduced to highlight the authentic voice of the Jamaican people through sub-genres such as *Dub Poetry*.

Nathan-Brissett

The finals of this Music, Art and Movement competition are held biennially in November of odd-numbered years and is organised by the Department of Aesthetics. The competition, which was first classified as an *eisteddfod*, was later named in memory of Vincent Llewellyn Nathan-Brissett, OD, a Miconian. Mr. Nathan-Brissett was a lover of the arts, especially music, and he was instrumental in providing a cup and cash prizes for the competition in 1960. The competition began with eight categories and has expanded over the years to more than twenty. Mr. Nathan-Brissett’s family continues to provide significant support to the competition.



Intercollegiate Competitions

Athletics and Sports

Track & field, football, netball, cricket, volleyball, and rugby are some intercollegiate competitions in which The Mico regularly participates. The Mico is also affiliated with Jamaica Cricket Association, Netball Jamaica and Table Tennis Jamaica. The Mico is known for having high-class coaches along with elite and professional student athletes. Students



Figure 18 The Mico Bees 2022

are encouraged to join the different sports for entertainment, recreation, physical and mental health or for competitive opportunities. Each sporting discipline has a student manager working with the assigned coach.

For further information on joining a team, email sports@themico.edu.jm or contact the Department of Physical Education and Sport. Training sessions are normally held from 5:00 p.m. to 7:00 p.m. from Monday to Friday. There are times when training sessions are held in the mornings or on weekends (Saturday/Sunday).



H. STUDENT SUPPORT SERVICES

Students interact with units outside of their Faculties for various administrative and other services. Besides matters addressed by: the **Registry** - including admissions, aspects of registration, examinations, transcripts and status letters; and the **Bursary/Accounts Department**, especially Student Finance, for fee-related matters such as a financial clearance, the **Department of Student Services** manages and coordinates many of the non-academic student support services.

Please see contact information for various departments on the [Contact Us](#) webpage.

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 lifestyle, 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 portfolio of the Department of Student Services:

- a) Orientation
- b) General Assembly
- c) Student Housing
- d) Student Welfare
- e) Mentorship and Advising
- f) Volunteerism
- g) Career Services

ORIENTATION

The general orientation of new students to The Mico in late August each year is organised and conducted by the Department of Student Services.

GENERAL ASSEMBLY

The entire campus community gathers twice per month, whether in person or online, for General Assembly. We share in Christian devotions and may have a guest speaker. Updates and notices are also shared. The planning is coordinated by Student Services, which hosts the Assembly when held via Zoom.

STUDENT HOUSING

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 active in their assigned House
- 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. 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 also provides opportunities for leadership development.



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 Hall immediately.

There is zero tolerance 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 residence privilege.

Orientation of New Resident Students

The Mico University College's administration supports the annual Orientation exercise through a system of Wardens, Resident Advisors, and student leaders. The Orientation exercise is intended to advance students' awareness of the successes, the traditions and the values cherished by the institution.

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.

Residing off Campus/Commuting Students

Students who do not live on the Halls are subject to all regulations which apply to those who reside in university college housing.

The Mico 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.

STUDENT WELFARE

Welfare supplies some of the economic needs of students found to be genuinely in need of financial assistance, following application and interview 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 need financial assistance on an on-going basis. The Department of Student 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 AND ADVISING

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.

VOLUNTEERISM

The Mico Volunteer Service programme (MSVP), managed by the Department of Student Services, is described in the section above on [Professional Enhancement Courses](#).

If a student has completed voluntary service hours that do not fall within the recordable hours listed and wishes to have them recorded, he/she is to email student.services@themico.edu.jm to schedule a meeting with the Volunteerism Officer.



CAREER SERVICES

The Career Officer provides students and graduates with information that will help them make realistic

employment/career decisions and helps with job-search and placement. He/She also arranges an annual job fair where final year students meet with potential employers.

HEALTH AND WELLNESS SERVICES

The Mico University College cares about 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.

HEALTH CENTRE

There is a doctor available at times 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 Identification Card in order to use the health facility and will need their identification card and their [health insurance card](#) to see the doctor.

Registered nurse on duty at the Health Centre:

Mondays to Fridays: 8:00 a.m. – 8:00 p.m.

Saturdays: 10:00 a.m. – 2:00 p.m.

A registered nurse is on call at the Errol Miller Hall.

Illness during the semester

Students who are ill and absent from classes for more than one day must report to the nurse upon resumption. Absence from classes for more than three consecutive (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 of missed classes.

Chronic diseases/ailments

Students with any chronic conditions are required to authorize their caregivers, to make available to the institution upon request, all medical information concerning their condition. The Mico 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 understands that it is possible that students may sustain injuries on campus, or while travelling to or from the campus. All matters will be referred to the Health Care Provider for intervention and redress as necessary.

Pregnancy

The institution recognizes that the conditions of pregnancy may pose special risks to the pregnant student and her unborn child(ren). The well-being of mother and her newborn(s) also requires special time together. It is therefore recommended that the pregnant student requests [leave of absence](#). She may resume normal studies thereafter, observing all regulations, including those related to course pre-requisites.

The student's residence status may be affected as pregnant students are not allowed to live in university college housing. Placement on Practicum may also be affected as some schools/organisations are unwilling to assume the risk and responsibility of hosting a pregnant student teacher. Adequate plans should be in place to deal with any emergency that may arise as a result of the pregnancy, and the Department Head as well as the University College Health Centre are to be advised of these arrangements.

Provided that the programme is completed within the stipulated period, including the approved leave of absence, the student's class of award will not be lowered. That is, the student should complete

programme requirements within the time specified on their Programme Guide and should not already have exhausted the two years allowed for leave of absence.

The Mico University College cannot accept liability for risks, injuries, and/or accidents as a result of pregnancies.

HEALTH INSURANCE

Each student is required to subscribe to the health insurance programme authorized by the institution. The cost of coverage is included in the Miscellaneous Fee for full-time day students. The Miscellaneous Fee for evening students, provides for accident coverage only.

Obtaining A Health Insurance Card

1. Students are to complete the:
 - [Member Enrolment Form](#) and submit to the Bursary
 - and the Health Insurance Clearance Form, which should be signed and stamped by a Bursary representative and submitted to the Department of Student Services.
2. Health Insurance cards are collected at Student Services about a month after Registration ends.

Only registered students receive health insurance cards.

Submitting Claims for Reimbursement

For the claim to be eligible for reimbursement, both the student and the medical attention received must be covered by the Health Insurance Plan.

1. Students may collect the **Individual Claim Form** at the Department of Student Services.
2. The completed form, signed and stamped by the medical personnel or office visited, along with the original payment receipt from the doctor's office (also signed and stamped) is to be attached to the completed form.

3. Submit the completed form (signed and stamped, with receipt attached) to the Department of Student Services within 60 days after the visit to the doctor. Claims may also be submitted directly to Medecus, and must be submitted to them within 90 days after the visit to the doctor.
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" if your claim is not honoured.

STUDENT COUNSELLING

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 make an appointment through the Counselling Unit representative of the Department of Student Services. 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.



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 academic performance and other criteria. Students who wish to access scholarships are usually required to maintain a minimum GPA of 3.00. Most scholarships are non-renewable so students will need to reapply each year to receive the scholarship.

The application process is straightforward and includes submission of readily acquired information so that the decision can be based on a holistic picture of each applicant's situation. Once the scholarship application is

submitted, the Scholarship Selection Committee carefully considers all information presented to determine eligibility.

Scholarships are advertised using the Mico email system, so look out for them. For further information on what is required, how it works, and how each unique situation might impact the outcome of an application for scholarship, and for application forms please visit or contact 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 are also provided by our alumni association, MOSA. They may be contacted by email to mosaalumni@gmail.com.

STUDENT GOVERNANCE

Student governance at The Mico University College 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 at the university college are members of the Guild.

The Guild Council is the executive committee of the Guild of Students (referred to as the) 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.



CAMPUS SAFETY

The Mico University College embraces a proactive approach to the protection of life and property on its premises. 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 major elements of campus safety are:

- Security
- Hazard Control
- Emergency Management

SECURITY

Campus Security is managed through the Office of Vice President (Administration) and executed with the aid of a contracted security company.

Campus Security Supervisor: 876-357-927

The Campus Security Officers have a responsibility to:

1. Monitor the entry and exit points of the campus.
2. Patrol the premises.
3. Identify and apprehend any individual who may be considered a threat to the peace and safety of the campus community.
4. Enforce protocols regarding areas such as campus access, parking and entry to buildings.

External Support for Campus Security

- Rapid Response Team provided by the contracted Security Company
- Jamaica Constabulary Force, specifically through the Cross Roads Police Station

Cross Roads Police Station: 876-926-6657

Inasmuch as there are security personnel on the campus, each individual has a personal role to play in our safety and security. It is a shared responsibility. For the campus security officers to effectively perform their duties, it is important for every member of the community to give their full cooperation. Only by accepting this responsibility, can members of the campus community maintain a safe and secure environment.

The following tips are therefore offered:

1. Do not leave 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, get to a safer location immediately and report what you have seen to a Security Officer or University College Administrator.
3. Be extra vigilant when special events are being held, e.g. Sports Day, Open Day.
4. Participate in any seminar or meeting on security matters organized by the institution.
5. Cooperate with the Security Officers or University College Administrators in the enforcement of security protocols (displaying identification cards, giving names, signing in/out etc.).
6. Let your friends know where you are and do not habitually go off on your own, especially at times when there are relatively few persons around.
7. When travelling off campus:
 - Inform a family member, friend, coworker, or classmate where you will be going and when to expect you back.
 - Note the license plate number, colour, and make of the vehicle (if possible) before boarding a taxicab or private bus.
 - As far as it is possible, let someone you trust know when you board a taxi and contact him/her if anything seems unusual.
 - If you need to walk from the Errol Miller Hall to the main campus, or from the main campus to Cross Roads, Heroes Circle, etc. please do so in a group.
 - Keep your valuables, including your cellular phone, out of sight.



HAZARD CONTROL

The Estate Management Department has the responsibility to:

- identify any source of potential injury to persons using the campus
- take steps to remove the hazard or to mitigate its effect using signs, barriers, etc.

EMERGENCY MANAGEMENT

The Occupational Health and Safety Committee has the responsibility to:

- Organise emergency drills
- Manage emergencies through an Emergency Response Team

Please report any (potential) hazard identified to emd@themico.edu.jm. Include the specific location and a description of the (potential) hazard. A photograph would also be helpful.

OTHER STUDENT INFORMATION

DINING/MEALS

The former Heritage Café is now **Café 36 at the Pavilion** and is located on the southern side of the campus. Named in recognition of the year of The Mico's establishment, the café sells light breakfast and lunch options, snacks, and personal items, with more to come.

Meal preparation is facilitated on the halls of residence. Resident students are guided by the regulations of their respective halls, with due consideration for safety, respect of property, and maintaining clean facilities.

Information on concessionaires is provided by campus email.

STUDENT PARKING

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

Though the practice was suspended for public health reasons since the COVID-19 pandemic, an exit pass is normally issued at the gate by security personnel for each vehicle entering the compound. This pass is not to be left in the vehicle. Failure to return the pass to the security personnel upon endeavouring to exit the campus will result in the vehicle being prevented from leaving the campus. The driver must demonstrate without a doubt that he/she is duly authorised to have possession of the vehicle before being allowed to exit. Lost passes are recorded by security personnel and will attract a fine.

THE MICO UNIVERSITY COLLEGE ALUMNI ASSOCIATION, MOSA

MOSA (originally The Mico Old Students Association) is a registered Charitable Organization under the Charities Act, 2013, Jamaica. The Association has always kept a close link with the institution. 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.

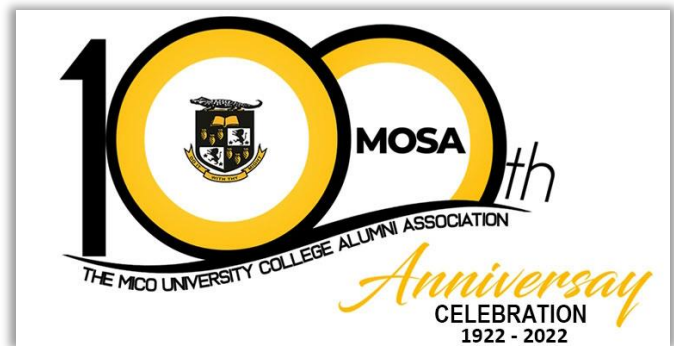
Those who come under the real influence of this institution are men and women of energy and ability, who command success under almost any condition. However, to merely attain a distinction in terms of personal and private success is by the Mico standard to fall short of excellence. Distinction in MOSA 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 institution 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.

To connect with MOSA:

- ♦ visit their website at <https://micoalumni.com/>
- ♦ email mosaalumni@gmail.com



MOSA turned 100 in 2022. The anniversary celebration events are listed below.

EVENT #1. Sunday January 30, 2022, at 2:00 pm

**MOSA 100th ANNIVERSARY THANKSGIVING SERVICE & OFFICIAL LAUNCH OF
The 100th Year CELEBRATIONS.**
at The Mico University College Famous Quadrangle
1A Marescaux, Kingston

LED BY MOSA PRESIDENT – Dr. Marston Thomas, JP.

EVENT # 2

MONDAY FEBRUARY 14, to FRIDAY 18th, 2022 - MOSA WEEK

This is MOSA'S outreach to Current Mico Students and The wider Mico Community

- Career Development
- Managing your professional life as a teacher in difficult times.
- The New Norm in Teacher Education Training
- Managing your Finances
- Finding and celebrating with Miconians 80 years and older.

EVENT # 3

THURSDAY APRIL 7, 2022, MOSA'S CENTENNIAL LECTURE

To honour Glenville Hamilton Owen, the first Miconian to be appointed as Principal of The Mico College.

The task of the Hon. Glenville Hamilton Owen, P.C. O.D. M.L.S.T, MBIM, FJIM BA (London) as noted by Prof. Errol Miller, was to provide a curriculum to promote academic and professional excellence in teaching.

EVENT # 4

THURSDAY May 28, 2022 - MOSA'S EVENING OF MUSICAL EXCELLENCE

Featuring the best of musical genre

Performed locally & internationally

This event will be recorded at Kings House and premiered on Saturday, May 28, 2022,

E-magazine/hard copy to be compiled with different articles on "Music at the Mico" – then & now,

EVENT # 5

WEDNESDAY AUGUST 10 & THURSDAY AUGUST 11, 2022.

Mico University College Alumni Association (MOSA) Hosting the "Centennial International Teacher Education Symposium."

THEME: REPOSITIONING FOR THE FUTURE: "Teacher Education: In search of a new paradigm."

EVENT # 6.

SATURDAY NOVEMBER 26, 2022. THE GOLD MEDAL AWARDS BANQUET

MOSA'S Recognition of the achievements and contributions of distinguished Miconians for professional, community service, philanthropy, and service to their Alma Mater.



THE
RENFORD SHIRLEY
BUILDING

I. SPECIAL CENTRES AND AFFILIATE ORGANISATIONS

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 conference 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 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 EARLY CHILDHOOD EDUCATION CENTRE

The Mico Early Childhood Education Centre provides quality early childhood experiences for infants from 3 to 6 years old, as well as a resource facility, and intends to operate a pre-school for 2-year-old toddlers as of September 2022. The Centre accommodates a few infants with mild learning disabilities. The resource facility has myriad teaching/learning resources, and these are accessible to visitors from external educational institutions. There is a resource access control mechanism in place, however, due to disaster risk management precautions.

The Centre facilitates engagement of student teachers from programmes across The Mico, primarily those enrolled in the B.Ed. in Early Childhood Education and B.Ed. in Primary Education. These engagements include practicum experiences, research opportunities, classroom observation, and acts of volunteerism.

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 institution.
- 3) producing ***The Mico 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 institution. It also conducts periodic surveys for departments as requested and piloted the first Incoming Student Survey in the 2016-17 academic year.

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 STEM 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 the University of the West Indies, Mona campus, where it was established in 1989. 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 underpinned its interactive, hands-on focus.

Currently, the Centre is in the process of a major redesign. The new Centre will facilitate:

- Research and training activities, nationally and regionally
- 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

MUSEUM COLLECTIONS

The Museum space in the Renford Shirley Building is currently being renovated. when the exhibits reopen, visitors will be invited to enjoy the following.

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, (INAFCA) 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 at 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.



J. APPENDICES

APPENDIX I. STUDENT CONTRACT (UNDERGRADUATE)

Effective September 2018

Note that the contract you signed may have a different appearance. The content, however, is the same.

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 and 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 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 College 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 College 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

- 13.1. 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.
- 13.2. Each of the paragraphs of this Contract operates separately.
- 13.3. 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 College 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	Email
Prior to registration	The Head of Student Affairs	
Following registration	The Mico Registrar	

- 13.4. In the event of inconsistencies between the Contract and any other contract information provided to you, the Contract shall prevail.
- 13.5. 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
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Name of The Mico Officer	Signature of The Mico Officer	Date
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APPENDIX II. PROGRAMME OFFERINGS

UNDERGRADUATE DEGREE PROGRAMMES

Faculty of Education

- B.Ed. Early Childhood Education
- B.Ed. Primary Education
- B.Ed. Special Education
- B.Ed. Secondary - Physical Education

Faculty of Humanities and Liberal Arts

- B.Ed. Institutional Management and Leadership
- B.Ed. Secondary - Business Studies
- B.Ed. Secondary - History and Culture
- B.Ed. Secondary - Language and Literacy
- B.Ed. Secondary - Language and Literature
- B.Ed. Secondary - Library and Information Studies (suspended)
- B.Ed. Secondary – Media Technology and Animation
- B.Ed. Secondary - Music
- B.Ed. Secondary - Social Studies
- B.Ed. Secondary - Visual Arts
- B.Sc. Guidance and Counselling

Faculty of Science and Technology

- B.Ed. Secondary - Computer Science
- B.Ed. Secondary - Family and Consumer Science
- B.Ed. Secondary - Geography and Environmental Studies
- B.Ed. Secondary - Industrial Technology
- B.Ed. Secondary - Mathematics
- B.Ed. Secondary – Media Technology & Animation
- B.Ed. Secondary - Science (Biology, Chemistry and/or Physics)

PROGRAMMES OF THE GRADUATE SCHOOL OF EDUCATION

- Executive Masters in Educational Management
- M.A. English
- M.A. Teaching
- M.Ed. Special Education
- M.Sc. Counselling and Social Work
- M.Sc. Mathematics Education
- Post-Graduate Diploma in Education

For further information, visit their webpage at <https://themico.edu.jm/academics/graduate/>, or contact gradschool@themico.edu.jm.

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.

- **Sixth Form Pathways Programme**
- **CXC Caribbean Secondary Education Certificate (CSEC)**
- **CXC Caribbean Advanced Proficiency Education (CAPE)**

Short Programmes and Workshops

For a comprehensive listing of programmes, short courses and workshops offered by the School of Continuing Studies, visit their webpage at <https://themico.edu.jm/academics/continuing-studies>, or contact scs@themico.edu.jm.





Artwork credits:
Davian Watson (2020)
B.Ed. (Secondary) Visual Arts

The Mico University College

✉ 1a Marescaux Road, Kingston 5, Jamaica, W.I.

☎ 876-929-5260-6

✉ info@themico.edu.jm

☎ 876-926-2238

🌐 themico.edu.jm