



THE UNIVERSITY OF THE WEST INDIES
FACULTY OF MEDICAL SCIENCES
THE UWI SCHOOL OF NURSING, MONA

BACHELOR OF SCIENCE NURSING
BScN Programme

REGULATIONS

BScN degree**A. QUALIFICATIONS FOR ADMISSION**

- 1.** In order to be eligible for entry to the programme of study for the Bachelor of Science degree in Nursing, applicants must:

Either **(a)** **(i)** satisfy the University requirements for normal matriculation (see Matriculation Regulations); **and**

(ii) have obtained passes in the Caribbean Examination Council (CXC) Examination or the General Certificate Examination (GCE) Ordinary Level or approved equivalent, in at least FIVE (5) subjects, including English Language, one subject from Mathematics, Physics or Statistics and one subject from Biology, Human & Social Biology, Integrated Science and two subjects from Agricultural Science, Geography, Caribbean History, A Modern Language, Social Studies, Religious Education, Food & Nutrition, Home Economic Management, Principle of Accounts, Principles of Business, English Literature, Business Studies, Information Technology, or Chemistry;

OR **(b)** **(i)** satisfy the University requirements for Lower Level Matriculation (see Matriculation regulations); **or**

- 2.** Persons of the age of 21 years and over, who do not otherwise satisfy the requirements set out above for admission into the programme, may nonetheless qualify for entry based on their overall experience and professional and academic attainments. Such persons will be required to submit full details of their career along with their applications, and to take tests and/or be interviewed as may be required by Faculty Board.

3. Applicants are required to:
- (a) be at least 17 years at the time of admission to the programme
 - (b) submit to a personal interview in a designated place in one of the contributing countries
 - (c) provide curriculum vitae;
 - (d) provide three (3) letters of recommendation (sent directly by the referees to the Office of Admissions, UWI, Mona);
 - (e) provide transcripts of secondary or tertiary level education (sent directly by the institution to the Office of Admissions, UWI, Mona);
 - (f) sit the University's English Language Proficiency Test, unless they are persons exempted from this requirement under the Regulation for the English Language requirement.

(N.B.) UWISON wishes to stress the critical importance of computer literacy to an applicant's success in the programme and to one's overall professional competence. Applicants are therefore expected to be computer literate at the time of entry into the programme.)

4. Applicants may also be required to do any or all of the following:
- (i) successfully complete recommended pre-nursing courses;
 - (ii) write an entrance examination;
5. Extra Curricular Activities:
- (i) Applicants' chances of entry into the programme will be significantly enhanced by documented and certified evidence of their involvement in extracurricular and/or community activities in the years prior to their application.
 - (ii) These activities should be listed on the application form and must be accompanied by original letters of certification from headmasters/headmistresses, supervisors, chairpersons, presidents, directors, ministers of religion or other appropriate individuals.
 - (iii) In considering these activities, the University will favour voluntary joyette.aiken02@uwimona.edu.jmjoyette.aiken02@uwimona.edu.jminvolvement and leadership roles in community/ social projects, programmes of a governmental or non-governmental nature, proficiency in any aspect of the visual and performing arts and foreign language(s).

B. OUTLINE OF THE DEGREE PROGRAMME

6. (a) The Bachelor of Science Degree in Nursing is awarded on the basis of a programme of study comprising a total of not less than 120 credits in courses covering both theory and practice and will be offered on a **Full time** and on a **Part time** basis.
- (b) The programme will consist of theoretical and practical courses as follows:
- (i) Courses taught by **persons approved by** the Faculty of Medical Sciences;
 - (ii) Approved out-of-faculty courses offered by other faculties as listed in the Appendix;
 - (iii) Foundation courses.
- (c) Each course normally extends over not more than one (1) semester, but in some cases may extend over two (2) semesters. The weighting of a course is expressed in terms of credits.

7. In order to be eligible for the award of the degree, candidates must:

- (a) have been in satisfactory attendance equivalent to at least 85% of the total period of the course; and
- (b) have obtained passes in courses equivalent to a minimum of **one hundred and twenty (120)** credits from Levels I, II and III courses, as follows:

Level I	35
Level II	38
Level III	38
Foundation Courses Levels I & II	9

All Level I and Level II courses are compulsory. Level III courses are also compulsory. **However, there are electives from which the student may choose.**

- (c) On successful completion of Levels I, II and III, all candidates are required to sit a Professional Qualification Examination. This examination consists of two (2) parts: clinical and functional. Both components of this examination are graded by internal and external examiners.

- (d) The grading scheme utilized for this degree is as follows:

GRADE	EQUIVALENT %	GPA
A	80 - 100 Distinction	4.00 & above
B+	70 - 79 Honours	3.60-3.99
B	60 - 69 Good	3.00-3.59
C	50 - 59 Pass	2.00-2.99
F	0 - 49 Fail	

C. REGISTRATION

8. (a) Candidates pursuing the programme of study for the Bachelor of Science Degree in Nursing may register as **full time** or **part time** students.
- (b) Candidates must register for courses at the beginning of the academic year. Changes in registration may be effected up to the end of the third week of Semester I for Semester I courses and up to the end of the second week of Semester II for Semester II courses.
- (c) Registration for any course means that a candidate has entered for the associated examinations, and will therefore be deemed to have failed the course if he/she does not attend the examinations without previously having withdrawn from the course, or without having tendered evidence of illness at the time of the examinations, certified by the University Health Officer or any other medical practitioner approved for this purpose by the University. In the latter case, the medical certificate must reach the Campus Registrar no later than seven (7) days after the date of the examination concerned.
- (d) A candidate registered for a course may withdraw from it by submitting a Change of Registration Form to the Campus Registrar through the Dean. In the absence of exceptional circumstances, such notification must reach the Dean by the end of the fourth week of the Semester in which the course is offered.
- (e) A candidate who has recorded a pass in a course will not be permitted to re-register for the same course.

D. EXEMPTIONS

- 9.**
- (a)** A candidate who has completed a course and passed the examinations from this University within the past five years, and which course(s) is/are the same as required by the BScN programme of study, may apply through the Head of School, for exemption and credits for the course or courses. The candidate may be recommended for exemption and credit.
 - (b)** A candidate who has completed a course and passed an examination from this University or from any other Tertiary Level Institution recognized and approved by the University of the West Indies, in a subject which forms part or the whole of an analogous subject in the BScN programme, may apply to the Faculty Board through the Head of the School for exemption.
 - (c)** The Head of School shall examine the syllabus, nature and duration of the course; the candidate's grading in the examinations for the course; the time that has elapsed since its completion and in particular whether it is analogous in part or whole to that offered at this University.
 - (d)** The Head of School shall make one of the following recommendations to the Faculty Board, indicating the reasons for this recommendation:
 - (ii)** that the candidate's application be rejected; or
 - (iii)** that the candidate be exempted from a part or the whole of the course and be required to take part or the whole of the examination for the course, as the case may be; or
 - (iv)** that the candidate be exempted from the course and the examination.
 - (v)** that the candidate be exempted with credit from the course and the examination.

The Faculty Board, having considered the recommendations of the Head of School, shall in turn make its recommendations to Academic Board.

- (e)** Only three (3) such exemptions will be granted for the programme, and will not include Levels II and III Nursing courses.
- (f)** Exemptions may be given to students who are readmitted, having been asked to withdraw on academic grounds, subject to the University's regulations regarding credits and exemptions.

E. INTER AND INTRA FACULTY TRANSFER

10. (a) Any candidate registered in the University who has successfully completed at least one Semester's academic work on the first attempt, may request a transfer to the BScN programme.
- (b) Any credits relevant to the BScN would be recognized in these circumstances. This includes any University foundation courses the candidate has successfully completed.
- (c) If the candidate has no credits relevant to the BScN, then all BScN credits will have to be completed.
- (d) Such a candidate must meet the matriculation requirement to study for the BScN degree in Nursing.

F. FULL TIME PROGRAMME

11. (a) The **full time** programme will require a minimum of three calendar years and a maximum of six calendar years.
- (b) A **full time** candidate is generally required to register for not less than twelve (12) and not more than eighteen (18) credits in a semester.
- (c) A **full time** candidate requiring 21 credits to complete the BScN Degree and who has had at least a Grade B in more than half of completed courses may request permission to take 21 credits in a single semester. Successful completion of courses on the first attempt will be considered in the granting of this request.

G. PROGRESS THROUGH THE PROGRAMME

12. (a) All candidates admitted to the programme must register for all courses as well as the necessary foundation courses, as outlined in the Curriculum.
- (b) In order to satisfy the minimum requirement for entry to Level II, a candidate must record pass in Level I courses equivalent to a minimum of thirty (30) credits in courses other than foundation courses.

- (c) Promotion to Level III will be granted if passes have been recorded in all Level II courses other than foundation courses or if passes are recorded in all such courses except one course, equivalent to not more than three (3) credits, and the candidate has been granted permission to resit the examination. Candidates failing a course or courses equivalent to more than 3 credits will be required to repeat the course(s).
 - (d) Exemptions from some courses may be obtained on the basis of Regulation 9 above.
13. The maximum number of credits for which a candidate may register in Semester 1, Level II, is twenty one (21), including credits from Foundation courses and courses in respect of which a candidate must resit an examination.
14. (a) A **full time** candidate will be asked to withdraw from the Faculty if she/he has failed all courses taken in semester 1 Year 1.
- (b) A **full time** candidate will be asked to withdraw from the Faculty if she/he has not gained:
- Twenty-one (21) credits by the end of semester 2, Year 1
 - Forty-five (45) credits by the end of summer Year 2
 - Ninety (90) credits by the end of Year 3
 - All required credits by the end of year 6.

H. THE PART TIME PROGRAMME

15. (a) The **part time** programme will require a minimum of six (6) calendar years and a maximum of ten (10) calendar years.
- (b) A **part time** candidate will pursue not less than three (3) and not more than nine (9) credits in Semesters 1 and 2 of any year.
- (c) A **part time** candidate may pursue all the credits offered any summer, providing that prerequisites have been successfully completed and the candidate is not repeating any other course or courses during that summer.
- (d) A **part time** candidate will be asked to withdraw from the Faculty if she/he fails all the courses taken in Semester 1 Year 1 OR

has not gained:

nine	(9) credits by the end of Year 1
eighteen	(18) credits by the end of Year 2
forty-two	(42) credits by the end of Year 3
sixty-nine	(69) credits by the end of Year 5
ninety	(90) credits by the end of Year 6
all required credits by the end of Year 10.	

I. CHANGE OF STATUS

- (a) A **full time** or **part time** candidate may request a change of status (from **full time** to **part time** or vice versa) demonstrating in writing the circumstances that necessitate such a change for the approval of Academic Board.
- (b) The change will take effect at the beginning of the ensuing academic year.
- (c) The candidate must maintain the adjusted rate of progress for the **full time** or **part time** programme of study being pursued.

J. LEAVE OF ABSENCE

17. (a) A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Faculty Board, through the Head of Department and the Dean, stating the reason(s) for the application.
- (b) The length of such leave of absence if granted will be subject to the approval of Academic Board, but will not exceed one academic year in the first instance, terminating at the end of the academic year for which the application is approved.
- (c) Leave of absence will not be granted for more than 2 consecutive academic years.
- (d) Leave of absence may be granted for a semester or for an academic year.
- (e) Applications for leave of absence for a semester must be submitted by the end of the third week of the relevant semester.
- (f) Applications for leave of absence for the academic year must be submitted by the end of the third week of Semester 1.

K. GENERAL

18. Attendance is absolutely essential for ALL aspects of the BScN programme. These include class room activities, nursing arts and science laboratories, clinical teaching/learning activities and special assignments wherever and whenever these are organized, and special educational/clinical activities at departmental or faculty level, such as research conferences, which are designed to enhance the programme.
19. Candidates may choose to spend a semester or a summer in the second year at another UWI campus country or at an approved tertiary level institution pursuing course(s) that would have been offered in that semester at Mona. This is at the candidates' expense and must be arranged well in advance, recommended by the Head of School to the Dean and be approved by Faculty and Academic Boards, and with the full knowledge and agreement of the Dean(s) at the other campus/institution.
20. Candidates are required at all times to conduct themselves appropriately and observe the regulations prescribed by the University and the Nursing Council of Jamaica.

L. CLINICALS

- 21. (a)** Candidates pursuing the clinical aspects of the programme in designated institutions, are required to be suitably attired, have appropriate material/equipment for their clinical activities, are to be punctual and remain for the specified time. In so far as it may be necessary to use the institution's or client's/patient's property in their clinical learning process, candidates are expected to exercise due care.
- (b)** Candidates may not ask the designated institution for time to pursue causes other than the clinical objectives they are assigned to pursue.
- (c)** In the case of emergency, requests are to be directed to the University Lecturer/preceptor in charge of the clinical/field activity. The employees of the designated place are not authorized to alter the time to be spent by the candidates or the objectives to be pursued.
- (d)** In circumstances of actual or impending disaster candidates will follow the directions given by the person or group authorized so to do.
- (e)** Candidates are required to be polite to all employees and particularly to the clients and patients with whom they interact. In addition to the relevant University/Faculty/Departmental regulations, candidates must observe those of the designated place to which they are assigned including legal requirements.
- (f)** Candidates' assignment will be for learning purposes.
- (g)** Candidates will not assume employee responsibility.

M. EXAMINATIONS

22. (a) Registration for a course constitutes registration for the examinations in that course.
- (b) Candidates will be examined during and/or at the end of each semester and the summer sessions in the course(s) for which they are registered.
- (c) A course may be examined by one or more of the following methods:
- (i) Written examinations - with essay and /or objective type questions;
 - (ii) Oral examinations;
 - (iii) Practical **Clinical** examinations
 - (iv) Course work (which shall include written in-course tests, practical work, essays, projects, studies and other forms of course work exercises as approved by the Faculty Board or the Campus Committee on Examinations, as the case may be). In-course examinations may constitute up to 50% of the marks for the final grade. They are conducted similarly to end-of-semester examinations and are to be similarly observed.
 - (v) All course work assignments must be submitted on the stipulated date. Any request to do otherwise must be submitted in writing with appropriate justification, at least 48 hours before the due date, addressed to the Dean, through the Head of School and the course lecturer. The Dean will consider the request and make a determination. Any requests less than 48 hours of the due date of an examination will be considered only in circumstances of accident, illness, hospitalization, death of spouse, child, parents or guardians.
- (d) Courses for which the final examination consists of both clinical and written components, the candidate must obtain a pass in each component to be successful in the course.
- (e) A candidate must attend all examinations at the designated date, time and place.
- (f) A candidate who fails to attend any examination shall be recorded as having failed the examination.
- (g) Each candidate's work is to be reviewed with her/him at the end of each semester and the appropriate academic advisement given. Where indicated or requested the candidate shall be referred for counseling.

N. CONDITIONS FOR SUPPLEMENTAL EXAMINATIONS

- 23.** If a candidate achieves the prescribed standard in all but two courses and his/her failure in each of these two courses is within five (5) points of the prescribed pass mark, such a candidate may be allowed supplemental examinations. Supplemental examinations are only offered once for a course. The supplemental examination will take the form decided on by the School and will be a written and/or oral and /or clinical examination.
- (a) The candidate will be notified of the date, time, place and nature of the examination.
 - (b) A candidate who fails to attend a supplemental examination, other than for some justifiable reason such as sudden illness or death of a loved one will be deemed to have failed the course. Evidence of the extenuating circumstances must be presented in writing to the Head of School within 7 working days following the date of the examination.
 - (c) If a candidate attains the prescribed standard on the supplemental examination, that candidate will then be deemed to have satisfied the examiners and will receive the credits for the course.
 - (d) If a candidate does not attain the prescribed standard on the supplemental examination, that candidate will be required to repeat the course(s) and examination(s) at the next available opportunity.
 - (e) If a candidate fails one or two courses and is not eligible for supplemental examination, meaning the candidate has received a mark that is more than 5 points below the prescribed standard, that candidate will be required to repeat the course(s) and examination(s) at the next available opportunity.
 - (f) In the case of a candidate who fails three or more courses, and is not eligible or one or two supplementals, the Board of Examiners may recommend: Withdrawal without option; Repeating those courses and examinations at the next available opportunity.

O. FAILED COURSES

- 24.** (a) A candidate who fails a course or courses for the second time must undertake for him/herself to do special remedial work in addition to repeating the course(s) and examination(s)
- (b) A candidate will not to be allowed to proceed to Year 3 with more than one (1) Level II courses to be repeated. The candidate will repeat only the courses failed and may be permitted to do one elective.
- (c) Where a candidate has failed only one course and has therefore been permitted to trail, this will reduce the number of courses that would normally be taken in the ensuing semester and / or summer.
- (d) A candidate will not be allowed to undertake Level III senior clinical elective or the Level III Introduction to Nursing Administration courses until all Level 1 and Level II courses are successfully completed.
- (e) A candidate who fails courses in semesters I and II of a given year will be interviewed and his/her academic record reviewed by the Department of Advanced Nursing. A written report with recommendations will be submitted to the Dean of the Faculty of Medical Sciences for the decision of the Faculty Board before the Registration period of the ensuing year.

P. AWARD OF DEGREE

- 25.** (a) The BScN degree will be awarded only to persons who have satisfactorily completed the programme prescribed in these regulations and have satisfied the examiners in each instance as set out in the Scheme of Examination. A list arranged alphabetically will be published in the categories named.
- (b) In order to satisfy the examiners a candidate must achieve the prescribed standard in each course comprising the programme.
- (c) The BScN degree will be awarded as follows:
- (i) With First Class Honours-Attainment of an overall GPA of 4.0 or more in Levels II and III courses
- (ii) With Second Class Honors Upper Division- Attainment of an overall GPA of at least 3.6

- (iii)** With Second Class Honours Lower Level- Attainment of an overall GPA of at least 3.0
- (iv)** Pass a GPA of at least 2.0 in Levels II and III courses

(d) The grading scheme utilized for this degree is as follows:

GRADE	EQUIVALENT %	GPA
A	80 - 100 Distinction	4.00 & above
B+	70 - 79 Honours	3.60-3.99
B	60 - 69 Good	3.00-3.59
C	50 - 59 Pass	2.00-2.99
F	0 - 49 Fail	

Q. MODIFIED PENALTY PRINCIPLE

26. (a) With regard to the determination of the class of degree a candidate is to receive, attention is drawn to the modified penalty principle which stipulates that where a candidate has failed a Level II or III examination and subsequently resits that examination, or takes a substitute examination, a penalty will be applied to the examination result, thereby reducing the grade obtained to the next lower grade. The actual grade received in the subsequent examination will however appear on the grade slip.
- (b) A course designated at registration as not for credit (NFC) will not count for the purpose of assessing honours.
- (c) Unsuccessful candidates and the course(s) in which they have failed will also be listed.
- (d) Candidates who have failed six (6) credits in Level II and/or Level III Courses will not be eligible for the award of honours.