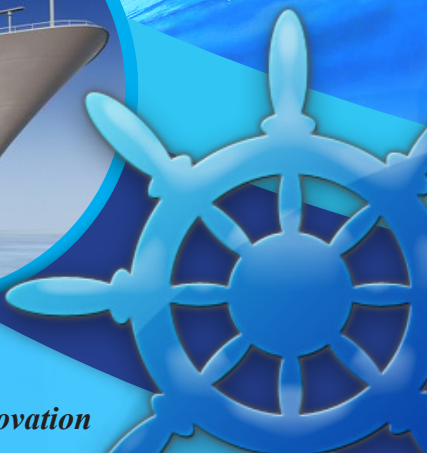




Caribbean Maritime Institute



Students' HANDBOOK 2016-2017



Redefining Maritime Excellence through Innovation

AERIAL VIEW OF THE CARIBBEAN MARITIME INSTITUTE



NOTICE TO STUDENTS

Upon registering, each student at the Caribbean Maritime Institute formally agrees to observe and obey all the policies and rules governing students and the operation of the Institute.

The Institute has the right to alter any information appearing in this or any other publication relating to admission, its programmes continuation of study, fees and the requirements for granting of degrees, diplomas or certificates and any other matter.

New and returning students are expected to familiarise themselves with the information in the Student Handbook.

CASES FOR INSTANT DISMISSAL

Notwithstanding the provision inside the Students Handbook the cases for instant dismissal include:

- Malicious destruction of property
- Theft
- Fighting
- Use / Trade of illicit drugs
- Three (3) breaches of the Dress Code

NB: Students not properly attired may be denied access to the campus.

CONTACT INFORMATION:

The Registrar
Caribbean Maritime Institute (Main Office)
Palisadoes Park
Kingston, Jamaica W.I.

Telephone: (876) 924-8150/9
Fax: (876) 924-8158
Email: info@cmi.edu.jm
Website: www.cmi.edu.jm

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EXECUTIVE DIRECTOR'S MESSAGE

Fritz Pinnock, Ph.D, M.Sc., B.Sc (Hon), MBIM, MILDM, FCILT



Welcome to the Caribbean Maritime Institute (CMI) - soon to be the Caribbean Maritime University (CMU). You have joined the CMI at an exciting time when global development is being characterized by the shift of power from Europe and the Americas in the West to China in the East. There is a greater shift from countries competing against countries, to countries working together to contribute to the global supply chain.

As a student of the CMI, you have a unique opportunity to take advantage of these developments by preparing yourself for the dynamic world of work that awaits you in this industry.

The CMI offers an innovative approach to education and training where every degree programme offered is underpinned by global professional certification for example the professional seafaring programmes are endorsed and recognized by the International Maritime Organization and the logistics programmes are accredited by the Chartered Institute of Logistics and Transport in London. The CMI also has secured institutional accreditation from the International Standards Organization and Accreditation Service for International Colleges for all its programmes. We are preparing you for the world. Jamaica is just one option.

We encourage you to maximize on your opportunity to hone your talents, develop your professionalism, build on existing skills, and develop new ones by pursuing the industry relevant academic and social programmes that can unlock new and existing careers.

You have joined the privileged group of students who will charge the way forward in global trade and development. Be proactive, be socially conscious and develop your talents.

All the best!

ACTING REGISTRAR'S MESSAGE

Keisha S. A. Walker,



I take great pleasure in welcoming all new and returning students to the Caribbean Maritime Institute. The Office of the Registry is the Institute's central support service division. We aim to provide services that exceeds the expectation of our students. The division addresses matters relating to student recruitment and admission, examination administration, financial aid, sports, health and wellness, boarding, counseling and a host of other services.

Your university experience will be challenging yet rewarding. Challenging because your skills and abilities will be tested academically but rewarding because of the varying opportunities within your grasp to build a holistic you. I implore you to commit to your studies and make the best use of every opportunity.

Our staff is committed to serving you and as such, strives to create a warm, supportive and safe environment that is conducive to teaching and learning. Feel free to approach them in relation to any issue you need assistance with.

I wish you a very productive year.

STUDENTS' UNION PRESIDENT'S

Romaine Wallace



It is with great enthusiasm that I extend a warm welcome to you as you join the Caribbean Maritime Institute's family. Redefining maritime and logistics excellence through innovation is our primary goal, and we are happy to have you here whether you are returning or you are here for the first time.

The Student Union 2016/17 is ready and excited to assist you along your educational journey and also to assist in making this experience a once in a lifetime passage. As President of the Students' Union, my team and I are excited to work with you and to provide programmes and services that foster success academically, culturally and physically.

My charge to you includes three pillars to success, As you seek to soar to achieve and excel at the CMI:

Own it: a solid foundation enables a glorious masterpiece. You are responsible for your education, so take charge and connect with your lecturers, your classmates, and your seniors daily to share your knowledge and skills and to embrace and maximize your available resources.

Personalize it: be the best you can be. "I learned that courage was not the absence of fear, but the triumph over it" -Nelson Mandela. Here at the C.M.I. we offer a well detailed extra-curricular program to foster your development and keep it balanced. I implore you to spend time enhancing or finding the talent in you. Always lend a hand in volunteering your services and get involved.

Elevate it: take your education seriously, raise the bar, set standards and have fun. Never miss a moment in earning the best education possible, as this will set you up for the career of your dreams. Remember your goals and your aim, stay focused and stick to it.

You are welcome to visit the Students' Union office to express your concerns, issues and suggestions to any of the elected representatives; it is our responsibility to see to it that your comfort and rights are given priority, as we are here to serve you. To those of you who are returning, we are glad to have you back, and we look forward to another great academic year.

Ultimately, with Christ in the vessel we can smile at the storm. Have fun and be confident." If you haven't confidence in self, you are twice defeated in the race of life. With confidence, you have won even before you have started. " - Marcus Garvey.

CHAPTER 1

CHAPTER I

GENERAL OVERVIEW OF THE CARIBBEAN MARITIME INSTITUTE

Vision

The CMI envisions producing industry-ready maritime and logistics leaders through “borderless” strategic partnerships, research and application.

Core Values

Respect, Student Success, Accessibility, Service, Excellence, Diversity, Innovation, Integrity and Teamwork

Objectives

- To provide quality maritime education and related technical and vocational training.
- To produce graduates of a high calibre in keeping with international standards.
- To provide professional maritime and technical consultancy services.
- To serve as the regional maritime information data centre.
- To foster and promote professionalism and the development of staff.
- To foster and enhance maritime environmental awareness, response and planning, in keeping with international conventions.

Tagline

“Redefining Maritime and Logistics Excellence through Innovation”

Historical Overview of the CMI

What is known today as the Caribbean Maritime Institute (CMI) was established in 1980 as the Jamaica Maritime Training Institute (JMTI), the result of the collaborative effort of the Government of Jamaica and the Government of the Kingdom of Norway (NORAD). The aim of the school at the time was to train Jamaican nationals to man the Jamaica Merchant Marine (JMM) fleet of five ships.

Temporarily located at 9 Norman Road, Kingston, the school started with thirty (30) Jamaican students enrolled in the Merchant Certificate Class III as deck and engineering officers and was ran with a full maritime complement of five (5) Norwegian lecturers. Training was designed in accordance with the Norwegian and British systems of training of seafarers and was well above the minimum requirements of the 1978 Inter-governmental Maritime Consultative Organization (IMCO) (later known as the International Maritime Organization (IMO)) Convention for Seafarers.

A need developed for “able-bodied seamen” for Jamaica Merchant Marine (JMM) and several short courses of three (3) months duration were run for personnel selected by JMM. An important part of the training was the fire fighting and safety training accessible to other organizations including Air Jamaica flight crews.

While the school operated in temporary quarters, a more suitable site was found at Palisadoes Park. A school of initially 20, 000 square feet floor space in several buildings was designed and built. By May 1984, the entire JMTI was in new buildings.

The initial opening of JMTI was arranged to coincide with the first graduation of the class IV officers, held at the end of June 1984.

Six years later (1990), the Institute was identified by the United Nations Conference on Trade and Development (UNCTAD) as the national TRAINMAR Centre through which UNCTAD programmes could be delivered in the Caribbean. The initiative was set up with the aim of equipping senior and middle level managers of the land based ports, shipping and allied industry with the requisite skills to function effectively in the global market.

TRAINMAR programmes encompassed courses in supervisory management, maritime documentary fraud, practical freight forwarding, maritime insurance, bills of lading, terminal and ship agency operations and port security.

Within five (5) years of its commencement, over four hundred (400) persons were trained in such areas as terminal and ship agency operations and port security.

Among the agencies that benefitted from TRAINMAR courses were Alcan Jamaica Limited, Petroleum Corporation Jamaica Limited, Rapid Sheffield. Jamaica, and Guardian Life Insurance Brokers. It is noteworthy that today some of these companies still access customized short courses offered by the Institute.

The Jamaicanization of the Institute

The Institute became fully Jamaicanized in 1992 with LCdr Michael Rodriguez as the first Jamaican-born Executive Director.

In recognition of the call of the Institute to emphasize education and training, the name was changed from JMTI to Jamaica Maritime Institute (JMI) in 1992.

In January 1993, the JMI became an autonomous statutory body under the laws of Jamaica and within the then Ministry of Public Utilities and Transport in accordance with the JMI Act of 1992. The Shipping Association of Jamaica (SAJ) and the Port Authority of Jamaica (PAJ) became legal partners of the Institute.

With the industry well served by the national TRAINMAR Centre, in 1994, the JMI introduced the region's first professional certification for the port and shipping industry, the Diploma in Shipping Logistics (DISL). Such was the success of the Diploma in Shipping Logistics that two (2) years later (1996), the JMI signed a Memorandum of Understanding (MOU) with the University of the West Indies Distance Education Centre (UWIDEC) establishing the Caribbean Diploma in Shipping and Logistics in the Eastern Caribbean. Under this programme, fifty six (56) students in Barbados, St. Lucia, St. Vincent, Trinidad and Tobago and St. Kitts received classroom instruction via satellite transmissions.

Following on the heels of this initiative in 1998, the Caribbean Community (CARICOM) recognized the Institute as the preferred centre for regional maritime education and training. In that same year, the Diploma in Shipping and Logistics obtained academic recognition from the World Maritime University (WMU) enabling graduates of the course to matriculate into its degree programmes.

In 1997, the Institute sought to strengthen its partnerships by signing an MOU with the University of Technology (UTech) establishing an Associate of Applied Science Degree in Industrial Systems, Operations and Maintenance (ADISOM). This union was born out of the recognition that a need existed in the allied industry for trained service technicians at the lower to supervisory levels. To bridge this gap the Associate Degree in Industrial Systems, Operations and Maintenance was introduced in September of 1997 on a full-time basis over a two year period. The following year, the programme was offered on a part-time basis with duration of four (4) years. The year 1997 also saw funding opportunities opening up to needy students with the establishment of the Jamaica Maritime Institute's Trust Fund. This local fund still provides scholarships, bursaries and grants to deserving students today.

While the Institute had always offered its seafaring courses above the standard required by the International Maritime Organisation (IMO), the quality of these offerings was ratified by this body in the year 2000. In May 2000, a formal declaration of reciprocal recognition of the Standards of Training, Certification and Watch Keeping (STCW, 1995) Certificates of Competency was issued to Jamaica by the Maritime Coast Guard Agencies of the United Kingdom. This meant that officers who graduated from the CMI were now confirmed as holding qualifications of equal standing with those trained to certified standards throughout the world. Later that year, Jamaica was listed among the countries on the IMO 'White list' of nations complying with the STCW 95 Convention. This seal of approval further validated the CMI as a training institution of merit.

By 2001, the need to give the Institute an international flavour, content and stature was demonstrated by changing its name from JMI to the Caribbean Maritime Institute (CMI). In 2004 the Institute sought and gained accreditation for the Diploma in International Shipping and Logistics (DISL) and the Associate of Applied Science degree in Industrial Systems Operation from the University Council of Jamaica (UCJ).

A New Era 2006 and Beyond

The Institute has embraced a new and expanded vision and mission directed by its new philosophy and strategy known as the Blue Ocean Strategy Philosophy. Pursuant to and consistent with the Blue Ocean Strategy Philosophy, the new management has expanded the curricula to include degrees in Shipping, Logistics and Supply Chain Management, Security Administration and Management and engineering as shown below:

Masters Degrees:

Logistics and Supply Chain Management

Industrial Systems, Operations and Management

Bachelors Degrees:

- B.Sc. Logistics and Supply Chain Management
- B.Sc. Port Management
- B.Sc. International Shipping
- B.Sc. Cruise Shipping and Marine Tourism
- B.Sc. Security Administration and Management
- B.Sc. Customs Processes and Immigration
- B.Eng. Industrial Systems

It must be noted that except for the B.Sc. in Security Administration and Management (SAM), the Bachelors of Science Degrees represent upgrade of the Diploma and Associate degree programmes.

To facilitate the expanded curricula, the Institute was re-organized into three (3) distinct but integrated schools to fit into the three (3) transport sub-sectors of land, sea and air. The professional seafarer's programmes are conducted in conformity with the Standards of Training, Certification and Watch-keeping for Seafarers 1995 (STCW'95) Convention. The academic (Degree programmes) have been submitted to the University Council of Jamaica for accreditation. The technical and vocational programmes are certified by the National Council on Technical and Vocational Education and Training (NCTVET).

Academic facilities at the Institute include four (4) main auditoria, five (5) classroom blocks, science laboratories, workshops, computer laboratories, simulators and the Lucien Rattray Resource Centre.

The CMI is committed to producing industry ready graduates, law abiding and disciplined leaders. It is committed to breaking the back of unemployment in the country and, to developing programmes that will meet the needs and expectations of the widest cross-section of Jamaican and the Caribbean youth, emphasizing good work ethics and best practises for the maritime and logistics sectors.

The Institute is sited on the Palisadoes Peninsula flanked by the Royal Jamaica Yacht Club to the East, the Gun Boat Beach on the West and the sea to the North and South. As a result of the location, CMI's immediate neighbours are therefore, Port Royal, Harbour View and Bull Bay. The Institute is

actually halfway between the Norman Manley International Airport and the Harbour View City Centre and adorned by luscious vegetation and salubrious environment. This tranquil salubrious environment makes it an ideal place for learning.

Over the thirty two (32) years of the Institute's existence, the size of the student population has increased from thirty (30) students and two (2) programmes in 1980 to over twelve hundred(1200) students and fourteen (16) programmes in 2012. This does not include the many and varied short course offerings that are delivered to corporate Jamaica and the international shipping industry. The Institute intends to move that number up to three thousand (3000) over the next three years. Some of that increase will come via a distance learning initiative with students from as far as Singapore participating. By then it will be known as the Maritime University of the Caribbean. As the Institute has grown so also have the support structures that are essential to its viability, these include the number and calibre of faculty, the teaching and learning resources, the physical facilities and the student services offerings.

Today the Institute is recognized as the tertiary centre of excellence in the Caribbean for maritime education, training, research and consultancy.

THE ACTIVITIES OF THE CMI INCLUDE:

- Academic programmes leading to graduate and post graduate awards and professional certifications
- Marine related programmes leading to academic and professional certifications
- Short professional development programmes
- Consultancy, research and training for national and international agencies and institutions.
- Advanced Skills certifications and awards

MILESTONES, PARTNERSHIPS, MEMBERSHIPS, APPLICATIONS AND ACCREDITATIONS

Throughout its thirty two (32) years of existence, particularly since late 2006, and driven by its Blue Ocean Strategy philosophy, the CMI has forged many alliances in its quest to remain relevant in meeting the needs and expectations of the maritime and land based shipping industry of the Caribbean and the

world. The Institute has forged in excess of twenty new major partnerships to say nothing about the strengthening of old and existing ones.

Jamaica in 2000 was listed among 72 countries on the IMO's "White List" of nations complying with the Standards of Training, Certification and Watchkeeping Convention (STCW95) Convention. Consequently, the Caribbean Maritime Institute enjoys the elite status of being the only IMO approved maritime education and training institution in Jamaica.

All maritime courses are offered in accordance with the International Maritime Organisation's Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1995 (STCW'95).

In Jamaica, we have established close relationship with the University of the West Indies and the University of Technology, Jamaica, through collaborative programmes and we are recognized by the University Council of Jamaica as a tertiary institution.

In the region we have secured endorsement from the Caribbean Community (CARICOM) as the preferred institution for maritime education and training and from the Caribbean Shipping Association (CSA).

The United Kingdom (UK) now accepts Jamaica's Certificate of Competencies (COC's) as equivalent to its own and satisfies competency requirements for service on UK Registered Ships and for entry into advanced training and examination in the UK Nautical Institutes.

The CMI is also the only ISO 9001:2008 Certified Institution in the Western Hemisphere.

In an effort to ensure the highest standards of education and training within the three Schools, the CMI has adopted relevant quality assurance measures. The University Council of Jamaica (UCJ) provides the quality framework for the entire programme offerings of the School of Academic Studies. The offerings of the Marine and Professional Studies School are authorized by the International Maritime Organization (IMO). With a view to ensuring quality standards of training in the Advanced Studies School, National Council on Technical and Vocational Education and Training (NCTVET) accreditation status has been attained by the Institute. The accreditation of these programmes is one benchmark of excellence that the Institute upholds. All programmes in the logistics field within the School of Academic Studies are accredited by the Chartered Institute of Logistics and Transport in the United Kingdom.

SERVICES OFFERED

Additional Services Offered

1. Consultancy services
2. Workshop services (Welding and fabrication, assessment services)
3. NCTVET Training in stevedoring competences (levels 1 to 3)
4. Emergency response planning & administration (search and rescue, emergency procedures, medical care, fire fighting, crowd management)
5. Marine Diesel/Power plant services
6. Crewing services
7. Customized short courses
8. Maintenance & Repair (Marine related systems and industrial systems)

Facilities

The facilities comprise:

- Classrooms;
- Laboratories;
- Workshop
 - * Diesel and Boiler Work room
 - * Welding Shop/Labs;
 - * Mechanical Engineering Workshop
- Bridge Simulator:
 - * Radar/ARPA/Ship handling
- Engine Room Simulator
- Crane Simulator
- GMDSS Simulator
- Desktop Engine Room Simulator
- Fire fighting Simulators;
- Radar and HARPA Simulator
- Crowd Control Simulator
- Navigation Simulator
- Ship Handling Simulator
- ECDIS Simulator
- Computer Lab;
- Auditoriums;
- Conference Facility;
- Library;
- Residential Accommodations (on and off campus)
- Students' Recreation Unit;

- Canteen and Dining Area;
- Tuck Shop
- 130 ft. Jetty with lifeboat station
- 60 ft. Fully equipped luxury yacht

GOVERNANCE

The CMI is governed by a thirteen (13) member Board of Directors appointed by the Honourable Minister of Transport and Works. The Board has oversight responsibility for determining and guiding the strategic policy of the organization. The Board comprises representatives from the parent Ministry, of Transport, Works and Housing, the shipping and allied fraternity, as well as, persons with expertise/experience in education and finance.

Executive Director

Immediately below the Board of Directors is the Executive Director who has the responsibility for the operations of the Institute and has general responsibility for maintaining and promoting its efficiency and good order. He/she is assisted by the Deputy Executive Director and other divisional Directors.

Deputy Executive Director

The Deputy Executive Director is primarily responsible for the general operations of the Institute. This office has oversight for the three Schools, the Library, the Registry and Public Relations activities.

The Schools of the Institute

In recognition of the diversity of the technical and academic competencies within the Institute and in the interest of good governance and accountability, the CMI is organized into three Schools; Marine and Professional Studies, Academics Studies and Advanced Skills.

Academic Studies

The Academic School manages the Associate Degrees, Diplomas, Bachelors and Masters Degrees and spearheads general research based activities. The following are programmes within the School:

Masters Degrees in:

- Logistics and Supply Chain Management
- Security Administration and Management

□ Bachelor Degrees in:

- International Shipping
- Port Management
- Logistics and Supply Chain Management
- Cruise Shipping and Marine Tourism
- Customs Processes, Freight Forwarding & Immigration
- Security Administration and Management
- Industrial Systems

□ Diploma in International Shipping and Logistics

□ Associate of Science Degree in Industrial Systems Operations and Maintenance

Leadership of the School:

The School is headed by the Director of the School of Academic Studies. He is supported by the Dean of the School and several Heads of Departments. The Departments within the School are:

- Logistic
- Engineering
- Customs Processes
- Security Administration
- General Studies

Marine & Professional Studies

The Marine and Professional School focuses on the core seafarers Standard of Training Certification and Watch Keeping Convention (STCW 95), IMO courses leading up to the level of captain, chief engineer and chief mate. The following are programmes within the School:

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

Leadership of the School:

The School is headed by the Director of the School of Marine and Professional Studies. He is supported by the Dean of the School and several Logistic Officers.

Advanced Skills

The School of Advanced Skills concentrates on hands on competency based training to meet the needs of the growing shipping and logistics sectors including, alternative energy, engineering projects, business development, entrepreneurship and the Pre-College Programme. The following are programmes and courses delivered in this School:

- Global Maritime Distress Safety Systems
- Gantry Crane
- Basic Safety Training (BST)
- Fire Fighting
- Customized short courses
- Career Advancement Programme (CAP)
- Pre-College Programmes

Leadership of the School:

The School is headed by the Director of Advanced Skills. He is supported by a Technical Services Manager and a Programme Coordinator.

Campuses of the Caribbean Maritime Institute

- The Main Campus, of the Palisadoes
- The Port Royal Campus, Port Royal
- The Air Jamaica Campus, Air Jamaica Building on Harbour Street
- Sam Sharpe Campus, Montego Bay
- Knox Community College Franchise, Mandeville
- Charlie Smith High School and
- Trench Town High School

CHAPTER II

CHAPTER II

GENERAL INFORMATION

This handbook details the rules, codes and guidelines of the Caribbean Maritime Institute as they relate to students. Students who are pursuing Cadet/Officer programmes will be guided by additional internal regulations governing their programmes. All students have a responsibility to familiarise themselves with the guidelines contained herein.

2.1 STUDENTS' RIGHTS AND RESPONSIBILITIES

Students' Rights:

- To expect the best quality education the Institute can provide;
- To be provided with an innovative, equitable and supportive environment that enables students to achieve their full potential;
- To be provided with current and clear guidelines regarding course content, time demands and assessment details and criteria;
- To expect impartial, constructive and prompt assessment of their work.
- To have access to the facilities and resources necessary for students' academic goals to be achieved;
- To be treated with respect by both staff and fellow students;
- To expect that scheduled classes will take place, or to be informed on time of alternative arrangements;
- To have access to staff to whom questions and difficulties can be referred; and
- To membership and participation in the Students' Union (with the exemption of Cadets in the Marine and Professional School)

Students' Responsibilities

- To read and understand the Student Handbook
- To take an active role in planning and pursuing studies;
- To ensure that they are well informed about the requirements of the course that is being undertaken;
- To attend classes on time;
- To discuss with relevant staff any problems that they may encounter;
- To make the best possible use of opportunities and facilities that the Institute provides;
- To meet stipulated deadlines;

- To respect the rights and welfare of the Institute staff and students;
- To respect Institute's property and those of others;
- To comply with the code of conduct specific to their programme of study;
- To comply with the Institute's rules and regulations;
- To complete and submit evaluations of lecturers; and
- To respect others and their property

2.2 EVALUATION OF LECTURERS

The Institute recognizes the importance of high quality teaching for the academic preparation of its students and as such, the completion of course lecturer evaluation forms are obligatory. Keisha is to add more information here.

2.3 DRESS CODE

CMI adopts a Para-military dress code which students must maintain according to the guidelines outlined herein.

Uniforms must be kept clean, free from damage and must be ironed. Students must keep uniforms buttoned and zipped while ensuring that metallic devices such as insignia, belt buckles, and belt tips are free of scratches and corrosion and are in proper lustre or remain properly subdued.

Students must keep shoes and boots cleaned and/or shined. **Absolutely no sneakers allowed.** Students will replace the epaulettes, insignia, and nameplates, when unserviceable or no longer conform to standards.

Students must ensure that articles carried in pockets do not protrude from the pocket or present a bulky appearance.

Uniform Appearance and Fit

Fitting instructions and alterations of uniforms will be made in accordance with the following summary of general fitting guidelines:

General:

- **These rules apply to both on and off campus.**
- All shirts (male/female) are to be tucked into pants/skirts at all times.

- Trousers, pants, or shirts **must not** be tightly worn.
- Male students are not permitted to wear earrings while in uniform
- Female students are allowed to wear only one (2) pair of earrings, two in each earlobe. Second pair must be a stud or sleeper earring.
- Nose rings are prohibited with uniform.
- Student's undergarments should not be visible.

Males

- **Trousers will be fitted and worn with the lower edge of the waistband at the top of the hipbone, plus or minus ½ inch.** The front crease of the trousers will reach the top of the instep, touching the top of the shoe at the shoelaces.
- Trousers must be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front.

Females

- **Knee-length skirts. Skirts lengths will be no more than 1 inch above or 2 inches below the centre of the knee.**
- **Pants will be fitted and worn with the lower edge of the waistband at the top of the hipbone, plus or minus ½ inch**

General Hair Standards

The requirement for hair grooming standards is necessary to maintain uniformity within the student population. Many hairstyles are acceptable, as long as they are neat and conservative. It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. CMI allows headdress associated with religious beliefs based on appropriate documentation to facilitate the request

All students will comply with the hair, and grooming policies while in uniform on or off campus.

Extreme/ eccentric hairstyles are not authorized, Students will not cut designs in their hair or scalp. If students use dyes, tints, or bleaches, they must choose those that result in natural hair colours. Colours that detract from a professional appearance are prohibited. Students should avoid using colours that result in an extreme appearance.

Applied hair colours that are prohibited include, but are not limited to purple, blue, pink, green, orange, bright (fire engine) red, and fluorescent or neon colours.

It is the responsibility of Staff to use good judgment in determining if a particular hairstyle or applied colours are acceptable, based upon the overall effect on the student's appearance.

Male Hair Standards

Male haircuts will conform to the set standards outlined herein. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the student's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. The hair will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The block-cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained.

Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform on or off campus. Hair that is clipped closely or shaved to the scalp (bald-headed) is authorized.

Sideburns must be neatly trimmed and must not be flared; the base of the sideburn will be a clean-shaven, horizontal cut or tapered.

Males will keep their face clean-shaven or neatly groomed in uniform on or off campus; beards should be neatly trimmed, tapered, and tidy. Moustaches and beards will not present a chopped off or bushy appearance, and no portion of the moustache will cover the upper lip line. Handlebar moustaches and goatees are not authorized.

If appropriate medical authority prescribes beard growth, the length required for treatment must be specified. For example, "The length of the beard will not exceed ¼ inch." Students will keep the growth trimmed to the level specified by appropriate medical authority, but they are not authorized to shape the growth into goatees, or any excessively loud manner.

Males are prohibited from wearing wigs or hairpieces while in uniform on or off campus, except to cover natural baldness or physical disfiguration caused by accident or medical procedure. When worn, wigs or hairpieces will conform to the standard haircut criteria.

Female Hair Standards

Female students must ensure their hair is neatly groomed and that the length and bulk of any synthetic hair or extensions used is not excessive. The hair must not present a ragged, unkempt, or extreme appearance. Likewise, styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited.

Females may wear braids and cornrows as long as the style is conservative and holding devices must comply with the standards below. Hair must not fall over the epaulettes or obscure the insignia/ name tag. Any wigs, extensions, hairpieces, or weaves must comply with grooming policies.

Hair-holding devices may be used only for securing the hair. Females will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be plain and of a clear colour matching the student's hair. Authorized hair holding devices include, but are not limited to, small scrunches, comb clips, hair pins, clips, rubber bands and bandies/ hair bands.

Devices that are conspicuous, excessive or decorative are prohibited.

Headdress

Students shall not wear hair covering unless otherwise stipulated by the institute *i.e. safety or based on religious practices.*

Religions requiring the wearing of special headdress must provide the Institute with a confirmation letter written by their respective religious leaders. This letter should include an address and contact number of the place of fellowship to allow for background checks. The wearing of religious headdress is not a fad and should be respected.

Makeup

Makeup must be moderate and as best as possible, match the natural skin tone of the wearer. Bright colours are not permitted for lipstick eye makeup and blushes. All extensions of facial hair i.e. lashes must be moderate.

Program Uniforms

Please see dress code signs across the campus.

House shirts and club shirts must be worn on the days assigned for these by the Students' Union.

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

- Please see Cadet Internal Regulations

Students in all other full time Bachelors Degree Programmes:

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

Career Advancement (CAP) e/Pre-College Programm shall wear:

- White shirt with the CAP Logo
- Black pants/ skirt
- Plain black socks
- Black shoes

Part time students:

- Part time students will adhere to the visitors dress code outlined by the institute. *(No Minni skirts, short shorts, spaghetti straps or midriff blouses, flip flops and short skirts. Pants/skirts should be worn in a manner to hinder undergarment from showing.)*

Dress code for workshop/labs

Students are required to wear lab coats and coveralls, safety goggles and hard metal tip boots as required. These are to be purchased by students and should be worn at lab sessions

Note: All students are required to wear and visibly display their I.D.s while on campus. Coveralls and safety shoes should be worn by all persons, where the circumstances so require.

Coveralls are not permitted in the Canteen, Administrative Offices, Nurse's Station or the Library.

2.4 RESOURCES

2.4.1 Computer Lab:

The Institute has three, two of which are located beside the Cafeteria and the other located in the Library. Wi-Fi access is available to all students on campus. To access same students should speak with a representative in the Management Information Systems (MIS) located in the labs..

2.4.2 Library Services:

The CMI Library offers a wide range of information, resources and services to faculty and students to support the learning process. Facilities include a computer laboratory which provides students and staff with computer access for research purposes. Print resources include books, journals and magazines. Electronic resources include e-books, online databases, e-magazines and newsletters, newspaper archives and CD ROM. Services offered include printing, photocopying, and referral to use resources in other university and college libraries.

Books are loaned on a three week and overnight basis. In order to borrow books and other resources students must visit the library and complete the registration process.

Opening hours

Mondays - Thursdays	8:00 a.m. -	8:00 p.m.
Fridays	8:00 a.m. -	7:00 p.m.
Saturdays & Sundays	8:00 a.m. -	4. 00 p.m.

2.5 STUDENT SERVICES DEPARTMENT

The Student Services Department located within the Registry Division is the link between the Administration and the student body. It seeks to foster a close and amicable relationship between the two entities and to make representations to the Administration on behalf of students. This office aims to promote student success and to create a campus community geared towards facilitating students' growth and development. It comprises the following Units:

2.5.1 The Counselling Unit

The CMI Counselling Unit was established to help students deal effectively with the inherent stresses of campus life. The Unit is thoroughly committed to the need for confidentiality in Client/Counsellor communications. Individuals may consider their counselling session to be an opportunity for open discussion of private concerns without fear of disclosure.

2.5.1.1 Career Counselling

Career Counselling provides students with the resources, skills and experiences necessary to make informed educational and career choices.

2.5.1.2 Group Counselling

The Unit helps students to develop new skills and understanding through workshops and programmes offered to student. These workshops cover an ever-changing variety of topics designed to help students further their personal, academic, and career development. The Centre also offers stress management sessions for individuals and groups.

2.5.1.3 Personal Counselling

The purpose of individual or personal Counselling is to assist individuals in:

- acquiring a better understanding of themselves and of the emotional conflict which may be interfering with their academic performance and personal life;
- expanding their awareness of available alternatives;
- acquiring greater confidence in their decision-making skills;
- feeling more able to accept responsibility for their own lives.

2.5.1.4 Staff:

The staff of the Student Services Department consists of the Student Services Manager (who is a professionally trained counsellor) and a part-time campus Chaplain who use a multi-disciplinary approach in working with students, faculty and staff. They are experienced in working with all phases of adult development.

2.5.1.5 Drug Information Service (DIS)

Every student is required to complete a drug consent form. If a student is suspected of abusing illegal substance, the Institute may request that drug testing be done.

The Institute through its Nurse and Student Services Manager is equipped to counsel/refer students on drug related issues. Pamphlets and drug related journals and textbooks can be obtained from these individuals for further information.

2.5.2 Wellness Centre

This Unit addresses health related issues of staff and students. Clients can be assured that they will receive confidential medical attention or referral for appropriate medical intervention. Each student is required to complete a medical history form on their first visit to the centre. This Unit provides:

- Nurses' Station
- First Aid services for students and staff
- Formal and informal educational support and counselling related to healthy lifestyle is offered through seminars, health fairs and workshops
- Family planning education

2.5.2.1 Opening hours:

Mondays to Fridays 8:15a.m. – 8:00p.m

2.5.2.3 Emergency Services

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

2.5.2.4 Medical Report

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

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

Students who become ill or see a physician outside of CMI are responsible for obtaining a Medical Certificate from that physician.

2.5.2.5 Staff

The Institute employs a full-time registered nurse and two relieve nurses for the evening sessions.

2.5.3 Accommodation Unit

The Institute provides boarding at its Admiralty residence in Port Royal for its students.

2.5.3.1 Application Requirement

Boarding is facilitated through the Student Services Department. All students requesting boarding **must** complete and submit a Boarding Application Form (available online or at the reception area) to the Student Services Manager for consideration. All resident students must sign an agreement form with the Institute that and keep a copy of this form for themselves. The application period is January – June each year. Persons living in rural Jamaica will be given preference.

NB: All returning students desirous of returning on hall must re-apply for residency each school/academic year. Additionally, boarding fees are non-refundable.

2.5.3.2 Leadership

The accommodation facility is headed by several Wardens who ensure that the rules and regulations are upheld. These individuals will also monitor the overall cleanliness of the facility and its surroundings.

2.5.3.3 External Accommodation Assistance

Students who were unsuccessful in obtaining CMI accommodation may seek off-campus accommodation (an approved list is available in the Registry Division).

2.5.3.4 Boarding Fees

Boarding fees are paid on an annual basis. Students should ensure that a copy of all proof of payment is submitted to the Student Services Department, as cross reference will be made with the Institute's Accounting Department. **All Resident Student will be required to pay a refundable caution fee if no damage is done (please consult housing agreement document for further information).**

2.5.3.5 Resident Student Handbook

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

2.6 PLACEMENT DEPARTMENT

As an integral part of their programmes, students at the Institute are required to have a period of on the job experience. The Placement Department provides guidance and counselling to students prior to their placement in the industries for job experience and monitors their progress. (Cadets see Discipline Regulations for the Cadet Programme)

2.6.1 Industry Awareness

All full-time students are placed in the industry to gain relevant experience. At the end of this period students are required to submit a written report on their experience. A log book to track activities during Industrial Awareness is housed in the Placement Office.

2.6.2 Career Fair

A Career Fair is usually held each year. Students are given the opportunity to interface with industry personnel and prospective employers. They are also exposed to job readiness workshops and seminars.

2.6.3 Crewing Advising

Support Services include:

- securing placement for cadets
- assisting with sourcing permanent jobs for graduates
- liaising with Industry to establish job needs, trends and relevance of training, as a basis for continuous improvement

NOTE: All students must receive clearance from the Accounting Division before job placements/training can be facilitated.

2.7 FINANCIAL INFORMATION

2.7.1 Fee Payment

The Director of Finance recommends fee structure to the Board of Directors and Executive Management for approval each academic year. The Institute reserves the right to make changes in both fees and the procedures for payment without prior notice. All fees, as per contract, are payable before registration unless otherwise authorised. Fees may be paid by cash or Manager's Cheque at any Branch of the National Commercial Bank or at the CMI using a debit or credit card and Manager's cheque **only**. The Institute reserves the right to

dictate the minimum limit for use of debit and credit cards. Card transactions will also attract a service charge per transaction. Fees must be paid with vouchers issued by Caribbean Maritime Institute. Upon payment students **must** present the yellow copy of the voucher to the Accounts department. The Accounts department will issue a confirmation of bank payment form. The stamped and completed form must be submitted to the Admissions Office. The student will then be issued an authorisation card permitting him/her to access Institute services over the registration period.

(Upon submission of payment voucher, please allow three (3) working days for the update of payment record)

2.7.2 Fees

The components of fees are as follows:

1. Application (**Non-refundable**)
2. Tuition
3. Accidental Death and Dismemberment Insurance (**Applicable to all fulltime students**)
4. Medical Health Insurance (**Applicable to all fulltime students**)
5. Student Union dues/Cadet Social Fund Dues (**Applicable to all students**)
6. Other auxiliary fees

Note: Boarding Fees and the caution fee are paid by **resident students only**.

Health Insurance Coverage is mandatory for **all** full-time students. Exemptions may be allowed in instances where students already have health insurance coverage; documentary proof must be submitted to the Student Services Department **during the week of Registration**.

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

Available Financing Options

Assistance is available through the Government of Jamaica Students' Loan Scheme (Students Loan Bureau), National Youth Service (JAMVAT), Banks and Credit Unions. The Student Services Manager can be contacted for information regarding these and other options.

2.7.3 Payment Options

Payment options are available to candidates deemed eligible for entry. The Registrar, in consultation with the Head of the Accounting Department and in keeping with the Institute's policies, is authorised to assess applicant's eligibility and execute the required contractual agreement.

2.7.4 Summary of Payment Options

Full Time Students:

7. Full Payment
8. 60:40 Plan
9. 50:50 Plan

Part Time Students:

1. Full Payment
2. 40:30:30

Cadets:

1. Full Payment
2. 40:30:30

Masters Students:

1. Full Payment
2. 50:50
3. Modular Plan

All plans are subject to finance charges and applicable fees. Penalty charges will also be applied for not adhering to the signed agreement.

IMPORTANT NOTICE: The Institute reserves the right to negotiate specialized plans on a case by case basis. These plans will attract higher finance charges and are generally not recommended. These plans will lead to higher risks and higher administrative costs for the Institute.

2.7.5 Fee Refund Policy

Only students who have formally withdrawn from the Institute will be considered to have terminated their contract with the Institution. A participant may cancel his/her enrolment contract at no penalty by notifying the Institute before the start of the course/programme, except that CMI will retain the registration fee. Changes in registration and programmes may also be accommodated without charge within the first two weeks of the semester (unless the change requires additional tuition fees).

The Executive Director will **not** entertain discussions with students regarding outstanding fee payments. Such discussions must be held with personnel the Accounts Department.

2.8 REGISTRATION

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

- φ) **All fees, as stated in the contract, have been paid in full**
- κ) **All matriculation requirements have been met, and all relevant supporting documents received by the Admissions Department.**
- λ) **The bank voucher is presented to the Accounts Department and the student's copy shown to the Admissions Department**

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

Payment of fees alone does not by itself constitute registration.

Registration Periods

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

- a) August/September, during the week prior to the commencement of the September to December semester.
- b) January, during the week prior to the commencement of the January to April semester

c) May, during the week prior to the commencement of the May to August semester (Part-time students only).

IMPORTANT INFORMATION:

- 13. Students who have unpaid fee balances will not be permitted to sit Semester II or Summer Session examinations.
- 14. Students who have Make-Good status cannot register for full time programmes but instead must register as “**Make – Good**”.

2.9 ORIENTATION & ENROLMENT

2.9.1 Orientation Exercise

Orientation is an essential aspect of the Caribbean Maritime Institute’s (CMI) programme. This process serves to introduce students to the Institution’s historical background and to inform them of what they can expect their student life at CMI to be.

All students entering the Institute are required to participate in the Institution’s Orientation exercise that takes place at the commencement of each academic year. For new students entering at other times of the year a special orientation session is organized.

2.9.2 Conditions of Enrolment

2.9.2.1 Attendance Policy

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

1st semester – September to December

2nd Semester – January – April and 3rd Semester - May to August.

- (a) All full-time students are expected to attend classes for at least 80% of the prescribed contact hours of a module/course and 75% for part-time students.
- (b) Students should notify the Registrar and the Director(s) of the relevant School(s) in advance of the start of a module/term of any predictable or unavoidable absence to avoid having a penalty applied.

- (c) Failure to comply will result in such students being barred from sitting examinations in that module/course, if the minimum 80% or 75% requirement is not maintained. This applies to all programmes.

NB: Cadets are to refer to the Cadet Academic Procedure.

2.9.2.2 Other Enrolment Conditions

- (a) If a student decides to cancel his/her enrolment in a programme the following apply:
- i. Cancellation must be made in writing.
 - ii. The deposit/registration fee is not refundable.
 - iii. Where a cancellation request is received after the commencement of the programme, refund will be in keeping with the Institute's Refund Policy.
- (b) If students change their programme of study during the term, no refund will be given, even if the new programme results in a lower fee.
- (c) If the new programme attracts a higher fee, the student must pay the difference.
- (d) Programmes and Courses/modules will be run only if considered viable by the Institute.
- (e) While start and end dates of programmes are not expected to change, the Institute reserves the right to alter dates of programmes/courses/modules or examinations. These changes will in no way affect the terms and conditions of a student's contract with the Institute and adequate notification will be given.
- (f) All changes of contact information must be relayed to the Admissions Office in writing and supporting documentation submitted.

- (g) The Institute reserves the right to inform a student's sponsor(s) of the student's academic or attendance record.
- (h) The Institute reserves the right to place a student arriving late for an intended course, into a course which commences at a later date.
- (i) Students who arrive late for their intended course of study must pay the full fee for the programme or course.

CHAPTER III

CHAPTER III

ACADEMIC MATTERS

3.1 ACADEMIC TERMINOLOGIES, POLICIES AND PROCEDURES

The Institute operates a 12-month academic year - September to August. The year is divided into two semesters and a summer session as follows:

Semester 1	September	- December
Semester 2	January	- April
Summer Session	May	- August

Classes are normally scheduled for Mondays to Fridays between the hours of 8:00a.m. and 5:00p.m. for full-time students and 5:30pm to 8:30pm for part-time students. Some programmes require students to attend classes on Saturdays and Sundays.

Academic Judgement

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

Advanced Placement

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

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

Associate Degree

An award made upon successful completion of a programme of study or training at the post secondary level, which requires no fewer than 60 credit hours of instruction.

Certificate

Certificates (short and customized programmes) are awarded upon the successful completion of an approved group of courses not constituting a degree or diploma.

Core Course

A compulsory course for students pursuing a particular programme.

Course Exemptions

Students entering the CMI from another approved educational institution may be granted course exemptions for undergraduate and postgraduate programmes. However, credits earned from other institutions are not transferable to CMI's programme/courses.

Where applicable, the following guidelines will apply:

- A written request for course exemption must be submitted to the Office of the Registrar no later than two (2) weeks after the commencement of the course. The following should be carefully noted: *The student must have satisfied the necessary prerequisites for the programme. Individual courses will be evaluated for exemption by the relevant Dean of the School. The credit value of the course and the details of the syllabus must be comparable to those of the CMI for the course(s) for which exemption is sought. It will be the student's responsibility to provide original certified transcript, course syllabi and all relevant information to assist in the determination of course equivalencies. In some cases an interview may be required.*

Credit Course

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

Credit Hours

- One academic credit (or credit hour), is given for every 15 hours of lecture, tutorial or seminar instruction during a semester.
- Two (2) or three (3) hours of laboratory/practical instruction are considered the equivalent of one lecture hour in counting credits earned in a laboratory or studio course.
- Other course instructional delivery modes may require other class/student contact hours for credit hour assignments.

Deferral of Programme

A student recently admitted may apply for deferral of entry to that programme for no more than one academic year. This deferral must be received no later than a month following the commencement of the programme.

Degree

An academic qualification or title awarded to or conferred upon a student by the Institute based on the successful completion of a minimum of 120 credit hours and/or other academic requirements.

Diploma

An award made upon successful completion of a programme of study or training at the post secondary level, which requires no fewer than 60 credit hours of instruction.

Elective

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

Full-time Student

Students taking a minimum of 36 credits during an academic year.

Grade Review

A review of any part of the examination process that does not include academic judgement (see Examination Regulations).

Integrated Group Project

This occurs when instead of a mid-term examination, students are required to complete a group project. This piece of work is mandatory and may not be done individually, as the aim is to foster team work. Each respective lecturer has discretionary power on when papers are to be submitted.

Leave of Absence

This is an approved interruption of a programme for a short period of time. Students should apply in writing to the Office of the Registrar for leave of absence. The period of interruption should not exceed three years. A request form must be obtained from the Admissions Office.

Major Research Project

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

completing research projects. At the undergraduate degree level, students may be required to write a detailed report that summarizes the research project conducted as part of their academic pursuits. They may also be required to display/ demonstrate aspects of this project.

The objective in writing the research paper is to describe in detail what was done in the research process, to establish rationale for the research conducted and to detail the findings/ results of that research. The CMI uses the APA (6th ed.) writing style standards for academic writings.

Minor project

This is a project forming part of coursework requirements.

At the diploma level, you are required to write a proposal for a research/ capstone project that you may choose to carry out later on in your academic career.

Occasional Student

One pursuing a programme not leading to a degree or other qualification awarded by the Institute and not required to pass any regular entrance examination or fulfil any specific entry requirement. Such a student must satisfy the faculty concerned of his/her educational suitability to enter the course(s) pursued.

Option/Specialization

A group of courses related to a major area of specialised study within a programme, frequently developing a common base. Students may select specialization in Marine Engineering/Transportation Programmes, Shipping and Logistics Programmes etc.

Part-time Student

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

Plagiarism

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

Programme

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

Programme Completion Time-frame

The maximum permissible time-frame to complete a programme is the prescribed duration plus two (2) years.

Progress Report

This is a statement detailing a student's academic performance. Progress reports are prepared at the end of each academic year for all groups free of cost. Progress reports requested prior to that time are prepared within the stipulated time frame at a cost.

Readmission

Re-entry of a student who has withdrawn from a programme prior to successful completion of all the required modules within the allowable time-frame.

Reinstatement

Restoration by the Academic Committee of a student to his/her former academic relationship with the Institute. Reinstatement applies to students who were on leave of absence and such other categories as may be determined by the Registrar.

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

Semester

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

Statement

There are normally two types of Institute Statements, namely:

- a) Statement of successful completion: issued to those who have successfully completed a course or set of related courses.
- b) Statement of participation: issued to those who participated in a short course or workshop that is not formally evaluated and for which no formal certificates are awarded.

Transcript/Statement

An accumulated academic record which is an official document sent upon request to an approved third party at a cost. Students may request transcript to be prepared by the Institute and forwarded to institution/organization of their choice. This request can be made after the student has completed at least one semester of a programme offered by the Institute.

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

Procedure:

- Complete a transcript request form
- Pay required fee
- Request is then processed by the Admissions Office within three weeks of the request

Each additional transcript will attract an additional fee. The student copy of a transcript is called a statement where marks received are expressed as letter grades.

Transfer

A change from one programme to another or from one campus of the Institute to another. Students should apply to the Director of Academic Studies using the prescribed form..

Upper Division Courses

Courses comprising the area of specialization normally pursued in the final programme of study.

Withdrawal from Course

Permission to withdraw from a course must be obtained from the Office of the Registrar or from the Director of Academic Studies, following a written request. This request is subject to conditions.

3.2 GRADUATION REQUIREMENT (AWARDS)

To be eligible for graduation a student should satisfy all obligations to the Institute:

3.2.1 Eligibility Requirements:

- Successful completion of the course of study
- Good financial standing with the Institute

- Clearance from various academic departments including the Library

3.2.2 Award of Certification of Completion

Candidates must meet all Standards of Training, Certification and Watch-keeping for Seafarers 1995 (STCW'95) for written, and practical examinations before a certificate of completion is issued by the Institute.

3.2.3 Award of Diploma/Associate Degrees

Any student admitted to the Bachelor Degree Programme (with the exception of SAM and Customs) may be awarded, on successful completion of the first two years, a Diploma/Associate Degree at the discretion of the Institute.

3.3 CONFIDENTIALITY OF STUDENTS' PERSONAL INFORMATION

Custodianship of student records is vested in the Office of the Registrar. All information concerning students is entrusted to the Institute in confidence.

3.3.1 Introduction

The CMI collects and holds personal information about all of its students. The privacy of this information is an imperative part of the Institute's relationship with its students, and the Institute recognizes its responsibility to collect, manage, use and disclose personal data in adherence to legislative requirements, and in accordance with prevailing community expectations of best practices.

Definitions

1. Student means any current or former student of the Caribbean Maritime Institute (CMI).
2. Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
3. Sensitive Information could mean:
 - a) personal information about an individual's racial or ethnic origin,
 - b) political opinion, membership of a political association, religious beliefs or affiliations,
 - c) health status (either physical or emotional), disability,

- d) philosophical beliefs,
- e) membership of a professional or trade association, membership of a trade union,
- f) sexual preferences or practices,
- g) or criminal record;

4. Record means:

- (a) a document; or
- (b) a database (however kept); or
- (c) a photograph or other pictorial representation of a person; but does not include:
 - (i) a generally available publication; or
 - (ii) anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition; or
 - (iii) letters or other articles in the course of transmission by post.

Personal information is confidential, and will not be used or disclosed except in the following instances:

- As stipulated by any Act instituted by the Jamaican Parliament for eg. the Access to Information Act, if relevant.
-
- Where the interests of the individual concerned and the preservation of confidentiality and privacy are overridden by legal obligations of disclosure. Compliance with such obligations is mandatory.

3.3.2 Procedures for Collection of Personal Information

The Institute collects and holds a range of personal information about all of its students. (The first set of information is requested upon application to the Institute and is recorded on the application form.) The information held includes personal statistics (such as name, student ID number, address, telephone number, age, enrolment status, pictures, etc), academic records (course and enrolment details, assessment results, academic standing), and personal welfare information (emergency contacts, medical reports, financial information).

Information collected is used for a variety of purposes, including:

- a) Student admission;
- b) Enrolment and academic progression;
- c) Programme and course administration;

- d) Communications with students;
- e) Statistical purposes, such as year planning;
- f) Scholarship administration;
- g) Provision of student services;
- h) Conduct of student elections;
- i) Financial management;
- j) Mandatory reporting to external agencies;
- k) Discretionary reporting for a strictly limited number of external bodies; and
- l) Promotion of the Institute - in the case of photographic records and other images

The Institute will collect personal information only where it is necessary for one or more of the Institute's functions or activities. Where personal information is collected, all reasonable steps will be taken to inform the student of:

- a) The purpose for which the information is collected;
- b) Any person to whom, or body or agency to which the Institute usually discloses information of that kind;
- c) Any law that requires or authorizes particular information to be collected.
- d) Before accessing students' records, authorized personnel must complete the relevant sign-out log in the Admissions Department.

The Institute will take all reasonable steps to ensure that personal information collected is accurate, relevant, up-to-date, complete, and not misleading. To this end, the Institute will take reasonable steps to allow individuals to correct inaccurate information as appropriate.

3.3.3 Use and Disclosure of Personal Information

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

- a) The individual concerned has consented to its use;
- b) Use of the information is required by law;
- c) The Institute believes it is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person.

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

- a) The student has given written permission for the Institute to disclose the information;
- b) The Institute has taken reasonable steps to inform the student that information of that kind is usually passed on to those persons, bodies or agencies;
- c) The Institute is required by law or Funding bodies to disclose the information;
- d) The Institute believes the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person.

3.3.4 Sensitive Information

The Institute will not collect sensitive information, unless such collection is required by law, or occurs with the consent of the individual student.

3.3.5 Storage of Personal information

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

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

3.3.6 Procedures for Providing Clients Access to Records

The Institute will take reasonable steps to allow individual students to view the personal information the Institute holds about them.

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

3.4 TERMINOLOGIES, POLICIES AND PROCEDURES ON EXAMINATIONS AND ASSESSMENT

Full information on General Examination Regulations, Conduct of Examinations, Instructions to Candidates taking a Written Examination, Assessed Coursework and Review of examination Results are found in the Chapter IV of this Handbook.

3.4.1 Administration of External Examinations for Professional Programmes

- The examinations of the professional seafarers in Jamaica are administered in collaboration with the Maritime Authority of Jamaica, which is the local representative of the International Maritime Organisation (I.M.O.).
- The examination papers are prepared and administered by the Maritime Authority of Jamaica which acts as external examiners/moderators in keeping with the International Maritime Organization STCW '95 Conventions. Answer scripts are also submitted to the MAJ for grading.

3.4.2 Assessment Policy

Students must be informed of course assessments with accompanying weighting in their course outline.

3.4.3 Assignments/Course Work

1. A statement of authorship must be completed for all major written assignments which are submitted for any course done at the CMI. The Statement of Authorship form is available from the respective schools.
2. Every assignment has a due date. Students are expected to submit assignments on or before the assigned due date.
3. Give yourself as much time as possible to complete each assignment so you can complete it to the best of your ability and you do not have to rush or worry about incurring late submission penalties. Avoid leaving the completion of an assignment to the last minute/hour/day just in case unforeseen problems occur.

The Institute recognises that students may suffer from a sudden illness or other serious or significant event that is unforeseen and/or unpreventable and which adversely affects their ability to complete an assessment; in such case, the student will need to submit a report with supporting evidence to their Head of Department and the Registrar within five working days of the date on which the assignment was due..

Evidence of Mitigating Circumstances: It is not enough to just tell your department that you believe your assessment performance has been affected by a mitigating circumstance. You must also submit the appropriate evidence of the mitigating circumstances. This means you must supply your Head of

Department and the Registrar with supporting documents from an appropriate third-party as evidence of the mitigating circumstances. The evidence must explain:

- What the circumstance are;
- exactly how it affected you in relation to your studies/assessment; and
- precisely when (i.e. identifying which assessment were affected).

Examples of evidence of mitigating circumstances:

Mitigating Circumstances	Example of Evidence
Serious physical illness	Medical certificate/hospital report/report from qualified medical practitioner
Psychological illness	Report from a psychiatrist, psychologist or student counselling service
Severe personal difficulties	Report from student counselling service, student welfare service or another qualified professional
Sudden illness or death of an immediate family member	A medical report from a qualified medical practitioner or a copy of a death certificate accompanied if necessary by formal documentation confirming relationship with deceased
Sudden deterioration in a long standing medical condition or disability	A medical report from an appropriate qualified medical practitioner
Being the victim of serious crime	Crime report and number
Legal proceedings requiring attendance at court	Documentary evidence from the court or a solicitor
National Duties/Company business	Written communique from commanding officer/supervisor on relevant letter head

The listing above are some examples for your reference. The onus is on the student to inform his/her individual lecturer, Head of Department and the Registrar about the mitigating circumstances that have affected the completion of coursework/assignment for the lecturer.

Note Well: The following will not be considered as Special Circumstances:

- o Computer failure (you should ensure adequate backups)
- o Printer queues (time management is an important academic skill)
- o Lack of access to resources (better planning will ensure this does not happen)
- o Illness for which medical certificate is not available
- o Poor time management
- o More than one deadline on the same day
- o Inability to answer questions or struggling with the material
- o Crisis games, performance productions, or departmental study trips
- o Non-academic activities

3.4.4 **Course-Lecturer Evaluation**

Once per semester each class will be asked to complete lecturer/course evaluation forms. This exercise is mandatory. The responses will be analyzed and the results may have implications for both course delivery and content and both students and lecturers.

3.4.5 **Evaluation Policy**

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

Course assignments, etc.....50%

End of Semester Assessment50%

3.4.6 **Examination Receipt**

This is a receipt issued to a student in return for an examination script submitted to the invigilator by the student. The student’s examination card acts as this receipt. Receipts are also issued for terminal research projects.

3.4.7 **Examination Schedule**

Regular coursework assignments, that is, tests and assignments form an integral part of the Institute’s overall evaluation process. Examinations are as follows:

(a) End of Semester/Module Examinations

Examinations are conducted at the end of each semester or module. Students are advised of the period for such examinations at the beginning of the semester or module through the initial issuing of the timetable. Examination time tables are published prior to the examinations.

- Degree – Examinations are conducted at the end of each semester
- Diploma/ Associate Degree – Examinations are conducted at the end of each semester
- Certificate - Examinations are conducted at the end of each semester. Modular courses are assessed at the end of a module. Certificate of Competency (Refer to the Maritime Authority’s Regulations & Procedures guidelines).

- Past Papers – Participants are encouraged to refer to the past examination papers for each course. Samples of past papers for each module can be perused in or obtained from the Library.

(b) Re-sit Examinations normally held in:

- Jan/Feb for courses delivered in Semester 1
- May/June for courses delivered in Semesters 2
- Sept/Oct. for courses delivered in the Summer Session

A student is allowed to sit a maximum of four resits. Consideration may be allowed only in exceptional cases.

3.4.8 Official Notification of Examination Results

Results are officially posted on the Student Management System at the end of each semester. The download of these grades is unofficial. Official transcripts must be requested by the student from the Registry (a cost is attached).

3.4.9 Projects

Students should observe their faculty and/or lecturer's deadlines for submission of projects. For courses in which a terminal project is required, final award will not be granted unless this project is submitted within the prescribed time frame. Students need to be aware that their projects are the property of the Institute and may be retained by the Institute.

It is the responsibility of the Institute to assign competent persons to direct and supervise students conducting approved final research projects.

Research projects are undertaken in partial fulfillment of the requirement for a course or programme and therefore absolutely **no certificate** will be issued or graduation allowed before the Research project is passed.

3.4.10 Repeat Modules/Courses

A student who obtains a repeat "F" grade in a module will be required to redo or repeat the module. A repeat module form should be completed and the appropriate fees paid before repeating that module. This should be done prior to commencement of the appropriate module/modules. It is also the responsibility of the participant to follow up and confirm the starting date of the module(s).

3.4.11 Re-sit Examinations

A student who obtains a D/D+ grade in a module will be required to re-sit. The date of the examination will be communicated via various communication media (web page, facebook page and internal notice boards). The result of this examination supersedes all previous grades.

Re-sits are granted in accordance with the following guidelines:

- If a student registers for a re-sit examination and is absent from it, a failing grade will be awarded.
- If a student fails at the first re-sit opportunity, he/she must register for and repeat the course before making the next attempt at a re-sit.

3.4.12 Registering for Re-sit /Supplemental

It is the responsibility of each student to note the specific closing dates for registration, for re-sit/supplemental examinations and for the repeat module. The onus is on the student to complete and submit the required registration forms and to pay the required fees. Registration for these exams should be done two (2) weeks prior to the scheduled period of examination.

3.5. GRADE POINT AVERAGE (GPA)

The GPA is the sum of the grade point earned (credit \times grade point) for each course divided by the number of credits taken. The GPA is used for determining the class of awards. Previously failed course grades are therefore not used in the computation of the final GPA.

3.5.1 Grading Procedure

- The final result for each course is expressed as a grade and grade point
- A student's overall academic performance will be determined by weighting each course grade point earned in accordance with their credit allocation and expressed as a grade point average
- The final grade for a course is determined by weighting the allocation of marks for coursework, assignments and final assessment
- Any student who misses one or more of these components must communicate with lecturer/HoD to have issues resolved prior to the end of the semester and the posting of final grades.
- A course will have been passed if the final result is C- and above. However, some courses have a higher passing grade to meet professional requirements
- The final grade will be the weighted average of the coursework and the final examination

3.5.2 Grading Scheme

CMI ASSESSMENT GRADES – SCHEME: Degree, Diplomas, Associate Degrees

LETTER GRADE	MARKS (%)	QUALITY CREDIT POINTS
		4.0
A+	90 – 100	4.00
A	85 – 89	3.8
A-	80 – 84	3.7
		EXCELLENT
B+	75 – 79	3.3
B	70 – 74	3.0
B-	65 – 69	2.7
		GOOD
C+	60 – 64	2.3
C	55 – 59	2.0
C-	50 – 54	1.7
		PASS
D+	45 – 49	1.3
D	40 - 44	1.0
		FAIL
F	0 – 39	0.0 UNSATISFACTORY

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

3.6 STUDENT ACADEMIC PROGRESS

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

<u>STATUS</u>	<u>ACADEMIC ACHIEVEMENT</u>
<u>Promote</u>	Pass all courses
<u>Promote and Trail</u>	<p>Student trailing up to 4 courses (FT) or 3 courses (PT) at the end of the academic year can be promoted to the next level.</p> <p>Students will not be promoted to the upper level of a programme (year 3) with outstanding subjects from year one. In addition, promotion will not be given to final year (year 4) with subjects outstanding for yr 2. Please note, students who are allowed to advance to third year can only trail two subjects.</p>
<u>Repeat</u>	Students failing 5 or more courses (FT) or 4 courses (PT) at the end of the academic year.
<u>Make Good</u>	Final Semester students are allowed to make good so as to satisfactorily complete the programme within the time stipulated for the completion of the programme. However, this cannot be a core course.
<u>Withdrawal</u>	Students wishing to withdraw or to suspend a programme of studies should complete the requisite form and submit same for approval.
<u>Expired</u>	Students who fail to meet the requirements for an award within the specified time-frame (within seven years) will be required to reapply to the programme.
<u>Incomplete</u>	Used in the instance where an aggregate score cannot be calculated because a component of work has not been submitted up to one semester after the completion of the course.

3.6.1 Classes of Awards for Degree Programmes

3.6.1.1 First Class Honours

- (a) A minimum GPA of 3.7.
- (b) All courses in the final programme year of study must have been passed at the first attempt with no less than a 'B' grade in each course.

3.6.1.2 Upper Second Class Honours

- (a) A minimum GPA of 3.4.
- (b) Pass with a minimum of 'C-' in one re-sit of a failed course is permitted at the end of the final programme year of study.

3.6.1.3 Lower Second Class Honours

- (a) A minimum GPA of 2.8 in the two final years of study
- (b) Pass with a minimum of two re-sit of a failed course is permitted at the end of the final programme year of study.

3.6.1.4 Pass

- (a) A minimum GPA of 1.70
- (b) The programme must be completed within the prescribed time- frame.

3.6.2 Classes of Awards for Diploma/Associate Degrees

3.6.2.1 With Distinction

- (a) A minimum GPA of 3.5.
- (b) All courses in the final programme year of study must have been passed at the first attempt.

3.6.2.2 With Credit

- (a) A minimum GPA of 3.0.
- (b) One re-sit of a failed course is permitted.

3.6.2.3 Pass

- (a) A minimum GPA of 1.70
- (b) The programme must be completed within the prescribed time-frame.

NB: In consideration of the classes of awards the highest grade that a student can receive for a resit is a pass.

CHAPTER IV

CHAPTER IV

EXAMINATION REGULATIONS FOR MASTERS DEGREES, FIRST DEGREES,

ASSOCIATE DEGREES, DIPLOMAS AND CERTIFICATES

Approved by the Executive Management Committee on December 14,
2015

With effect from Academic Year 2016 – 2017

(All previous Rules and Regulations are hereby revoked)

Extracts from the Caribbean Maritime Institute Examination Regulations

SECTION I

The Award of First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates

1. (i) All Full time students shall normally spend a minimum of four academic years or eight

semesters in the Caribbean Maritime Institute before being eligible for the award of a First Degree

(ii) All Part-time students shall normally spend a minimum of four Calendar years or twelve semesters in the Caribbean Maritime Institute before being eligible for the award of a First Degree

(iii) In the case of Associate Degrees and Diplomas all students shall normally spend a minimum of two years or four semesters full-time or two-three years or eight semesters part-time.

(iv) The duration of the (written) Masters programme is 12 months full time and 18 months part-time.

(Note: The examination regulations for research projects are published in a separate document)

2. After the Dean has approved the Pass List, a certificate for each successful final year student shall be prepared under the Official Seal of the Caribbean Maritime Institute and dated in accordance with the

approved award dates. The certificates shall be issued to Graduates either at the Graduation Ceremony immediately following the date on the certificate or handed or forwarded to each graduate on written and signed request.

AEGROTAT FIRST DEGREE, MASTERS DEGREE, ASSOCIATE DEGREE DIPLOMA OR CERTIFICATE

3. A candidate may apply through the Registrar to the Academic Board for the award of an Aegrotat Degree, Associate Degree, Diploma or Certificate where he/she has been absent due to illness from part of the examination in the final year of his/her academic programme. The number of outstanding credits which will entitle the candidate to make such application shall be limited to 6 (i.e. two courses)

- (i) All applications from or on behalf of candidates must be accompanied by a medical certificate signed by a Medical Practitioner approved for this purpose by the Caribbean Maritime Institute and shall reach the Registrar not later than thirty days from the last course examination which should have been taken by the candidate.
- (iii) All applications, together with reports from those who have taught the candidate in the courses concerned and a recommendation from the relevant Examiners of his/her School shall be referred to Academic Committee through the Dean of the relevant School
- (iv) An Aegrotat Bachelors, or Masters Degree, Associate Degree, Diploma or Certificate shall be awarded without Distinction or Class.
- (v) Holders of an Aegrotat Degree, Diploma or Certificate shall not be permitted to re-apply for the same Degree, Associate Degree, diploma or Certificate. Holders of an Aegrotat Degree may proceed to a higher degree if accepted by the Academic Committee.
- (vi) Notwithstanding the provisions set out above, the Caribbean Maritime Institute shall not award a posthumous aegrotat degree, associate degree, diploma or certificate except in cases where the decision to award such degree was made before the candidate's death.

GENERAL EXAMINATION REGULATIONS

SECTION II

4. The Caribbean Maritime Institute conducts the following examinations in relation to its offering of First Degrees, Associate Degrees, Diplomas and Certificates:

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

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

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

(ii) The Examination Timetable in respect of written end-of-semester examinations shall be published at least one month before the series of examinations begins or two weeks in the case of Supplemental and Resit examinations. Any changes in dates after publication shall be posted on the Web and other media sites. Candidates will not be informed individually of such changes. In no circumstance will any such change be made later than one week prior to the commencement of the series of examinations. End-of-Semester examinations are held in April/May and December.

(iii) Students shall be advised by the relevant Lecturer or Head of Department of the dates for submission or conduct of Coursework exercises which count towards the final assessment, at least two weeks in advance of the dates on which such exercises should be submitted or conducted.

7. Students who, without a valid reason, are absent from any examination of a course for which they are registered, shall receive a failing grade. Such students will have to register for and repeat the course in the ensuing academic year.

Resit/Supplemental examination

8. A Resit/Supplemental examination may be permitted by the Registrar on the advice of the Dean and Head of Department when a student, who having attended classes, passed the coursework, sat and failed the original end of semester examination with a mark of 40-49 in that course. In such circumstances the student shall be awarded the minimum passing mark of 50 (C-).

Substitute Examination

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

Special examination

10. A Special Examination may be granted only in exceptional circumstances such as grave or chronic illness or compassionate reasons, for example a sudden death in the immediate family of the candidate.

Oral Examination (for finalizing students only) – See also Reg.27

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

be no greater than a C-.

- (a) If an Oral Examination is granted the student may choose to decline the offer and opt for Exams Only instead (See Reg. 12 below)
- (b) The Oral Examination shall be held as soon as possible after the original examination. The student must contact the Registrar and Head of the relevant Department concerned immediately so that arrangements may be made for the Oral.
- (c) The Oral Examination shall concern the course as a whole, and not be restricted to the questions set in the examination which the student did. The Chief Examiner and at least one other Examiner shall be present at an Oral Examination.
- (d) If the student fails the Oral, he/she will not have a right of appeal or review.
- (e) A student shall be allowed only ONE Oral Examination for any ONE Course.

Exams Only

12. Students shall only be entitled to register for “Exams Only” in the following circumstances after having previously been registered for and attended classes in a course.

- (a) He/she obtained a D/D+ grade in a course or module will be required to re-register, pay the appropriate “Exams Only” fee and re-sit the examination at the next available opportunity as advertised by the Registrar. The total grade awarded in such circumstance shall be no greater than a C-.
- (b) He/she has failed one or two of the final courses needed to complete the degree programme and obtained a mark of no less than 45% in each course.
- (c) He/she has obtained a medical excuse, certified by a doctor approved by the CMI, for not having attempted an examination.
- (d) In exceptional circumstances the Dean after consultation with the Registrar, may grant a student deferral from sitting an examination and permission to take it on a subsequent occasion by virtue of special assignments overseas for an employer (part-time students only) or by virtue of being selected to

represent the country on a national team. In both instances formal representation will have to be made by the employer/national association. (See also Reg.23)

Repeat Course and write the Examination

13. A student who obtains an “F” grade in a module/course i.e. 0-39 marks, shall be required to re-register for the course; pay the appropriate fee; submit coursework and sit the examination. Part-time students shall be required to attend at least 75% of the classes and Full-time students shall be required to attend 80% of the classes. In such circumstance the grade obtained for the course shall be reflected on the candidate’s transcript.

14. No candidate shall be admitted to an examination unless:

(i) He/she has satisfied all the requirements and passed all the pre-requisite Courses/qualifying examinations prescribed in the Programme brochure

(ii) He/she has been exempted from any such requirements by the relevant Dean on the

Recommendation of the Head of Department. (For example a student with CAPE (CXC) Grade 1 Mathematics may be exempt from Level 1 Mathematics)

(iii) Students may apply to the Dean through the Head of Department for exemptions.

Such application must be submitted no later than two weeks after the start of the programme.

15. Any candidate who has been absent from the CMI for a prolonged period during the teaching of a particular course for any reason other than illness or whose attendance at prescribed lectures, classes, or practical classes or has been unsatisfactory or who has failed to submit essays or other exercises set by his/her teachers, may be debarred by the relevant Dean on the recommendation of the relevant Head of Department from taking any CMI examinations. The written procedures to be used shall be prescribed by the Dean in consultation with the Heads of Department and approved by the relevant Faculty Board.

16. Any student who, having registered for a course and examination fails to take the examination shall be deemed to have failed the examination unless the Registrar on the recommendation of the Dean shall approve otherwise. Procedures governing absence from coursework tests or other coursework exercises shall be prescribed by the Dean in consultation with the Heads of Department and approved by the relevant Faculty Board.

17. If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge the candidate may report the circumstances in writing to the Registrar. If the candidate decides to report such circumstances, he/she must do so within five working days of that part of the examination, which may have been affected.

18. In cases of illness the candidate shall submit to the Registrar a medical certificate as proof of illness, signed by a Medical Practitioner approved for this purpose by the CMI. The candidate shall send the medical certificate within five working days from the date of the examination in which his/her performance was affected. A certificate received after this period will be considered only in exceptional circumstances.

19. Where in the opinion of the Medical Practitioner concerned a candidate is unable to submit a medical certificate in person, the Medical Practitioner may do so on the candidate's behalf within five working days from the date of the relevant examination

20. The Registrar shall pass on the information in 17, 18, and 19 above to the Dean and relevant Examiners to assist them in their duties related to marking of scripts and determination of grades.

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

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

23. A candidate may apply to the Registrar for permission to be absent from a scheduled examination if he/she has been selected to represent his/her country at a national or international event. In such cases, the candidate

shall be permitted to sit the examination at the next available sitting as determined by the Registrar. If such candidate has completed the course, he/she shall be allowed to write “Exams Only.” (See Reg. 12(d))

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

- (i) Written examinations**
- (ii) Oral Examinations**
- (iii) Practical Examinations**
- (iv) Coursework (which shall include written in- course tests, practical work, dissertations, essays, projects, studies and other forms of coursework exercise as approved by the Department)**

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

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

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

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

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

30. All examination results and Pass Lists shall be provisional until approved by the Academic Board on the recommendation of the Dean of the relevant School and the Registrar.
31. Any formal complaint which a candidate may make in connection with his/her examination must be referred to the Registrar and must not be dealt with by an examiner.
32. Any candidate who, for reason of permanent or temporary incapacity desires special arrangements during examinations should apply to the Registrar. The arrangements desired should be specified and the Registrar may require a Medical Certificate as proof of such incapacity. The Registrar shall inform the Dean and the Examiners of the circumstances in which the examination was performed
33. Any amanuensis assistance provided to candidates with disabilities shall first be approved by the Registrar. Normally the CMI will defray the additional cost involved.
34. Any candidate with a disability which may inhibit the completion of an examination in the normal time may apply for extra time, whether for a mid-semester or final examination. A Medical Certificate may be required by the Registrar as proof of such disability. Extra time may be granted on the authority of the Dean and Head of Department. The quantum of such extra time shall be similarly determined but shall not exceed thirty minutes.
35. A mark-sheet/grade sheet once submitted may not be altered except with the express permission of the Dean unless the alterations arise from errors in the calculation or omission of marks/grades. The approved procedures and forms shall be used.
36. All examination materials (papers, scripts or otherwise) shall be addressed to the Registrar under confidential cover and submitted to the Examinations Section of the Registry by the Chief Examiner.
37. Where the Examiners decide that electronic non-programmable calculators may be used in an examination, this shall be stated in the rubric of the question paper

38. The use of programmable calculators is not permitted if so decided by the Examiners and stated in the rubric of the question paper
39. Only silent, cordless calculators may be used.

SECTION V

CONDUCT OF WRITTEN EXAMINATIONS

(a) INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION

91. It is the responsibility of each candidate to ascertain the dates, times and venues of the examination(s) for which he/she is registered.
92. The examination timetable for all written and practical examinations shall be posted on the Student Management System, the CMI Website and other Media sites at least one month in advance of end of Semester examinations; or in the case of Supplemental/Re-Sit Examinations, at least two weeks in advance of the start of the examination session. Any changes in dates and/or times shall be brought to the attention of candidates by means of additional notices. In no circumstance will any such change be made later than one week prior to the commencement of the series of examinations.
93. Students who identify clashes in their examination schedule must report this to the Registrar within five (5) working days of the date on which the time-table was published in order to have the matter resolved.
94. Candidates who are absent from an examination owing to mis-reading the timetable shall be liable to the normal penalties for absence from an examination and will have to await the next officially scheduled sitting to take the examination. The penalties shall include being given an “F” grade.
95. Candidates shall collect their examination cards by the stated deadline before the commencement of each series of end-of-semester examinations, or Supplemental/Re-Sit examinations
96. Any candidate who fails to comply with Regulation 95 above shall be liable to pay the prescribed late fee.

97. Candidates should be at the Examination Room thirty (30) minutes before the advertised time of any examination.

98. Candidates are required, on the direction of the Chief Invigilator, to enter the Examination Room no later than fifteen minutes before the scheduled start of the examination to enable the examination to begin on time.

99. Candidates arriving late shall not be allowed extra time. A candidate arriving more than fifteen minutes late may be admitted to the Examination Room but his/her written or practical work will be accepted for marking only if he/she can satisfy the Registrar that he/she has a valid reason for being late. In exceptional circumstances a candidate may be admitted up to half-an-hour after the scheduled start of the examination. In such cases the same rule and procedure outlines herein shall apply .

100. Candidates shall form a single queue to enter the Examination Room and must show the Invigilator(s) at the entrance their valid Caribbean Maritime Institute Identification Card and their Examination Card. If a Candidate does not have a CMI Identification Card or his/her Examination Card, the Chief Invigilator shall send him/her to the Registrar for a temporary ID or Examination Card Pass. In both cases, the candidate will be advised that there is a monetary penalty which must be paid before his/her results are released.

101. While in the Examination Room candidates are required at all times to comply with the instructions of the Chief Invigilator and/or Assistant Invigilators. Failure to comply may result in the candidate being disqualified from the examination. Disorderly behavior may result in the candidate being expelled from the Examination Room. In such cases the Chief Invigilator shall write a report to the Registrar.

102. Candidates may be permitted by the Chief Invigilator to leave the Examination Room during the course of an examination provided that an-hour has elapsed from the start of the examination and there is more than half-an-hour left before the completion of the examination.

103. Candidates who leave the Examination Room shall not be re-admitted unless throughout the period of their absence they have been continuously under the supervision of an Invigilator.

104. Candidates are required to supply themselves with pens, pencils, rulers, erasers, and geometrical instruments, which shall be taken into the Examination room in a clear plastic bag. Geometry instruments must be removed from their containers.

105. Except as specifically permitted by their Department and stated in the rubric of the question paper, no books, paper, printed or written document or pictures or any unauthorized aid or equipment including cellular telephones, pagers, electronic calculators and hand-held computers, computerized wrist-watches or any electronic or communication devices may be taken into or be received in an Examination Room by any candidate.

106. Unless otherwise permitted, all examinations shall be written in permanent blue or black ink.

107. Candidates may be required for computer-based examinations to bring Laptops into an Examination Room as permitted by the relevant Department and these shall be subjected to the necessary security precautions. Only silent, cordless laptops may be used.

108. Candidates who are writing examinations under special conditions e.g. an approved medical condition, may be permitted by the relevant Head of Department to use special aids in the Examination Room.

109. Candidates shall not smoke, eat or drink (except water) in an examination.

110. (a) A candidate who needs a drink of water must raise his/her hand to attract the attention of an Invigilator who will bring the water to the candidate's desk.

OR

(b) Candidates are permitted to bring a small unlabelled bottle of plain water into the examination room but the bottle must be placed under his/her desk.

111. Candidates shall write their identification numbers and not their names using permanent ink distinctly at the top of the cover of every answer book and/or separate sheet of paper which is handed in. Candidates shall not write their names anywhere on the answer book or supplementary book.

112. Candidates must display their Identification cards and their Examination Cards in a prominent position on their desks. Candidates shall not be allowed to write an examination without a valid CMI Identification Card.

113. Each candidate shall be required to sign the Attendance Register which bears his/her name and number. This activity must be carried out by the Assistant Invigilators as directed by the Chief Invigilator during the first half-an-hour of the examination.

114. The use of scrap paper is not permitted. All rough work must be done in the answer book or in supplementary answer books which must be submitted to the Chief Invigilator together with the main answer book.

115. A candidate shall not break, tear, soil or otherwise deface or mutilate any CMI property other than the question paper (where applicable) provided for his/her use in the Examination Room.

116. A candidate shall not write anything on the Examination Card.

117. A candidate shall not remove from the Examination Room any material supplied

118. Candidates who are permitted to leave before the end of the examination period must not leave scripts or other examination exercises or material on their desks but must hand them in to the Chief Invigilator or an Assistant Invigilator.

119. Candidates shall not begin to write until permission is given by the Chief Invigilator at the scheduled time. There shall be no writing whatsoever prior to that permission except where the Chief Invigilator gives permission ahead of the start of the examination for the candidates to fill in the data required on the cover of the answer book and any such writing shall be restricted only to that.

120. At the end of the time allocated all candidates shall stop writing and/ or making any amendments when instructed to do so by the Chief Invigilator and shall gather their answer books together in order. They shall not leave their desks until an Invigilator has collected their scripts and/or examination exercises.

121. Assistant Invigilators shall collect each candidate's answer script and sign his/her Examination Card at the appropriate place as evidence that the candidate handed in a script for that particular examination. Candidates must keep their Examination Cards in a secure place.

122. Where an alleged infringement of Regulations 101, 105, 109, 111, 114-120 is in question the Registrar may at his/her discretion offer the candidate the option of paying a fine to be determined by the Registrar instead of referring the alleged infringement to the Disciplinary Committee comprising the Head of the relevant Department, the relevant Examiner(s), the President of the Student Council or a student nominated by the President of the Student Council. If the candidate declines this option, the Registrar shall refer the allegation to the Disciplinary Committee. Whatever action is taken, a report shall be placed on the student's file.

(B) CHEATING

123. Cheating is a major offence.

124. Cheating is any attempt to benefit one's self or another by deceit or fraud.

125. A candidate must not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his/her papers

126. A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's papers.

127. Any writing or drawings or other work found with a candidate during an examination other than in his/her answer book or supplementary answer book shall be regarded as an attempt to cheat.

128. Candidates are required to deposit all unauthorized material including bags, briefcases, folders, clipboards, pencil cases, cellular telephones, pagers, or any other electronic or communication device, alarm watches, earphones, notebooks and scrap paper at the place provided for this purpose before entering the Examination Room. Where a candidate fails to comply with this Regulation a report shall be made to the Registrar who shall arrange for an inquiry to be conducted.

129. Any candidate who fails to comply with Regulations 125-128 above and Regulations 130(ii) – 135 below may be regarded as attempting to

cheat and if so an Inquiry shall be conducted as provided for in Regulation 136.

130. Plagiarism is a form of cheating.

- (i) **Plagiarism is the unauthorized and/or unacknowledged use of another person's intellectual efforts and creations however recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the Conventions for attributions or citing used by the Caribbean Maritime Institute (i.e. the APA Format – 6th Edition).**
- (ii) **Students must give written credit and acknowledgement to the sources of thoughts, ideas, and/or words quoted directly, paraphrased or used with reference to a general idea. In cases where words are used which were written by someone else the student must enclose the cited portion with quotation marks and provide an appropriate citation (e.g. footnote, endnote, bibliographical reference)**

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

132. A student shall not buy, sell, steal, transport or solicit in part or in whole the contents of an examination or other assignment.

133. Candidates shall not engage in any form of communication in the Examination Room with other candidates while an examination is in progress.

134. A student shall not exchange places with another person for the purpose of taking an examination or completing an assignment. A student who arranges for another person to write an examination on his/her behalf, as well as the person who undertakes to write the examination, will be

subject to disciplinary action which could lead to suspension or expulsion from the Caribbean Maritime Institute

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

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

137. When investigating allegations of cheating the quorum of the meeting of the Disciplinary Committee shall include the Registrar, the Dean, the Head of the relevant Department, the President of the Students Council or in his/her absence a student nominated by the President of the Students Council and one experienced member of the teaching staff. The Registrar or his/her representative shall be the Secretary to the Committee.

138. Appeals against decisions of the committee shall be received by the Registrar within two weeks of the date on which the decision is communicated to the student. Such appeals shall be heard by an Appeal Committee. The Appeal Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in Regulation 136. The decisions of the Appeal Committee shall be final.

SECTION VI

ASSESSED COURSEWORK

174. Methods of assessment counting towards the final mark for a course shall be subject to the approval of the School on the recommendation of the relevant Department

175. The evaluation policies and procedures shall be included in the course outline(s) and must be discussed by the lecturers with the students at the beginning of the semester.

176. The relevant Examiner of the coursework being assessed must advise the students in writing about the coursework requirement:

- (i) In the case of a course taught in the first semester, before the end of the second week of that semester
- (ii) In the case of a course taught in the second semester, before the end of the first week of the semester
- (iii) Copies of this advice must be posted on the appropriate Notice Board and sent to the relevant Dean. The information must include the nature, amount and weighting of the coursework

177. The dates of coursework exercises shall be posted on the School and Departmental Notice Boards at least two weeks in advance of the date(s) on which such exercises should be submitted.

178. The Head of each Department in which coursework in the form of written test(s) is assessed, shall ensure that the test(s) is/are invigilated and that such Invigilators abide by the Guidelines for Invigilators as set out in the Invigilators Handbook

179. Where coursework is in the form of a take home assignment, the Lecturer responsible for the course shall ensure that each student is given a receipt on submission of his/her coursework assignment.

180. Coursework is due on the date specified by the lecturer of the course and is normally collected in class unless otherwise specified by the lecturer.

181. Where an extension has not been agreed in advance, or where a student submits an assignment after the agreed extension has expired, the department/lecturer will impose a penalty for late submission. For the first day that elapses between the expiration of the deadline and the receipt of the work by the department/lecturer, 5% point will be deducted from the student's mark for that assignment. 5% mark will be lost for each day up to 10 days that the

assignment is outstanding. Any assignment received after the first ten days but up to the three weeks after the stated deadline will see a 50% points deducted. After three weeks (15 days) any assignment received will attract a mark of zero.

182. A student may apply for an extension of time if there are extenuating circumstances which prevent him/her from submitting the assignment on the due date. Such application must be submitted at least one week before the assignment is due and must be accompanied by supporting documentation for the request.

183. All assignments for each course must be submitted before a student is awarded a grade.

184. All assigned work must be completed within the semester.

185. Examiners shall inform students in writing of their marks/grades for individual pieces of coursework. Such information shall be communicated to students within three (3) weeks of the test or submission.

186. Each Examiner responsible for coursework is required before the start of the end-of-Semester examinations to submit to the relevant Dean a coursework mark-sheet/grade sheet indicating marks/grades for each component, and the final percent and grade for the coursework.

187. In respect of those courses in which the students collaborate in a team and submit reports on their coursework projects, the report of each team shall identify which portions of its contents have been contributed by which student, and each student shall be assessed on the individual contribution of his/hers.

188. All coursework shall be written work except as provided below:

- (i) Oral tests authorized for the examination of certain courses , for example: Spanish
- (ii) Oral components specifically authorized by the relevant Departments on the

following conditions:

- (a) The marks/grades to be allocated to an oral presentation shall not exceed 20% of the coursework.

(b)The minimum number of examiners required to be present shall be two.

- (iii) The marks/grades to be allocated to participation in class discussion shall not exceed 5% of the coursework

189. Where a student is set a coursework project/research paper in which he/she is offered a choice of topic, he/she shall not choose a topic which entails work which he/she has already submitted or intends to submit in relation to another course. If all the topics from which he/she must choose entail the use of such work, he/she shall not be treated as having been offered a choice.

190. A student who fails to comply with Regulation 189 shall be denied the credit for the work in one of the courses, which shall be chosen by him/her.

SECTION VII

REVIEW OF EXAMINATION RESULTS

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

192. The Registrar shall forward the student's request to the Dean of the Faculty concerned.

193. The student may request:

- (a) To go through his/her failed script with the Examiner;
- (b) To have his/her script(s) remarked.

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

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

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

197. Where re-marking of a script under regulation 196 above results in a higher mark than that previously recorded, the fee shall be refunded provided that the increased mark results in a change of grade.

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

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

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

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

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

203. The results of the re-marking shall be conveyed by the Registrar and the Head of the Department and the Dean concerned.

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

205. The Registrar shall make an annual statistical report to Executive Director/ Academic Board on cases where scripts have been re-marked.

CHAPTER V

CHAPTER V

CODE OF CONDUCT (excluding Examination Matters)

This section is intended to encourage respect, integrity and good behaviour among students of the Institute. It outlines general disciplinary standards, gives general notice of prohibited conduct and the associated sanctions. The code should be read broadly, and is not designed to define misconduct in exhaustive terms.

5.1 DISCIPLINE COMMITTEE

The Disciplinary Committee is responsible for the monitoring the general conduct of students. This committee is headed by a Chairman appointed by the Executive Director. Decisions at this Committee are taken by a simple majority. The appropriate officers shall have jurisdiction to investigate and administer appropriate sanctions.

5.2.1 Committee Composition:

This committee comprises a minimum of five who shall be selected from:

- Dean of Discipline
- Registrar
- Director of Marine and Professional Studies
- Dean of Marine and Professional Studies
- Director of Academic Studies
- Dean of Academic Studies
- Heads of Departments
- Student Services Manager
- Lecturers
- Representative of Students' Union and or head of Company of Cadets
- Any person acting in the above capacity

The standing members are the sitting Disciplinary Committee must have a minimum composition (quorum) of five members. The Chairman, one Director/Dean/Registrar/HoD, student/cadet representative and Student Services Manager. Any other person so designated by the Management of the Institute.

5.2.2 The Disciplinary Committee shall have jurisdiction to investigate and administer appropriate sanctions.

5.2 DISCIPLINARY MATTERS

5.2.1 Breach of Discipline

Breach of discipline shall be categorized into minor, major or gross misconduct.

5.2.2 Schedule A - Classification of Offences

Minor Offences

Minor Offences shall include, but are not limited to, the following:

1. Coming to school under the influence of alcohol
2. Failure to comply with a reasonable instruction given by an employee of the Institute
3. “Horse-play” or other similar conduct likely to cause injury to person or damage to property
4. Disruption of legitimate Institute activity
5. Loitering in a prohibited zone
6. Playing of loud music on Institute property
7. Parking in an unauthorised zone or area
8. Non-observance of Institute traffic regulations
9. Non-compliance with school dress code

Major Offences

Major offences shall include, but are not limited to, the following:

1. Use of abusive, offensive or obscene language
2. Gambling on Institute property
3. Using Institute property without permission
4. Parking in an unauthorised zone or area (Repeated Offence)

5. Non-observance of Institute traffic regulations(Repeated Offence)
6. Abuse of Institute E-mail facility
7. Smoking in non-smoking areas
8. Refusal to provide identification when asked to do so by an employee of the Institute.
9. Display of sexually suggestive or degrading material in any common area.
10. Persistent commission of the offences classified as minor offences
11. Causing damage to property or third party on Institute's premises
12. Failure to comply with a reasonable instruction given by an academic staff or senior administrative staff
13. Use or possession of stones, knife, gun, heavy object, etc., as a weapon against another person on the Institute's premises
14. Threatening an Institute employee
15. Coming to school under the influence of unapproved drugs – marijuana, cocaine, etc.
16. Indiscriminate use of alcohol on Institute Property
17. Verbal threats, assaults and malicious abuse to fellow students or third parties on Institute property
18. Possession and/or use of dangerous substance such as any chemical ,toxin, gas or nerve agent on Institute property
19. Possession of Institute property without permission
20. Disruption of teaching and learning process
21. Infringing safety regulations or disregarding notices concerning safety precautions in any part of the Institute
22. Impersonation or unauthorised possession of identification card
23. Any conduct on or off the campus that puts the Institute into disrepute
24. Non-payment of tuition or any other prescribed Institute fee

Gross Misconduct

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

1. Any proven act of discrimination on grounds of sex, disability, race, religion, class
2. Any form of bullying and/or personal harassment
3. Persistent commission of offences classified as major offences

4. Intentionally causing malicious damage to the Institute's property, property of an employee of the Institute or fellow student
5. Physical assault, fighting or battery of an individual on the Institute premises
6. Falsification of report, record, or any other document
7. Stealing Institute property
8. Proven sexual misconduct on the Institute's property including its boarding facility
9. Provoking or inciting students to riot or to behave in a disorderly manner
10. Unauthorised use or disclosure of confidential information
11. Sexual harassment of student, visitor or employee of the Institute
12. Unauthorised possession of firearm or any lethal weapon or instrument on the Institute's property
13. Discharge of a firearm on the Institute's property
14. Making a duplicate key for any building in the Institute
15. Committing a criminal offence
16. Unauthorised access to records and databases of the Institute or of any member of staff
17. Impersonation or unauthorised possession of identification card
18. Non-compliance with punishment made under Disciplinary Committee
19. Use of any objects (stones, knife, gun, heavy object) as a weapon against person on the Institute's premises. (Repeat offence)

5.2.3 Classification of Sanctions

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

5.2.3.1 Sanctions for Minor Offences

The Institute reserves the right to sanction minor offences by one or a combination of the following:

1. Oral reprimand
2. Written warning
3. Fine not exceeding \$5,000.00. The Disciplinary Committee will

in all cases state the time within which a fine shall be paid and the appropriate penalty to be imposed in a case where the fine is not paid within the period specified by the Disciplinary Committee.

4. Community Service not exceeding 40 hours. Students on community service will be required to be attired in a vest designated for this purpose.
5. Exclusion from designated areas and/or activities of the Institute.
6. Order/Instruction to write letter of apology.
7. Withdrawal from Institute's representation or Students' Union representation
8. Reimbursement for damages to person and/or property, inclusive of an administrative fee

5.2.3.2 Sanctions for Major Offences

The Institute reserves the right to sanction major offences by one or a combination of the following:

1. Fine not exceeding \$20,000.00.
2. Community service not exceeding 200 hours.
3. Suspension not exceeding one year from the Institute
4. Binding student over to good behaviour
5. Order/Instruction to write and publish letter of apology
6. Withdrawal from Institute/Student Union representation
7. Expulsion from the Institute
8. Reimbursement for damages to persons and/or property, inclusive of an administrative fee.

5.2.3.3 Sanctions for Gross Misconduct

The Institute reserves the right to sanction gross misconduct by one or a combination of the following:

1. Revocation of Institute's Certification
2. Suspension not exceeding three years from the Institute
3. Expulsion
4. Reimbursement for damages to persons and/or property, inclusive of an administrative fee.

IMPORTANT NOTICE: The Institution holds very high behavioural standards and expects students to act responsibly within the parameters of not only the Institution's Regulations but those of the civil laws of Jamaica. Disciplinary issues involving **STEALING, FIGHTING, RAPE** and the use of **ILLEGAL SUBSTANCES** will be dealt with in the strictest manner and sanctions will not only be based on the Institution's Regulations but also on the laws of Jamaica. The Institute reserves the right to refer any offence which it deems criminal to the Police for determination.

5.3 APPEALS FOR DISCIPLINARY OFFENCES

All sanctions imposed by the Disciplinary Committee are subject to an appeal by the affected student. Appeals are to be addressed to the Executive Director who will forward the appeal to the external Disciplinary Appeals Committee (DAC) which is appointed by the Chairman of the Board.

Disciplinary Appeals Committee (DAC)

1. On receipt of the Disciplinary Committee's findings and decision, the student, if not in agreement with the decision, can within 10 working days, appeal the decision by writing to the Executive Director.

The Executive Director shall refer the matter to the Disciplinary Appeals Committee which shall investigate and report within 10 working days its findings and final decision. The final decision will be communicated to the Executive Director who will forward the decision from the Appeals Committee to the Registry.

2. The Disciplinary Appeals Committee will comprise of external persons selected by the Chairman of the Board.

3. The student has the right to have representation at all the levels of the proceedings, if so desired, and shall communicate his/her intent in writing to the DAC at least five (5) working days prior to the hearing.

4. The Disciplinary Appeals Committee may confirm, reverse or vary the decisions of the Disciplinary Committee.

5.4 STUDENT GRIEVANCE PROCEDURE

A. Policy

Students with grievances to be addressed, may air their issues as appropriate in the procedures outlined herein. The policy of the CMI is to provide a timely, equitable and efficient method of the resolution of a student grievance.

B. Grievance Procedural Guidelines

10. Academic issues will be grieved, as appropriate, as is seen in the Student Grievance Procedural Manual
11. Non academic concerns will be grieved, as appropriate, via
 - a. Registrar
 - b. The Student Services Manager / Chaplin
 - c. The Deans of relevant schools
 - d. Students' Union Representative / Head of Company of Cadet
3. The student may represent him/herself or may seek an advisor to assist in the process. The advisor may be a member of the professional staff of the CMI.

5.5 HARASSMENT POLICY

Harassment speaks to repeated, intrusive or unwanted acts, words or gestures intended to adversely affect the safety, security or privacy of another regardless of the relationship between the actor and the intended target. It is an undesirable conduct affecting the dignity of individuals and which appears or is perceived to be offensive, demeaning, intimidating or hostile.

Harassment can be sexual, racial, cultural, physical, emotional. This can also be any other form of personal harassment arising from physical or mental disability, sexual orientation, socio-economic status, ethnic origin, age, religion etc.

Where it is reported or otherwise discovered that there have been instances of harassment an internal investigation will be launched. If it is realized that the laws of the land may have been affected, due process of a civil and or criminal nature will be adhered to.

5.5.1 Policy Statement

Sexual harassment is any unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature. The Caribbean Maritime Institute is committed to eliminating all forms of harassment. All individuals of

CMI should be treated with dignity and respect. If harassment does occur, the policy aims to ensure that adequate procedures are readily available to deal with the problem and prevent it from reoccurring. Harassment can have a detrimental effect upon the health, confidence, morale, learning and performance of those affected by it.

5.5.2 Classification of Sexual Harassment

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-school hours when the person has said no or has indicated he or she is not interested;
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials;
- Out of school, unwelcome conduct of a sexual nature that affects the school environment.

A victim of sexual harassment can be a male or a female. The victim can be of the same sex as the harasser. The harasser can be a lecturer, administrator, student, other Institute employees, or a visitor or non-employee who has a business relationship with the Institute.

All forms of harassment should be reported to the Registry Division.

CHAPTER VI

SECTION VI

STUDENT LIFE

The Caribbean Maritime Institute seeks to enrich its students holistically by supporting not only their academic progression but also their involvement in co-curricular activities. These co-curricula need ranges from leadership involvement, community building, volunteerism, artistic expressions to sporting endeavors, among others.

6.1.1 Clubs and societies at the CMI:

- Rotaract Club
- Tourism Action Club
- Universities, Colleges Christian Fellowship (UCCF)
- Environmental Club
- Circle K



6.1.2 Sporting Involvements:

- Netball
- Football
- Basketball
- Cheerleading
- Volleyball
- Swimming



6.1.3 Other Activities:

- Mr and Miss C.M.I
- Sports Day
- Heritage Week Celebration
- Crazy Dress day
- Domino competition
- Semseter parties



6.2 COMMUNITY STANDARDS

All students are expected to observe the Institution’s regulations as well as the local laws. Non-compliance with these policies or regulations may result in disciplinary action. It is the responsibility of all students to discourage other persons from violating these standards and to report any violation of community standards to the relevant Officers.

Students are encouraged to be vigilant and observant as it concerns their personal safety and security. Personal items are left at owner’s risk. The Institute will not take responsibility for loss, theft or damages to an individual’s personal items/ belongings.

6.3 CAMPUS SECURITY & SAFETY

5.3.1 Student Identification/Class Cards

All students are expected to visibly display their I.D while on campus. Security checks

conducted on campus may require students to present I.D. for inspection on demand by the Safety Officer or security personnel or other authorized officers.

6.3.3 Vehicle Inspections

All vehicles entering or exiting the campus are subject to search. Our control system records the license plate number of all vehicles entering the premises.

6.3.4 Parking

Designated parking spaces are reserved for Senior Management. Otherwise parking is open to students and staff on a first come first serve basis.

NOTE: All vehicles are to be parked face out.

6.3.5 Personal Safety

Students are encouraged to be especially cautious when walking alone on the road from the main gate to the Institute – please arrange to travel in groups at all times and never travel alone after dark. Students are also cautioned to be careful while walking alone on campus at nights. If students are concerned about or are fearful for their personal safety or security while on campus, a report should be made to the Campus Marshal or security personnel immediately. Any suspicious activity in or around the campus should also be reported immediately to the relevant security personnel listed above at extension 270.

6.4 PERSONAL RESPONSIBILITY/SAFETY

6.4.1 Alcohol Consumption

The use of alcohol on campus is prohibited except in circumstances where a written request is made by a student group/club or society for an authorized function and a written permission by the relevant officer has been granted. In this case, only beers (of all type) below the alcoholic contents of 4.7% per volume will be allowed on campus. Students are especially asked to be responsible in these special situations.

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

6.4.2 Illegal Drugs/Substances

CMI has a zero tolerance stance on the use of illegal drugs/substances. **Students found with any such substances will be expelled from the Institute.**

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

3.4.2.1 Reasonable suspicion regarding use, possession, or sale of illegal drugs.

3.4.2.2 Any of the above activities by guests of any students. Students are further advised that drugs will remain in the system for up to six (6) months and upon the positive results of a compulsory blood test (a requirement in the medical for students going to sea) the student will not be allowed to embark upon his/her sea service.

6.4.3 Fire Safety Precautions

The following are guidelines students should follow as precautions to an emergency or fire:

Know exit points from all buildings. Fire evacuation plans are located in various areas on campus. Notify the Campus Marshal if this plan is missing. This plan should not be covered or removed.

Do not obstruct doors, passages or walkway since it could mean the difference between life and death for someone escaping a fire. Never leave personal belongings or trash in the passages.

Do not tamper with fire alarms, fire extinguishers or smoke detectors. This is a serious crime. Misuse of any fire safety equipment will result in disciplinary action and a \$500.00 fine.

In the event of an alarm, all students must evacuate the building through the nearest exit as quickly as possible. Once outside, move away from the building. Failure to comply with an alarm will result in disciplinary action.

Do not return to the building until the Safety Officer or Campus Marshal has indicated it is safe to do so.

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

6.5 GENERAL CONDUCT/REQUIREMENTS

6.5.1 Bulletin/Notice Boards

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

6.5.2 Parties/Fete/Other Student Functions/Activities

Permission is to be sought from the Student Services Department for the hosting of all student related functions/activities. Students are to submit a written request attached with a detailed project proposal no less than two weeks in advance to the relevant office when seeking such permission. Where permission is granted, all functions should end by 12:00 midnight (unless otherwise permitted).

Kindly note that the Student Services Department will outline the criteria/stipulations for hosting such functions.

6.5.3 Damages to the Institute's Property

Damages to or destruction of the Institute's property are prohibited. Students held liable will be disciplined accordingly.

6.5.4 Disorderly Assembly

6.5.4.1 Organizations/students may not interfere with the free movement of other students around the campus or with the use of CMI's facilities or with the normal operation of CMI.

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

6.5.4.3 Organizations/students may not harass others. Harassment includes, but is not limited to, threats, intimidations, verbal abuse, nuisance by whatever means of communication, following Harassing is not limited to acts based on sex, race, creed, national ethnicity, religion or disability.

6.5.4.4 Obscene or indecent conduct is prohibited.

6.5.4.5 Organizations/students must comply with the directions of CMI officials acting in the performance of their duties.

6.5.4.6 Tampering with elections is prohibited.

6.5.5 Educational Related Trips

Any approved group trip by CMI students must be accompanied by at least one CMI official. Students travelling outside of Jamaica are not covered by the accidental death and dismemberment insurance coverage offered by the Institute.

6.6 SERVICES/FACILITIES

6.6.1 Civic Services

- **Transportation:**

Bus service via JUTC (from Downtown Kingston en-route to Norman Manley Airport or Port Royal) is accessible to students. There is a special arrangement for morning drop-off and one evening pick-up at the Institution's campus. (See the Student Services Office for further details).

- **Banking:**

Students who are interested in opening an account while at the Institute may do so at the National Commercial Bank located on Windward Road or at other financial institutions located in Downtown Kingston.

24 hours banking machines are also available:

- ✓ National Commercial Bank
 - Harbour View Shopping Centre

- ✓ Scotia Bank
 - outside of the supermarket at the Harbour View Shopping Centre

- ✓ Victoria Mutual Building Society - inside the Esso Gas Station

There is also a cambio service located at the Harbour View Mini Stadium, where there is a branch of WESTERN UNION and also Grace Kennedy Remittance Services.

6.6.2 Postal Services

A post office is situated in the Harbour View Shopping Centre. Students may also receive mail through the Institute. These may be collected at the Receptionist Desk. Mails not collected will only be kept for a period no longer than 6 months.

6.5.3 Medical Centre

A private medical centre is located behind the Harbour View Shopping Centre and a government runned medical clinic is located on Neptune Avenue in the community.

6.5.4 Pharmacy

A fully equipped pharmacy is situated in the Harbour View Shopping Centre.

6.5.5 Library

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

6.5.6 Other Facilities within the Shopping Centre:

- Supermarket
- Meat Store
- Wholesale Store

- Auto Shop
- Book Store
- Barber
- Variety Stores
- Fast Food Restaurants – Tastee & Rouney’s,
- Restaurants - Golden Spoon
- Digicel Outlet (For Telephone & Accessories)
- Gas Cylinder Outlet
- Computer Store
- Fishing Equipment Store
- Wholesale household chemical store
- Nurseries
- Hair Dressing Salon

6.7 CMI STUDENTS’ UNION

Student government is a vital aspect of every institution; as such Caribbean Maritime Institute has a democratic student body that represents the student population. CMI’s Students’ Union (SU) is a member of the Jamaica Union of Tertiary Students (JUTS). CMI, JUTS, and CMI’s Student Union is responsible for the efficient management of all aspects of students’ academic and social development. The SU also acts as a mediator between the students and administration/faculty. SU promote students welfare through its specialized committees that seeks to address student’s concerns. This task is carried out through professional and innovative leadership by all Council members.

“SHOWCASING QUALITY LEADERSHIP: IMPACTING THE FUTURE THROUGH QUALITY REPRESENTATION”

The members of the SU will be operating under the theme “*Showcasing quality leadership: impacting the future through quality representation*” for the academic year 2016-2017. This theme is to inform the student population that the SU is ready and committed to work and showcase immaculate leadership on their behalf.

6.7.1 Students’ Union Mission

The Union’s Mission is to:

- Act in matters of education, welfare and publicity on behalf of the Student body

- Coordinate actions of Council Sub-Committees
- Appoint Student representatives to C.M.I's Committees and Working groups as requested by the Management
- Encourage and assist affiliated Clubs, Societies and Sporting Teams
- Disseminate information about the affairs of the Student Council to students
- Preparation and review of strategic plan
- Prepare an annual budget
- Play a part in the regulating the standard of discipline among students
- Appoint ad hoc advisory committees as necessary
- Meet monthly
- Plan in conjunction with the Administration, the Orientation exercise for new students in September
- Assist in the Election process of new Students' Union Officers

The purpose of the Students' Union is to serve as the official voice of the student body. The SU acts as a mediator between the students and administration/faculty. SU promote students welfare through its specialized committees that seeks to address student's concerns.

6.7.2 Leadership Behaviour Requirements for Executive Members

- 1 Giving and asking for instructions, ideas, opinions, feelings
2. Clarifying, synthesizing and giving examples
3. Periodically summarizing what has taken place and the major points discussed (at meetings)
4. Encouraging and supporting participation by all students
5. Evaluating the effectiveness of the UNION and diagnosing difficulties in Student Union functioning
6. Giving direction to discussions
7. Energizing discussions
8. Helping the 'sending' skills of each member of the executive body and student body (at group meetings and in group activities)

9. Helping the ‘receiving’ skills of the members of the executive and student body
10. Being an active listener
11. Moderating controversies by disagreeing with others in ways that promote intellectual disagreement without personal rejection and helping other members disagree in the same manner.
- 12 Beginning, ending and keeping on time during the meeting of the group or any other forum

6.7.3 Students’ Union Composition

PRESIDENT

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

VICE PRESIDENT (EDUCATION)

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

VICE PRESIDENT (ACTIVITIES)

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

TREASURER

Oversees the financial accountability of the SU and its affiliated clubs and societies:

- Shall prepare and present an annual financial budget.
- Shall in addition prepare a quarterly budget and statement of account
- Shall make all disbursements by cheque where possible.
- Shall head the Council's fundraising committee
- Shall prepare and present a report of each fundraising activity two weeks after such activity

ASSISTANT TREASURER

- Assists Treasurer in carrying out functions.

SECRETARY

- Shall prepare and present minutes to Council 3 days in advance of the next regular meeting.
- Shall record the minutes of all Directorate meetings.
- Shall prepare, send and be responsible for all correspondence related to Student Council activities and present the necessary correspondence to the Council.
- Shall be responsible for keeping all attendance records of Council meetings.
- Shall maintain an up-to-date copy of the Student's Council constitution in a type-written form:
- Shall take the initiative in aiding other members of the Directorate in their tasks

ASSISTANT SECRETARY

- Assists Secretary in carrying out functions

PART-TIME/EXTERNAL OFFICER

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

INTERNATIONAL OFFICER

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

PUBLIC RELATIONS OFFICER

The Editor of the student newsletter or any publication

- Shall be responsible for the promotion and dissemination of information to the CMI student body, Management and staff to external personnel eg. Other schools, clubs, etc. (including visiting these external campuses, organization in order to disseminate information)

ASSISTANT PUBLIC RELATIONS OFFICER

- Assists PRO in carrying out functions.

SPORTS OFFICER (MALE/FEMALE)

- General sporting activities on/off campus

WELFARE OFFICER

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

RESIDENTIAL REPRESENTATIVE

- Represents Residential students on the Students' Union.

STUDENTS' UNION MEMBERS 2016-2017

Executives

Romane Wallace	President	romainewallace74@gmail.com
Nicholas Kitchin	Vice President of Academics	dilankitchin@gmail.com
Gauntlett Cunningham	Vice President of Activities	gcunningham001@yahoo.com
Aaron Harley	Treasurer	aaronharley7@gmail.com
Sharelle Reid	Secretary	sharellereid@gmail.com

Council Members

Shanae Walters	Welfare Officer	shanaewalters83@gmail.com
Joneil Brown	Public Relations Officer	joneil@stu.cmi.edu.jm
Jordan Smith	Male Sports Coordinator	jordylegend@outlook.com
Coleen Cowell	Female Sports Coordinator	cowell.coleen@yahoo.com
Khaleel Powell	Male Residential Representative	powellkhaleel@gmail.com
Vacant	Female Residential Representative	
Kadeja Pennant	Part-Time Officer	pkadeja@yahoo.com
Dishaun Watson	International Officer	dishaun.watson16@gmail.com
Courtney- Ann Wallace	Assistant Public Relations Officer	nakia_courtneyann@yahoo.com
Chevaughn Bascoe	Assistant Treasurer	chevobas@hotmail.com
Victor Allan	Assistant Secretary	victor.allan80@gmail.com

ACTIVITY	DATE
‘Freshers’ Fete	September
Inter-Collegiate Competitions Netball, Football, Basketball, Swimming 	1st and 2nd Semester
Heritage Week Cultural Show 	October
Inter Department Debate 	November
Mr & Ms Caribbean Maritime Institute Competition & Fete 	November
Annual Sports/Fun Day 	February
Campaigning and Election of Officers for Student Union 	March
Inter-class Football/Netball Competitions 	February / March

Note: Other events will be added to the calendar of activities accordingly.

DIARY

JAMAICA 2016 HOLIDAY CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
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February						
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July						
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Holidays	
1 Jan	New Year's Day
10 Feb	Ash Wednesday
14 Feb	Valentine's Day
25 Mar	Good Friday
27 Mar	Easter Sunday
28 Mar	Easter Monday
8 May	Mother's Day
23 May	Labor Day / May Day
19 Jun	Father's Day
1 Aug	Emancipation Day
6 Aug	Independence Day
17 Oct	National Heroes' Day
24 Dec	Christmas Eve

Holidays	
25 Dec	Christmas Day
26 Dec	Boxing Day
27 Dec	Christmas/Boxing Day Holiday
31 Dec	New Year's Eve

2017

January						
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July						
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August						
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Federal Holidays 2017

- Jan 1 New Year's Day
- Jan 2 New Year's Day (observed)
- Jan 16 Martin Luther King Day
- Feb 20 Presidents' Day
- May 29 Memorial Day
- Jul 4 Independence Day

Calendarpedia
Your source for calendars

- Sep 4 Labor Day
- Oct 9 Columbus Day
- Nov 10 Veterans Day (observed)
- Nov 11 Veterans Day
- Nov 23 Thanksgiving Day
- Dec 25 Christmas Day

CASES FOR INSTANT DISMISSAL

Notwithstanding the provision inside the Students Handbook the cases for instant dismissal include:

- Malicious destruction of property
- Theft
- Fighting
- Use / Trade of illicit drugs
- Three (3) breaches of the Dress Code

NB: Students not properly attired will be denied access into the campus.

