



THE UNIVERSITY OF TRINIDAD AND TOBAGO

Undergraduate **STUDENT** **HANDBOOK**



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President's Welcome

Professor PRAKASH PERSAD
President, UTT

It is with a great sense of excitement that I warmly welcome you to The University of Trinidad and Tobago (UTT), a premier institution within the global tertiary education landscape. Built on the pillars of research and development, entrepreneurship and innovation, the University aims to produce innovators and critical thinkers, who are set to meaningfully contribute to the sustainable development of the global community. Established in 2004, the University currently offers over fifty (50) accredited undergraduate and postgraduate programmes, and upon graduation, you will be joining an elite group of over 25,000 scholars who have been awarded UTT degrees.

At UTT, the national University, we provide a stimulating learning environment housed in state-of-the-art facilities and curricula designed to promote the holistic development of our students through service-learning and volunteering initiatives. We are particularly proud of our highly qualified faculty, the institution's local accreditation status and our many engineering programmes, which have received specialised accreditation from international bodies. Most importantly, we are proud of our students and alumni who serve as UTT ambassadors and continue to excel in the arts, academics, sports, innovation, and service to community.

Globally, there is a continuing discourse as to whether university education is a right or a privilege. It certainly is not accessible to many, and this wise investment in your future will not only yield positive returns for yourselves, but also for the wider community.

University life is a transformative experience, as it can be demanding and challenging. Equally, the next few years will serve to be some of the most productive, rewarding and enlightening of your lives. Undoubtedly, your academic pursuits will be your main focus; however, I urge you to establish meaningful connections - participate in extra-curricular activities, engage in critical discourse, become a member of the Student Social Responsibility and Volunteerism Society, and above all, challenge yourselves to achieve excellence in all your pursuits.

The new academic year brings with it enthusiasm and a renewed sense of hope, and we are excited to accompany you on your academic and personal journey to success. You are now members of the UTT Family, a close-knit community which will challenge you, inspire you and help shape the rest of your lives.

Welcome to THE UNIVERSITY OF TRINIDAD AND TOBAGO!





UTT's Vision

The vision of UTT is to be the Premier University dedicated to the socioeconomic transformation of Trinidad and Tobago, with global reach and international standing.

UTT's Mission

To contribute to the sustainable development of society through the advancement and application of research, dissemination of knowledge and public engagement in our pursuit to produce work-ready graduates and critical thinkers.

About UTT

UTT and Accreditation

Accreditation, in its truest sense, refers to quality and the quality that this accreditation offers speaks to three major areas: “Competence” (assessing the skills and training given to students), “Opportunity” (preparing the students to seize opportunities in the world of work) and “Portability” (ensuring that the students’ qualifications can be recognised outside of Trinidad and Tobago). UTT is mission-driven, results-oriented and committed to continuous quality.



In December 2017, UTT received Continuing Institutional Accreditation from the Accreditation Council of Trinidad and Tobago (ACTT) for seven (7) years - the maximum period that can be awarded to tertiary institutions.

The list of programmes which have received specialised accreditation, include:



The Institution of
StructuralEngineers



INSTITUTE OF
HIGHWAY
ENGINEERS



Chartered Institution of Highways & Transportation

The Joint Board of Moderators (JBM) comprising the Institution of Civil Engineers, the Institution of Structural Engineers, the Institute of Highway Engineers, the Chartered Institution of Highways and Transportation and the Permanent Way Institution on behalf of the Engineering Council, UK

- National Engineering Technician Diploma in Civil Engineering
- Bachelor of Applied Science in Civil Engineering Systems



Institution of Chemical Engineers, UK

- National Engineering Technician Diploma in Chemical Engineering
- Bachelor of Applied Science in Process Engineering
- Master of Engineering in Process Engineering



Energy Institute, UK

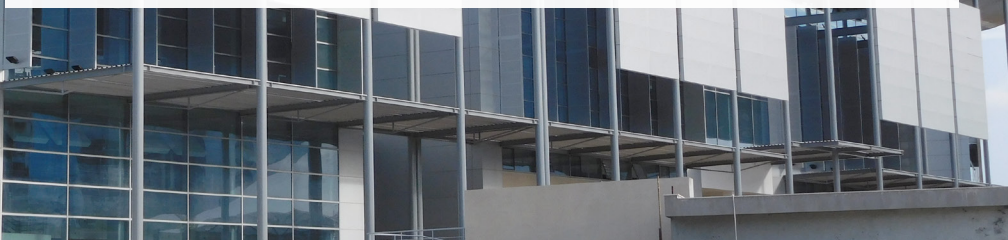
- National Engineering Technician Diploma in Petroleum Engineering
- Bachelor of Applied Science in Petroleum Engineering
- Master of Engineering in Petroleum Engineering



The Institution of
Engineering and Technology

Institution of Engineering and Technology, UK

- Diploma in Computer, Network and Telecommunication Engineering
- Bachelor of Applied Science in Computer Engineering
- Bachelor of Applied Science in Utilities Engineering
- National Engineering Technician Diploma in Electrical/Electronic Engineering
- Master of Engineering in Utilities Engineering
- Master of Science in Cybersecurity
- National Engineering Technician Diploma in instrumentation Engineering
- Master of Science in Information and Communication Technology
- Diploma in Software Engineering
- Master of Science in Innovative Design and Entrepreneurship
- Bachelor of Applied Science in Manufacturing and Design Engineering

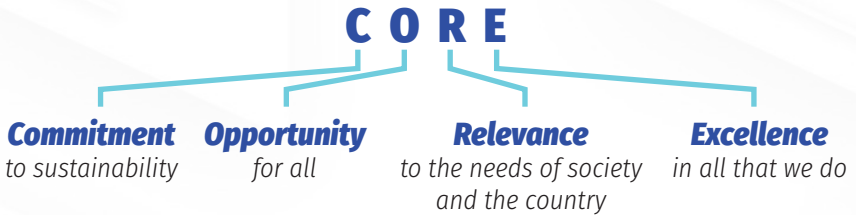


UTT's Founding Philosophy

“Righting the Future” – a philosophy of directed progress

In adopting the motto of “Righting the Future”, UTT claims the concept of directed progress as its own, with the result of removing the fear and sense of uncertainty about the future. UTT considers itself to be a key agent in righting the future, and directing the nation’s progress. The efforts of UTT will be directed to challenge traditional methods of learning and the way knowledge is constructed. (Adapted from Righting the Future: Innovations in the Corporate Communications and Public Relations of the University of Trinidad and Tobago, 2005)

UTT's Core Values



UTT's Established Traditions



The Moriche Palm

UTT's campuses, graduation gowns and select branded and promotional items, are all adorned with depictions of the Moriche Palm also known as the “Tree of Life” – an elegant and majestic Palm that can grow to a height of thirty-five (35) metres. Moriche Palms are unique to this part of the world, and found only in Trinidad and on the banks of the Amazon, the Rio Negro and the Orinoco in South America. This majestic fruit-bearing tree is native to the forests of Tamana, the site of UTT's Signature Campus. In its efforts to sustain the natural environment of the Tamana site, the University has sought to preserve much of the Moriche Palm, which can be found in this region of the country. Its preservation in an academic, industrial and technological environment symbolises UTT's commitment to a green and pollution-free environment.

Graduation Gowns

At UTT's Presentation of Graduates, held in November of each year, graduands are presented to the Chancellor of the University, and are required to wear the University graduation gown.

The graduation gowns are cut along traditional lines: front and back fully gathered into a yoke, with bell-shaped sleeves detailed with tucks and tiny buttons. Gowns are fully embellished with tiny replicas of the flag of the Republic of Trinidad and Tobago and the emblem of UTT. The colours have been chosen to reflect the Caribbean with reference to the Moriche Palm.

UTT's recipients of the Certificate programmes wear **BURGUNDY** – a bold representation of their blossoming journey into tertiary education. Diploma graduands wear **BLUE** – the colour of the sky towards which the tree constantly strives. Graduands receiving the Bachelor's degree wear the **GREEN** of its fan-shaped fronds that signal growth and development. Postgraduate graduands are robed in the **RED** of the Moriche Palm's life-sustaining fruit; and graduands receiving Doctor of Philosophy degrees wear **BLACK** – reminiscent of the richness of the soil that anchors us as we grow in strength as a nation.





UTT Students' Sports Day

An annual event which normally occurs on the third Friday in March every year, UTT Students' Sports Day traditionally starts with an exciting march past of teams from all teaching campuses. The event offers students the opportunity to embrace the benefits of sport, teamwork, spirit; and receives extraordinary support by staff, faculty and students from all Campuses.

The UTT Student Guild

The UTT Student Guild (UTTSG) was established through the power of the President by the Direction of the Board of Governors at the University in February 2007. The UTT Executive Student Guild (UTESG) is the programming and governing administrative policy council for the UTTSG, with its mandate: "To promote, foster and develop the educational, social, cultural, political and economic interests of Guild members and the student body on the national and international level".

The University has begun to celebrate a growing number of traditions created through its Student Guild. The following are Traditions that have been established:

The Student Interfaith Prayer

O Supreme one, true source of light and wisdom, origin of all being, graciously let a ray of your light penetrate the darkness of our understanding. We thank you for giving us another day as we continue our academic career at The University of Trinidad and Tobago.

Give us a keen understanding, a retentive memory, and the ability to grasp things correctly and fundamentally. Point out the beginning, direct the progress and help in the completion. Show us how to wisely use the knowledge that we are about to acquire and help us to leave the world a better place than we found it. Give us faith and courage and put purpose in our days Show us how to effectively serve you so that all our education, knowledge and skills may find true fulfilment as we learn to do your will. And finally may we ever be aware in everything that we do, that knowledge comes from learning and wisdom comes from you.

The UTT Student Oath

By voluntarily joining the student community of The University of Trinidad and Tobago, I accept the obligation to live by and commit myself to the following principles:

As a member of The University of Trinidad and Tobago:

- **I will uphold the highest levels of personal and academic honesty, responsibility, and integrity.**
- **I will challenge myself to understand the unique views and life experience of others and will treat each individual with respect and dignity.**
- **I will challenge myself to learn, to examine my beliefs, values, and goals, and to dedicate myself to ongoing pursuit of knowledge and truth.**
- **I will seek opportunities to strengthen our community beginning with the campus community and extending to the larger world of which we are all a part.**
- **I will enrich the culture of the campus community and enhance my individual campus experiences by actively participating in campus and community life.**

By endorsing these common principles, I aspire to become a leader in this campus community. I will also encourage others at the University to honour this pledge.

This commitment is my promise to The University of Trinidad and Tobago and its community of scholars.”



Procession of Campus Flags

UTT's Student Guild introduced the Procession of the Campus Flags (depicting the campus colours and mascots) at formal occasions such as the Chancellor's Inauguration Ceremony and UTT's annual Presentation of Graduates.

Branding of UTT's Campuses

UTT's Student Guild was instrumental in the development of the image of its campuses through the establishment of a colour and mascot for each campus.

The colours of each campus are associated with the colours used by UTT's Student Guild. The Executive Student Guild (ESG) uses red, white and black – the national colours of The Republic of Trinidad and Tobago, for official purposes; while each of the nine (9) teaching campuses use the official colours for each Chapter Guild. Each campus also has a mascot that plays a significant role in the promotion of school spirit and excitement on campus.

APA Phoenix UTT Campus at NAPA	Purple
Chag Sharks UTT Chaguaramas Campus	Navy Blue and White
Raging Bulls UTT ECIAF Campus	Forest Green
John D. Knights UTT John S. Donaldson Port-of-Spain Campus	Maroon
Camden Eagles UTT Camden Campus	Royal Blue and Yellow
Energy Giants UTT Point Lisas Campus	Lime Green
San Fernando Drillers UTT San Fernando Campus	Teal
Tobago Wolves UTT Tobago Campus	Yellow
Tamana Lions UTT Tamana Campus	Orange

How the University Works

UTT is a student-centred institution and its major priority at this time is providing students with a high-quality learning environment, effective teaching and research programmes and qualifications that are recognised by employers, other higher education institutions, professional bodies and the public.

UTT is essentially the product of a partnership between the Government of the Republic of Trinidad and Tobago (GORTT), the private sector and international centres of excellence. On an annual basis, capital and recurrent expenditure to fund the operations of the University is largely met by GORTT. UTT also receives contributions from corporate donors and sponsor organisations, and generates revenue through its Professional Education Unit (PEU) which provides short courses and industry-specific programmes to companies and individuals. The University has also forged alliances with national, regional, and global partners in both education and business to successfully develop a broad range of programmes from certificate to doctoral level.

The Board of Governors (BOG) manages UTT and oversees the two (2) operational arms – academic and corporate body. The University is led by a President who is head of both operational arms. The academic body is headed by a Vice President Research, Academic and Student Affairs (VP-RASA), who is responsible for all educational affairs and activities. The corporate body supports and complements the work of the academic arm. The line ministry for UTT is the Ministry of Education.



The Academic Year is a period running from September 1st to August 31st. All programmes are arranged in two (2) Semesters or teaching periods and normally follow the cycle:

Semester 1: September to December

Semester 2: January to May

The two semesters in the Academic Year is customarily used for teaching. Wednesday afternoon has been identified as the period for students to engage in University-wide activities geared towards student development and as such, no classes are scheduled during this time. The period June to August shall normally be designated for research and other academic activities, and may be used for students to undertake workplace learning, referred to as Co-operative Learning (Co-op), internship, practicum and similar activities.

Except where otherwise indicated, UTT courses follow a continuous assessment model, which in most cases includes a formal final examination. The schedule of in-course assessments will be detailed in the course outline and the schedule of the final examinations will be published at the start of the semester.

The Academic Year

The Academic Calendar

The Academic Calendar lists the University's official academic dates, including the first and last day of classes, late registration and add/drop deadlines, holidays, and final examination dates. This calendar is subject to change without notice.

The Academic Calendar can be found at www.u.tt/academiccalendar.

Course Registration

The Senior Manager, Student Registry is the steward of official student academic records and is responsible for the accuracy, integrity, and security of those records. Each campus has a Student Registry office with staff responsible for University-wide registry and enrolment functions, including Admissions and Student Records.

Your campus Registry office generally handles the specific elements related to your course work and pursuit of your degree. These include programme and course registration, course add/drop approvals; grade processing and queries; academic standing; enrolment and degree verification; and printing of official academic transcripts and diplomas. Each semester you must register online via the MyCampus Portal <https://mycampus.utt.edu.tt> or use the Change of Registration (CoR) form by the approved date(s) stipulated on the Academic Calendar. A registered student is one who has enrolled in courses for a given semester; has met all requirements for Government Assistance for Tuition Expenses (GATE) or direct payment of tuition expenses; has paid the University's institutional fees; and has submitted a completed student insurance form. Failure to register in a timely manner may result in you being debarred from sitting in class and writing exams. Late registration incurs a non-refundable penalty.

No student will be allowed to attend a course for which he/she has not registered.

No student will be assessed and graded in a course for which he/she has not registered.

The registration process is as follows and you are expected to comply with the process to ensure that your registration is successfully completed:

Step 1: Seek academic advisement and course approval from your Programme Leader or delegate. Your Programme Leader has oversight responsibility for your particular programme on your campus; approves your documents and forms; and can also provide you with academic advisement for the duration of the programme.

Step 2: Seek financial clearance from the Student Accounting Unit. You are required to pay your University fees and tuition in full or after having accessed GATE funding or sponsorship. If you have paid by direct bank deposit to UTT's Account #150-1631, you must visit the Student Accounting Unit and provide proof of payment. A UTT receipt will be issued and the payment applied to the respective semesters or for items paid.

If you qualify to have your tuition fees covered or partially covered by the GATE programme, you must complete and submit (within the same period) the GATE application form together with a copy of your Birth Certificate and National ID/Passport. A Driver's Permit cannot be used for registration. NOTE: You are responsible for payment of your tuition. If GATE does not cover your tuition, you will be billed by the University.

Step 3: Register for your courses on MyCampus Portal or return the completed Change of Registration Form (CoR) directly to the Admissions Office. You are strongly advised not to leave the CoR or other completed forms/requests in the care of personnel from any other department.

Step 4: Print the course schedule as proof of successfully completing the registration process for all courses being pursued. This is also proof of registration to sit in a class. If you are a first-year student, on completion of the registration process, you will be advised of the dates and times for the processing and collection of your Student Identification Card.

Adds/Drops

You will be allowed to add or drop course(s) from the start of the registration period until the “Add/Drop Deadline” as outlined in the Academic Calendar. If you are repeating a course, you will be required to pay the requisite fee and to complete a Change of Registration Form (CoR) and follow the registration process outlined above. If you add or drop a course(s) and the total number of credits to be pursued for the year changes, you must notify the Student Accounting Unit regarding GATE implications. You will not be allowed to add/drop courses beyond that date.

Criteria for Passing Courses

A course will be passed if an overall weighted, aggregate minimum pass mark has been achieved. A higher pass mark is required in some courses but this will be clearly identified in the Programme Specification, and provided in the Course Outline to you at the start of the course.

Re-sitting Assessments

A re-sit is a second attempt at an assessment without any additional tuition and with marks capped at the minimum pass mark. A re-sit allows you to be reassessed in the failed element /component of a course. The course mark(s) from the re-sit must be capped at the minimum pass mark.

Where the reason for the re-sit can be shown to be other than the fault of the student, the actual mark of the re-sit should be awarded (mark not necessarily capped at the minimum pass mark).

Repeating Failed Courses

The Programme Main Assessment Board (PMAB) will require you to repeat a course where the overall mark is less than the required pass mark. Students should be mindful that “MUST PASS” courses require both course work and final examination must be passed. Repeating a course will require satisfactory attendance at the teaching sessions and completing all assessments. No marks from the original elements of assessment can be carried forward to the repeated attempt. You should note the following:

- Undergraduate students are entitled to a maximum of three assessment attempts. Grades from all attempts will remain on your transcript. Once a failed course is subsequently passed, the grade points allocated to all attempts will be those equivalent to the lowest passing grade in the calculation of the Cumulative Grade Point Average (CGPA).
- If the course has been failed by achieving a mark of less than the overall minimum pass mark then a grade F (Fail) will be recorded.

Repeating Courses without Penalty

There may be situations where an Assessment Committee decides that a student should be allowed to repeat the course without penalty and “as if for the first time”:

- Repeating a course “as if for the first time” means that a student must satisfactorily engage with the course and complete all assessments. No marks can be carried forward from a previous attempt at the course. If a pass is achieved, the grade gained is credited to the student’s record and replaces the first grade.
- If a pass is not achieved, a student is permitted one further attempt to repeat a course in the normal way.
- Students are not allowed to repeat courses previously passed.

Examination Scheduling

All courses are assessed however, not all courses have final examinations. A draft Examination Schedule is posted to notice boards at least six (6) weeks before the examination period. Final examination dates are posted on your MyPortal within two (2) weeks of the start of your final examination; and also published on the University website: <https://mycampus.utt.edu.tt>. Once examinations dates are posted, an examination card is generated and sent to your UTT email address.

Before Final Examinations, you should:

- **Verify with your Instructor/Programme Leader that all your course assignment marks, including mid-semester marks have been entered against your name.** Omissions and anomalies on your schedule must be brought to the attention of the Examination Unit (See Campuses email addresses under “Useful Resources”).
- **Familiarise yourself with all of the University’s examination regulations.**
- **Review the draft and final examination schedules posted on Campus notice boards.**
- **Ensure that all course examinations are included and there are no examination date and time clashes.**
- **Notify the Examinations Unit of any timetabling discrepancies via e-mail at the address provided on the schedule.** If you have two (2) exams scheduled for the same date and time, you will be reassigned an exam time other than the one posted for one of the courses. If the exam date or time cannot be changed for one of the exams, you will be required to write one exam in the morning and the other during the evening session. You should also note that you would be under quarantine after the morning exam.

Important: You should not make any travel plans until the official Final Examination Schedule is published. Also, if you are not registered for a course, you will not be allowed to write the final examination for the course.

Entering Examination Rooms

- **Be present at the correct examination room at least thirty (30) minutes prior to the start of the examination.** You will not be allowed entry into the examination room beyond thirty (30) minutes after the start of an examination.
- **Present your Student Identification Card on entering the examination room for each examination.**
- **Bring only material authorised by the Instructor, and approved by the Examinations Unit into the exam room.**

During Final Examinations

You must comply with all instructions as per the regulation/guidelines governing final examinations. The guidelines for examinations will be read out by the Chief Invigilator prior to the commencement of the examination. The invigilators are the University representatives in the examination room and are the only persons authorised to give instructions during the examination.

Absence from a Final Examination

You have up to five (5) working days after the date of the missed examination to notify the Examinations Unit and submit an Extenuating Circumstances Form. This form must be accompanied by documentation validating the reason for extenuating circumstances. If the absence was due to a medical condition, a valid medical certificate must be provided. If the request is accepted and approved, you will be allowed to write the missed examination at the next available sitting. You will be required to pay the relevant fee for the missed examination.

Grading Scheme

Your grade point average (GPA) and ultimately academic standing, is determined by your performance on continuous assessment activities including course work and final examinations. At the end of every semester, the Senior Manager, Student Registry makes available to each student his/her performance report online through the MyCampus Portal <http://mycampus.utt.edu.tt> in a reasonable time frame. The numerical score (mark) awarded by an Instructor is converted to a letter grade. Each letter grade is associated with a quantum of grade points.

The following table shows the association of numerical score, letter grade, and Grade Points for Undergraduate courses. This table applies only to new students that started a programme in September 2018:

SCORE	GRADE	GRADE POINTS
95-100	A+	4.0
89-94	A	3.9
84-88	A-	3.7
78-83	B+	3.3
72-77	B	3.0
66-71	B-	2.7
60-65	C+	2.3
50-59	C	2.0
0-49	F	0.0

Calculation of GPA

At the end of every semester, a Grade Point Average (GPA) is calculated for the courses taken during that semester for the programme in which a student is enrolled. The GPA is calculated by first determining a grade point value for each course by multiplying the grade point for a course by its credit value. The grade point values are then totaled for all the courses taken and divided by the total number of credits for these courses.

The following example illustrates the calculation:

COURSE CODE	LETTER GRADE	GRADE POINTS	CREDITS	GRADE POINT VALUE
MATH110B	A+	4.0	3	12.0
ICTE110B	B	3.0	3	9.0
COMM110B	B-	2.7	3	8.1
ELEC110B	A-	3.7	3	11.1
THRM110B	B-	2.7	3	8.1
LWDP110B	B	3.0	3	9.0
TOTAL			18	57.3

$$\text{Grade Point Average} = \frac{\text{Total Grade Point Value}}{\text{Total Credits}} = \frac{57.3}{18} = 3.2$$

A cumulative or running GPA (CGPA) is also calculated (as in the paragraph above) except it is based on all the courses taken so far in the programme. The CGPA achieved at the end of the programme therefore represents a score which takes account of the grades achieved for all courses studied at all levels.

Assessment of Marginal Performance

Where a student has performed marginally in a course scoring a mark 5% below the minimum pass mark, the student may be afforded the opportunity to be reassessed, at the discretion of the Instructor or Programme Leader. Factors that the Instructor or Programme Leader should consider include the student's attendance, participation in class and overall performance during the course. The assessment type used must be one of the traditional assessment types listed in the General Academic Regulations.

The re-assessment is offered between the scheduled final examination and release of official grades. Students that pass the re-assessment are granted a passing grade equivalent to the minimum pass mark. Students that fail the re-assessment remain with their original marks achieved.

This re-assessment opportunity also applies to courses where the Must Pass rule (i.e. achieved at least a minimum pass mark or higher if required) is in effect. The mark considered for re-assessment is that achieved in the combined coursework or final examination elements. The student will be offered a re-assessment in the element where there was marginal performance. If the student passes the re-assessment, the mark for the particular assessment element will be a passing grade equivalent to the minimum pass mark.

Academic Appeal

You may make a formal appeal against the decision of a Programme Main Assessment Board (PMAB) by completing the Academic Appeal Form available from the Admissions and Examinations Units. The completed form must be submitted to the Examinations Unit within ten (10) working days of the official release of examination results. A fee per course must be paid and the receipt should be included with the submitted Academic Appeal Form. The Fee is refunded to you if the appeal is successful. If there are no valid grounds for appeal, this shall be communicated in writing to you.

No appeal shall lie against the academic judgements of lecturing staff or of Assessment Sub-Committees.

There are four main types of academic appeals:

- **Arithmetical Mark Check** (undergraduate and taught postgraduate level students only).
- **Representation against decisions of a PMAB** (undergraduate and taught postgraduate students).
- **Representation against decisions of the Extenuating Circumstances Panel.**
- **Appeals against withdrawals for unsatisfactory academic progress.**

You may query a mark/grade awarded in a continuous assessment exercise, within ten (10) working days of the official issue of the results. Such query should be made formally to the Instructor concerned. If not satisfactorily resolved with the Instructor, you may take the matter to the Programme Leader for a final decision. If the Instructor concerned is also the Programme Leader, the second level of appeal is to the Assistant Vice President Undergraduate Studies, who will determine the matter finally. Students are responsible for keeping track of their own assessment workload and performance in collaboration with their Personal Tutor.

Academic Performance

While your academic standing is based on your grade point average, your academic progress is based on the number of credits you earn, or the pace at which you are making progress toward earning a degree. Making satisfactory academic progress will support you in completing your qualification in a timely manner, and within the maximum allowable timeframe and earned credits.

Progression Requirements for an Undergraduate Course

- **Good Academic Standing:** A student is considered to be in Good Academic Standing once the Semester Grade Point Average (GPA) is greater than or equal to two point zero (2.0).
- **Academic Probation:** If a student fails to attain the minimum stipulated Cumulative Grade Point Average (CGPA) of two point zero (2.0) for the programme at the end of the semester, he/she will be placed on Academic Probation (AP). He/she will be issued a letter from the Office of the Registrar to that effect.
- **Academic Suspension:** If while on Academic Probation a student's Semester GPA falls below two point zero (2.0), Academic Suspension is imposed so that a student cannot progress to a higher level in the programme before correcting deficiencies. Two (2) consecutive Academic Probations shall lead to Academic Suspension.

Students on Academic Suspension can register to repeat failed courses or new courses for which they have met all necessary pre-requisites in the current level.

- **Academic Withdrawal:** If while on suspension a student obtains a cGPA less than 1.0, the student is withdrawn from the programme. Students may only apply to re-enter the programme after one (1) year from the withdrawal date.

Because of the serious consequences that can follow from falling below good academic standing, it is very important to be proactive in contacting your academic advisor or Personal Tutor if anything affects your ability to complete your programme requirements.

Leave of Absence and Withdrawal

Leave of Absence

If you wish to be absent from the University you must submit a Leave of Absence (LOA) Request to the Registry via the My Portal platform, at least three (3) weeks prior to the end of the first semester for which leave is being sought. Your application for Leave of Absence (LOA) must be accompanied by a letter for approval to preserve your enrolment status. A LOA will apply to you if you are experiencing medical, financial, work related or personal challenges, which might impact your ability to maintain the required level of attendance. In the case of a LOA on medical grounds, such a request must be accompanied by a medical certificate for the period of illness.

A LoA shall not be granted for more than one (1) academic year or two (2) consecutive semesters. If you wish to be absent for any period in excess of one (1) year, you will be required to formally withdraw from the programme and to apply for re-admission into the University in due course. Students are advised to discuss this with their Programme Leaders before doing so.

Voluntary Withdrawal from a Programme

You may experience changes in your life circumstances, which require you to formally withdraw from your programme or course of study. You should seek advice from your Personal Tutor or Programme Leader, Student Development Officer or your Student Counsellor, before deciding to withdraw.

Once you have decided to pursue withdrawal, a Withdrawal Request Form, which can be accessed via the My Portal platform, should be completed. This application must be accompanied by a written request to withdraw. The Admissions Unit will respond in writing and the status 'Withdrawn' will be reflected on your transcript. If you leave a course/programme without submitting a written request, you will be deemed to have abandoned the course/programme after one (1) academic year and will be awarded status 'Failed' (grade 'F'), and a grade point of zero. This is regardless of the marks scored in any assessment exercises or assignments conducted up to the time of abandoning the programme or course(s). The zero-grade point will be used in the computation of the Cumulative Grade Point Average (CGPA). If you wish to re-enter, you will have to request permission to do so in writing to the Office of the Vice President – Research, Academic and Student Affairs (VP-RASA). If the request is granted, you will be deemed to have utilised one (1) attempt at the course(s) abandoned.

Classroom Expectations

You should make certain that your name is on the class list. If an error has been made in registration, it is your responsibility to see that the error is corrected in the Admissions Unit. Ensure that you get your Instructor's guidelines on classroom/course expectations in writing.

Classroom Attendance and Punctuality

Students are expected to attend delivered classes as follows:

- Classes for full-time programmes are normally scheduled for delivery between 8:00 a.m. and 4:00 p.m., but may be scheduled on evenings and weekends as necessary. Wednesday afternoons (1:00 to 4:00 p.m.) are usually designated for extra-curricular activities, during which students are encouraged to actively participate.
- Classes for part-time programmes are normally scheduled for delivery between 5:00 p.m. and 9:00 p.m. on Mondays to Fridays; and 8:00 a.m. to 4:00 p.m. on Saturdays. Sunday classes are scheduled as required.

Registration in a course obligates you to be regular and punctual in class attendance, and to maintain at least an eighty (80) percent attendance record to write the final exam. Some programmes may require higher attendance and punctuality standards; therefore, you must confirm the attendance and punctuality policy of your programme with your Programme Leader. In cases of absence, you are expected to inform the Programme Leader and the course Instructor in writing.

If your attendance falls below eighty (80) percent prior to the Add/Drop deadline, you may be asked to deregister from a course. Absence from classes after the Add/Drop deadline has passed, may result in your being debarred from writing the final examination, and you may be awarded a failing grade (F) on your transcript. If you cease attending class, you are expected to report to the Admissions Unit to initiate withdrawal procedures. Withdrawal deadlines are published on the Academic Calendar.

Excused Absences

Excused absences will only be allowed for documented medical situations, family emergencies, or as approved by the Instructor prior to the absence. Long-term medical situations do not qualify as excused absences. Medical and family emergencies must be e-mailed or phoned to the Instructor/Personal Tutor prior to the start of class. A scheduled doctor's appointment does not qualify – schedule appointments for another time other than class time. The Instructor/Personal Tutor will make all decisions regarding the status of any excuse.

Tardiness

If you are late, enter the classroom anyway with the least amount of disruption. Points may be deducted from your participation grade at the discretion of the Instructor. Any quizzes or other work missed due to tardiness may not be made up unless there are extenuating circumstances.

Late Work

Failure to meet a course deadline for submitting projects, activities, and/or papers may result in a grade penalty. The acceptance of late work will be at the discretion of the Programme Extenuating Circumstances Panel.

Submission of Assignments

All work is expected to be completed on time and handed in per instructions given by your Instructor. Some work may be handed in face to face, while other work may be submitted on CANVAS. Work is due at the beginning of class. It should be typed, printed and ready to hand in. Only authorised absences will be recognised for make-up work missed. You may be entitled to make up work if the following has occurred:

- Personal illness and illness within the student's immediate family (medical certificates to be presented)
- Death in the immediate family (copy of the death certificate to be submitted)
- Personal emergencies (handled on an individual basis at the discretion of the Instructor)
- Absences authorised by the University (national duty)

Based on the above conditions, students are advised to complete the Extenuating Circumstances form as soon as the circumstances has arisen and submit to their Academic Unit with all supporting documents.

Educational Records

Student Emergency Contact Information:

All students are required to provide the University with a telephone number (cellular phone or landline) at which they may be reached during the academic year and for any semesters in which they are enrolled. You are required to provide the University with emergency contact information, including the name, address, and phone number (including a cell phone number if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency.

You are also required to provide the University with the street address of the residence in which you are physically residing during the academic year, and any semesters in which you are enrolled.

Student Letters/Letters of Verification

Requests for official letters to be sent to employers, embassies, insurers, or other parties, must be made via the My Portal platform. Students must pay the required fee for letters before requests are processed.

Transfer of Programme/Status/Campus

If you are seeking a transfer from one programme to another, from part-time to full-time status or from one campus to another you must complete and return a Request for Transfer Form through the My Portal platform to the Admissions Unit at your campus. Transfers must be submitted at least one (1) month prior to the start of the semester for which the transfer is requested. All requests, with the exception of campus transfers, must be submitted to your Programme Leader for approval and then forwarded to the Admissions Unit of the Registry. The decision on transfers is usually based on an academic evaluation and space availability in the programme. You will receive a formal response from the Admissions Unit within two (2) weeks from the recorded date of the request.

Transfer of Credits/Exemptions

As a registered student, you may request a transfer of credit or course exemption based on prior learning/qualifications. Exemption request forms are available at the My Portal platform and must be completed and submitted along with an approved course schedule as proof of registration for the course(s). You should note that you must register for the course for which you seek exemption. An exemption can only be requested in the semester in which the course is being offered. You are required to attend classes until approval of your request is granted. You must provide proper documentation on the prior course(s) taken for which you are seeking exemption, for example, course details, examinations taken, original transcripts, etc. The required fee must be paid for every course for which an exemption is requested. This fee may be waived in special circumstances as determined by the Registrar or when the exemption is based on an internal (UTT) course previously taken. You will not be required to register for exempted courses.

It must be noted that consideration is given once the minimum grade obtained is the equivalent of a pass in keeping with the policy regarding prior learning. When a course exemption and credits are granted, you will be awarded the status 'EC' against the particular course. These credits are not factored into the Grade Point Average (GPA) computation but are added to the overall credits attained in fulfilling the requirement of your programme.

Updating your Student Record

You are required to notify the Registry if there are any changes/updates to be made to your student record by submitting a written request to the Manager, Enrollment Services at your campus.

Holds on your Student Record

Academic and Administrative offices may place holds on your record for academic reasons, funds owed to the University, or judicial reasons. Registration holds prevent any registration activities, including adding or dropping courses. Some holds may also prevent you from receiving transcripts, receiving grades, or processing your graduation requirements in addition to preventing any registration activity. If you have a hold on your record, resolve it with the appropriate campus office as soon as possible. Holds on your record can be viewed on the MyCampus Portal <https://mycampus.utt.edu.tt>.

Transcript Requests

The transcript is a record of the courses for which a student has been examined and the grades received in those courses. Upon request, “Official Transcripts” are sent directly to employers or other educational institutions; however, you can request a “Student Copy” of your transcript.

Your transcript can be obtained by completing a Transcript Request Form, which is available from the Admissions Unit. Each request incurs a fee. Payment can be made via:

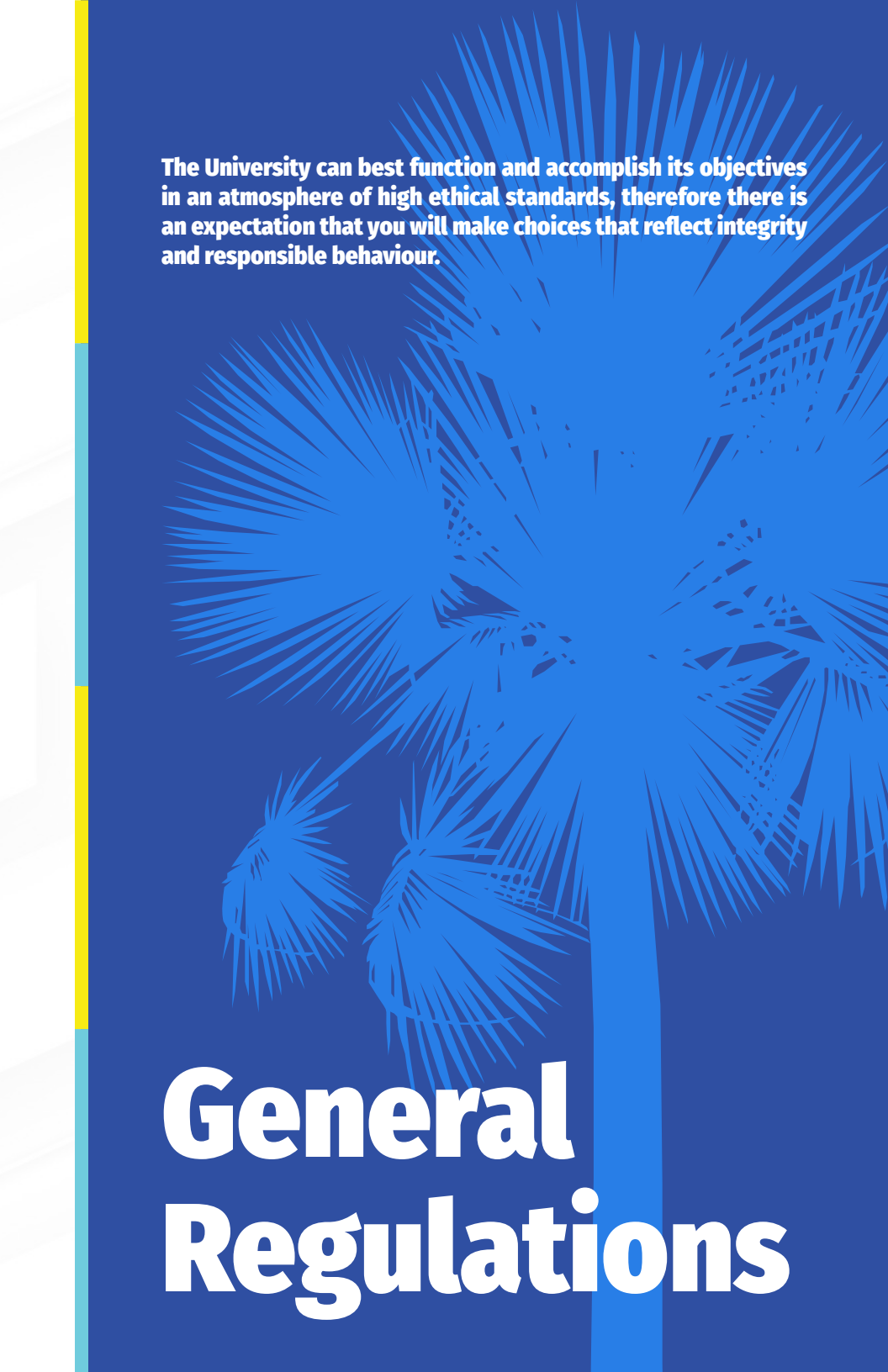
- **Direct deposit at any First Citizens Bank (FCB) Branch, Account Number: 150-1631**
- **Net banking electronic bank transfer into UTT’s First Citizens Bank Account Number: 150-1631**
- **Online on MyCampus Portal using your credit card**

A request is normally processed within ten (10) working days, provided that you do not have any outstanding fees, overdue payments, or outstanding library books for the University.

Release of Student Personal Information

Release of Student Record Information is generally not done by the University without the expressed, written consent of the student, and the approval of the Senior Manager, Student Registry or designate, dependent on the nature of the request. There are some exceptions regarding Directory Information, emergency situation, subpoenas (lawfully issued), parent requests of a student who is a minor; and an educational “need to know” (to appropriate faculty or staff of the University, government institution – GATE or student sponsor).

The University has designated the following information about students as public (directory) information, which may be released without your consent: name, permanent address (does not include home/local, physical, or University halls of residence address), official University email address, home telephone (does not include University halls of residence or cell phone), programme of study (including campus of enrollment), enrollment status (full-time, part-time, withdrawn), dates of attendance, names of honors awarded (scholarships-with the amount excluded), previous educational agencies or institutions attended, participation in officially recognised activities and sports. Verification of enrolment and degree completion must be requested and verified through the Student Registry Unit.



The University can best function and accomplish its objectives in an atmosphere of high ethical standards, therefore there is an expectation that you will make choices that reflect integrity and responsible behaviour.

General Regulations

Accountability for Individual Work

Students must obey rules of honest scholarship, which means that all academic work should result from an individual's own efforts. Unless otherwise directed, all papers and assignments are to represent the individual student's efforts. Students submitting a personal assignment that represents the collaborative works of others or the work of another individual will not be given credit for the assignment. If the offense constitutes cheating or plagiarism, University policy will be followed.

Academic Misconduct

Students are expected to adhere to standards of academic conduct. Infractions may result in but not limited to disqualification of an assignment/assessment; a failing grade on the assignment/assessment or a failing grade for the course, suspension and withdrawal. Academic Misconduct may include but not limited to the following:

- **Plagiarism**
- **Cheating**
- **Fraud**
- **Misrepresentation**
- **Unethical Behaviour**
- **Collusion**
- **Falsification**
- **Replication**

You are expected to familiarise yourself with appropriate APA Style (a writing style and format for academic documents such as journal articles and books) for the citation of work written or conducted by others.

Plagiarism and Artificial Intelligence Tools such as ChatGPT are strictly prohibited.

Plagiarism and Collaboration

It is expected that all homework assignments, projects, lab reports, papers, theses, examinations and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term 'sources' includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other people. University regulations state that plagiarism includes: incorporation of another person's work or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas. This is in accordance with the principles stated in Section 6 of the Assessment Regulations for Taught Programmes.

Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student's reading and research or from a student's own writings, the sources must be indicated. When collaboration is permitted within a course, students must acknowledge any collaboration and its extent in all submitted work. Collaboration in the completion of examinations is prohibited.

Students who, for whatever reason, submit work either not their own or without clear attribution to its sources will be subject to disciplinary action, up to and including requirement to withdraw from the University. This is in accordance with the principles stated in Section 6 of the Assessment Regulations for Taught Programmes, Recommendations of an Inquiry Panel.

Submission of the Same Work to More Than One Course

It is the expectation of every course that all work submitted for a course or for any other academic purpose will have been done solely for that course or for that purpose. A student who submits the same or similar work to one or more than one course, or for more than one academic purpose within the University, without prior permission of the Instructor(s) involved is subject to disciplinary action, up to and including requirement to withdraw from the University.


Official Forms and Petitions

Students should understand that providing false or misleading information or signing any other person's name or initials on any University form/document (hard copy or electronic) will make them subject to disciplinary action, up to and including requirement to withdraw from.

Teaching and Learning Policy

The purpose of the Teaching and Learning Policy is to provide guidance to all staff of The University of Trinidad & Tobago (UTT) on the implementation of the teaching and learning processes, which are central to the University's vision and mission. The Teaching and Learning Policy is grounded in the requirement to prepare students effectively for life, work, and citizenship so that they will be able to contribute to economic and social development, adapt to change and provide leadership.





The University expects you will conduct yourself in a mature and considerate way in all interactions with fellow students and staff. When you enter the University, you agree to comply with its rules and regulations. The key documents are set out in this Handbook and we expect you to acquaint yourself with them in general terms.

What We Expect of You

We expect you:

- 1. To be informed of all of the University's documented regulations and procedures, which are required to obtain your diploma or degree.** No regulation will be waived nor will an exception be granted because a student pleads ignorance or states that he or she was not informed by an Instructor/Personal Tutor or other authority.
- 2. To be prepared.** Your independent study time will be mainly related to preparing for assessments and interactive classes, your Instructors and fellow students will expect you to turn up for classes (on time!) having prepared appropriately. When you arrive at a class, you should be able to contribute constructively to the session and be able to engage with any questions raised in preparatory material. Reading often takes longer than you expect and it is worth learning how to manage reading effectively, using a mix of skim reading with more detailed attention to the text.
- 3. To take ownership of your work.** Your success is your responsibility.
- 4. To get involved in learning outside of the classroom.** Active involvement outside the classroom is central to UTT's culture. A variety of student organisations, activities and events, athletics, exhibitions and performances, and educational opportunities that keep campus lively and allow students to engage their passions.
- 5. To be a responsible member of the community by obeying rules; taking reasonable steps to keep it safe and secure for others.**
- 6. To ask for help and use the resources available to you.**
- 7. To respect the integrity of the academic process.** Your conduct as a member of the University community should protect and promote the University's pursuit of its academic mission.
- 8. To have individual integrity.** Your personal integrity will be reflected not only in honest and responsible actions but also in a willingness to offer direction to others whose actions may be harmful to themselves or the community.
- 9. To respect the freedoms and privileges of others.** We strive for a sense of community in which the individual growth of all members is advanced through the cultivation of mutual respect, tolerance, and understanding, without threatening the privileges or freedoms of other individuals or groups.
- 10. To show respect for University resources.** All community members must respect the general resources and physical property of the University. Such resources are assets in which community members have a vested interest, as these resources specifically support the institutional mission.

Student Conduct at UTT

It is essential for the efficient delivery of programmes at UTT, that you respect and conform to the standards of a higher learning environment; conduct yourself in an exemplary, mature and responsible manner; respect the opinions, rights and personal property of others; and meet your financial obligations. Accordingly, the University will not tolerate misconduct that has been defined as:

- Improper interference with the proper functioning or activities of UTT, or those who work, study or visit in the University; or
- Action which otherwise damages or is likely to damage the University, its staff, its students or its visitors; or
- Disruptive behaviour both within the University and within the wider community.

Minor and Major Offences that may constitute misconduct are listed under the General Academic Regulations, Policies and Procedures for All Academic Programmes.

Student/Employee Relationships

UTT requires that a member of the University community may not directly influence the University employment or academic progress of a University student with whom he or she has a personal relationship at the University. Any student who considers that the relationship with a staff member is not consensual should immediately report the matter in accordance with established University policy. Any student who is assigned, for teaching or assessment purposes, to a member of staff with whom he/she has a personal relationship should declare this to the Manager, Student Support Services and Recruitment. Such declarations will be treated in strict confidence.

Student Dress Code

The following information is in accordance with the Policy Statement on Student Dress Code (AP 019).

The University expects students to dress appropriately to the learning and teaching and/or research environment in which they are participating. In certain settings, it is therefore necessary to impose some dress regulations based on health and safety (including areas of possible infection control) and professional or regulatory body requirements. In addition, students are required to abide by any dress code regulations imposed by individual co-op placement organisations.

Your personal appearance shall be such that it does not interfere or disrupt student work or University order:

- All clothing should be appropriate and comfortable for the learning environment. The following are examples of unacceptable attire:
 1. Clothing that is scant, backless, transparent, and very low in the neckline (revealing cleavage area).
 2. Clothing that reveals the midriff/navel area.
 3. Clothing that is transparent or worn too low, making underwear easily visible when standing or sitting.
 4. Strapless or spaghetti strap blouses.
 5. Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically or sexually offensive and which cause or are likely to cause a disruption within the school.
 6. Clothing and accessories that identify with negative societal groups such as criminal gangs.
 7. Short pants including biker shorts, “pom-pom” shorts or athletic shorts of any kind.
 8. Hats or do-rags in classrooms or offices.
 9. Flat flip-flops (shower type shoes/slippers).
- In laboratories, workshops, studios, kitchens, animal confinement areas, outdoor education and similar teaching practice settings, students must ensure they are dressed in a manner appropriate to their learning and teaching and/or research environment.
- Articles of personal protective equipment (PPE) may be required in laboratories for protection against any chemical spillage or infection control. Headscarves and/or any facial covering should be firmly secured and not interfere with the wearing of any PPE.
- Appropriate footwear must be worn especially where there is a risk of chemical spillage and/or sharp or heavy objects injuring the feet. For outdoor education activities, appropriate footwear must be worn where indicated by supervising staff.
- The wearing of jewellery must be in compliance with a health and safety risk assessment. There may be some activities where it will be necessary to remove jewelry (some sports activities, working with moving machinery where there is a risk of entanglement).
- Long hair should be tied back/secured if there is a risk of entanglement in equipment or moving machinery.
- Students representing the University are expected to be appropriately dressed at all such functions. UTT has international agreements with many professional and regulatory bodies, which accredit our broad range of programmes. A number of these bodies advise on dress code regulations, which apply to students studying specific disciplines/programmes. The University and all its students must abide by any dress code regulations required by their respective accrediting professional or regulatory body(ies). Students are advised to consult their respective programmes for any dress restrictions or requirements that may apply.
- The University and all its students must abide by any dress code policy determined by individual co-op placement providers, which usually cover student placements and trainees. Students must familiarise themselves with any limitations or dress requirements of the placement provider as part of the placement search and allocation process.

- For cases where persons with disabilities and/or medical conditions, temporary or otherwise, require special exceptions to the student dress code, the student will apply in writing through Student Support Services and Recruitment (SSSR) regarding the request. SSSR, in consultation with the Programme Leader or Instructor, will evaluate the validity of the request and determine whether the request can be approved without impacting negatively on the safety of the student or the learning experience. Students may be requested to provide a medical certificate confirming their ability to participate in the specific learning activity.

Student Identification Card

The Student Identification Card is the official University identification for students and will be issued to you on completion of the registration process. You are expected to furnish your Student Identification Card to Security upon entry to the campus and wear your Identification Card at all times while on the campus or on University-related events. This card is necessary to gain access to the University's compound, facilities and services, as well as to access any examination room for the purpose of writing examinations. The University will observe sensitivity in taking photographs and visual identification where any facial coverings are worn. This card is not transferable and shall be used only by the person to whom it is issued.

If you have lost your student ID card, you will be required to pay a replacement fee. On payment of the fee, the payment receipt is taken to the Admissions Unit for a replacement card to be issued. Lost, stolen or misplaced Student Identification Cards must be reported immediately to the Admissions Unit. The student ID must be returned to the Office of the Senior Manager, Student Registry once the student graduates or is no longer enrolled with the University.

Participation in Off-Campus Public Affairs

When you exercise the right as a private citizen or member of an organised group to participate in a protest or demonstration away from the University's property, you must assume full responsibility for the consequences of the action. The University will not be held accountable should you be injured or arrested as you will be viewed as a private citizen, not as a representative of UTT. If your behaviour is in a way that reflects discredit upon the University, you may be held accountable for student conduct action.

Riotous Behaviour

This involves participating in any disturbance or inciting any action that will present a clear danger to others or cause them physical harm, or damage to property. Some examples are:

- The deliberate destruction or defacing of Hall or campus property
- Intimidating, impeding, hindering or obstructing any member of staff or other students on the Hall or campus
- The deliberate obstruction of pathways and corridors

This rule shall not be interpreted as preventing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

Bullying

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals, which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

- **Physical Bullying:** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault on a person's work area or personal property; and/or damaging or destroying a person's work product
- **Verbal/Written:** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities
- **Nonverbal Bullying:** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away
- **Cyber Bullying:** is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phone

Bullying is strictly prohibited on any of the University's property, at any UTT function, event or activity or through the use of any electronic or digital technology, whether or not such use occurs on the University's property. Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities.

Acts of Intolerance

Acts of intolerance are prohibited. An act of intolerance can include verbal attacks and/or physical assaults on students or staff and/or their property, which interfere with the educational process at the University; or cause harm. Acts of intolerance are defined as malicious behaviours that can be motivated by prejudice toward a person or group. It can include disrespectful, aggressive and/or disruptive behaviour, including shouting and cursing as well as the use of other varieties of course, gratuitous, inflammatory or defamatory language" after "verbal attacks". They also include malicious behaviours that because of their intent and/or outcome can cause harm, threaten and/or be personally directed against or target an individual or group. These behaviors are based on perceived or actual characteristics such as race, national origin, colour, creed, religion, sex, age, disability, gender identity.

Sexual Harassment and Sexual Assault

It is the policy of UTT that no member of the UTT community (students, academic or corporate staff) may sexually harass any other member of the community. Some forms of sexual harassment include but are not limited to:

- Making conditions of employment dependent on sexual favors
- Physical acts of sexual assault
- Requests for sexual favours
- Verbal harassment of a sexual nature
- Unwanted touching or physical contact
- Unwelcome sexual advances

In the University environment, sexual harassment may be implicitly or explicitly suggested when submission to or rejection of the above listed conduct will be a factor in academic decisions or evaluations, or permission to participate in a University activity. Sexual harassment may also be interpreted if the above listed conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating or hostile academic or student living environment.

The term sexual assault refers to sexual contact or behaviour that occurs without explicit consent of the victim. Some forms of sexual assault include but are not limited to:

- Attempted rape
- Fondling or unwanted sexual touching
- Forcing a victim to perform sexual acts, such as oral sex or penetrating the perpetrator's body
- Penetration of the victim's body, also known as rape

Gambling

Gambling is strictly prohibited on University premises. You are allowed to play games (including cards) within the designated areas but not for the wagering of money or items of material value.

Smoking/Vaping

The University will protect the health of all employees, students and visitors by maintaining a smoke-free environment at all UTT locations. This is in accordance with the Policy Statement on Smoking/Vaping (HR 16).

Smoking, including electronic cigarettes and vaping, and the use of tobacco products, are prohibited within the premises of the University. The following seeks to minimise the harmful effects of passive smoking and discomfort to others and ensure a safe and healthy working environment:

- Smoking is prohibited in all areas of the University campuses, facilities and residence halls covered or uncovered
- Smoking is prohibited at all times in shuttle buses
- Smoking is prohibited within twenty (20) feet of any entrance to any UTT facility, air intake, gas storage facilities or other areas designated by the University as smoke-free

Use of Illegal Drugs and Alcohol on Campus or at a University Function

The following is strictly prohibited:

- Manufacturing, distributing, selling, purchasing, possessing and using of illegal drugs and drug paraphernalia
- Being in an intoxicated/ inebriated condition, or under the influence of a narcotic drug

Alcohol

The policy of UTT regarding the consumption of alcohol will apply. The following are strictly prohibited:

- The service, distribution, sale, possession and consumption of alcoholic beverages
- The presence of full or empty alcoholic beverage containers (bottles, cans, and cases) including containers used as decoration
- Being in an intoxicated/inebriated condition



**Things You
Should
Know**

Student Parking

Parking for students is permitted in designated areas only. Spaces will be designated solely for disability parking and will be issued based on need and availability to students who require this service. The University reserves the right to close, reserve or restrict parking areas as deemed necessary. In keeping with standard safety practices, all persons will be required to reverse park their vehicles. The vehicle speed limit on campus is fifteen (15) km/h on roads and ten (10) km/h in parking lots and five (5) km/h on access roads. The University does not accept responsibility for any damage to or loss from vehicles or theft of any parked vehicles on the University's compound.

Helping Students in Distress

You are encouraged to contact an Academic staff member, Personal Tutor, Student Counsellor, Student Development Officer, Security Services, if there is a concern that a student may pose a risk of substantial harm to himself herself, others or to property. While there is a great variety in the ways in which students show distress, the following are common signs:

- A student communicates an intention to harm himself/herself or others through any medium
- Marked and sudden drop in academic performance or class attendance
- Disruptive or atypical behavior including social withdrawal or isolation
- Sudden and marked drop, elevation, or fluctuation in energy level or mood
- Marked changes in physical appearance or hygiene
- Signs of substance abuse
- Presence of marked dysfunction in major life areas including academics, sleeping, eating, health, relationships, etc.

Reporting of Accidents/Incidents

You should report all accidents, incidents, near misses and first aid cases immediately to the Campus Manager's office, Security Services as well as to the Health, Safety and Environmental Care (HSE) representative in addition to the Campus Nurse. To immediately report an accident, you should log on to UTT's Intranet, select the "Forms, Policies, Docs" tab and select "Accident/Incident Form". Fill the required information and send. The information will be immediately sent to the HSE Unit as well as the Campus Manager so that accident/incident investigation measures can be taken.

You may be called upon to complete a written statement describing the incident. This involves who, what, where, when, time, and general description of the incident.

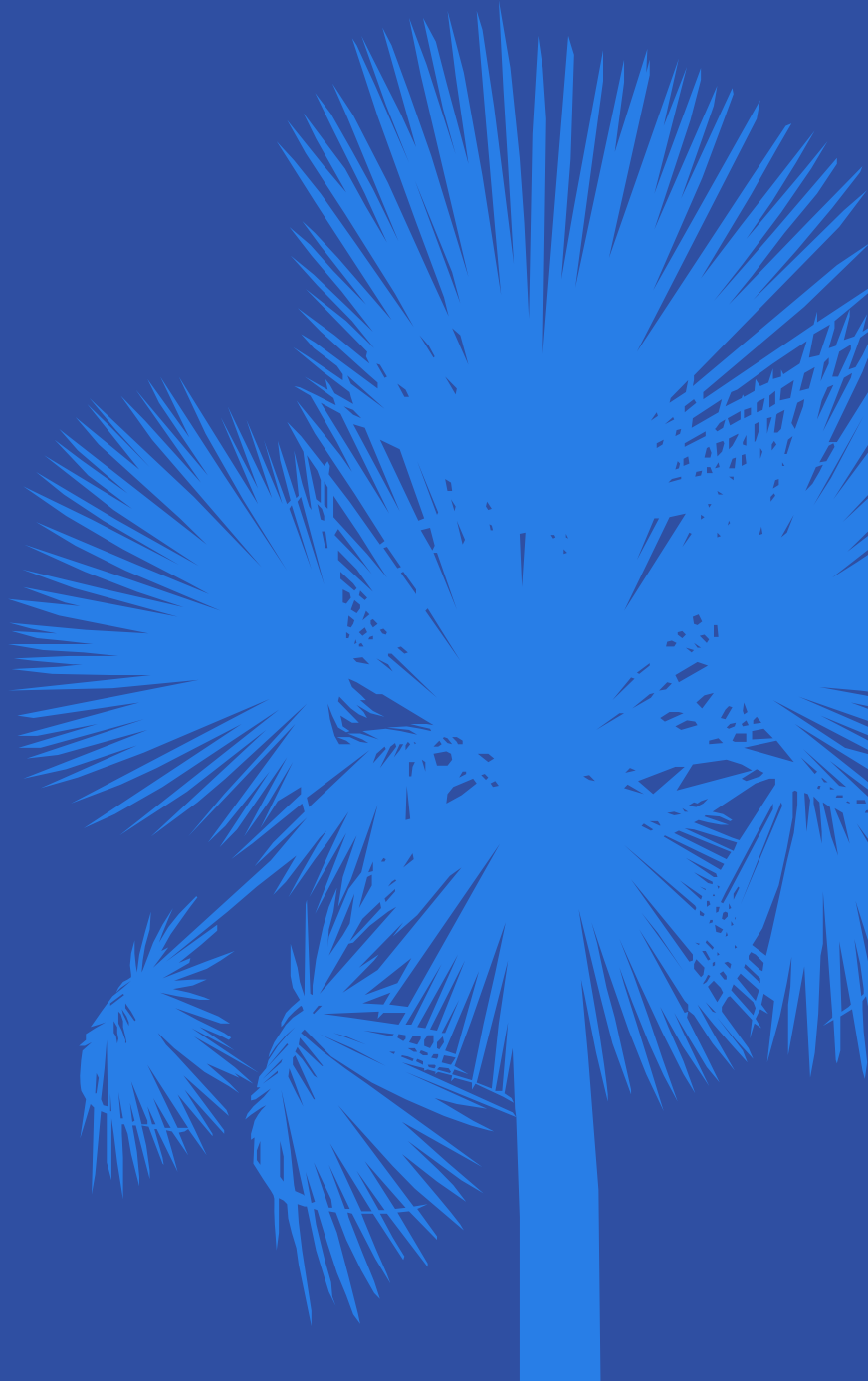
Missing Persons

When University officials receive a report that a student has been out of contact and unreachable by telephone, or email, the University will take steps to respond to the report, which will include attempting to confirm the on-campus presence of the student to Security Services.

Confidentiality

The medical care and counselling you receive through the University are confidential. Health-care records as well as Counselling records are kept separate from academic records. Information from the aforementioned is not released without your written permission except by court order, as required by law (as in the case of reports of child abuse) or as required, in the judgement of the staff, to protect you or others from physical danger.





Life at UTT

Making a Smooth Transition

Transition to university is a big and exciting step. You will probably be living away from home for the first time; fending for yourself at the same time as getting used to a higher level of academic thinking and new ways of learning. It may not be surprising if you are feeling anxious about how you will cope. As with many things, the key to smoothing the transition is advance planning. Here are steps and tips that can make transitioning to the University a smooth happening:

YOUR FIRST STEP to settling in will be to find your way around, learn how things work, to understand what is expected of you and what you can expect of others. If you are unsure about anything, want advice or just need clarification, ask.

STEP TWO is to be sure about the study path you have chosen. Some students sense quite quickly that their programme decision is not working for them. Talk with staff who can advise you on your programme, personal goals or your chosen career path as it is usually possible to change direction.

STEP THREE be open to new beginnings, new strategies, methods and friendships. You will find the resources and opportunities to flourish at whatever you choose. You will develop additional skills to work towards your goals; and learn how to take control of your own personal and academic growth.

Ten (10) Useful Tips for New Students:

1. **Give yourself time to settle in.** Do not feel like you have to hit the ground running. Starting university is probably not the only new thing you will be thinking about.
2. **Ask for help before you need it.** Learn where the many campus supports are available to you and make use of them early in the year or as soon as you detect that things are not going smoothly. Using these resources before troubles reach crisis proportions can save you a lot of wasted time, energy and grades.
3. **Make friends.** The perception of most first-year students is that everyone else already has friends on campus and that they are the only persons who know no one. This is not true. Get to know people in your particular programme. This will help you feel more socially connected.
4. **Keep up.** Unlike high school, no one will follow you if you do not go to class. It is easy to fall behind if you are not attending classes. Additionally, your grades may be affected. More than anything, attending and actively participating in your scheduled classes is the key to your success at university. Keep on top of your required readings.
5. **Be positive.** Many students feel shy, or awkward when attending new classes. Be positive about yourself and your abilities. Remember that you have demonstrated the abilities and qualities needed to get you into university and you will feel more confident with time.

- 6. Listen and learn in your classes.** Instructors use instructional cues to help you identify key points. Learn your Instructors' presentation style and note repetition or emphasis of ideas. Take note of key terms written on the board or in presentations.
- 7. Keep a balance.** It is important that you keep a balance in your life. This means eating well, getting enough sleep, going out and having fun as well as making time for your assignments. Take advantage of the wealth of interests and activities available outside the classroom.
- 8. Prepare for Exams.** Preparation for exams happens gradually as you progress through readings and classes during the semester. University tests and exams emphasise your ability to analyse, think about, critique and apply the critical ideas presented in the course. Do not focus on straight memorisation.
- 9. Reward yourself.** University can be hard; standards are high and your grades maybe a bit lower than what you are used to. This is why it is important that you recognise the achievements you make and reward yourself.
- 10. Reduce Academic Anxiety and Stress.** If you find your stress and anxiety increasing, seek help before it gets overwhelming. Ensure that you are sleeping and eating well.

Living in Halls of Residence

Student housing is available at UTT ECIAF Campus and UTT Chaguaramas Campus. Room allocations are based on factors such as year level; status as an international student; whether your programme requires early morning practical or training sessions throughout the academic year; distance of your abode from the campus. All residences are furnished with all amenities needed for comfortable living.

Living on campus is an essential part of the University experience, which offers intentional living and learning experiences that promote students' overall well-being and support personal, social and intellectual growth and development. As a resident, you will have access to opportunities for friendship, leadership and connections that last a lifetime.

You will have the opportunity to:

- Learn about the people, places, and events that make up the campus and build personal connections to the University and the community
- Discover your personal values, strengths, and interests
- Strengthen your understanding of your own and other cultures, beliefs, and life styles
- Develop skills in leadership, group participation, and interpersonal communication
- Develop effective citizenship skills and an understanding and appreciation of the importance of civic responsibility

Once you have been admitted and you accept your admission to UTT, you are eligible to complete an Application for Halls of Residence, which is available online.

Living in Non-University Housing

We strongly encourage you to research and investigate any housing rental listings before signing a lease commitment; and recommend the following Google searches:

- **Rental Information in Trinidad**
- **Trinidad and Tobago Rental Regulations**
- **Property law in Trinidad and Tobago**
- **Rent Restriction (Re-enactment and Validation) Act 2000**

Assistance in finding housing off-campus is provided by the Student Development Unit (SDU). Traditionally, homeowners in communities in close proximity to the University campuses rent rooms or apartments to UTT students; however, with increasing housing demand, it may be necessary for you to live further away from campus than may be ideal.

The University makes no guarantees or warranties, either expressed or implied, regarding the accuracy of the information or descriptions that are provided relating to rental properties. The University will not act in loco parentis, nor will it become involved in the collection of rents. It is your responsibility to determine proper living accommodations of any vacancies you may find.

Your Student Development Officer will also help you review leases, explain various clauses and clarify the language of the contract.

New Student Orientation

New Student Orientation (NSO) is a campus-wide, University-sponsored programme that is mandatory for all first-year students. Orientation marks the beginning of the university experience for new students. It is designed to help you settle into university and fully prepare you for the start of classes. Transitioning to university is like starting high school or a new job. It involves many changes socially, emotionally, academically and environmentally. The activities at NSO are designed to assist you with your transition to university by introducing you to the people, opportunities, resources and traditions of the UTT community. We hope you become more comfortable and confident with the academic and social aspects of university life. For further information, visit the website: www.u.tt/orientation.

Parent and Family Orientation

During the first year at UTT, you will experience many things. It is a year full of discovery, inspiration, good times and new friends. It is a major time of transition for not only you, the student, but also for the ones who support you. The University is dedicated to partnering with the parents, family and significant others of students to support and ease this period by providing a Parents and Family Orientation facilitated by the Student Support Services department. Parents and families will have an opportunity to network and learn all about the different services and resources that the University has to offer. Participation in the Parent and Family Orientation is optional, but highly recommended. Sessions occur concurrently with New Student Orientation.

Student Clubs and Organisations

University is more than books and homework. UTT has more than fifty (50) recognised student-run clubs/organisations, ranging from cultural and religious groups to services and general interest clubs, which students can join. Student clubs/organisations not only provide many activities for individuals who share common interests, but they also build a strong university community and are important to having a well-rounded and diverse experience. Here is a sample list of clubs/organisations on some of our campuses:

- **Islamic Society**
- **Students as Part of the Solution (SPOTS)**
- **UTT Trekkers Hiking Club**
- **The Society for the Enlightenment of Hindus**
- **Inter Varsity Christian Fellowship**
- **UTT Fast Track (Athletics)**
- **Catholic Students Movement**
- **Knights of the Chess Club**
- **Musical Arts Appreciation Group (M.A.A.G.)**
- **Educators for Christ**
- **Waking Up Agriculture Movement**
- **UTT Warriors Handball**
- **The UTT One Take Productions**
- **The Society of Petroleum Engineers UTT Student Chapter**
- **Institution of Chemical Engineers (ICHEM) UTT Chapter**

Any group of students wishing to organise a club/organisation at the University is required to register with the Student Development Unit (SDU) and be chartered by the Student Guild. The following are steps to register a club/organisation:

1. Come to the Student Development Unit (SDU) at your campus and pick up the necessary forms contained in the Student Club/Organisation Recognition Packet.
2. Organise at least fifteen (15) students who share the objectives of the proposed club/organisation.
3. Decide on the name and purpose of the organisation.
4. Draft and submit a constitution outlining a) the purpose, b) goals, c) rules, d) structures, and e) bylaws of your club/organisation.
5. Select a Faculty/Staff Advisor. This can be anyone at the University who shares the interests of the club/organisation and who will serve as a resource person. The advisor should be someone who is accessible and available to meet regularly with the club/organisation.
6. Hold elections for President, Vice President, Treasurer, and Secretary, plus any other officers necessary to run your club/organisation.
7. Complete the club/organisation Information and Membership Roster containing the names and requested information for at least fifteen (15) members of your club.
8. Submit completed packet to the Student Development Officer (SDO) at your campus to be reviewed and handed over to the Manager of Student Support Services and Recruitment for the purpose of being recognised.
9. Your first meeting must record the minutes from the meeting indicating that an election was held and listing the names of the newly elected president, vice president, treasurer, and secretary.

For additional information on clubs/organisations, visit the Student Development Unit or Chapter Office of the Student Guild at your campus, or search “The Executive Student Guild at The University of Trinidad and Tobago” on Facebook.

UTT Student Guild

Student leadership is an important part of social and academic life at the University.

The UTT Student Guild (UTTSG) is comprised of elected student leaders that represent and advocate for the entire student body. The UTT Executive Student Guild (UTTESG) and Officers meet and discuss critical academic and social issues that impact students at large.

Students interested in running for an UTTSG position must have a minimum GPA of 2.3, with the exception of students interested in running for UTTEG, in which case a minimum GPA of 2.7 is required. The UTTEG President (or designate) serves on the University's Academic Council and many committees that affect the campus environment. Members of Student Guild also participate in a leadership training conference, where they learn skills and techniques that help them become better leaders.

For additional information on UTTSG elections, visit the Student Development Unit or Office of the Student Guild at your campus, or search “The Executive Student Guild at The University of Trinidad and Tobago” on Facebook.

There are nine (9) Chapters that comprise the UTTSG, under the purview of the UTTEG:

1. **APA Chapter Guild**
2. **Chaguaramas Chapter Guild**
3. **ECIAF Chapter Guild**
4. **John D Chapter Guild**
5. **Tamana Chapter Guild**
6. **Point Lisas Chapter Guild**
7. **SFTI Chapter Guild**
8. **Tobago Chapter Guild**
9. **Camden Chapter Guild**

The funds collected from the Student Guild Fee are allocated to a range of services and expanded initiatives in areas including health, counselling, sport and recreation, clubs and organisations, student welfare, careers advice, student advocacy, orientation, graduation, and student representation. Some services are provided through the Student Guild, others are provided by the University. The Student Guild Fee is a compulsory fee.

Spiritual Formation/Chaplaincy

There are established faith-based organisations through the student clubs such as the Hindu Society, Intersarsity Christian Fellowship, Islamic Society and Inter-Christian Organisation; also representative chaplains from the Catholic and Presbyterian Archdiocese, serving the developmental and worship needs of the University's community. The University ensures that prayer rooms are available on all campuses and welcomes all religious bodies to engage students in understanding religious values as well and expressing their faith.

Sport and Recreation Unit

The Academy of Sports' SUCCESS Unit facilitates campus sport leagues and tournaments, and the intra/inter campus activities, which are open to all registered students and employed faculty and staff. Activities range from board games, cricket, football, netball, table tennis, badminton, and all fours to hiking, dragon boat racing, and 5Ks. Gyms are located at UTT San Fernando, Point Lisas, John S. Donaldson Port-of-Spain and ECIAF campuses; with a variety of equipment, including bikes, treadmills, weight machines and dumbbells. There is a gym fee for students, which can be paid via:

- Direct deposit at any First Citizens Bank (FCB) Branch, Account Number: 150-1631
- Net banking electronic bank transfer into UTT's First Citizens Bank Account Number: 150-16315
- Online on MyCampus Portal using your credit card
- Debit card and credit card using the LINX terminal at the gym

Arts and Culture

Each year the University hosts events, public performances, lectures and exhibits, and provides myriad opportunities for staff and students to participate. UTT's Academy for the Performing Arts - housed at the National Academy for the Performing Arts - mounts a wide variety of public events and assessments in the fields of Music, Acting, Dance, Music Technology and Animation. The faculty ensemble - UTT Ibis Ensemble - has performed over two hundred concerts in Trinidad and Tobago featuring many genres of music. Look out for student performances at APAFEST, the academy's end-of-year performing arts festival.

Volunteer Activities

Interested in giving your time to a worthy cause? Do you believe you can make a significant impact in your local community? Students who are passionate about volunteering, service and outreach and want to get involved with charities, community groups and campus initiatives for the greater social good, can join with Campus Guild Chapters and student outreach groups to execute the University's volunteer programmes during the academic year.

There are over one hundred (100) dedicated student volunteers who are always willing and able to assist or support in various ways, such as:

- Literacy intervention in primary schools
- Introducing agri-education
- Homework assistance
- Art and craft activities
- Elder care
- Community and coastal clean-ups
- Vacation camp counsellors and assistants
- Charity drives

Students are encouraged to rally resources and be creative and innovative in addressing social issues as youth leaders. If you wish to participate, please email the Student Development Unit at studentdevelopmentunit@utt.edu.tt or call (868)642-8888, ext. 88873.





Student Health and Safety

Vaccination and Immunisation

You must ensure that you are vaccinated against Yellow Fever; Varicella (chicken pox – two (2) doses); MMR (measles, mumps and rubella), Tetanus/Diphtheria; Hepatitis B (three (3) doses), Meningococcal Meningitis and Rabies and a Tuberculosis Skin Test (Mantoux). International students coming to Trinidad and Tobago from malaria endemic countries are required to report to a Campus Nurse immediately upon arrival.

Personal Accident Insurance

All students of the University are required to enroll in the Student Personal Accident Insurance plan during the University's registration period. The benefits cover accidental death and dismemberment, and medical expense reimbursement for an injury occurring while coverage is in force and during a University activity. If you are injured on campus or during a University activity, it must be reported to a University official or the Unit responsible for the event, who would then notify Student Support Services in writing of the incident / accident. The notification can be emailed and must be sent together with a completed and signed Health and Safety Report/Injury Form available from the University's intranet and a full set of claim documentation to the Manager, Student Support Services and Recruitment, within fourteen (14) days of the incident/accident.

Staying Safe and Secure

The University, at all times, seeks to ensure that its environment is as safe as possible. While the University, Security Services or Police provide information and ways to help us achieve a safer environment, each of us is responsible for our own safety and security. This includes:

- Locking doors when leaving rooms
- Keeping valuables in your car out of sight or locked in the trunk
- Reporting to Security Services any theft, act of vandalism, or anything suspicious on campus

There is a Health, Safety and Environment (HSE) Committee on each campus, which includes student representation among its membership. In many Units, there exists special safety regulations in relation to use of laboratories and/or specialist equipment, details of which should be provided through the Unit personnel. Please ensure that you are familiar with these unit regulations. Similarly, if you take part in any sport or social activity, which includes an element of risk, please note the guidelines on safety associated with the activity.

If you have any concerns regarding personal safety on campus, you may contact your campus Security Services.

Fundamental Health and Safety Rules for UTT Students

- **Conduct yourself in a safe manner**
- **Use the appropriate protective eye wear, footwear and clothing and equipment whenever and wherever required**
- **Ensure that all actions are environmentally friendly**
- **Be aware of the safety requirements of your location including the location of all emergency exits**
- **Ensure that you are aware of the evacuation rules and procedures for the campus including the alarm sound and muster point locations**
- **Follow the directions issued by Instructors or wardens during emergencies**
- **Comply with safety instructions and procedures at all times**
- **Immediately report all HSE accidents and incidents to the campus HSE representative or, in his/her absence the report should be made to either the Campus Manager, Student Support Services Department, an Instructor, and/or Security**
- **Smoking/vaping is strictly prohibited on all UTT campuses**
- **When using stairs use handrails and ensure carried objects do not obscure your vision**
- **Drive safely on and off the premises**
- **Maintain the correct HSE attitude beyond the gates**

Evacuation Rules to apply at the sound of the alarm

1. **Stay calm and heed the instructions of the authorities**
2. **Take your personal belongings, if possible**
3. **Walk orderly and briskly to the nearest exit**
4. **Assist differently abled persons to exit the building**
5. **Proceed to the designated muster points**
6. **Report any unaccounted persons to the campus Safety Wardens**
7. **Await further instructions from the HSE representative**
8. **Do not re-enter the building until the “all clear” is given**
9. **Do not attempt to drive away as the entrances will only be reserved for emergency vehicles**

Internet Safety

If you have a Facebook, Instagram, Twitter, Pinterest, or any type of profile on a social networking community, you should be aware of the following:

- **Do not put your room, address or cell phone number, class schedule, or other personal information on your profile. Also, do not allow someone to access this information from your profile. This is extremely dangerous and could open you to stalkers, identity theft, and other problems**
- **Do not write anything or post any pictures considered offensive**
- **Keep in mind that while a person's need for self-expression is appreciated, the University must conduct business and maintain a safe and secure environment for the well-being of all our students and staff. If you use any online community, you are responsible for the information on your profile. Providing your room number and/or room phone number as well as photos and/or information is not advised**



**Getting
Connected**

Communication

All official University e-mails will be sent to your UTT e-mail address ending in **@we.utt.edu.tt**. E-mails regarding classes, grades, registration, online student evaluations, status, or other important University information will only be sent to your University e-mail address. Likewise, if you wish to send electronic communication to University personnel, you must use your UTT email address. A student e-mail address automatically shows academic credibility. It shows who you are and what you do. As a student, you have worked hard for the opportunity to have a **@we.utt.edu.tt** address - use it to your advantage. From a career standpoint - your future employer might be an alumnus of UTT. Take the opportunity to show you are a proud part of the UTT community. You can seek assistance from the IT Unit at your campus or guidance from the Admissions Unit for email account activation or reactivation.

University Technology Resources

UTT provides computing facilities for staff and students at all campuses. Students directly and/or indirectly interact with most of these services either as firsthand users or via their Instructors and/or Professors through visual presentations, direct connectivity and delivery of course content.

Access to most connected IT-related systems are available through your MyCampus Portal – accessible via <https://mycampus.utt.edu.tt> – where all students can access student e resources from ONE Place, using ONE Username and ONE Password. From your MyCampus Portal, you have easy access to:

1. **Manage your own network passwords:** there is no need to call IT for this mundane task. Eliminate all challenges caused by forgotten passwords by using the password self reset option!
2. The following applications and services:
 - **Canvas Learning Management System (LMS):** A modern day learning platform and UTT's standard virtual learning environment. Instructors will upload course content, online assignments and other relevant information on Canvas. Students can access from anywhere and retrieve relevant materials at their convenience. You will also have access to tools that ensure you are familiar and comfortable with technology you encounter in the 21st century workplace.
 - **Office 365:** Access your student email; download and install the latest version of Microsoft Office to your personal laptops; backup your work to your 1 Terabyte OneDrive cloud storage; plus access several other productivity tools at your fingertips.
 - **MyPortal (JICS):** Add / Drop classes; access grades, etc.
 - **CoursEval (online SEOT):** the official form of Student Evaluation of Teaching (SEOT) used at UTT. This online application generates an online survey questionnaire that you complete for each course for which you are registered. Emails are sent to invite and remind you to go online and complete your survey.

- **Zoom:** UTT's Video Conferencing platform and the leading Video Conferencing (VC) and Web Conferencing (WC) Service in the cloud as a result of the earning the highest customer satisfaction and recommendations in the VC/WC industry based on a 2016 Tech Validate Survey. Zoom unifies cloud video conferencing; simple online meetings; group messaging; and a software-defined conference room solution into one easy-to-use platform. Zoom solution offers the best video, audio, and wireless screen-sharing experience across Windows, Mac, Linux, Chrome OS, iOS, Android and Blackberry.
- **Unicheck:** is UTT's anti-plagiarism software. This technology finds similarities, citations and references in texts and provides instant feedback that helps students achieve authenticity.
- **UTT Libraries:** Easily find that book or electronic article using UTT Library Electronic Resources Access

Additionally, all students have access to:

- **Printing Services:** Copy, Print, Scan from any UTT campus using your personally owned laptops or computers provided by UTT in various Labs and Libraries. Simply purchase your 'Venda' Cards from any Printing 'Venda' machine strategically located at each campus. Once purchased, these cards are reusable and will only need to be revalued (i.e. topped up) for future usage. You can revalue or check your card balance at the card dispenser. PLEASE DO NOT DISCARD YOUR VENDA CARD!
- **Microsoft Imagine**, which is made available to students free of charge – and accessed via MyCampus. Students who are matriculating in any Science, Technology, Engineering and Mathematics programme (STEM) have access to Microsoft Imagine Premium, with a wider selection of software tools geared toward their area of study. All other students have access to the Microsoft Imagine Standard edition.
- **Wireless Access:** Connect to the internet and research course work, etc., using the wireless network. "Cut the cord" and access your UTT_STUDENT wireless network at all campuses.
- **Labs:** At the various campuses, IT has outfitted several labs based upon the programmes taught with computer equipment and software, to support classes in Geology, Physics, Mechatronics, Programming, Networking, and Visual Communications; or, to just facilitate your general browsing, projects and research.
- **Simulation Software:** Depending on the programme, you can create a virtual environment to test your theories, verify and validate impact of your models and assess measurements metrics.
- **Access to other free software:** In addition to the software that is available from Office365 and Microsoft Imagine, all students now have access to SPSS and other applicable program-specific software. Conducting research and need to get deeper, more meaningful insights from your data and predict what is likely to happen next? Download your copy of SPSS directly from the MyCampus portal or contact your IT representative to find out how you can have free access to SPSS or other applicable software.
- **Technical support:** IT Service Desk, The Learning Centre (TLC) Student Support Rooms and Student Services [MyPortal (JICS)] support.

Using the Internet

You are responsible for proper use of the Internet services provided by the University. This is in accordance with the Policy Statement on Use of the University's Computer System. It is contrary to UTT's policy to download, upload, save, receive, send or publish web pages, e mail, messages or other material related to, containing, or including any of the following:

- Offensive material of any kind, including pornographic, obscene or other inappropriate material
- Material promoting discrimination on the basis of ethnicity, gender, national origin, age, marital status, sexual orientation, religion, or disability
- Information promoting, encouraging or facilitating illegal activities, including terrorism
- Information or messages encouraging the use of illegal substances
- Abusive, inflammatory, obscene or otherwise objectionable language
- Information or messages threatening or encouraging violent behavior
- Copyrighted materials, including but not limited to music, movies, and software, subject to the following two exceptions: 1) You have paid for the downloaded item and it is downloaded to a student-owned computer, or 2) You have been directed to download the item by a UTT Instructor.

Prohibited E-mail/Internet Use

The University's internet and e-mail services must not be used for any of the following:

- Commercial advertising
- Publishing material or sending messages for personal financial gain
- Unethical or illegal solicitation
- Forging of e-mail content (e.g. identification, addresses, etc.)
- Sending messages with unprofessional, disrespectful or derogatory content
- Manipulating or modifying e-mail information with intent to mislead or defame
- Knowingly placing a computer virus, worm or Trojan, on the network
- Publishing or distributing unlawful information
- Sending unsolicited bulk e-mail messages commonly known as spam
- Gambling
- Peer-to-peer networking
- Forwarding chain letters

Getting Help

Should you require further assistance with any of the University's IT services please contact the IT Service Desk at: 642-8888 Ext.44357 or via email at servicedesk@utt.edu.tt.

For Canvas (LMS) support, contact the teaching, Learning and Instruction Support Unit (TLIS) at **642-8888 ext. 21125** or via email at support.tlc@utt.edu.tt.

For CourseEval (online SEOT), contact TLIS at survey@utt.edu.tt.

UTT Libraries

UTT Library System (UTT Libraries) is an essential aspect of the academic life of the University. All registered students of the University are required to register at the library and attend a mandatory library orientation session to access its services. A library is located at each of the following eight (8) campuses: UTT ECIAF, John S. Donaldson Port-of-Spain, Point Lisas, San Fernando, Tobago, Tamana and Chaguaramas Campuses.


UTT Library System provides a wide range of electronic and print resources, complemented by information services to support students in their learning, teaching, research and entrepreneurship activities, as well as in their overall holistic personal development.

UTT Library System also uses the Library of Congress Classification Scheme to organise its print and multimedia collection into subject divisions. These resources are then placed into specific collections to facilitate ease of use. You can locate items in the collection via the library link u.tt/library, or through the MyCampus link <https://mycampus.utt.edu.tt> using your student ID and password. Access is also facilitated through the Research link on the intranet and the Research and Libraries link on the University's main website <http://u.tt>. Searching is easy using the discovery service - UTT OneSearch.

You will have access to a range of databases, which provide scholarly full text articles and/or abstracts for research, and can be downloaded, saved and printed.

Opening hours for the different libraries vary during the academic semester. However, generally they open between 8:00 a.m. and 9:00 a.m. and close between 4:00 p.m. and 7:00 p.m. Monday through Friday. The part-time campus in Tobago opens from 1:30 p.m. to 8:30 p.m. During the vacation period, the opening hours for all libraries are from 8:30 a.m. to 4:30 p.m. Information regarding each campus library is posted on campus notice boards, as well as the library website.



The background of the page is a solid blue color. On the left side, there is a vertical strip of orange and yellow. At the bottom left, there is a small portion of a person's arm wearing a red, white, and blue plaid shirt. The background is decorated with white silhouettes of palm trees of various sizes, some with fronds spread out and others more vertical.

The expectation of the University is that you can financially support yourself for the full length of your programme; however, your financial circumstances may have changed unexpectedly. Student financial assistance is intended to supplement, not replace student and family resources or the free tuition fees facility afforded by the GATE programme of the Government of the Republic of Trinidad and Tobago to its nationals.

The University's Students Accounting Unit acts as a clearinghouse for charges and credits placed on your account by the University. A registration fee payment is required during the registration period for each semester you are taking classes.

Financial Information

Estimated Cost of Attendance

The expenses shown below reflect estimated costs for the academic period 2018/2019. These expenses include actual fees and other charges, and are subject to change at any time:

REQUIRED UNIVERSITY FEES	
Item	Cost (TT\$)
Administrative Fee	250.00
Student Insurance	75.00
Student Guild Due	175.00
Amenities	100.00
Total	600.00
Other Necessary Expenses	
Books and Supplies	5,000.00
On Campus Housing (single room occupancy)	5,000.00
On Campus Housing (shared room occupancy)	3,500.00
Off Campus Housing	17,000.00
Personal Expenses	10,000.00
Miscellaneous Fees	
Late Registration	200.00 per Semester
Replacement of Student ID	25.00
Course Exemption	200.00 per course
Student Transcript	40.00 per transcript
Extenuating Circumstance Form (Missed Final Examination)	250.00 per exam; up to a maximum of \$500.00
Examination Query	50.00 per course
Letter request	30.00
Locker Rental	10.00
Graduation Gown Rental	500.00

Applicants who are Trinidad and Tobago citizens wishing to access GATE funding to cover university tuition must register for the GATE E-Service at any of the Ministry of Education satellite locations listed on their website www.e-gate.gov.tt or dial 800-GATE for additional information. Effective for Academic Year 2017/2018 and beyond, a Means Test will be used to determine access to the GATE Programmes:

- **Where the household income is below TT \$10,000 per month, students will be eligible for 100% GATE funding for tuition fees**
- **Where the household income is above TT \$10,000 per month but less than TT \$30,000 per month, students will be eligible for 75% GATE funding for tuition fees**
- **Where the household income is above TT \$30,000 per month but less than TT \$75,000 per month, students will be eligible for 50% GATE funding for tuition fees**
- **Where the household income is above TT \$75,000 per month, students will be ineligible for GATE funding**

Further information on the Means test is available at <https://www.e-gate.gov.tt>.

Additionally, students enrolled in institutions and programmes accredited by the Accreditation Council of Trinidad and Tobago (ACTT) will be funded by GATE as follows:

- **for one (1) non-terminal programme and One (1) Bachelor's Degree or**
- **for one (1) Diploma and One (1) Bachelor's Degree or**
- **for one (1) Advanced Diploma and One (1) Bachelor's Degree or**
- **for one (1) Associate Degree and One (1) Bachelor's Degree or**
- **or one (1) Certificate Programme and One (1) Bachelor's Degree**

CARICOM/International/Non-Nationals should contact the Student Accounting Unit for information related to Tuition Expenses via email stuacctqueries@utt.edu.tt.

Tuition

This payment is required during the registration period of each semester. As a returning student, if you owe the University money, you will not be able to register, receive a transcript, be granted a leave of absence, or receive your grades or degree until you have paid your outstanding balance. If you are seeking GATE funding of your tuition fees and the application is rejected, you will be required to pay the applicable tuition fees before you will be allowed to continue. For programme fees, please visit <https://www.u.tt>. Fees are listed in TT dollars (US\$1 approximately TT\$6.8) Remember you need to maintain a CGPA of 2.0 or greater to receive GATE funding.

GATE funds up to one Bachelors (Undergraduate) programme. GATE will not fund more than one same level programme. You also will not receive funding for a programme if you received GATE funding for a previous programme, which you did not complete. If you wish to withdraw from the University or apply for a leave of absence and you are a GATE funded student, you are strongly advised to consult the Funding and Grants Administration Division of the Ministry of Education in order to be apprised of the financial implications with respect to GATE.

Higher Education Loan Programme

The Government of the Republic of Trinidad and Tobago has also made available the Higher Education Loan Programme (HELP), which registered students can access, through any bank. Students pursuing post graduate research programmes (M.Sc., Ph.D.) full-time have access to fellowships provided by UTT.

Financial Assistance Available to Students

In each academic year, limited financial assistance may be available. All financial aid determinations are made on the basis of demonstrated need and funding availability, therefore, to calculate the amount of your financial need, The Undergraduate Student Aid Financial Committee will take the expected cost of attendance and deduct what you and your parent/spouse should reasonably be able to contribute based on the information you provided. Aid packages may include:

- Use of a refurbished laptop
- Payment plans
- Bursaries and scholarships
- Student employment
- University grant aid, which comes from general-purpose funds, endowments, and gifts from staff, alumni, friends of the University

If you qualify for aid, your decision notification from The Undergraduate Student Aid Financial Committee will detail the specific type of financial aid you receive.

Aid packages may include:

- Student Employment
- University grant aid, which comes from general-purpose funds, endowments, and gifts from staff, alumni, friends of the University

Students may also benefit from the University's Loaner Laptop Programme (for those students without access to a working device). Requests can be made through the Student Development Unit or Academic Department in collaboration with the IT Department.

Tuition Payment Plan Policy

The Tuition Payment Plan (TPP) Policy allows students to pay their tuition in installments in accordance with the TPP schedule.

Students can apply on-line or in person to the Students Accounting Office.

Only tuition fees are eligible for payment in installments.

Students must pay the non-refundable TPP Service Fee as determined by the University and published in the Regulations at the start of each term in which they are enrolled in the plan.

It is the student's responsibility to monitor their accounts and ensure that their payments are made in accordance with the TPP schedule for the relevant term.



Keeping the End in View

The Ideal Graduate

The University aims to produce graduates who typically are:

- Able to display effective and sophisticated cognitive, analytical and problem-solving skills and willing to engage with unfamiliar problems and articulate solutions.
- Creative and able to use the knowledge they have acquired to generate, develop and realise new ideas and apply a range of creative methods.
- Receptive to new ideas and critiques of established wisdom, often within an interdisciplinary context.
- Capable of understanding the philosophical and methodological bases of research, including the ethical foundations of scholarship.
- Able to participate in individual and collaborative learning in innovative, adaptable and effective ways.
- Able to understand the interaction between members of an enterprise – including leaders – in the public, private and volunteering sectors; and
- Aware of civic and social responsibilities and willing to tackle a range of social issues including prejudice, injustice and the abuse of power in constructive and responsible ways.
- Able to recognise and value diversity
- Able to practice judgment, moral and ethical reasoning by critically reflecting on their own beliefs and values, and defending them with reasoned arguments

To graduate and be certified, students must attain the minimum required cumulative GPA of 2.0, and complete the courses in the time stipulated by their respective programme. The following conditions must also be satisfied for eligibility to graduate:

1. You must be a registered student of the University and should have attained the required academic standard for graduation.
2. You must not be in default of fees or any accounts receivable to the University.
3. You must not be in possession of overdue library books.
4. You must not have any pending disciplinary action against you

Students qualified to graduate (referred to as “Graduands”) also have the following responsibilities:

1. You must complete the online version of the Completion of Programme form, which is available on MyPortal (<https://myportal.utt.edu.tt/ics/>) by September 01.
2. You must ensure the name(s) submitted is/are the same as that shown on your National Identification card or birth certificate and is correctly spelt. You are only permitted one middle name or letter initial.
3. In the case of a name change, you will be required to submit a printed copy of the completed form including copies of the necessary documents (Marriage Certificate/ Deed Poll/Divorce Decree/Affidavit) at your home campus.
4. You should also review your transcript through MyCampus <https://mycampus.utt.edu.tt> and bring to the attention of your Academics any issues/anomalies for resolution.
5. You must check and verify the graduation date and time.
6. You are required to indicate on the appropriate form whether you will be in attendance at the graduation ceremony and attend the scheduled graduation rehearsals.

Graduating with Academic Distinction

Undergraduate students with outstanding academic records may be eligible for graduation with academic distinction. The University uses the Latin terminology - ***cum laude***, ***magna cum laude***, and ***summa cum laude*** to signify an academic level of distinction of an academic degree.

- ***Cum laude*** translates to “with honor”
- ***Magna cum laude*** means “with great honor”
- ***Summa cum laude*** means “with greatest honor”

GPA Range	Award/Distinction
3.7 – 4.0	Summa cum laude
3.0 – 3.69	Magna cum laude
2.7 – 2.99	Cum laude
2.0 – 2.69	Pass





Academic and Support Services

Personal Tutoring Programme

The Personal Tutoring Programme plays a vital role in this commitment, with the ultimate aim of providing academic and pastoral support to students on a regular and scheduled basis throughout their programme of study.

Personal tutoring is expected to improve student retention, contribute to the students' overall experience, progression and achievement. An academic member of staff will be assigned to you as a Personal Tutor and will be introduced to you during the New Student Orientation period. Following this, your Personal Tutor will meet with you to discuss any personal issues that impact your progress.

Academic Advising

Academic advising is a collaborative process between student and advisor allowing for clarification, assessment, and monitoring of a student's academic progression. As a student, you will be assigned an Academic Advisor who plays an important role in encouraging you to explore, clarify and understand the link between the department's curriculum and your career interests. You are responsible for scheduling regular advisement appointments and reaching out to your advisor; register for approved courses; monitor and document your progress towards meeting your degree requirements. Ultimately, the completion of all academic requirements relies on you.

If you are a student on academic probation, you are required to consult with the relevant Programme Leader and/or Academic Advisor for academic advising. Your Programme Leaders are also required to refer students who are on academic probation to UTT Foundations, for remedial classes in their identified area of deficiency. Your Academic Advisor and Personal Tutor will also provide information about campus resources and make appropriate referrals.

If you are a student on Academic Suspension, you are required to consult with the relevant Programme Leader and/or Academic Advisor or Personal Tutor, as well as the identified person in Student Development Unit, in order to discuss strategies to improve deficiencies and to return to the status of Good Academic Standing.

You are expected to:

- **Schedule regular appointments or make regular contacts with your Academic Advisor during each semester**
- **Become knowledgeable about UTT programmes, policies and procedures**
- **Accept responsibility for your decisions**
- **Read your UTT e-mail**

If you have queries or problems that are shared with fellow students, your Programme Leader is often the best person to raise the issue(s) with academic staff. If you feel that you have a problem which cannot be resolved within your course or academic department, you may wish to consult one or more of the specialist services listed in this handbook including:

- The Student Development Unit (SDU) for advice on study methods;
- Student Counselling Services for confidential advice in relation to personal problems

Student Support Services and Recruitment

Telephone: (868) 642-8888 ext. 21066/21336

Student Support Services and Recruitment (SSSR) plays a critical role in facilitating the learning process and the University's mission. SSSR offers students comprehensive co-curricular programmes and services, which include academic support; personal/professional development; cultural and civic engagement; and leadership and overall wellness; to help you, as a student, develop a sense of belonging to a diverse, supportive, education community. Staff serve as University spokespersons for student interests. In fact, the main function of SSSR is to strengthen the relationships among students and the academic sectors of the University.

Our programmes and services are provided in a variety of units and focus areas: student development; career development; student counselling; civic and community engagement; disability services; housing and residence life; student transportation services; campus chaplaincy and UTT's Alumni Association. SSSR also provides organisational and administrative guidance to The University of Trinidad and Tobago Student Guild (UTTSG); facilitates student leadership training through the Student Development Unit; and provides support services for international students. All units also develop a range of programmes and workshops for students.

Student Development Unit

Telephone: (868) 642-8888 ext. 888SD (88873)

Email: studentdevelopment@utt.edu.tt

The Student Development Unit (SDU) provides leadership in developing and maintaining a campus atmosphere that fosters social, intellectual and personal growth; advocates for the needs of students; and develops leadership by promoting self-responsibility and problem solving.

The primary focus is to support your academic success and this is done in close consultation with you as well as your Academic Advisors/Instructors. There is an SDU officer assigned to each campus who can discuss your academic and personal concerns; provide information on other helpful University services; guide you through processes to request waivers of University regulations, deliver developmental workshops and programming that would support your holistic development and overall well-being in support of the University's thrust on Student Retention, coordinate and execute New Student Orientation Programming and supports Graduation activities ,if possible; provide services for students with disabilities subject to the limitations of the University's resources at the particular time; refer you to peer mentors; provide information on the student guild organisations; or provide information on possible financial aid / support.

The SDU provides co-curricular and holistic learning opportunities for student engagement through volunteerism and social outreach taking responsibility for all social responsibility, community and civil society engagement, philanthropy and volunteer activity at UTT; and aims to create an enabling environment for student social responsibility and community engagement initiatives in the development of a culture of service, outreach and sustainable community development.

Signature campus programmes have been developed where students lead in the community in areas linked to academic curriculum. These types of programmes will allow you the opportunity to sharpen your skill sets and, additionally, develop soft skills such as team leadership and management, communication, motivation, advocacy, public speaking and problem solving.

Some of the programmes and activities developed and supported include:

- Agriculture and Animal Science Education in Primary Schools led by ECIAF Campus
- Weekend volunteering at various children's homes for homework assistance and art and craft activities
- Weekend volunteering and compassion outreach with the elderly
- Vacation camp volunteer counselors, teachers and camp assistants
- Annual food charity drive for needy students and persons within the community

A number of relationships were formed with third sector agencies nationally, which provide avenues for you to engage in solution-oriented experiences for the benefit of the community, the University, and importantly, student self- discovery and soft skills building.

The SDU also functions as a first responder for student crisis, inquiries, complaints and the resolution of conduct issues. No matter how well prepared you are for academic life, there may come a time when your workload or personal life seems unmanageable. If you have a question, we will answer it and if we cannot, we will connect you with someone who can.

Student Counselling Services

Telephone: (868) 642-8888 ext. 26447; 29212; 21228; 21342; 28116; 32242

Counselling services are free to all registered students, and available at all campuses. Counselling is an active, confidential process that is designed to give you the student/client, the time, space and encouragement to explore and understand the issues you bring. The counsellors provide a secure framework within which they can engage you to reflect upon your circumstances and view the problem from a different perspective. The aim is that in time, this will increase awareness of oneself, one's situation, and the choices that are available.

All counselling sessions provided by the Student Counselling Services (SCS) are confidential and free. Student/Clients are asked to complete an intake form, which is a basic identifying information form. This is kept as part of your confidential SCS file. Counselling information does not form part of your permanent record. Information will not be released to anyone (parents, friends, Instructors) without your written permission. Legally, however, we are required to disclose information to:

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

Counsellors are available at all UTT teaching campuses. Most are available Monday to Friday (except University and Public Holidays), with extended hours to facilitate part-time students at least one day a week. Appointments may be scheduled into any gaps in your academic timetable or during your lunch hour. Issues addressed in counselling include but are not limited to:

- Stress management
- Relationship problems
- Anger Management
- Grief and Loss
- Learning difficulties
- Social Anxiety

In case of emergency students should contact emergency services – EHS, Ambulance or the Police.

Disability Access Services

Telephone: (868) 642-8888 ext. 88DAS (88327)

According to “The United Nations Convention on the Rights of Persons with Disabilities (2006) “persons with disabilities” include those who have a physical, mental, intellectual or sensory impairment which, when interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others”. A person with a disability may also have a cognitive, or development condition that impairs, interferes, or limits his/her ability to engage in a particular task or action in his/her typical daily activities and interactions. It is the policy of the University not to discriminate against students with a disability in any programme or activity of the University for which the student is qualified, and to provide reasonable accommodation and academic support services to such students with due regard for the integrity of academic programmes.

A reasonable accommodation is one that will allow a student with a disability to have an equal opportunity to participate in, and enjoy the benefits of, a service, programme or activity of the University without an undue administrative or financial burden to the University. This includes auxiliary aids, or services such as sign language interpreters or scribes; adjustments to academic requirements, activities, or space. Academic adjustments that lower or substantially alter the essential elements of a programme, course or curriculum are not considered reasonable; neither does accommodation that poses a direct threat to the health or safety of the student or others.

In order to be eligible for services, you must self-disclose your need for accommodation to Disability Access Services (DAS) and provide supporting medical documentation as required. You are strongly encouraged to contact DAS staff as soon as you are admitted to the University as this allows sufficient time to ensure that accommodations are in place for the beginning of the academic semester. Documentation of a disability furnished by a student will be kept confidential and will be shared with University personnel only with permission of the student, except as is otherwise required by law. This is particularly important when students are engaged on courses involving field trips, laboratory activities and on-the-job training; and to meet health and safety requirements including evacuation procedures. The University reserves the right to request additional documentation that is considered to be reasonably necessary to determine appropriate and effective accommodation. For example, appropriate documentation for students with learning disabilities includes a test administered by a professional that outlines aptitude and ability.

Services to International Students

Telephone: (868) 642-8888 ext. 21321

Website: www.u.tt/international

From the moment you receive your offer of admission, you will be connected with the International Office and Grant Funding Unit (IOGF) and the Student Development Unit (SDU). We are committed to helping you adjust to your new life in Trinidad and Tobago, and to ensuring that your University experience is the best it can be. Some of the many services offered include ongoing support and referrals during your transition to the University and to Trinidad and Tobago and for academic and personal concerns.

You will have access to educational, cultural, and social programmes throughout the year that enrich the experiences of international and domestic students. As an international student, you will be required to attend an international students' orientation.

According to the Immigration Regulations of Trinidad and Tobago, all International Students **MUST** visit the Immigration Division within 48 hours of arrival to apply for their Student Permit. International Students must also contact the International Office and Grant Funding Unit (IOGF) prior to visiting the Immigration Division for guidance and advice on the student permit application process. The IOGF can be reached at internationaloffice@utt.edu.tt.

You are required to apply for a Student Permit to study at UTT if you are:

- A non-citizen and non-resident of Trinidad and Tobago wishing to engage in study at the University
- A person who is 18 years and over, wishing to study at the University
- A dependent of persons who are holders of Work Permits, Missionary Permits, or awaiting Permanent Residence status in Trinidad and Tobago
- A dependent of persons who are holders of CARICOM Skills Certificate issued in Trinidad and Tobago and who hold indefinite stay status
- A dependent of persons permitted entry under Rights of Establishment

You must present proof of a valid Student Permit to the Admissions Unit and the IOGF within one month of commencing studies at the University. For further information on immigration requirements, please visit: <https://utt.edu.tt/international/pages/1371>.

You can also visit the Immigration Division, Ministry of National Security site for additional information: <http://www.immigration.gov.tt/Services/Permits/StudentPermit.aspx>.

Cafeteria Services

Telephone: (868) 642-8888 ext. 26461/32349

Cafeteria Services is responsible for the development and administration of a cafeteria model that accommodates the diverse dining needs of the University community; and ensures the hygienic preparation of quality meals that meet the requirements of students and staff. The hours of operation of Cafeteria services on campuses may vary, and are posted on campus bulletin boards and on the doors of each cafeteria.

Student Transportation Service

The University provides limited transportation services. You will have access to the University student shuttle service, which will transport you for academic and co-curricular activities, and field trips; and from campus to main transportation hubs. You must provide your student identification to board the shuttles. Shuttle schedules are posted on notice boards at the beginning of the academic year (subject to change without prior notice). Students can liaise with the Student Development Officer on their campus for further information.

UTT Alumni Association

Telephone: (868) 642-8888 ext. 29165

Email: uttalumni@utt.edu.tt

The UTT Alumni Association was established in July 2008 by a working committee and a membership of one hundred (100) students with the mandate to research and construct a draft constitution. The Association currently has over seventeen hundred (1700) registered members.

Becoming a member of the UTT Alumni Association is the first step in developing a lifelong relationship with the University. It will enhance your university experience and provide you with opportunities for personal growth, while interacting with UTT alumni. Being a student member offers you an opportunity to:

- Help the University accomplish its primary activities
- Act as advocate and support fundraising initiatives
- Recognise individuals who have significantly contributed to the Association, students or the University
- Cultivate a spirit of camaraderie among its members
- Encourage current students like yourself, to become involved in, and assist with activities of the Association
- Provide products, services and benefits that will encourage affinity with the University

University Contact Information

The University's phone number is (868) 642-8888 / 223 4UTT (4888)

UTT John S. Donaldson Port-of-Spain Campus

15-21 Wrightson Road, Woodbrook 170605

Main Reception Desk	26010
Security Services	26911/26912/26914
Library Services	26183
Admissions Unit	admissions@utt.edu.tt
Examinations Unit	exams.unit@utt.edu.tt

UTT ECIAF Campus

180-200 Caroni North Bank Road, Centeno, Arima 301945

Main Reception Desk	23111/23056
Library Services	23057
Security Services	29159/23912
Admissions Unit	admissions@utt.edu.tt
Examinations Unit	exams.unit@utt.edu.tt

UTT Chaguaramas Campus

962-968 Western Main Road, Chaguaramas, Carenage 110804

Main Reception Desk	22100
Library Services	22081
Security Services	22913/22912/22915
Admissions Unit	admissions@utt.edu.tt
Examinations Unit	exams.unit@utt.edu.tt

UTT San Fernando Campus

1-25 V.V. Gopaul Drive, Tarouba, San Fernando 602905

Main Reception Desk	25131
Library Services	25053
Security Services	25911/25913
Admissions Unit	admissions@utt.edu.tt
Examinations Unit	exams.unit@utt.edu.tt

UTT Point Lisas Campus

91-101 Esperanza Road, Brechin Castle, California 540517

Main Reception Desk 32000/32015/ 32016

Library Services 32257

Security Services 32911/32913

Admissions Unit admissions@utt.edu.tt

Examinations Unit exams.unit@utt.edu.tt

UTT Camden Campus

32-46 Camden Base Road, Couva 550610

Main Reception Desk 32600/32316/32133

Library Services 32257

Security Services 32915

Admissions Unit admissions@utt.edu.tt

Examinations Unit exams.unit@utt.edu.tt

UTT Tamana Campus

Tamana InTech Park, Churchill Roosevelt Highway, Wallerfield 301776

Main Reception Desk 21010/21020

Library Services 21057

Security Services 21911/21913

Admissions Unit admissions@utt.edu.tt

Examinations Unit exams.unit@utt.edu.tt

UTT Tobago Campus

143 Milford Road, Canaan

Main Reception Desk 21401/29114/28138

Library Services 29114

Security Services 39026

Admissions Unit admissions@utt.edu.tt

Examinations Unit exams.unit@utt.edu.tt

UTT Campus at NAPA

14-24 Keate Street, Port-of-Spain 100801

Main Reception Desk	32177
Security Services	24125/45912/45911
Admissions Unit	admissions@utt.edu.tt
Examinations Unit	exams.unit@utt.edu.tt

Support Services

IT Service Desk	4HELP (44357)
Teaching, Learning and Instructional Support	21154
Student Development Unit	32272, 29211, 21124, 29167
Student Counselling Services	26447/ 21228/21342/26447
Disability Access Services	25215/32296/30227
Student Social Responsibility and Volunteer Centre	21367

Emergency Services

Trinidad and Tobago Police Service	999/911
Trinidad and Tobago Fire Service	990
Ambulance	811/990
Port-of-Spain General Hospital	623-2951/6
Eric Williams Medical Sciences Complex	645-4673 (HOPE)/645-2640
San Fernando General Hospital	652-3581/6 or 652-3580
Arima District Hospital	667-4714
Scarborough Hospital	639-2551
Office of Disaster Preparedness and Management	511
T&T Crime Stoppers	800-TIPS (8477)
Anti-Crime Hotline	555
AIDS Hotline	800-4HIV (4448)/625-2437
Domestic Violence Hotline	800-SAVE (7283)
Lifeline (Suicide Hotline)	645-2800/645-6616
Poison Information Centre	800-2PIC (2742)
Rape Crisis Society of Trinidad and Tobago	627-7273/657-5355
Legal Aid and Advisory Authority	674-6272/674-0109



A Publication of

THE UNIVERSITY OF TRINIDAD AND TOBAGO (UTT)

Tel: (868) 642-8888/223-4888

www.utt.edu.tt

This publication is intended to serve as a general guide for current and prospective undergraduate students of The University of Trinidad and Tobago. In this capacity, it includes information from several policies, procedures, rules, regulations and academic requirements students may need to access throughout their tenure with the University. This handbook is designed to be used in conjunction with the Assessment Regulations for Taught Programmes and the General Academic Regulations Policies and Procedures for All Academic Programmes.

This handbook is not a complete statement of all policies, procedures, rules, regulations and academic requirements. UTT reserves the right to make amendments to the information in this handbook without prior notice.