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IMPORTANT DATES & DEADLINES
Academic Yr: 2006 - 07
Semester 1: Sept - Dec 2006

REGISTRATION DATE:
15th – 16th August 2006 (BEd students)
28th – 29th (BSc)
30th August 2006 (MSc students)
4th – 5th (Diploma),
6th - 7th September 2006 (CPO, B.Eng students)

SEMESTER BEGINS:
11th September 2006 (except for BSc students)
September 4th 2006 (for BSc. students)

SEMESTER ENDS:
23rd December 2006

FINAL SEMESTER EXAMS:
18th – 23rd December 2006 (These dates are approximate and will be finalized early in the semester)

Please note the following:

✓ Late registration penalty - $100. (from Sept. 11th – BSc, MSc students; Sept. 15th - all other students)

✓ Friday 22nd September 2006 (BSc Students) – Late Registration deadline

✓ Friday 29th September 2006 (all but BSc students) – Late registration deadline

✓ Monday 25th September 2006 (BSc students) – Will not be allowed to attend classes

✓ Monday 2nd October 2006 - All Non-registered students will NOT be allowed to attend classes.

✓ Friday 6th October 2006 (BSc students) - Withdrawal deadline with ‘W’– (no refund).

✓ Friday 13th October 2006 – 2006 (all non-BSc students) - Withdrawal deadline with ‘W’– (no refund).

✓ After the withdrawal deadline dates- An ‘F’ will be recorded against this course on the student transcript.
EQUAL OPPORTUNITIES AND FAIRNESS POLICY

The UTT is committed to and actively promotes the principles of equality of treatment and opportunity for all persons, fully appreciating and respecting the diversity of the community it serves. University policy prohibits discrimination in the treatment of students on the basis of race, colour, religion, geographic origin, age, gender, sexual orientation or disability, except where such distinction is required by law.

The UTT is stakeholder driven, quality and standards focused, student centred and customer friendly. The University aims to satisfy the needs of its public, both internal and external, and to practice sensitivity and responsiveness to the peculiar needs and circumstances of its clients. To this end, the policy caters to the principles of equity, justice and fair play, as well as considerations of practicality and the collective interest.

In keeping with the equal opportunity policy, the UTT is committed to facilitating the education and training of students with disabilities, subject to the limitations of the University’s resources of the particular time. The University continues to strive to provide enabling facilities, amenities and equipment, as well as an environment that is conducive to development of persons with disabilities.

RESPECT FOR INDIVIDUAL RIGHTS

In keeping with sound education and training practice and in the wider collective interest, the rights and entitlements of students are subject to rules, regulations, practices and prohibitions that make for orderly, disciplined and productive operations. These are documented in this Handbook and in the Academic Regulations, Policies & Procedures for Undergraduates. Students are required to study them carefully and comply.

Any interference on the part of the student with the personal liberty of another, or any conduct that subjects another person to any indignity or personal violence is prohibited. This includes harassment, sexual harassment, initiation ceremonies or other activity involving physical violence, personal humiliation, or the destruction of personal or university property. The University is not responsible or in any way liable for any accident, illness or destruction of any kind resulting from such unauthorized activities.

Students have the right to study and work in an environment that is free from personal harassment of any kind. Everyone has the responsibility not to harass any member of the UTT community, including students, instructors and other staff.

Discrimination and harassment violate fundamental rights, human dignity and personal integrity. The UTT is committed to healthy, harassment-free environment and will not tolerate discrimination against or harassment of students, employees or public clients.
THE ACADEMIC YEAR

The academic year for undergraduate programmes is arranged into three semesters, each of 4 months duration. The timing of the semesters for all programmes, except for the BSc. programmes, for academic year 2005-06 will normally follow the dates shown below:

- **Semester 1**: September 11th to December 23rd 2006
- **Semester 2**: January 8th to April 21st 2007
- **Semester 3**: May 7th to August 18th 2007

The BSc programme is done over two semesters every year. During semester three the students are out on work attachment, which they would be expected to arrange for themselves. For the BSc programme the following are the dates for the semesters:

- **Semester 1**: September 4th to December 23rd 2006
- **Semester 2**: January 8th to April 27th 2007

Under exceptional circumstances, which require the approval of the Provost, a programme may operate outside the normal semester dates of the University.

The three semesters in the academic year can all be used for teaching, or one of the semesters may be identified for Diploma (full-time) and BEng students to undertake workplace learning, referred to as the co-operative programme (co-op) model. The co-op workplace semester may be any one of the three semesters, depending on the overall structure of the programme, but will be common for all students in a particular year of a programme.

Prior to the start of Semester 1 and during the week preceding the start of classes, registration for courses will take place. An orientation programme for new students which provides an introduction to university life and the workings of the University will also be organized. Students are required to attend and actively become involved in the orientation activities which are organized by the Departments of Student Services & Marketing and the various student organizations on campus.
WHAT IS THE ROLE OF THE DEPARTMENT OF STUDENT SERVICES?

The Department of Students Services consists of the following sections:

- Admissions and Registration
- Examinations
- Student Records Management
- Student Support and Career Development Services (includes Co-op/Placement)

A UTT education should enable students to develop sets of life and learning skills that promote an ability and desire to learn and a set of technical and professional skills which support the academic programmes. The department functions in:

- Disseminating information on the University’s programme offerings & policies to the general public
- Facilitating on-site presentations to schools, training facilities, companies within the industrial sector
- Informing on admission and registration matters
- Delivering a comprehensive orientation programme
- Operating as a repository for & updating all student biodata and academic records
- Managing University examinations
- Advising on and management of student financial and academic awards
- Organizing university (student’s) ceremonies
- Facilitating culturally-sensitive non-academic programmes and services
- Providing career guidance counselling
- Advising and counselling on personal, financial, and performance issues
- Problem-solving and grievance handling
- Providing specialized and customized services for those persons with disabilities or those with special needs
- Liaising with and providing support to the Student Guild and other campus groups.

WHAT ARE THE FUNCTIONS OF THE ADMISSIONS SECTION?

The Admissions section is an important area of Student Services providing the interface between the university and prospective students and the general public.

Orientation:

The Orientation programme, held during week one of the academic year, is an important event that introduces students to faculty and staff, campus facilities and services, University policies and procedures. Faculty and staff counsel students on course selection within their programme of study; sensitize students to career options for each programme; review strategies for taking full advantage of the learning environment and support services; and outline academic policies and procedures affecting graduation requirements. Students will also be sensitized regarding the vision, mission, goals and strategies of the university. Orientation also includes activities for students to get to know their classmates, become members of student groups and meet with industry representatives.
IGNORANCE IS NO EXCUSE FOR VIOLATION OF THE PROCEDURES, RULES & REGULATIONS OF THE UTT.

How do I register for courses?

You would have been accepted to the UTT if you have attained the minimum age of 17 years on or before the 1st September 2006 and have met the matriculation requirements for the programme of study.

You must:

- Pay all applicable fees before coming to campus for registration. Tuition fees for all courses to be pursued for the first time would be covered by GATE. All other fees are the responsibility of the student. **(Fees should be paid at any branch of FCB bank before Registration day using the UTT deposit slip provided in the registration package.) Students are advised to confirm fees due with Student Accounts before making any deposits.**

- Complete and sign all Forms (Registration, GATE Application, Insurance, Student ID application forms). If a list of the courses you are to take is included in the registration package, you must fill in these courses on the registration form along with the credit assignments & course codes. If not included, check with Admissions personnel for the list of courses for which to register.

- Proceed to Academic staff for STUDENT ADVISEMENT and COURSE APPROVAL.

- Proceed to the Accounts desk for the Accounts staff to verify and to sign off on the registration form that fees payment is complete and accurate.

- Submit the completed and signed registration form which would have been signed off by the Academic staff, and all other forms (except the GATE forms) and the Admissions copy of the deposit slip to the Admissions Officer. The form should be accompanied by two passport size pictures done on a navy blue background which would be used for preparation of the Student ID card. The student must print and sign name and student UTT ID number on the back of the passport pictures.

- Submit to Student Accounts staff its copy of the registration from and deposit slip as proof of payment of applicable fees. The GATE application form must also be submitted along with all the required documentation. The GATE form cannot be processed by the Student Accounts Section on your behalf until all required accompanying documents (original Birth Certificates & Passport or national ID) are submitted.

- Submit written proof of Government or private scholarships or bursaries or other financial awards to Student Accounts.

**The student is responsible for payments of tuition fees for courses that they are repeating. GATE payments do not cover repeat courses.**

- **Continuing students cannot complete their registration until all outstanding sums to the university are cleared.**

Office of The Associate Provost
September 2006
A student is duly registered when he/she has completed and submitted, by the stipulated deadline date, the Student Registration form and evidence of fees payment. The student’s signature on the Registration form is regarded by the University as a declaration of agreement to comply with the procedures, policies and regulations as stated in the Student Handbook and in the Academic Regulations, Policies & Procedures for Undergraduates manual.

Why is registration important?

If you have not completed the registration process you will be unable to:

- Attend classes
- Borrow material from the Library
- Obtain an ID card (or renew your ID for returning students)
- Receive your examination card.
- Be eligible to access Medical Insurance

It is important to note the deadline dates for registration and withdrawal.

Why do I need a UTT student ID card?

On completion of the registration process, the student will be advised of the dates and times for collection of their Student Identification Card. Persons on the premises of the University or utilizing its services, are required to furnish proof of identity. The student is expected to wear his/her student ID card at all times while on the campus or on University-related events. This card indicates that the student is duly admitted to, and authorized to participate in the programme for which he/she has registered for the semester to which registration applies.

How do I get a replacement for a lost Student ID card?

If a student has lost his/her Student ID card a replacement fee of $TT25 is required. On payment of the fee the bank-slip is submitted to Students Accounts. The receipt from Students Accounts is taken to the Admissions Section of Student Services for a replacement card to be issued. Lost, stolen or misplaced student ID cards must be reported immediately to the Department of Student Services. The student must at the same time apply for a replacement student ID card.

How do I seek Credits/Exemptions?

Applicants/students may request exemption and/or credits in relation to course(s) to be taken, on the basis of prior learning/qualifications. Request forms, available from Admissions Section, Student Services Department, must be completed and submitted no later than three weeks after the start of semester along with the information and documentation on the prior courses taken for which they are seeking exemption and credits e.g. course details, examinations taken, original transcripts etc. A fee of TT$200.00 must be paid for every course for which credit/ exemption is requested. This fee may be waived in special circumstances as determined by the Department of Student Services.

Office of The Associate Provost
September 2006
See the Student Prospectus 2006-07 for information on the criteria used for granting exemptions and credits.

*When exemptions and credits are granted, the student is awarded status ‘CR’ against the particular course. These credits are not factored into the GPA computation but are added to the total earned credits for the student’s programme.*

**How do I Transfer from one programme to another?**

- A student seeking a transfer from one programme to another must complete the *Request for Transfer* form and submit to the Admissions Section, Student Services Department.

- The Request is forwarded to the Head of the programme to which the student requests a transfer for academic evaluation and information on space availability in the programme

- The student will receive a formal response from the Admissions section within two (2) weeks of request submission.

**How do I Transfer from part-time to a full-time programme and vice versa?**

- Transfer from a part-time to a full-time programme would depend on space availability of the programme into which the student wishes to transfer as well as on the academic status of the student.

*Transfers must usually be submitted to the Admissions Office in advance of the start of the semester for which the transfer is requested.*

**If I need a Leave of Absence from my course of study, what do I do?**

**For up to one semester at a time:**

Students who are experiencing:

- Medical,
- Financial,
- Work related or
- Personal challenges

which impinge on their ability to maintain the required level of class attendance for at least two weeks but not more than one semester must apply in writing to the Associate Provost, Student Services for leave of absence for that period. The student will need to re-apply for leave of absence at the end of that period for any further leave of absence required during that academic year.

The student is required to supply certified documentation e.g. medical certificate, letter from employer in support of the request. Leave of absence requests for the semester must be submitted within 5 weeks of the start of the semester.

*(See the Examination section for procedures for Leave of Absence from examinations).*

Office of The Associate Provost

September 2006
Leaves of Absence shall not exceed a period of one (1) academic year. Students will need to submit a new application for consideration of any leave of absence which exceeds the one year period.

The student will be expected to register on return to the university and will be subject to the university’s procedures, policies and regulations that obtain at the time of re-registration at the end of the leave period.

**How do I withdraw from a Course or from my Programme?**

Students may experience changes in their personal lives which require them to formally withdraw from their programme or course of study. Such a student should seek advice from the Student Services Officer, Student Support & Careers Development on their campus before deciding to withdraw.

If the decision is to withdraw the student must complete a Withdrawal form obtained from the Admissions Section, Student Services and submit it **no later than six weeks after the start of a semester**. Students whose requests are approved will be awarded withdrawal (W) status on their student record.

**What happens if I apply to withdraw after the deadline date?**

Students who apply for withdrawal from a course after the deadline date **or** who leave a course/programme without submitting a written request will have been deemed to have abandoned the course/programme and will be awarded status ‘Failed’ i.e. grade ‘F’ and a grade point of zero. This is regardless of the marks scored in any assessment exercises or assignments conducted up to the time of quitting the course(s).

The zero grade point will be used in the computation of the G.P.A. If the student wishes to re-enter, he/she will have to request permission to do so in writing to the Associate Provost (Student Services). If the request is granted this student would be deemed to have utilized one attempt at the course(s) abandoned and, subject to satisfying relevant criteria, shall be allowed only one more attempt at these course(s).
WHAT DO I NEED TO KNOW ABOUT UNIVERSITY EXAMINATIONS?

Except where otherwise indicated, University courses follow a continuous assessment model which includes a formal final examination. Each course shall be assessed as a separate entity. Typically, the evaluation of a course consists of quizzes, projects, assignments, mid-term exam and a final exam. The course outline normally indicates the weighting of (i.e. percentage carried by) each component of evaluation and which components must be passed to achieve a passing grade.

The timing of the mid-term and the final examinations will normally follow the dates shown below. However, students should check the examination timetable, which will be posted around the campuses and on the UTT website, for the final examination dates. In-course assessments will be announced by the course instructor/lecturer in class.

Mid-Semester Examinations

Semester 1  October 23\textsuperscript{rd} -28\textsuperscript{th} 2006  
Semester 2  February 21\textsuperscript{st} – 28\textsuperscript{th} 2007  
Semester 3  June 18\textsuperscript{th} – 23\textsuperscript{rd} 2007  

End-of-Semester Examinations

Semester 1  December 18\textsuperscript{th} – 23\textsuperscript{rd} 2006  
Semester 2  April 16\textsuperscript{th} – 21\textsuperscript{st} 2007  
Semester 3  August 13\textsuperscript{th} -18\textsuperscript{th} 2007  

What are the eligibility criteria for writing mid semester and end of semester examinations?

1. The student must be fully registered for the course in the semester of the examination;  
2. The student must have satisfied the 80% class attendance requirement for the course;  
3. The student must not be in overdue possession of library material or be in default of outstanding overdue costs to the library;  
4. The student must not have any pending disciplinary action against him/her;  
5. Students will not be allowed entry to the examination room for the end-of-semester examination unless they are in possession of their student ID card (or permission slip) and their examination card, obtainable from the Examinations Office;  
6. Students must conform to the Regulations and Guidelines governing examinations that will be placed on the University’s notice boards at least one week prior to the commencement of end of semester examinations.
What do I do if I have to miss Examinations

If a student is seeking leave of absence during the examination period, the request must reach the Office of the Associate Provost (Student Services) no later than the morning of the Assessment Committee meeting for it to be considered. The request must be accompanied by original copies of supporting documentation.

If the request is accepted the student may be offered the opportunity to write an Alternative examination.

Any leave request received outside the period indicated above shall not be accepted and the student shall not be afforded an Alternative Examination.

What should I do prior to final (end of semester) examinations?

- You must familiarize yourself with ALL the university exam regulations. Check the draft examination schedule to ensure that all your course examinations are included and there are no exam date clashes.

- If there are timetabling discrepancies with respect to your exams, inform the Examination Section in writing of the specific timetabling problems.

- Collect your examination card during the period specified for collection.

- Check your exam card to ensure that your student ID # is accurate on the card and that all your exams are listed. Make sure you note the dates, times and locations of your exams.

- If there are any mistakes on your exam card you should go to the Examinations Section to get the corrections made.

- You should verify that all your course assignment grades, including mid-semester grades have been entered against your name.

- You should ensure that you have a UTT student ID card.

- For each exam for which you do not have your UTT student ID card, you must get a permission slip from the Examinations Section on the exam day. (To get a permission slip, you must present a valid picture ID – Passport or National ID card or Driver’s license). The cost for the issue of each permission slip is $25.00.

- Make sure any authorized equipment you need for your exams (e.g. calculator) is in full working order.

- You should check with the Examinations Section to ensure that the equipment you need for an examination meets the approved specifications.

If you were absent for an assignment and you submitted documentation to justify your absence, make sure that it has been received & noted in the Examination Section.
What should I do while in the examination?

<table>
<thead>
<tr>
<th>Neither cell phones nor pagers are allowed in examination rooms.</th>
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<tbody>
<tr>
<td>Make sure you are present at the correct exam room for the examination at least 15 minutes prior to the start of the session. <em>(A student will not be allowed entry 30 mins. after the exam start.)</em></td>
</tr>
<tr>
<td>Make sure you take into the exam room only material authorized &amp; approved by the Examinations Section.</td>
</tr>
<tr>
<td>Listen to &amp; abide by the instructions read out by the Chief Invigilator.</td>
</tr>
<tr>
<td>Make sure you write your correct student ID number on each page of your answer script.</td>
</tr>
<tr>
<td>Complete your exam receipt and place it along with your student ID card or your permission slip and other form of valid picture ID at the top of your desk for collection by the invigilator during exams.</td>
</tr>
<tr>
<td>Read &amp; follow all the instructions detailed in the question paper.</td>
</tr>
<tr>
<td>Read your questions carefully before answering them.</td>
</tr>
<tr>
<td>Give yourself time to look over your answer script before the end of the examination.</td>
</tr>
<tr>
<td>Stop writing immediately when instructed to do so by the Invigilator.</td>
</tr>
<tr>
<td>Hand up your answer scripts(s) and all other material on which you wrote (graphs, scrap etc) to the invigilator making such collections.</td>
</tr>
<tr>
<td>Collect on exiting the exam room all the material you took into the room as well as your copy of the exam receipt.</td>
</tr>
</tbody>
</table>

*Remember, the invigilators are the University representatives in the exam room and are the only persons to give instructions during the exams.*

What do I do after I have written my examination?

| If you have been absent from the examination, you should submit to the Examinations Section, a written request for leave of absence accompanied by documentation validating the reason for your absence. *See the Section on Leave of Absence.* |
| Collect your Student Performance Report for your GPA information (usually available about 2 weeks, post-exam period). |
| For any failed examination, you must seek counseling through the Student Support Office as well as from your Course Advisor or Leader. The counseling sessions would equip you with mechanisms to better prepare for exams. A report on the counseling sessions must be submitted to the Associate Provost (Student Services). |
Your progression would depend on your academic status, which is stated on your performance report. You should seek advice from the Head, Examinations Section on your course of action with respect to progression and procedures for repeating the failed course.

Recommendations on whether a student has successfully completed a course, on progression to the next stage/level, and on the award of grades, will be made by the Assessment Committee that has the oversight for the course and for each student’s profile of performance.

**What are course credits and grade point average (GPA)?**

Every course is allocated a certain number of credits based on the number of contact hours per week. A course which runs for 5 hours per week is normally classified as a “5 credit” course.

The numerical score (mark) awarded by an instructor is converted to a letter grade. Each letter grade is associated with a quantum of grade points. The following table shows the association of numerical score, letter grade and Grade Points.

*The grading system for students registered prior to 2005 will be retained for courses taken during that period.*

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>85-89</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>80-84</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>77-79</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>73-76</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>70-72</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>67-69</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>63-66</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>60-62</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>55-59</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>50-54</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>0-49</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**How do I calculate my GPA?**

At the end of every semester, a semester Grade Point Average or sGPA is computed for every student, and is included in the statement of results sent out to him/her. This GPA is calculated by first determining a grade point value for each course taken by the student (done by multiplying the grade points by the number of credits); the grade point values are then totalled for all the courses and divided by the total number of credits as in the example below.
A Cumulative GPA (cGPA), based on all courses taken thus far in the programme, is also computed.

What are the different categories of academic status?

Students will be in:
- **Good Academic Standing:**
  If they attain a minimum cGPA of 2.0 in the end-of-semester examinations.

Or they may be considered to be on
- **Academic Probation:**
  If their cGPA >1.5 but <2.0

- **Academic Suspension:**
  (i) If they fail to attain the minimum cGPA of 1.5 at the end-of-semester exams
  Or
  (ii) If they fail to bring the cGPA up to 2.0 in the semester in which they are on academic probation.

A student on academic suspension must stay out of the university for at least one semester before requesting re-entry.

**A student’s academic status is stated on the student’s record**

- **Readmission:**
  A student who is academically suspended and wishes readmission to the University after the period of suspension must:

    (a) Submit such request, in writing, to the Associate Provost (Student Services).
    (b) Seek counselling from the:
        (i) Student Services Officer (Student Support & Career Development)
        And
(ii) Programme Co-ordinator for the programme in which the student was registered.

(iii) Both Advisors must submit reports to the Associate Provost (Student Services) as evidence that the student has been advised on an action plan to improve the student’s deficiencies and to return the student to good academic standing.

(c) Complete & submit a registration form & fulfil all requirements for semester registration.

(d) On re-admission, the student will automatically be placed on Academic Probation & his/her performance will be monitored.

What are the criteria for passing a course?

A course will be passed if an overall weighted aggregate mark of at least 50% has been achieved. In some courses a higher pass mark is required which will be clearly identified in the course descriptor provided to the students at the start of the course.

If the assessment has more than one element and it is required that one or more of these elements must be passed in their own right (achieve at least a 50% mark, or higher if required), then this condition must be clearly stated in the course descriptor and approved at the time of validation.

What do I do if I fail a course?

Reassessment will be required in a failed course where the overall mark is less than 50% and is normally termed a referral. Unless otherwise approved by the Assessment Committee, as stated below, reassessment of a failed course can only be carried out by repeating the entire course, including all elements of assessment. No marks from the original elements of assessment can be carried forward to the repeated attempt. which is the final attempt and no further attempts are permitted unless, under special circumstances, this is approved by the Provost. The overall mark for any referred work that has been completed satisfactorily will be entered on the student’s record, together with the original failed mark and both will be included in the calculation of GPA. This does not apply where work is being repeated ‘as if for the first time’ or the assessment is being ‘deferred’ as stated below.

May I repeat an examination without penalty?

The Assessment Committee may decide that a student should be allowed to repeat the course without penalty and ‘as if for the first time’ if significant extenuating circumstances or other factors, documented by the student are submitted in writing to the Associate Provost for Student Services prior to the Assessment Committee meeting.

Repeating a course as if for the first time means that a student must satisfactorily engage with the course and complete all assessments. No marks can be carried forward from a previous attempt at the course. If a pass is achieved, the marks gained are credited to the student’s record and
replace the first marks. If a pass is not achieved, a student is permitted one further attempt to repeat a course in the normal way. This repeat of a failed attempt or of a student’s incomplete assessment (where there are extenuating circumstances which is approved) is referred to as a deferral, rather than a referral. Any deferred assessment will be awarded the actual mark obtained and without penalty.

Can I query my examination results?

There is no right of appeal by students against the academic judgements of lecturing staff or of Assessment Committees. Rights of appeal in relation to Assessment Committee decisions are limited to the grounds listed below:

i. Where new, relevant, written extenuating circumstances are presented, supported by appropriate evidence, that for good reasons was not originally made available to the Assessment Committee, and therefore was not considered at the time of the decision against which the appeal is made.

ii. Procedures not conducted in accordance with current approved regulations or other irregularity concerned with the assessment process.

iii. Where there has been a material and significant error in the recording and processing of assessments/results.

A student may make a formal appeal against the decision of an Assessment Committee by completing the Query form available from the Examinations Section of the Student Services Department and submitting it to this Section within ten working days of notification of the decision of the Assessment Committee, stating in full the grounds for appeal and providing any necessary supporting evidence. A Query Fee must be paid and the receipt should be included with the submitted Query Form. The Query Fee is refunded to the student if the appeal is successful.

If there are no valid grounds for appeal, this shall be communicated in writing to the appellant. Where an appeal is valid the student shall be informed in writing of the date, time and place of the meeting of an Appeal Panel.

A student may query a mark/grade awarded in a Continuous Assessment exercise, within one week of the issue of the results. Such query should be made informally to the instructor concerned. If not satisfactorily resolved with the instructor, the student may take the matter to the Programme Coordinator for a final decision. If the instructor concerned is the Programme Coordinator, the second level of appeal is to the Associate Provost, Teaching Programmes, who will determine the matter finally.

Queries will not be entertained after the stated deadline periods, except for extraordinary reasons and with the approval of the Associate Provost, Student Services.
Under what circumstances will a student be allowed to repeat a course(s) to improve his/her cGPA?

**ONLY** a Diploma graduate/graduating student who wishes to repeat courses previously passed to improve his/her grades to qualify for entry to the BEng or BSc programmes would be given permission.

The following guidelines apply:

1. Diploma students will be allowed only **one** attempt at a course after the original attempt (i.e. two attempts maximum/course)
2. A student will be allowed to repeat a **maximum of two courses** in any given programme (i.e. during the entire course of study).
3. All grades achieved will be used in the calculation of the cGPA.
   
   *Note that this would make it difficult for students to achieve the needed cGPA, but it is consistent with the existing procedure for students who have repeated failed courses*
4. All applicants requesting this facility must seek approval from the associate Provost, Student Services, who will arrange a consultation for the student (either with the Admissions or the relevant academic personnel). The associate Provost will advise the student, verbally and in writing, on the best options available to the student for grade improvement.
5. The application to repeat courses **must** be sent via the Admissions Office to the Associate Provost (Student Services) who signs off as approved.
6. Admissions will keep records on the performance of these students which will inform the review process.
7. This policy will be reviewed after three years (i.e. after the 2008-09 academic year).

What is the maximum time allowed for completion of a programme?

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Defining characteristics</th>
<th>Normal period of study</th>
<th>Maximum time period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>Courses at Level 1. Used for programmes of any discipline.</td>
<td>FT: 1 year</td>
<td>FT: 2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT: 2 years</td>
<td>PT: 3 years</td>
</tr>
<tr>
<td>Diploma</td>
<td>Courses at Levels 1 and 2. Used for programmes of any discipline.</td>
<td>FT: 2 years</td>
<td>FT: 4 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT: 4 years</td>
<td>PT: 6 years</td>
</tr>
<tr>
<td>Bachelor of Engineering</td>
<td>Courses covering Levels 3 and 4 after a relevant Diploma. Reserved for programmes that provide a technologically broad education with an emphasis on engineering applications.</td>
<td>FT: 2 years</td>
<td>FT: 4 years</td>
</tr>
<tr>
<td>(BEng)</td>
<td></td>
<td>PT: 4 years</td>
<td>PT: 6 years</td>
</tr>
<tr>
<td>Bachelor of Science (BSc)</td>
<td>Courses covering Levels 1 to 4. Reserved for programmes that are based on science or have a broad technological base.</td>
<td>FT: 4 years</td>
<td>FT: 6 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT: 8 years</td>
<td>PT: 10 years</td>
</tr>
</tbody>
</table>
What are the requirements for successful completion of programme to be able to graduate?

Unless otherwise stated a Cumulative GPA (cGPA) of at least 2.0, as well as completion of all the required courses (and therefore total credits) within the specified period, is required for successful completion of a programme and graduation. The diploma student must also complete the equivalent of at least six months approved workplace attachment to be awarded a diploma with CO-OP endorsement. Students who commenced their programme of study prior to 2004 require a cGPA of 1.7 for graduation.

See Appendix 1 for credit and cGPA requirements for graduation for each programme.

What is a transcript?

The transcript is a record of the courses in which a student has been examined and the grades received in those courses. Transcripts may be obtained as a record of achievement to be forwarded to employers or other educational institutions.

Transcripts may be obtained by completing a Transcript Application Form, which is available from the Examinations Section, at a fee of TTS40.00. Provided that the applicant owe no outstanding fees to the University, has no outstanding library books or overdue payments, the document will be processed within 2 weeks of the request.

What constitutes Academic Dishonesty?

The UTT has a zero tolerance policy towards academic dishonesty. Academic dishonesty includes, but is not limited to:

- Using unauthorized material in examinations or assessments
- Plagiarism i.e. presenting the work or ideas of others without permission or credit
- Submitting work done for another course or programme without instructor approval
- Falsifying data or documents
- Cheating or helping others to cheat
- Using facts which compromise the integrity of the evaluation process

How does the UTT treat with Academic Dishonesty?

- When it occurs outside of mid-semester or end-of-semester examinations, it is reported to the relevant Programme Co-coordinator investigates the matter & refers the case to the Disciplinary Committee to determine appropriate action.
- When it occurs during mid-semester or end-of-semester examinations, the student will be notified by the Chief Invigilator before he/she leaves the examination room that the
student has been alleged to have committed an act of Academic Dishonesty. The student would be required to indicate in writing that the Chief Invigilator had notified him/her in the presence of another invigilator acting as witness of the allegation. Both the Chief Invigilator and the witness will sign the acknowledgement note from the student.

- At the end of the examination in question the Chief Invigilator will submit a written report on the allegation to the Head, Examinations Section, along with the acknowledgement note from the student.

The student against whom the allegation has been made will have an opportunity to respond to the allegation in the presence of a Panel on Academic Dishonesty constituted to review the case before the hearing.

*See: “Item 9. ACADEMIC STANDARDS: STUDENT DISHONESTY AND CHEATING from ACADEMIC REGULATIONS, POLICIES AND PROCEDURES FOR UNDERGRADUATE PROGRAMMES” for details*
WHAT SERVICES DOES THE STUDENT SUPPORT AND CAREER DEVELOPMENT SECTION PROVIDE?

- Confidential support or advice regarding academic issues (such as class participation, student life adjustment, academic planning, or international student acculturation)
- Personal concerns (such as stress management, time management, study techniques, crisis management, therapy referral, health maintenance, or relationship and family issues).
- Non-academic counselling
- Career advising and advising service
- Preparation for entry to the work environment e.g. resume & curriculum vitae preparation, personal development & grooming seminars & techniques

The members of staff of Student Support and Career Development Services liaise with the many student organizations in the University; help promote links with different sectors of the local community; and are closely involved in the development of social life on campus.

What is counseling?

At times we all seek help with difficulties by talking them over with others, often friends, family, or lecturers. However, there are times when these problems become too overwhelming and warrant professional intervention. Counseling is a process whereby two people, counselor and student, work together to develop an understanding of the problem that troubles the student. You, the student, bring your current experience, your knowledge of yourself and a willingness to work through this process. You may develop greater self-understanding, and discover new strengths within yourself. Through counseling people often come to feel more in control of their own lives.

When should I seek counseling?

When I experience:
- Difficulty coping with change;
- Relationship difficulties of all kinds
- Loneliness;
- Concern about sexuality and gender; difficult feelings, sometimes those you cannot quite account for
- Feelings of anxiety, panic or depression; the aftermath of unpleasant experiences;
- Difficulties with studies including mental block, inability to concentrate, loss of motivation and fear of failure.
- Difficulties in adjusting to a new role as a post-graduate or mature student, or in relating to a department or a supervisor.

Is it a sign of weakness to seek counseling?

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No. It is a sign that you are willing to get solutions to your problems. It takes quite a lot of courage to come and talk to a stranger about something that really matters to you.

**Who is in control?**

You are, as a service user. You can choose what to talk about with your counselor. You can say what you think at any point. In order for counseling to be effective, you must take an active role. This involves being honest with your counselor, discussing concerns openly, and completing assignments when appropriate, listening to your counselor and providing feedback about the process of counseling.

**How do I get to see a counselor?**

Appointments may be fitted into any gaps in your academic timetable or during your lunch hour, depending on how urgent your concerns are. You should call The Student Support & Career Development Section on your campus and ask for the Student Support Officer.

- At the Pt. Lisas Campus call: 636-4125, Extension: 3059 or 3063, to make an appointment.
- At the O’Meara Campus: Ext: 21074

Developing a shared understanding is crucial, and therefore, all your appointments will be with the same counselor unless you ask to change. You may come for a series of appointments. However, if you want to end at anytime, you can do so.

**Is it really confidential?**

Yes, it is. All students are asked to complete an intake form which is a basic information form. This is kept as part of your confidential file. Counseling appointments or information will not end up on your “permanent record.” Information is not released to anyone (parents, friends, instructors) without your written permission. Legally, however, we are required to disclose information to:

- Report suspected abuse of children, the elderly, or the disabled
- Report suspected sexual exploitation of a client by a therapist
- Respond to a court subpoena
- Protect you or someone else from imminent danger

**Can I contact you by e-mail?**

Confidentiality cannot be guaranteed, as e-mail is not a secure medium.

**What other types of Counseling are provided?**

Services include advice and counseling on financial, personal, performance and progression issues.

Personal Counseling – individual counseling for distressing problems that may interfere with students’ academics or emotional well-being.
Cross-Cultural Counseling – individual personal counseling to support students from culturally diverse backgrounds.

Learning Strategies Development – study skills and presentation skills workshops; individual learning strategies development counseling.

Career Counseling – individual and group career counseling to explore students’ abilities and interests.

Counselors will also review other options for you, such as referral to other agencies such as, community mental health agencies, and private practice counselors. Hopefully, in addition to helping solve or ease the problem at hand, you will be provided with tools to better deal with difficult issues which may arise even after the counseling has ended.

**Does the UTT arrange for the student to get any work experience while pursuing a programme?**

The Student Support & Career Development Section represents one of the bridging points between the University and the wider industry, and has, as its main focus, the development of the student capital in the area of practical industry training, while the student is pursuing his/her academic advancement at the University.

This process is facilitated through what is known as the “CO-OP Programme” or Cooperative Education. The UTT CO-OP assignments are typically for four-month periods: January to April, May to August; September to December. The programme does not add to or reduce the amount of necessary coursework, but rearranges the academic course load. Approximately one year of additional time is necessary to participate in the practical training and to complete academic requirements. Students normally receive a stipend from employers during co-op period.

CO-OP students should see the exercise as an internship where they get the opportunity to understand the work environment and start to develop professional relationships with potential employers and or mentors in their future professions. The experience of the CO-OP/ work placement allows a student to be well positioned to get permanent jobs after graduation with their CO-OP employers. The benefits of CO-OP are:

- Classroom theory is translated into practical work
- Enhancement of academic knowledge
- Improvement of written and oral communication skills
- Provision of partial funds for educational costs
- Improvement of career possibilities at graduation
- Establishment of professional contacts with employers
- Refinement of interpersonal skills.

Requirements for participation are:

- full-time student status
- part-time student status with special approval
- eligibility to work in Trinidad & Tobago
- Attainment of minimum academic standards (as defined by the student’s specific programme of study).

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Is individual career counselling available to students?

The UTT Student Support & Placement Officers assist not only graduating students but any student in the UTT family in developing realistic career goals in accordance with the existing economy and job market by offering a number of services. These include:

- posting on the Section notice board of job vacancies in industry
- advising on advertised and unadvertised job vacancies
- access to the Internet for job searches, with links to a number of job sites
- access to Library resources which include information on effective job search techniques, current labour market statistics, international employment and starting-up a small business and model resumes & Curriculum vitae
- Workshops on resume & curriculum vitae writing
- résumé and cover letter critiques
- Perfect interview techniques and preparation.
- Personal development & grooming techniques

See Appendix 2 for employment opportunities for each programme

Does the UTT also provide Academic Counselling?

All students have access to advice in their field of study. Lecturers are available during the week to counsel students on curricular matters, monitor academic progress of assigned students, review academic policies and procedures when necessary, discuss and approve students' course selections prior to registration, and answer questions regarding their career and educational objectives. Students are encouraged to discuss with their lecturers registration for future courses, review academic progress, and deal with other matters of interest.

What do I do if I have a disability?

Support provision for students with disabilities is being developed to meet the needs of students at the University.

Disabilities can include physical disabilities such as conditions that cause a person to use a wheelchair; sensory disabilities such as visual and hearing impairments and color blindness; and finally hidden disabilities such as learning impairments. Potential students who apply to the University, are asked to indicate their disability on their application and outline any support needs. Most importantly, any conditions that may pose a barrier to employment for students must be discussed with the Associate Provost, Student Services, prior to registration. Where appropriate, applicants are encouraged to visit the campus to satisfy themselves that their needs can be met.

All information received from applicants is treated in a confidential manner. However, with agreement, academic departments are provided with information about disabled students’ needs in order to assist in resolving any difficulties which students may encounter with course work arising from practical, disability related issues. This is particularly important when students are engaged on courses involving field trips, laboratory activities, and on-the-job training,; and to meet health and safety requirements including evacuation procedures.
What social and sporting activities are available to Students of The UTT?

UTT Students’ Guild (UTTSG)
UTTSG Steering Committee with the assistance of Student Support and Career Development Services plays an invaluable part in the organization of inter-class sport tournaments, cultural activities and social events. Opportunities for the development of leadership abilities, social skills and interpersonal relationships are available through participation in any registered campus organizations. UTT campus organizations include religious, ethnic, social, cultural, athletic groups, and special interest groups.

The InterVarsity Christian Fellowship and Catholic Charismatic Youths clubs offer regular workshop services, discussion groups, religious retreats and bible study sessions. Various ethnic populations represented on campus have formed student organizations to promote programs that introduce their cultures to the campus community. Included among these programs are the Diwali, Eid-ul-Fitr and Emancipation activities. The Cricket and Football clubs organize several internal and intervarsity matches. Special interest groups include such pursuits as chess, computer programming, hiking, music and social dance. For more information about all student organizations, contact Student Support and Career Development Services at Ext: 3063.

Any group wishing set up a club needs to submit an application to the Student Support & Career development Section on their campus for approval. Forms are available from the Officers of that Section.

What other facilities/services are available on each campus?

Student Health Services
There is a Sick Bay on campus at Point Lisas (1st Floor, North-west corner) where students who feel unwell may rest. Some members of staff of The UTT have been trained in First Aid and may give such care when necessary. The UTT has also made arrangements with E999 Ambulance Service, Couva and Pointe-a-Pierre, and with the Couva Health Centre for access to their services.

Similar services will be provided at the other UTT campuses. Students on each campus will be informed of the Health facilities available to them on the respective campuses.

Personal Accident Insurance
All students of UTT are required to sign up for personal accident insurance during the Registration period. Students who are not insured will not be allowed into the laboratories. Further, students will be required to be insured before proceeding on workshop practice or co-op training.

A student who already possesses personal accident insurance will be required to provide the name of insurer and the policy number to the Department of Student Services, at the time of Registration, in order to be eligible for exemption.

UTT Housing
There are currently no housing accommodations on campus. Construction of on-campus housing accommodation for students at the Pt. Lisas, and the Tamana Intech Park in Wallerfield where our main campus will be located will commence shortly. The University has compiled a listing of rental accommodations close to each of its campuses based on responses to its media advertisements. Students may obtain a copy of the list from any of the UTT Student Services

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Offices but are responsible for making their own housing arrangements and physically inspecting rental properties before signing contracts.

**IS there a Shuttle Service for students’ use?**

A Shuttle Bus service, operated by a private independent contractor (not affiliated with UTT) provides transport between the following locations: the Security Guard Hut at UTT Point Lisas Campus; and the corner of Railway Road and California Main Road, Couva. No shuttle service is currently available for the other campuses at this time. However this matter will be addressed shortly and students will be kept informed of developments.

**Does the University provide Student Financial Aid and Scholarships?**

It is the goal of the University to ensure that all students have the opportunity to attend UTT, regardless of their personal financial circumstances. To achieve this, the university is working with industry and a variety of other funding sources to provide greater access to financial aid to those of the student population in need. Scholarships and financial aid would fall into one of the following categories:

- Merit-based (scholarship) funding recognizes and rewards students for their achievement, both academic and extra-curricular.
- Need-based funding (bursaries, awards, loans) is disbursed to students on the basis of demonstrated financial need.

Student assistance is intended to supplement, not replace student and family resources or the free tuition fees facility afforded by the Government of the Republic of Trinidad & Tobago to its nationals. The Government of Trinidad & Tobago has also made available the Higher Education Loan Programme (HELP) which registered students can access through any bank.

Students pursuing graduate programmes (MSc, PhD) full-time have access to fellowships provided by the UTT.

**What are my responsibilities as a student of the UTT?**

It is the students’ responsibility to be informed of all documented regulations and procedures of the UTT required to obtain his/her diploma or degree. No regulation will be waived nor will an exception be granted because a student pleads ignorance or states that he or she was not informed by an Instructor or other authority. The student should familiarize him/herself with the Academic Regulations, Policies & Procedures and the information contained in this Student Handbook which may be viewed or downloaded from [www.utt.edu.tt](http://www.utt.edu.tt). The responsibility for enforcing student life policies rests with the Associate Provost (Student Services), the campus security, and the University Academic Council. Disciplinary records are confidential and are not released to anyone off campus without the students’ written permission unless subpoenaed.

**How should I conduct myself as a student of the UTT?**

It is essential for the efficient delivery of Programmes at The UTT that students respect and conform to the needs and standards of a higher learning environment, conduct themselves in a mature and responsible manner, respect the opinions, rights and personal property of others and meet their financial obligations. To this end, any of the following:

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• behaviour that is disruptive or damaging to the reputation of the University, or other students or UTT staff or property, or the normal conduct of The UTT’s operations anywhere on or off the campus(es) of The UTT;
• if a student appears on campus or at a UTT function in an inebriated condition, or under the influence of a narcotic drug;
• if a student commits any act that is recognised in common law as a violation;
• if a student brings into disrepute any fellow student or staff member of UTT or its contractors, through unfounded allegations;

could be deemed to be an act of Student Misconduct.

**How do I treat with actions of misconduct?**

Any person witnessing or impacted by an act by a student that could be construed as Student Misconduct may make a written report of the incident, within three (3) working days of the incident, to the Provost of the University. If the Provost, after reviewing the evidence, agrees that an infraction may have occurred, the matter is referred to an Inquiry Panel within ten (10) working days of receipt by the Provost of the allegation of an infraction.

If, in the opinion of the Provost, it would be in the best interests of the University, the student concerned may be immediately suspended from entering any campus of UTT until the matter is resolved by the procedures outlined below. If the student wishes to appeal this suspension, he/she may appeal to the President of the University, supplying any pertinent information or grounds which would mitigate against a suspension.

*See: The ACADEMIC REGULATIONS, POLICIES AND PROCEDURES FOR UNDERGRADUATE PROGRAMMES for details of the procedure.*

**What happens if an allegation of Misconduct is proved?**

If an Inquiry Panel is satisfied that the allegation of Student Misconduct is proved the Chairman of the Inquiry Panel will recommend to the Provost of the University one of the actions below:

(i) The student could be issued with a formal letter of reprimand which will be retained on the student’s file. In addition, the student will be placed on probation for a period of one year during which any substantiated repeat or additional act of Student Misconduct will result in automatic disbarment from the University for a period of one year

(ii) The student could be suspended from all courses and from entering any campus of UTT with immediate effect. This disbarment will be in effect for a period of twelve (12) months.

(iii) The student could be suspended from all courses and from entering any campus of UTT with immediate effect. This disbarment is permanent.

**How will the student be notified of the decision?**

The Provost of the University will review the proceedings and recommendations of the Inquiry Panel and will make the final decision on the action to be taken. The Provost will communicate this decision in writing to the student(s) within seven (7) working days of the Inquiry Panel hearing.
Does the student have a right of Appeal of a Decision in Respect of Student Misconduct?

The student has the right to appeal any decision in respect of Student Misconduct to the President of the University. The President, after reviewing the case, will either confirm the original decision, or may increase or decrease the severity of the decision previously reached. This decision will be final.

Student Parking:

Student with vehicles are advised that their vehicles should be parked in the area designated for student parking. Parking is NOT permitted in the driveway. Students are reminded that in keeping with standard safety practices all persons using the university’s car park will be required to reverse park their vehicles.

Vehicles ought not to be driven on the university compound in a manner that endangers the safety of other persons or so as to create undue disturbance. Students are advised to secure their vehicles at all times.

The University does not accept responsibility for any damage, or loss of vehicles, or any theft from any parked vehicle on the compound.

Student Records Policy:

The following categories comprise student directory information and the University has the authority to release this information to university staff without the consent of the student:

- Name
- Local address
- Telephone numbers
- E-mail address
- Programme & courses of study
- Enrolment status & dates
- Awards received
- Involvement in university clubs, sporting & other activities

Directory information is also available to the public through its inclusion in the University documents and other documents.

Students are entitled to request confidentiality of directory information by indicating this in writing addressed to the Associate Provost (Student Services)

Could my Student Information be released without my permission?

The Department of Student Services is not authorized to release student information to the general public (i.e. non-university personnel) without the express approval of the student concerned.

Students requiring the release of information to a third party must write a letter addressed to the Associate Provost, Student Services, UTT, authorizing the release of information to the named third party. The letter of authorization must contain the name of the student, the student’s UTT
identification number and the programme being attended at the University; and must also specify the information which the University is allowed to release to the third party. Either the student or the third party must present the authorization letter along with the student UTT identification number before information will be released. All information released by the Department of Student Services to third parties on behalf of students will be sealed in envelopes/packages and stamped across the sealed opening of the envelope/package. On receipt of the information, the third party will be required to sign the relevant logbook or register indicating receipt of information.

**Does Student Services provide any on-line Services?**

The Student Services Department is in the process of making several services accessible on line. These include:

- university application and registration processes
- personal students’ performance reports
- submission of requests for
  - transfers
  - credits/exemptions
  - withdrawals

Students will be notified as these on-line services become available.
Health, Safety, Security and the Environment

At UTT we are committed to:

- diligence in the management of occupational health, safety and environmental matters

- Compliance with all relevant health, safety and environmental legislation

<table>
<thead>
<tr>
<th>HSE RESPONSIBILITIES OF THE STUDENT</th>
<th>IN AN EMERGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Conduct yourself in a safe manner</td>
<td>• Stay calm and heed the instructions of the authorities</td>
</tr>
<tr>
<td>• Ensure that all actions are environment friendly</td>
<td>• When requested to evacuate, walk briskly through your assigned exit to the assembly point</td>
</tr>
<tr>
<td>• Report noteworthy HSE incidents</td>
<td>• Wait at the assembly point for further instructions</td>
</tr>
<tr>
<td>• No smoking within the buildings</td>
<td>• Do not attempt to drive away as the entrances are reserved for emergency vehicles only</td>
</tr>
<tr>
<td>• Ensure you are aware of the safety requirements of your location</td>
<td></td>
</tr>
<tr>
<td>• Drive safely on and off the premises</td>
<td></td>
</tr>
<tr>
<td>• Maintain the correct HSE attitude beyond the gates</td>
<td></td>
</tr>
<tr>
<td>• Reverse parking is required</td>
<td></td>
</tr>
</tbody>
</table>

SECURITY

- Always keep UTT student ID badges available for inspection by authority
- Obey the directives of security personnel
- Unruly, loud and violent behaviours are prohibited
- Pilfering of other peoples’ property is prohibited
- Defacing or damaging The UTT’s property is prohibited

Illicit drugs and alcohol are strictly prohibited on the premises of The UTT.

At UTT we are all responsible for health, safety, security and environmental care.
## APPENDIX 1

### CREDIT & cGPA REQUIREMENTS FOR GRADUATION

<table>
<thead>
<tr>
<th>Programme</th>
<th>Credits</th>
<th>cGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petroleum Engineering</td>
<td>232</td>
<td>2.0</td>
</tr>
<tr>
<td>Manufacturing Eng.</td>
<td>232</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U Eng. - Chemical</td>
<td>232</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U Eng. - Mechanical</td>
<td>232</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U Eng. - Utilities</td>
<td>232</td>
<td>2.0</td>
</tr>
<tr>
<td>ICT - Information Systems</td>
<td>223</td>
<td>2.0</td>
</tr>
<tr>
<td>ICT - Computer Engineering</td>
<td>223</td>
<td>2.0</td>
</tr>
<tr>
<td>ICT - Telecommunications Engineering</td>
<td>223</td>
<td>2.0</td>
</tr>
<tr>
<td>Applied Petroleum Technology</td>
<td>121</td>
<td>2.0</td>
</tr>
<tr>
<td>Applied Manufacturing Technology</td>
<td>120</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U - CET</td>
<td>120</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U - EEI</td>
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<td>2.0</td>
</tr>
<tr>
<td>P &amp; U - MET</td>
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<td>2.0</td>
</tr>
<tr>
<td>BAIST - ISD</td>
<td>121</td>
<td>2.0</td>
</tr>
<tr>
<td>BAIST - NTM</td>
<td>121</td>
<td>2.0</td>
</tr>
<tr>
<td>Petroleum Engineering Technology</td>
<td>122</td>
<td>2.0</td>
</tr>
<tr>
<td>Manufacturing Engineering Technology</td>
<td>120</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U - CET</td>
<td>120</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U - MET</td>
<td>122</td>
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</tr>
<tr>
<td>P &amp; U - EET</td>
<td>120</td>
<td>2.0</td>
</tr>
<tr>
<td>P &amp; U - IIT</td>
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</tr>
<tr>
<td>ICT - Computer Eng. Tech</td>
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</tr>
<tr>
<td>ICT - Comm. Eng. Tech</td>
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</tr>
<tr>
<td>ICT - Computer &amp; Info. Systems</td>
<td>120</td>
<td>2.0</td>
</tr>
<tr>
<td>Construction Eng. Systems - Quantity Surveying</td>
<td>122</td>
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<tr>
<td>Construction Eng. Systems - Civil Engineering Tech.</td>
<td>122</td>
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</tr>
<tr>
<td>P &amp; U - CPO</td>
<td>72</td>
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</tr>
</tbody>
</table>
# Employment Opportunities

## Programme

<table>
<thead>
<tr>
<th>Programme</th>
<th>Employment Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petroleum Engineering</td>
<td>Senior positions in the Manufacturing Industry (production, maintenance, design, marketing and management).</td>
</tr>
<tr>
<td>Manufacturing Eng.</td>
<td></td>
</tr>
<tr>
<td>P &amp; U Eng. - Mechanical</td>
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<tr>
<td>P &amp; U Eng. - Utilities</td>
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<tr>
<td>ICT - Information Systems</td>
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<tr>
<td>ICT - Computer Engineering</td>
<td></td>
</tr>
<tr>
<td>ICT - Telecommunications Engineering</td>
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</tr>
<tr>
<td>Applied Petroleum Technology</td>
<td>The increased technical knowledge will enhance their opportunities for further career advancement.</td>
</tr>
<tr>
<td>Applied Manufacturing Technology</td>
<td>Senior positions in the Manufacturing Industry production, maintenance, design, marketing and management.</td>
</tr>
<tr>
<td>P &amp; U - CET</td>
<td>Graduates from this programme may expect to progress from a technical role in the process industries to a supervisory role. Employment will often be in a chemical plant producing ammonia, methanol or other chemicals, or in a petroleum processing operation such as a refinery or LNG facility.</td>
</tr>
<tr>
<td>P &amp; U - EEI</td>
<td>Graduates from this programme may expect to progress from a technical role in the process industries to a supervisory role. Employment will often be in a chemical plant producing ammonia, methanol or other chemicals, or in a petroleum processing operation such as a refinery or LNG facility. Employment could also be in another industry such as the sugar industry where most of the operations are of a mechanical nature.</td>
</tr>
<tr>
<td>BAIST - ISD</td>
<td>Employment as Network Architects/Analysts, Network Managers, IT Infrastructure Managers, IT Help Desk Managers and Networking Team Leaders/Network Security Advisors.</td>
</tr>
<tr>
<td>BAIST - NTM</td>
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</tr>
<tr>
<td>Programme</td>
<td>Employment Opportunities</td>
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<tr>
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</tr>
<tr>
<td>Petroleum Engineering Technology</td>
<td>Work as drilling, production, reservoir engineering or geological technicians in the industry service sector or the mainstream oil and gas companies. Also as environmentalists, industry inspectors or as drilling and production equipment service and sales representatives.</td>
</tr>
<tr>
<td>Manufacturing Engineering Technology</td>
<td>Graduates of this programme will be suitable for Technician or Engineering Technical Assistant positions in the first instance and, with suitable experience, promotion to positions of increasing responsibilities in the technical or supervisory line.</td>
</tr>
<tr>
<td>P &amp; U - CET</td>
<td>Positions such as Engineering Technical Assistants, Technicians or Operators or, in the case of those with suitable work experience, promotion to supervisory level positions.</td>
</tr>
<tr>
<td>P &amp; U - MET</td>
<td></td>
</tr>
<tr>
<td>P &amp; U - EET &amp; IIT</td>
<td>Engineering Technical Assistant or Technician positions in the first instance and, with suitable experience, promotion to positions of increasing responsibilities in the technical or supervisory line.</td>
</tr>
<tr>
<td>Diploma</td>
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<tr>
<td>ICT - Computer Eng. Tech</td>
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<tr>
<td>ICT - Comm. Eng. Tech</td>
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<tr>
<td>ICT - Computer &amp; Info. Systems</td>
<td></td>
</tr>
<tr>
<td>Construction Eng. Systems - Quantity Surveying</td>
<td>Positions such as Quantity Surveying Technical Assistants, Technicians or in the case of those with suitable work experience, promotion to supervisory level positions.</td>
</tr>
<tr>
<td>Construction Eng. Systems - Civil Engineering Tech.</td>
<td>Positions such as Engineering Technical Assistants, Technicians or, in the case of those with suitable work experience, promotion to supervisory level positions.</td>
</tr>
<tr>
<td>Maritime Operations - Navigation or Engineering Options</td>
<td>Graduates on completion of the one-year sea training period, be prepared sufficiently to sit the examination for competency of the Maritime Services Board. Success in this examination will result in the awarding of a Certificate of Competency for an officer in charge of a Navigation or Engineering watch at sea.</td>
</tr>
<tr>
<td>Cert.</td>
<td>P &amp; U - CPO</td>
</tr>
<tr>
<td></td>
<td>Employment as Process Plant Operations in the petroleum refining and petrochemical sector as well as in food and beverage processing and other manufacturing processes.</td>
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</tbody>
</table>